



Health and Safety Policy

Area: Health and Safety

Effective from: 01/01/2018 Review date: 01/01/2022

Health and Safety Policy

Policy Statement

The directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice. Including ensuring:

- The provision and maintenance of plant and systems of work that are safe and healthy
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instruction, training and supervision to ensure the health and safety at work of employees, learners and visitors
- The control of the place of work and maintaining it in a safe condition
- The provision of a safe means of access to and egress from the place of work
- The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work
- The implementation of contingency plans to ensure the safety and welfare of employees, learners, and visitors in response to pandemics
- Assess the health and safety of employer locations used by trainees and apprentices
- Ensure employers of trainees and apprentices hold appropriate insurance and liability cover levels

Organisation and Responsibilities

Executive

The Board is responsible for safety in the organisation and will monitor the safety policy regularly. The Board will be apprised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. Moreover, information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

Safety Officer

1. The safety officer is Rafiq Adebambo whose responsibilities cover the maintenance of safety records, investigation of accidents, providing accident statistics, and keeping a watching brief on changing safety legislation. A full investigation of accidents will be carried out by the safety officer under the direction of the appropriate manager with a view to the prevention of future occurrences.

2. The safety officer's main role will be that of advising management staff on its legal obligation and providing guidance, training and monitoring to ensure the organisation complies with these.
3. The safety officer is responsible for monitoring that the organisation's obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment, display screen equipment are met, and hazardous substances are met.

Business Manager

The business manager is responsible for ensuring that the organisation fulfils its duty to employ, onboard and induct employees in line with its statutory responsibilities.

1. Ensure that recruitment search and selection practice is carried out following relevant legislation.
2. Ensure that any employee, before they commence work, shall be supplied with comprehensible information about any special occupational qualifications or skills required so that the work can be carried out safely.
3. Ensure that each new employee is given induction training, including the rules, the precautions, and procedures appropriate to their specific jobs (all new members of staff will be shown the location of first aid boxes, fire exits and fire-fighting equipment).

Departmental/Line Manager

Departmental/line managers have the responsibility to provide management of immediate health and safety issues and to promote responsible attitudes towards health and safety. Each manager will:

1. Ensure that all staff are made aware of any procedures in place if they, or a learner they are supporting, faces any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
2. Ensure all staff for whom they are responsible understand the health and safety policy and risk assessments.
3. Keep up to date with health and safety matters applicable to the operations of the organisation.
4. Investigate all accidents, including those of learners whilst in the presence of an Apprenticeship Connect employee, with the assistance of the safety officer, with a view to prevention.
5. Ensure good housekeeping standards are applied.
6. Review periodically all new and existing equipment regarding mechanical and operational safety and the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations.

7. Carry out regular safety checks and audits as required by management.
8. Monitor staff activity closely to ensure contingency procedures are being implemented and adhered to as required.
9. Particular regard will be paid to:
 - Plant machinery and equipment and methods of working to ensure they are safe and do not endanger health.
 - Providing safe arrangements for the handling, storage and movement of materials, equipment, and substances hazardous to health.
 - Supplying sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their health and safety at work.
 - Inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices regularly to ensure their efficiency and maintenance.
 - Ensure that the staff for whom they are responsible are aware of any procedures in place to deal with serious or imminent danger.

Employees

1. All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees, learners they support and others affected by their actions or omissions at work. They are expected to follow the organisation's procedures, in particular, to report any incidents which have or may have led to injury or damage.
2. All employees should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform their supervisor about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If the supervisor or manager is not available, an employee may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and unavoidable danger. Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with the supervisor after the danger has ceased or has been dealt with.

Workplace Health and Safety (Traineeships and Apprenticeships)

The organisation is committed to ensuring the health and safety of all its learners and to this effect it is committed to assessing the health and safety provision of all employers and their workplace premises.

1. All prospective employers of trainees and apprentices will undergo workplace health and safety by a suitably trained Apprenticeship Connect employee. The health and safety assessment must take place before the placement and or delivery activity can take place.
2. The relevant Apprenticeship Connect employee will complete the assessment using the Workplace Health and Safety Assessment form.

