



HEALTH AND SAFETY POLICY

2021-2022

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| Prepared By: | Authorised by |
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| Date last reviewed: | 01 AUGUST 2021 |
| Effective from: | 01 AUGUST 2021 |
| Date of next review: | 31 JULY 2022 |
| SIGNATURE/S: |  |

Board Signatures



PAUL DREW



GERWYN HOUSE

General Statement

Apprentify is committed to safeguarding the health, safety, and welfare of all its employees and all other persons affected by its operations and undertakings. To this end, Apprentify promotes a proactive approach to identifying and reducing risks to facilitate a safe working environment for all its employees and those working under its control, by regularly reviewing our practices, risk assessments and raising awareness through e-learning courses with our staff. All learners are being entitled to work and learn in a safe, healthy, and supportive environment, which is outlined to them in their induction period.

Apprentify seeks to make the most effective and efficient use of all resources to encourage all employees and apprentices to embrace a positive Health and Safety culture. As part of this commitment, Apprentify places Health and Safety considerations at the heart of all its business activities.

Apprentify will review this Policy at least annually, ensuring that it reflects both the intentions and the overall direction of the organisation and to also ensure it continues to be appropriate to the nature and scale of its Health and Safety risks and impacts. Our policy is available to all visitors to our website.

This Policy also provides the framework for setting Health and Safety objectives and will be available to all interested parties. We abide by the HSE policy statement and other guidance available on the HSE website at www.hse.gov.uk/risk. The Apprentify MD is responsible for implementing this and ensuring that all staff are aware of it and their responsibilities within it. There are trained personnel to lead and take accountability for H&S within the business.

Whilst on site, all Apprentify staff will follow and adhere to all relevant Health and Safety policies and procedures for the office premises. These policies and procedures are communicated and cascaded down to all staff at relevant intervals in the year, alongside regular CIPD training updates, and refreshers on the implementation of this policy.

Coronavirus

As a business we are following the Government and HSE advice in relation to safe working practices and procedures. At time of writing, we are following the [System of Controls](#) as defined in the [FE Operational Guidance](#) and have a [Covid-19 Risk Assessment](#) shared with the workforce.

Our response to COVID-19 will change and adjust based on the most recent Government recommendations.

Purpose

This policy applies to all Apprentify offices, operations, and activities, and to all Apprentify employees at all levels. The Aims, Organisation and Arrangements of this policy will equally apply to all Apprentify operations and activities conducted on sites beyond Apprentify's control wherever Apprentify employees are designated to perform their contractual duties.

Aims and Objectives

Apprentify will:

- Comply fully with the requirements of the Health and Safety at work Act 1974, the Management of Health and Safety at Work Regulations 1999 (2006) and all other relevant legislation, regulations, codes of practice and guidance pertaining to Health and Safety in the workplace in all operational activities.
- Ensure that, on a continual improvement basis, Health and Safety hazards and aspects are identified, risks assessed, and suitable management controls put in place to prevent injury, ill health, or other adverse impacts.
- Develop its management processes to ensure that Health and Safety factors are fully considered during planning and implementation of any project or activity.
- Engage with employers, employees, contractors, and visitors to further reduce Health and Safety risks and impacts associated with working for, with, or on behalf of Apprentify.
- Engage with apprentices and embed sound Health and Safety knowledge and awareness in all learning undertaken for their chosen vocation.
- Provide, where necessary, a safe and healthy learning environment where apprentices feel safe from risk or intimidation.
- Ensure that exercising due diligence in respect of Health and Safety responsibilities is a condition of employment.
- Maintain a commitment to inform, instruct and train all employees in relevant Health and Safety matters.
- Ensure all employees are aware of, and fulfil, their statutory and contractual duties to safeguard their own health, safety, and welfare, and that of others who may be affected by their acts or omissions.
- Require all employees to co-operate with Apprentify in all matters related to health and safety.
- Ensure, where required, enough resources are made available in the pursuance of maintaining a safe and healthy work environment.
- Review the Health and Safety policy at least annually.

Organisation

The Directors and Senior Management Team are responsible for promoting Health and Safety compliance across the organisation and their respective departments or areas of responsibility. Ultimately, Line Managers have responsibility for ensuring compliance within the policy and all Health and Safety arrangements on a day-to-day basis within their Departments.

The day-to-day management of Health and Safety on sites and premises beyond the control of Apprentify is delegated to persons in charge of such work in accordance with the organisation's structure and their operational responsibilities.

The Managing Director has overall operational responsibility for health and safety management and performance across the organisation, with assistance from all other Manager's.

All employees at all levels of the organisation are responsible for their own Health and Safety performance and levels of compliance. All employees are required to co-operate fully with the organisation in all matters related to Health and Safety to enable Apprentify to fulfil its legal duties. Such responsibilities include, but are not limited to:

- Meeting the statutory requirements set out in section 7 and 8 of the Health and Safety at Work Act, 1974
- Using any equipment provided in accordance with training and instruction given
- Reporting any unsafe act or unsafe condition to the appropriate Line Manager
- Reporting any concerns where there are identified shortcomings in the organisation's Health and Safety arrangements.

