

Health, Safety and Wellbeing Policy

Version number	Purpose/Change	Lead	Review date	Next review
4	Inclusion of Risk Assessment	Sarah McCarthy	21.7.2023	July 2024
3	Annual review	Sarah McCarthy	28.3. 2023	March 2024
2	Review and doc controlled	Sam Wilson/ Claire Baxendale	13.12.2021	Dec 2022
1	In place	Sam Wilson/ Claire Baxendale	Feb 2021	Feb 2022

Section A: General statement of policy

It is the Company's policy to provide and maintain:

- safe and sufficient arrangements to provide for employees and learners which meet our legal obligations,
- equipment and systems of work for all our employees and learners,
- such information, training, and supervision as is needed for this purpose.

The Company also accepts its responsibility for the health, safety and wellbeing of other people who may be affected by their activities.

The health, safety & wellbeing of learners & staff is a fundamental value of the Company. All learners are entitled to learning that takes place in a safe, healthy, and supportive environment. In addition, we consider that safe learning is essential to maximise learners experience and achievement. We also consider health, safety, and wellbeing to be an integral part of quality and strive to implement effective health & safety management systems and demonstrate continuous improvements.

The 'safe learner' concept and the inclusiveness of individuals with special needs and disabilities are central to our policy. We will provide risk education and awareness and the learning of health and safety policy and procedures as an integral part of the training we deliver. In particular, we will positively engage all those that can contribute to preparing young persons to be safe and healthy workers. We will promote the safe learner concept to staff, learners, and employers.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy, and the way it is operated will be reviewed annually or more frequently should changes in legislation require.

Signed: S McCarthy

Date: 21/07/2023

Quality Director
Woodspeen Training

Section B. Health, Safety and Wellbeing Responsibilities

The following paragraphs set out the individuals in the company who have specific health, safety, and wellbeing responsibilities:

Executive/Senior Management Teams: The overall responsibility for the health, safety and wellbeing in the company is that of the Executive and Senior Management Teams. The Executive/Senior Management Team are responsible for the design, implementation and review of the organisation's health and safety strategy, ensuring that the company is suitably insured for its activities and reporting any accidents to the appropriate bodies.

All staff are responsible for the policy being carried out at all the Company's premises. This will include day to day compliance with the organisation health, safety and wellbeing policy and written procedures and following up on any actions identified in the internal audits of the organisation.

Skills Tutors and the Business Development team are responsible for pre-vetting placements (in line with the structure and responsibilities within each department) ensuring that the learner completes a placement induction at each location, the completion of the learner review and health and safety monitoring and to report any accidents or areas of concern re health and safety matters.

All delivery staff (including those responsible for apprenticeships, and any other programmes delivered by the organisation) are responsible for ensuring all new learners who attend the training centre complete an appropriate health and safety induction, carry out regular fire practice evacuation simulations and complete the learner health and safety monitors as required.

All employees and learners have a responsibility to co-operate with managers to achieve a healthy and safe workplace that promotes the wellbeing of all and to take reasonable care of themselves and others. Any employee, learner, or manager noticing a health and safety hazard must report the incident immediately.

Section C: Summary of Arrangements

Investigating & Reporting Accidents

- All accidents to staff or learners are recorded in the centre's accident report book and reportable accidents referred to the Operations Managers.
- The Operations Managers investigate all accidents to staff or learners and where necessary report them under RIDDOR 2013.

First Aid

- The Company provides the relevant first aid facilities and trained staff are appointed to take charge of first aid arrangements.
- First Aid kits are provided in all the Company's Training premises.

Safety Inspections

- Daily informal inspection of premises is carried out in order to identify any potential hazards and ensure that the building is secured at the end of each day.
- Electrical equipment testing (PAT Testing) is carried out by a suitably qualified external professional .
- Regular building safety checks are carried out by the owner of the premises.

Risk & General Assessments

- A risk assessment of each building and the use of such is carried out. The risk assessments for each centre are available to all staff on the shared drive.
- A separate fire risk assessment is completed for each centre.
- Risk assessments are also carried out after any alteration to buildings, layout of buildings or changes in work practices.
- Risk assessments/Health and Safety Pre-Vets are carried out at all workplaces prior to enrolling a learner/apprentice.
- Individual risk assessments are carried out as required for any learner/member of staff.