3. The outcome of the assessment is either 'met' or 'not met'. An employee meeting the requirement may receive services delivered by Apprenticeship Connect such as placing apprentices or delivering training. Employees that meet the requirement may have actions set to improve their provision. Employers who are assessed as 'not met' will not receive services from Apprenticeship Connect until the not met areas are addressed.
4. The outcome of the health and safety assessment is held on file in the relevant company's record.
5. Employers meeting the assessment are reassessed every 1-2 years depending on the risk level of the employer. The organisation reassesses any employer that changes workplace address or has a change in their health and safety provision such as following an incident.

All employers of apprentices are required to commit to Apprenticeship Connect's health and safety provisions at various stages of onboarding including in the Services Agreement, whereby the employer must confirm acceptance to adhere to the Health and Safety Policy, in the health and safety assessment form and the enrolment paperwork.

Reporting Accidents (Employees and Visitors)

1. In the event of an accident causing injury, you must ensure that the injured person is being cared for and ask immediately for a supervisor/first-aider. **DO NOT MOVE THE INJURED PERSON.**
2. Report the full details to the safety officer who will record the incident in the accident book. The accident will be reported to the inspecting authority as and when necessary.
3. Any "near miss" incident which occurs should also be reported to your immediate supervisor who will be responsible for making a report to Rafiq Adebambo.
4. All accidents will be investigated by the department/line manager and the safety officer. A report will be made to The Board who will ensure that necessary action is taken to prevent a recurrence.

Reporting Accidents (Learners)

1. In the event of an accident causing injury, you must ensure that the injured person is being cared for and request immediately for a supervisor/first-aider. **DO NOT MOVE THE INJURED PERSON.**
2. Report the full details to the relevant health and safety officer in your workplace and follow your organisation's procedures.
3. Notify Apprenticeship Connect of the incident through one of the following:
 - Your course tutor
 - Via email to help@apprenticeshipconnect.co.uk
 - Directly to Rafiq Adebambo, Safety Officer
 - rafiq.adebambo@apprenticeshipconnect.co.uk
 - 0203 829 6939

4. Apprenticeship Connect will contact your employer to investigate the incident.

Reporting Learner Illness

1. In the event of a learner becoming ill, the course tutor must record the details in the learner's Faculty Journal. Common illnesses such as colds or light flu are generally not escalated. However, if learners are experiencing severe symptoms of flu or similar, unknown illnesses, or serious critical illnesses, they must be referred to the safeguarding team using the Safeguarding Report Form in MyAC.
2. If a safeguarding referral is made to the safeguarding team it will be investigated by the designated safeguarding lead or a nominated deputy. The safeguarding lead will continue to monitor the illness and work with the course tutor, employers and parents (where applicable) to provide ongoing support.
3. In the instance that a learner's absence due to illness extends beyond one month or is anticipated to do so, the organisation may place the learner on a break in learning.

First Aid

1. During the induction programme employees will be shown the location of the nearest first aid box to their work area. For learners on programmes, first aid boxes at venues will be advised on the day.
2. Names of first-aiders and appointed persons together with information on how to contact them are given and are available within the organisation's intranet system, MyAC for internal staff and will be advised to learners and visitors at any venue.

Fire

1. Fire exits must be kept clear from obstruction. All employees, learners and visitors to Apprenticeship Connect sites must know their evacuation route and assembly point in case of fire. All individuals attending an Apprenticeship Connect venue will be shown the fire evacuation point.
2. If you DISCOVER A FIRE:
 1. Immediately operate the nearest fire alarm call point.
 2. WITHOUT PERSONAL RISK, try to put out the fire, if possible, with the nearest appropriate fire appliance provided, by directing the hose or extinguisher to the base of the flame.
3. If you HEAR THE FIRE ALARM:
 1. The switchboard operator will be responsible for calling the fire services.