Such responsibilities are absolute and cannot be transferred to others.

Information, instruction, and training will be arranged and provided where it is identified that an absence of specific knowledge and/or skills may contribute to an increase in operational risk. Employees with additional specific duties, such as First Aiders and Fire Marshals, will be provided with the required training to enable them to execute their duties correctly and safely.

Where employees have doubts about safe working practices, they should seek advice from their Manager.

Apprentify will update employees on all relevant Health and Safety information, including revised working practices and updates to policies.

It is Apprentify's intention to consult with employees on all matters that may impact on their health, safety, and well-being. Equally, the organisation welcomes suggestions, ideas, and participation from all employees with regards to improvements in Health and Safety management. Consultative groups will convene periodically, such as team

meetings, where Health and Safety will be represented as an agenda item and discussion point to facilitate open communication.

Arrangements

Suitable arrangements for the management of Health and Safety exist and are dictated by the policy. Arrangements for Health and Safety will be reviewed at least annually or where changes in operations are implemented or whenever deficiencies are identified through internal or external audits or by any other means.

Accidents and Incidents

All accidents, incidents or near misses experienced by our apprentices, whether that be within their organisation or when training with us, must be reported without delay to a relevant Manager (in their workplace) or qualified First Aider. This must then be reported to Apprentify via our [online form](#) via the website. A “near miss” is an event where no injury or damage is caused but did have the potential to do so. The accident/incident report form is available via the website. Managers will ensure that all accidents, incidents or near misses under their area of control are duly recorded and reported.

Specific injuries, diseases and dangerous occurrences are reportable by law under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013. Where such an occurrence arises, the Managing Director, is responsible for submitting the required report to the relevant enforcing authority.

All Apprentify premises will have trained First Aiders on site (whether Apprentify staff or otherwise) to provide any suitable first aid in the event of an injury or instance of ill health. In the absence of a qualified First Aider, a relevant Manager will act as an Appointed Person to take charge of the situation and, where necessary, summon professional emergency assistance. An Appointed Person **may not** render any first aid unless they are qualified to do so.

Where any serious accidents or incidents are reported, the Managing Director will conduct an appropriate and timely investigation to establish cause and determine suitable corrective or preventive actions. Revised operational controls resulting from such investigations will be communicated to all Apprentify sites.

Risk Assessment

The means to establishing effective operational controls across the organisation will be achieved through risk assessment. Risk assessment will identify potential hazards, who may be harmed and level of risk, document existing controls, and advise on further controls that may be required to reduce such risk to an acceptable level. Risk assessments will be reviewed at least annually, or where a change to operations has been identified. The requirement for risk assessments may be generated by, but are not limited to:

- Accident and incident reports or investigations.
- External compliance audits.
- Internal compliance audits.
- Lone Working arrangements.
- Disclosures of medical conditions.
- Introduction of new processes, equipment, or substances.
- Works carried out by external contractors.
- Requirements of those more susceptible to risk (young persons, expectant mothers etc.).

All risk assessments are generally conducted and held by the proprietors of the office premises. These can be made available to all relevant or interested parties and are shared with the Apprentify team annually. All internally conducted risk assessments must follow the [risk assessment process](#).

As part of our placement process, we require Employers to complete a **Safeguarding and Prevent Risk Assessment** and a **Health and Safety declaration**, confirming their internal processes and policies in relation to both topics.

Should these documents not reach minimum expectations, an applicant will not be placed.

Further to the Health and Safety declaration, a **Workplace Health and Safety review** may also need to be completed should there be any concerns arising from the declaration. This will be completed by the Development Coach who will make the final decision on whether it is a safe environment for the Apprentice to learn and work.

Provision of Work Equipment

Apprentify will provide suitable work equipment as necessary to enable employees to carry out their work effectively. Where work equipment is provided, Apprentify will fulfil its statutory duties under the Provision and Use of Work Equipment Regulations (PUWER) 1998 by ensuring the suitability and safety of all equipment in relation to its intended use. Where work equipment is reported to be faulty, defective, or unsafe, the organisation will plan to have the equipment replaced or competently repaired.

Equally, all employees are expected to use work equipment correctly and safely and solely for its intended purpose. Employees must not misuse any work equipment provided and must make every endeavour to protect equipment from theft and/or damage.

Fire Safety

To comply with the Regulatory Reform (Fire Safety) Order 2005, Apprentify will conduct a **Fire Risk Assessment** (FRA) for every premises under its control or follow an FRA for any premises controlled externally.