Fire drills/ alarms

- Fire alarm tests and practice fire drill evacuations are carried out on a regular basis at all centres.
- A record of all learners on each site is maintained via signing-in sheets/registers.
- Provision is made for those with disabilities or mobility issues as appropriate at each centre.
- Fire safety training is provided to staff designated as Fire Marshalls.

Vetting & Monitoring of Work Placements

- A risk assessment system is in place to ensure that all work placement providers and suppliers are vetted prior to learners being placed there.
- The health and safety arrangements at placements are monitored during formal reviews as per the health & safety monitor schedules.
- Senior managers audit the process via the company's internal quality audit procedures.

Training of Staff/Learners

- All staff undergo a health & safety induction and receive training appropriate for their roles and responsibilities. The competency of staff to perform health & safety duties

relevant to their job role will be assessed based on their relevant occupational experience, formal health & safety training or work shadowing undertaken.

- All learners undergo a health & safety induction both in the training centre and in their work placement location.

Wellbeing - Information for learners on staying safe and well

- Information relating to the risks and dangers of internet use, grooming and radicalisation is provided to learners via specific training sessions, information boards and is embedded within all teaching sessions.
- Information and advice on wellbeing and healthy lifestyle choices is provided to learners and embedded within teaching sessions.
- Information and advice in the case of outbreak of contagious illnesses will be provided in line with the World Health Organisation (WHO) guidance

Disclosure and Barring Disclosures (to be read in conjunction with DBS Policy)

- All staff employed by the Company are required to apply for an Enhanced DBS check. The process is managed by a senior manager and the costs met by the Company. Staff are required to show their DBS Disclosure to the Director who maintains a central list of DBS Check numbers.
- For employed learners (apprentices), DBS checks remain the responsibility of the employer.
- In cases where the DBS check highlights issues which raise questions about the suitability of staff/learners to work with children, young or vulnerable people, the senior management team will deal with the matter on an individual basis and following appropriate guidance from the relevant agencies including local Safeguarding Boards as appropriate.

Covid-19 (to be read with Covid-19 risk assessment)

- A risk assessment is in place to ensure the governments Covid-19 guidelines are followed.
- All workspaces are set up following the government guidelines on social distancing
- All staff have access to required PPE.
- Regular cleaning of the building and working areas are carried out.
- Regular lateral flow testing is carried out for all staff, learners and visitors following government guidelines.

Section D: Risk Assessment and Hazard Reporting

The Company has a duty to assess the significant risks arising out of business activities and for specific areas of concern. Staff implement the findings of these risk assessments to ensure the safety, health and welfare of our employees, learners, apprentices, and others who may be affected by our work activity.

To support this process and our management of health and safety, we encourage our employees to report all hazards observed in the course of their work, so that potential risks can be identified, and the appropriate action taken.

It is the company policy to safeguard the health, safety, and welfare of all our employees, apprentices, and learners whilst at work, and to provide them, as far as is reasonably practicable, with working environments which are safe and without risks to safety or health.

The Company's primary intention is to prevent accidents, injuries and causes of ill health not only to our employees, but any person who may be affected by our undertakings or our operations.

This is done by:

- Nominating staff members to oversee the risk assessment process and hazard reporting procedures
- Ensure that risk assessments are undertaken by competent, trained personnel
- Develop risk assessment procedures, safe systems of work and measures, to effectively control the work activities within our premises
- Communicating the outcomes of risk assessments effectively to employees, and others
- Implementing the findings of the risk assessments, procedures, strategies, safe systems of work and control measures
- Implementing hazard reporting procedures and explaining them to our workforce
- Recording and analysing hazards when they occur and investigating corrective and preventive measures
- Employees, learners, trainees, and others, following our procedures, control measures and safe systems of work
- Regular review of existing risk assessments and identifying the need for additional assessments
- Providing and recording relevant training
- Routinely reviewing the operation of our systems

The Company use the experience from operating the above arrangements to make improvements to our safety, health, and welfare management system.