2. Leave the building immediately by the nearest available exit and report to your warden at your evacuation assembly point (EAP). DO NOT RUN. DO NOT USE THE LIFTS. DO NOT DELAY FOR PERSONAL BELONGINGS.
3. Do not re-enter the building until instructed by your warden.

Good Housekeeping

1. Undue hurrying and forgetfulness causes many office accidents. Do not run down steps. Use handrails going down or upstairs.
2. Watch out for someone coming round a blind corner or opening doors quickly.
3. Never read while walking.
4. Leaving lower filing drawers open causes many trips and falls. Please make sure they are closed.
5. Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.
6. Ensure that floor areas are well lit and free of obstruction.
7. Spilt water, hot drinks or soft drinks should be cleaned up immediately.
8. Pointed objects such as pencils, pens, letter openers, files and the like must be used carefully to avoid puncture wounds.
9. Horseplay, including throwing paper clips, shooting rubber bands, and tossing objects out of windows, is unacceptable behaviour and constitutes a disciplinary offence.

Electrical Equipment

1. Electrical equipment is normally safe, provided it is properly installed and regularly inspected.
2. Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damaged cable flexes, plugs and sockets, the overloading of circuits and fuses, etc. would make the shock more severe. Therefore, you should:
 1. NEVER touch electrical equipment with wet hands, move any portable electrical equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless you are an authorised person.
 2. KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked when moving equipment about.
 3. ALWAYS switch off all equipment when not required, unless the continuous operation is necessary; disconnect electrical equipment at night by removing the plug from the socket, again unless the continuous operation is necessary and/or instructed otherwise; report defective equipment to the safety officer.

Working at Heights: Reaching, etc.

1. Do not attempt to obtain items which are beyond your reach. If you cannot reach it, get a ladder or stepping stool.
2. Be sure the ladder is in a safe condition.
3. Do not use chairs, open drawers, or any makeshift device for climbing.
4. Do not climb up the shelves themselves.
5. Do not overreach on the ladder. It is safer to get down and move the ladder.

Disciplinary Action

1. If you contravene the provisions of this policy, whether or not in doing so you place the health and safety of yourself or others at risk, you will be disciplined and if appropriate, dismissed from employment or withdrawn from an education programme.

Additional Clauses

1. In the event of there being a danger of death, serious imminent danger or health risk, employees or learners may stop work and immediately leave the workplace and proceed to a place of safety. The matter should be reported as soon as possible to their supervisor who will investigate and determine what action should be taken.
2. After the investigation, the employee or learner will be informed that:
 - the organisation has so far as reasonably practicable eliminated the danger and employees must resume normal working;
 - the organisation does not consider the matter constitutes a grave risk to health or safety, and employees must resume normal working; or
 - the organisation will undertake further investigation and may, if necessary, obtain an expert opinion. Employees or learners may be asked to stop carrying out work or learning of a particular kind or be transferred to alternative work/learning whilst the investigation takes place.
3. Refusal to resume normal working/learning when instructed may constitute a disciplinary offence. The matter will then be dealt with under the organisation's normal disciplinary procedure.

Promoting Health and Safety

The organisation understands that protecting the health and safety of employees, learners and visitors is reliant on effective promotion of this policy, good practices and awareness-raising. To this effect the organisation ensures:

- that all employees read, understand and accept the Health and Safety Policy during induction;
- to conduct health and safety induction for all employees;
- to deliver health and safety information, advice and guidance content to all learners during their induction into to programme;
- to direct all learners to the health and safety policy and provide ongoing access;
- to educate learners about how to source health and safety information in their workplace;
- to educate learners on keeping themselves safe at work through the effective embedding of health and safety in lessons;
- to include health and safety notice information in venues and in the e-learning system;
- create a culture of health and safety by emphasising good health and safety practice;
- to guide employers about health and safety provisions.

Training

All Apprenticeship Connect staff will receive a health and safety induction along with annual refresher training.

All staff

The organisation will conduct equality, diversity and inclusion training at least annually for all staff.

Management

Hiring managers will receive regular training regarding managing prevailing health and safety issues as needs arise. Management training will take place at least annually.

