

Health and Safety Policy

Policy Statement

The aim of this policy is to recognise the statutory responsibility and our commitment to health and safety. It is our responsibility to ensure a safe environment for all learners (including apprentices), staff, and stakeholders. Our commitment to this policy will be achieved by all stakeholders taking individual responsibility and awareness of this policy.

The purpose of the policy is to meet the following objectives:

- Prevent accidents and cases of work/learning related ill health
- Provide adequate identifications processes and control of the health and safety risks arising from work and learning activities in order to provide a safe work and learning environment
- Ensure all staff and learners have the skills, knowledge, training and experience to undertake their work and learning safely
- Provide a safe environment for visitors and contractors and ensure suitable and sufficient information is provided on health and safety matters relevant to their individual undertakings
- Ensure all staff, learners, visitors and contractors understand how to report and escalate incidents that may impact on health and safety in the learning environment
- Implement emergency procedures including evacuation in case of fire or another significant incident
- Engage and consult with staff, employee representatives, and learners on matters affecting their health and safety
- Ensure all representatives of the organisation understand their individual responsibility to adhere to and act upon this policy in an appropriate way

Scope and Definition

We recognise and accept our responsibility in respect of health and safety and will ensure the provision of conditions that comply, as far as is reasonably practicable, with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health and Safety legislation. Our policy covers all apprentices within our care.

In addition to Health and Safety at Work Act 1974 guidance, other considerations have been reviewed to formalise this policy; these include Ofsted's Education Inspection Framework (EIF) and the Education and Skills Funding Agency's funding guidance.

Responsibility

The Apprenticeship Director is responsible for this policy, in conjunction with the Designated Health & Safety Lead. It is the responsibility of all individuals to comply with this policy, which includes:

- All Learners within our care, including apprentices at their employed location
- All full time and part time members of staff
- Volunteers

- Temporary staff e.g. agency staff
- Visitors and contractors

Notwithstanding statutory legal duties, we all have a moral duty to ensure the health and safety of individuals by doing everything reasonably possible to prevent them from coming to foreseeable harm. As part of our induction process, we require all staff and apprentices to sign a declaration that they have read our Health and Safety Policy and are committed to upholding their associated responsibilities.

We will:

- Maintain a record of all accidents/incidents involving staff and learners and ensure that appropriate steps are taken to prevent recurrences
- Ensure all staff receive health and safety training appropriate to their duties annually
- Provide and maintain an accident book detailing all accidents/incidents/near misses to staff and learners. All are to be investigated and reported to the Designated Health & Safety Lead, using appropriate documentation
- Report all accidents/incidents/near misses to our Senior Management Team quarterly.
- Ensure appropriate Employers Liability insurance is valid
- Ensure the health and safety policy is kept up to date, and all new staff at induction are made aware of the policies and procedures in place

We will promote this policy by:

- Ensuring a copy of the policy is provided to apprentices during enrolment
- Providing an overview of Health and Safety practices and considerations during apprentice induction
- Supplying consistent staff training in Health and Safety procedures and policy implementation throughout delivery
- Providing a copy of this policy to employers during the contract signing process, to ensure they are aware of their Health and Safety responsibilities, along with providing opportunities for employer involvement in policy implementation training throughout delivery

Designated Health and Safety Lead

Health and Safety is everyone's responsibility, with ultimate responsibility held by the Designated Health and Safety Lead who will establish and maintain Health and Safety within our business.

Staff Training

Training is an integral part of ensuring that this policy is adhered to, and that the health and safety of learners is positioned centrally within our organization. Staff training is designed to ensure everyone is equipped with the knowledge and guidance on how to identify health and safety risks, what to do in the event of a health and safety issues, how to report them, and how to escalate them.

Health and safety training is incorporated into our annual training programmes as part of the development of a systematic training plan. Health and safety training needs will, therefore, be identified and planned for in the same manner as other training requirements.

The following areas of need shall be given special priority:

- Training for managers, to equip them with an understanding of their responsibilities under this policy, and the role and purpose of safety representatives
- Training for all members of staff to familiarise themselves with the main provisions of the law and its practical implications, the main features of this policy, and key safety rules
- Induction and in-service training for staff at all levels to familiarise them fully with new requirements and hazards relevant to their area of work
- Training for all staff who work with apprentices and employers, to ensure they understand their responsibilities to ensure a safe learning environment and report incidents at employer premises

All staff will be required to read and sign a declaration as evidence that they have read this Policy, understand its requirements, and are committed to their duty under this Policy. Similarly, where the policy is updated, this must be acknowledged by all staff.