Apprentify will implement suitable General Precautions as required by the Order, such as suitable fire-fighting equipment, alarm and detection systems, emergency lighting systems and protected means of escape. Apprentify will also conduct a practice evacuation at least annually at every premise under its control.

In addition, Apprentify will nominate and train enough competent persons, with a nominated health and safety officer, to assist in undertaking any preventive or protection measures at all premises under its control.

Display Screen Equipment (DSE)

Apprentify recognises that most its employees are required to use DSE for significant periods of time on a regular basis in carrying out their appointed work duties.

Users of DSE will be provided with enough information, instruction, and training to provide awareness of the potential risks associated with DSE use. To facilitate this aim, Apprentify will recommend an online course to provide suitable and sufficient information and instruction on how to recognise and effectively manage the risks associated with using DSE.

Where appropriate, Apprentify will provide adequate equipment (desks, keyboards, chairs, etc.) to allow staff to safely carry out their work duties using DSE both on premises and at home.

Employees may be required to complete a DSE assessment to highlight if they may be at risk from harm through using DSE. At the time of writing, the aforementioned online course provided to employees contains guidance and resources for staff to conduct their own DSE risk assessment and they are encouraged to do so.

Equally, although not within the scope of The Health and Safety (Display Screen Equipment) Regulations 1992, learners will be provided with enough awareness training embedded into their vocational learning to enable them to use DSE safely.

Manual Handling Operations

Apprentify operations does not generally rely on or require any significant manual handling or repetitive movements. However, where the requirement exists to occasionally lift or carry any items or objects, such as moving archive boxes or furniture, an assessment of risk will be completed by the relevant Manager and/or Health and Safety Officer. The assessment will focus on four key elements using the TILE acronym:

- **T - Task.** What is required to be done in terms of moving something from one area to another.
- **I - Individual.** Individual capability of the person required to perform the task.
- **L - Load.** Assessment of the nature of the load – weight, size, stability etc.
- **E - Environment.** Assessment of the surroundings, such as floor condition, lighting, changes in floor level.

Where manual handling operations is required for certain maintenance work, risk assessment for maintenance operations and activities, including manual handling operations must be referred to.

Employees are not required, or expected, to lift and carry objects or loads beyond their individual capabilities. Employees should never attempt to lift or move any load they feel is beyond their own capability or likely to cause them injury. Expectant mothers are **prohibited** from lifting or carrying any load and should seek assistance from their Manager if they require anything lifting or moving.

Apprentify expects employees to store items, such as archive boxes, in a safe and orderly fashion. Such items must not be stored above chest height and must only be positioned such that no stretching, reaching, or twisting is required to lift them or to set them down.

All employees have a statutory duty to protect themselves, and others, from harm or injury.

Medication

Apprentify staff are not trained in the administration of medication. We expect staff and learners to make us aware of any prescribed medications that need to be taken throughout the day whilst on premises. Unless informed otherwise, it is assumed that anybody taking medication will be aware of when and how to administer medication themselves.

Where assistance is required, we will ensure relevant staff undertake the necessary training to do so. A record will be kept detailing what medication was administered, when and by which member of staff. All medication is expected to be kept in the original container it was dispensed by the pharmacist and include the prescriber's instructions for administration.

Where required, a safe space out of the view of others will be provided for the purpose of administering medication.

Medicines must always be stored in accordance with the product instructions. Where required, i.e. if a medicine is to be kept cool, appropriate arrangements will be made to ensure it is securely stored. Staff and learners will be expected to collect their medicine at the end of the day.

Other Provisions

Apprentify will constantly monitor and measure all performance against expected standards for Health and Safety and will do this through various mechanisms. Where risk is judged to be present, provision will be made to assess such risk and implement suitable control measures. Such other provisions may include, but are not limited to:

- Safeguarding.
- Control of Substances.
- Work at Height.
- Personal Protective Equipment.
- Stress.
- Acts of Terrorism.
- Driving for Work.
- Violence at Work.
- Lone Working.
- Remote Working.

Communication

This policy sets out Apprentify's commitment and intent to establish, implement and maintain a safe and healthy environment in all its premises for all who use them, whether they are employees, learners, visitors, or contractors.

The contents of this policy will be communicated to all employees during induction and thereafter at each subsequent policy review. Absolute compliance with this Health and Safety Policy and all associated policies pertaining to Health and Safety matters, is a condition of employment.

This policy is available, and will be communicated, to all interested parties, is agreed by the Board of Directors and will be reviewed at least annually.

Responsibilities

All employees have a statutory and contractual duty imposed on them to fully comply with this policy and to meet their individual Health and Safety obligations.

All Managers have operational responsibility for ensuring compliance with this policy on a day-to-day basis within their area of control.

A trained Health and Safety representative will monitor and review our Health and Safety practices on a day-to-day basis, conducting risk assessments where required.

The Board of Directors have overall organisational responsibility for Health and Safety and policy implementation.

Review

This policy will be reviewed annually or earlier if required.