Teaching learning and assessment

Tutors will undertake training in health and safety in education through the organisation's Teaching Learning and Assessment CPD Schedule.

Contingency Planning in Response to Pandemics

1. In the event of a pandemic, the business manager and directors will work together to create a pandemic-specific policy and procedure for internal staff, learners and other stakeholders which includes the following:
 - An introduction/overview of the situation including official Government and medical advice relating to health and safety

- A clear action plan with target dates to outline the organisation's response to the pandemic and the steps to be taken to mitigate risk
 - The organisation's approach to risk using official sources of reference only
 - A clear procedure for employees and other stakeholders to prevent infection related to the pandemic
 - A clear procedure for employees and other stakeholders to report illness and the steps taken by the organisation to protect the health and safety of the employee in light of illness related to the pandemic
 - Adjustments to be implemented by the organisation to protect the health and safety of employees and other stakeholders in response to the pandemic
 - Relevant additional guidance to protect the health and safety of all individuals engaging with the organisation in light of the pandemic
2. The organisation will issue regular communication to ensure all employees, learners and other stakeholders remain up to date with the development of the pandemic, adjustments and changes internally and the steps they need to take to protect their health and safety. This may include but is not limited to, communication methods such as:
- The release of relevant company policies and procedures
 - Internal and external email communication
 - News updates via the organisation's internal intranet system
 - Company-wide announcements via the organisation's internal intranet system
 - Management planning meetings
 - Company-wide information meetings
3. The business manager and directors will work together to create a pandemic-specific guide for learners which includes the following:
- An introduction/overview of the situation including official Government and medical advice relating to health and wellbeing
 - The organisation's approach to assessing learner risk using official sources of reference only
 - Guidance for learners to follow if they believe they are at an increased risk concerning the pandemic
 - A clear procedure for learners to prevent infection related to the pandemic
 - A clear procedure for learners to report illness and the steps taken by the organisation to protect the health and safety of the learners in light of illness related to the pandemic
 - Adjustments implemented by the organisation to protect the health and safety of learners in response to the pandemic
 - Relevant additional guidance to protect the health and safety of learners in light of the pandemic
4. The organisation will issue regular communication to ensure all learners and employers remain up to date with the development of the pandemic, adjustments and changes internally and the steps they need to take to protect the health and safety of learners. This may include but is not limited to, communication methods such as:
- The release of a pandemic guide for learners.

- The release of a static webpage on the organisation’s website. (www.apprenticeshipconnect.co.uk) which is updated regularly as needed in relation to the escalation of the pandemic.
 - External email communication issued by the business manager to all on-programme learners, including those on a break in learning, and the line managers supporting learners.
 - External email communication issued by the business manager to employers currently recruiting an apprentice who may or may not be supporting learners on the programme.
 - Pandemic-specific information will be added to the ‘Information and Advice’ course within the learner’s virtual learning environment, Canvas.
 - Tailored communication to learners and their employers via the sales team, Training Centre and the tutor team in relation to adjustments to training, assignments and/or assessments to protect the health and safety of learners in relation to the pandemic.
5. The business manager will keep a log of all reported illnesses during the pandemic from learners and employees and will conduct regular health check-ins with the individual reported as unwell. The health check-ins will allow the organisation to monitor the health of the individual, provide tailored advice and guidance and implement additional adjustments as required to protect the health and safety of learners and employees.
6. The business manager will release a ‘Learner Risk Assessment Form’ and an ‘Employee Risk Assessment Form’ accessible by all learners/employees to enable reporting of individual circumstances to support the assessment of the individual’s risk level of the pandemic. The business manager will also maintain a ‘high risk’ log of all learners and employees reported as high risk to ensure decisions made as the pandemic develops are made with the sight of individual circumstances to protect the health and safety of learners and employees.

Policy Review

The organisation will review this policy at least annually or sooner if required.

Contact Us

For further information about health and safety at Apprenticeship Connect contact us at:

- Email: customerfirst@apprenticeshipconnect.co.uk
- Health and safety officer: Rafiq.adebambo@apprenticeshipconnect.co.uk; 0203 829 6939.