

Health and Safety Policy

Document control

Document reference:	P14V6.1
Document:	Health and safety policy
Version:	Issue version – 6.1
Issue date:	October 2021
Review date:	October 2022
Replaces version/date:	Version6 (September 2019)
Author:	Jayne Wass –quality director
Owner:	Graham Howe – managing director
Summary:	This policy details our commitment and obligations for health and safety, we are committed to a positive health and safety culture and ensuring, so far as is reasonably practicable, a safe and healthy working and learning environment.

Authorisation

Signature:	<i>J Hempstead</i>	Title	<i>Executive Chair</i>	<i>8th October 2021</i>
-------------------	--------------------	--------------	------------------------	------------------------------------

Related Documents

Procedures and Arrangements for health and safety detailed within the procedure manual that accompanies this policy:

General Risk Assessment

Manual Handling

Fire Safety

First Aid

Control of Substances Hazardous to Health

Display Screen Equipment

Smoking, Drugs and Alcohol

Violence & Stress

Personal Protective Equipment

Health and Safety Committee

Training

Consultation with Staff

Management of Health and Safety

Work at Height

Electricity

Transport

Safe Working Procedures

Slips and Trips

Work Equipment

Lone Working

Noise

Management of Contractors

Accident Reporting

New and Expectant Mothers

Young Workers

Purpose

- 1.1 We acknowledge that under the Health & Safety at Work Act 1974 we have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all our staff/apprentices and that we have certain duties towards members of the public, these duties being implicit in the above Act.
- 1.2 We will consider all Health and Safety aspects of our business as a priority and will commit to continuous improvement putting the safety and welfare of our staff and all apprentices enrolled on any programme being delivered. We will work in partnership with employers, staff and apprentices to ensure that health, safety, equality, diversity and safeguarding is embedded within the organisation and programmes being delivered.
- 1.3 We accept these duties and it will continue to be our policy to promote acceptable standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under the Act and

Approved Codes of Practice. It is considered by the company that Health and Safety is a responsibility at least equal in importance to that of any other function of the business.

1.4 We will take all steps as are reasonably practicable to meet our health and safety objectives, including: -

- The creation of an organisational structure and a positive health and safety culture which supports risk control at all levels. This will include identifying and controlling risk to prevent injury and ill-health.
- To provide and maintain facilities, equipment and systems of work that are safe and without risks to health.
- To ensure safety arrangements are in place for the use, handling, storage and transportation of articles
- To provide sufficient information, instruction, training and supervision to assist all staff/apprentices to avoid hazards and to contribute positively to their own safety and health at work.
- To maintain a safe and healthy working environment with safe access and egress to and from the workplace.
- To provide and maintain adequate welfare facilities and arrangements for staff/apprentices.
- To develop safety awareness amongst all staff/apprentices and, as a result of this, create individual responsibility for health and safety at all levels.
- To provide a safe environment for all visitors to The Apprenticeship College premises and to control effectively the activity of all outside contractors when on The Apprenticeship College premises.
- To encourage full and effective two-way consultation on health and safety matters by using the management structure and staff already in place.
- To constantly review the details of the policy and keep it in line with changes in current legislation.
- We are committed to providing adequate resources to ensure our health and safety objectives are met.

1.4 We are conscious of the external environment that may be affected by our activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the duty of care as regards waste.

- 1.5 We will provide and maintain a written risk assessment of the risks to the health and safety of staff/apprentices whilst they are at work and others who may be affected, as required by the Management of Health and Safety Regulations 1999.
- 1.6 We consider the Health and Safety Policy as an integral component of The Apprenticeship College overall business plan and will ensure that the Policy is brought to the attention of staff and apprentices.
- 1.7 We consider that this Health and Safety Policy is an integral part of other resource policies.
- 1.8 The Policy will be periodically reviewed and modified as necessary. Any changes will be brought to the attention of all staff.

2. Organisation & Responsibilities

2.1 The Company

The Apprenticeship College

- Accept full responsibility for health and safety within The Apprenticeship College.
- Formally and publicly accept their collective role in providing health and safety leadership within the company.
- Requires that the Director and managers accept their individual role in providing health and safety leadership within the company.
- Will ensure that all their decisions reflect their health and safety intentions as articulated in their policy statement.
- Recognise their role in engaging the active participation of staff and associates in improving health and safety.
- Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for staff/associates and apprentices and to ensure that their work does not adversely affect the health and safety of other people.
- Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for all people who visit The Apprenticeship College.
- Are committed to ensure that The Apprenticeship College operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the

best possible standards are met.

- Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- Will ensure that any changes in this Policy will be brought to the attention of all staff.
- Will appoint one of it's managers to be the 'Health and Safety responsible person' but clearly acknowledge that this role does not detract either from the responsibilities of the company or from the health and safety responsibilities of the company.
- Ensuring that, so far as it is within their control that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- Ensuring that objectives outlined within the Company Health and Safety Policy and Procedures Manual are fully understood observed and implemented by persons under their control.
- Ensuring that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect staff/associates and apprentices, is adequately communicated to them.
- Constantly monitoring the effectiveness of the Health and Safety Policy and Procedures Manual.