First Aid

It is the policy to make provision for First Aid and the training of 'First Aiders' in accordance with the Health and Safety (First-Aid) Regulations (1981). Our Designated Health and Safety Lead is responsible for ensuring the Regulations are implemented and for identifying training needs.

Fire Safety

All staff and learners should follow these steps to help prevent fires:

- Before you use any electrical appliances, carry out a quick check to make sure that cables / plugs etc. are not damaged
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your manager or a member of staff, and find an alternative appliance
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible for emptying when necessary

Action to take in the event of a fire alarm:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe exit.
- Make your way to the appropriate assembly point
- Once you are at the assembly point you should report to the manager or lead tutor in attendance, so that they can account for everyone
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the manager in attendance

Action to take if you discover a fire:

- Raise the nearest alarm on the premises
- The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely

- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained, you could be putting yourself or somebody else at risk

Electrical Safety

Our Designated Health and Safety Lead will arrange:

- Testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992)
- Appropriate precautions to reduce the risk of ignition by electrical equipment or otherwise in areas where combustible dusts, flammable liquids or gases are used or stored
- For staffs' personal electrical equipment intended for use on company business to be inspected and tested by a competent person before use and at regular intervals thereafter

Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques, the need to complete specific training if lifting and handling may occur frequently within their role, and to use appropriate assistive equipment or services for heavy or complex lifts.

Procedure for Accidents & Work/Learning Related Ill Health

In the event of an accident and/or work/learning related illness involving a learner during training activities on our, or any of our employers', premises, the following actions must be taken:

- The incident must be reported to the allocated Tutor as soon as possible, either by the learner or the responsible person at the premises
- The incident must be recorded in an accident book
- Staff and learners who are absent following an accident or illness must complete a self-certification form, which clearly states the nature and cause of the injury, on their return to work
- Where an incident takes place on employer premises involving a learner or apprentice, the Trainer/Tutor must ensure that the employer is aware of the incident and that their own procedures are followed, in addition to following the procedures outlined in this policy
- All incidents and procedures are to be reported to our Designated Health and Safety Lead for recording and monitoring purposes

Any investigation and report of a learner accident must consider if these points have been addressed and recommend steps to prevent recurrence.

Risk Assessments and Audit

Risks will be identified through an annual assessment of the main working and learning environments, carried out by our Designated Health and Safety Lead. This will be signed off by our

Designated Health and Safety Lead, reported to our Apprenticeship Director, and filed each year for every delivery location.

Offsite locations will be assessed by the delivery tutor before provision begins, to ensure the health and safety of learners. The assessment will cover:

- Computer positioning in relation to the individual using it
- Seating
- Wiring
- Obstacles
- Fire exits
- Lighting
- Electrical equipment functionality, including in the kitchen
- Identification of potential hazards

All Health and Safety risks discovered should be addressed by the trainer/tutor to remove the risk. This may involve reconfiguring the environment, or relocating to another area. A detailed report of all observed Health and Safety risks will be completed describing actions taken at the time, and recommending further action or investigation. Risk assessments in employer premises will be undertaken jointly with the employer, to ensure apprentices and tutors/trainers are protected in the learning environments.

An organisational risk register will be held by the Designated Health and Safety Lead and reported to our Senior Management Team monthly, with key risks being identified and mitigating actions established. Each risk will be RAG rated depending on the likelihood of the risk occurring and the impact it will have should it occur, with regular updates to reduce the impact should a risk occur.

Employers

The employer must sign the Contract of Services, and will be directed to the subsections pertaining to our health and safety regime. Upon the signing of the contract, the employer will be provided a copy of this policy, and be made aware of their health and safety duties.

The training provider shall promptly notify the employer of any health and safety hazards which may arise or of which it becomes apparent in connection with the performance of its obligations under the contract agreement. The employer shall promptly notify the training provider of any health and safety hazards which may exist or arise at the employer's premises, and which may affect the training provider in the performance of its obligations

The employer will be subject to our health and safety assessment of their premises and implemented any changes requested by Partners 4 Training Ltd to ensure safeguarding of apprentices.

Monitoring

This Policy is reviewed and updated annually as part of our quality management system, and in response to legislative updates, by the Designated Health and Safety Lead. Measures to monitor this

policy are embedding into our working practices, for example it is the responsibility of the Designated Health and Safety Lead to review data relevant to health and safety practices. The Designated Health and Safety Lead reports to the board monthly, to review information on health and safety measures.

This Policy was last reviewed on 13/01/2025 and will next be reviewed on 13/01/2026. Full details of reviews and updates to this Policy are detailed below.

Amendment reference	Amendment date	Amendment details	Section affected
1.0	13/01/2025	New Policy Created	Full Policy

Dated: 13/01/2025



Allison Faires
Managing Director