2.2 The Executive Directorate

The Executive Director of The Apprenticeship College are responsible for:-

- Providing strong leadership in delivering effective health and safety risk control and being committed to continuous improvement in health and safety performance.
- Ensuring that all Senior Management actions and decisions always comply with the objectives within The Apprenticeship College Health & Safety Policy Statement.
- Ensuring that the health and safety ramifications of investment in equipment, processes or products are taken into account as decisions are made.
- Ensuring that The Apprenticeship College only does business with organisations

which, in themselves, deliver effective health and safety risk management.

- Actively promoting and supporting employee/associate and apprentice involvement and consultation, encouraging staff at all levels to become actively involved in all aspects of The Apprenticeship College health and safety management.
- Ensuring that The Apprenticeship College Health & Safety Policy's Statement reflects current priorities.
- Ensuring that there are effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventive and protective measures.
- In a line management function, be responsible for all staff Health and safety requirements.
- Ensuring that, so far as it is within their control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- Will ensure that Management Systems provide for effective monitoring and reporting of The Apprenticeship College' health and safety performance.
- Ensuring that other Senior Management are kept informed about any significant health and safety failures and the outcome of the investigations into their causes.
- Ensuring that The Apprenticeship College appoints one or more competent persons to help The Apprenticeship College undertake the measures needed to comply with health and safety law.
- Monitoring overall health and safety within The Apprenticeship College.
- Recommending changes in the Health & Safety Policy and Procedures Manual in the light of experience.
- Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on The Apprenticeship College's behalf.
- Obtaining, interpreting and disseminating all relevant health and safety information to The Apprenticeship College via the normal management structure.
- Liaising with outside bodies that may, from time to time, use the facilities of The

Apprenticeship College, and ensure that appropriate action is taken to provide these bodies with sufficient knowledge of Company procedures and that The Apprenticeship College itself is appropriately indemnified.

- Liaise with The Stowe Centre to ensure that fixed electrical installations on Company's premises and all portable electrical equipment are subject to appropriate periodic inspection and test as determined by the current Company policy, to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available for inspection.
- Participating in the incident & hazard investigation procedure.

2.3 Delivery Managers

Delivery Managers will ensure all associate/part time skills coaches/tutors are directly responsible to the company for the safe functioning of all their activities. They will:

- Have ultimate day to day responsibility and accountability for ensuring that all apprentices fully comply with the aims of the Policy and legal requirements.
- Ensure appropriate risk assessments of training venues are completed.
- Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments is adequately communicated.
- Ensure that all persons under their control are adequately trained to carry out any task required of them in a healthy and safe manner.
- Recommend changes to The Apprenticeship College Health & Safety Policy and Procedures Manual in the light of experience.
- Ensure the co-operation of all staff/apprentices at all levels as regards working to this Policy and Procedures Manual.

2.4 Delivery Staff

are responsible for:-

- Obtaining and interpreting and disseminating all health and safety information via the normal communications structure.

- For ensuring that suitable Risk Assessments are completed covering all venues, processes and activities which involve The Apprenticeship College, with adequate records maintained available for inspection.
- For embedding a health and safety culture within course delivery by enquiring and testing the levels of understanding and knowledge and recording findings on apprentice reviews.
- Supporting apprentices in gaining the required level of knowledge to be able to identify health and safety concerns within the workplace.
- Engage with host employers on a regular basis highlighting any concern identified through the learning process of the course, measuring the outcome of the concern and recording findings for evidence.
- Ensure as far as reasonably practicable that all apprentices are provided with and wear the necessary Personal Protective equipment and also ensure that it is replaced when necessary by host employers.
- Co-ordinating the preparation of statutory required health and safety documentation.
- Ensuring that all health and safety documentation for which is required to be kept available for inspection is maintained in current condition and is readily available.
- Ensuring that matters that cannot effectively be remedied that are identified by the Associates/Assessors/Tutors that they will refer them to the Line Manager in the first instance for advice and guidance. If the matter cannot be satisfactorily remedied, then it should be referred to the Head of Learning.
- Ensuring that the regular planned health and safety inspections take place within the required timescales.

2.5 Staff/including Apprentices

Each and every staff member / apprentice is responsible for ensuring that:-

- They engage in all health and safety activities that are required of the course and gain a good understanding of the relevance of health and safety in the workplace.
- They wear and use all Personal Protective Equipment and safety devices that are provided by The Apprenticeship College' Management or by other

Providers for their protection and co-operate fully with their Directors when the latter are pursuing their responsibilities under the above Act.

- They observe all Safety Rules and Regulations, whether statutory or Company and conform to any Systems of Work that are developed.
- They report all accidents, incidents, damage and near-misses or hazard situations to the Health and Safety Representative at work and the Assessor/Tutor.
- They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974.