

Health, Safety & Wellbeing Policy

Policy Overview

LEAP places fundamental importance on the health, safety, and welfare of apprentices, staff, and other stakeholders. A copy of our Policy can be found on our website.

We consider that all stakeholders are entitled to learning that takes place in a safe, healthy, and supportive environment. We are committed to providing suitable and sufficient arrangements for health and safety as a critical element of our legal Health & Safety legislation and company obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement

Health & Safety Policy Statement

The 'safe apprentice' concept is central to our policy and we consider health and safety to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of health and safety as an integral part of any learning and seek to encourage and support all our apprentices in becoming safe and healthy workers.

This statement forms part of our health and safety policy required under Health and Safety legislation. This safety policy also includes the organisation's responsibilities for health and safety, the completion of risk assessments, and protective and preventive measures for health and safety.

It is our policy that organisations comply with all health and safety legislation, including Regulations, Codes of Practice, and other guidance where learners will have a safe and healthy working environment.

We will provide suitable and sufficient information, instruction, and training for employees and apprentices to ensure our policy is understood and implemented. Staff and apprentices must comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for the health, safety, and welfare of others (public, contractors, and visitors) that may be affected by our business.

This policy will be brought to the attention of all staff, apprentices and employers, and other stakeholders, with whom we work.

The policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes, or changes to work that affect health and safety. This policy can be viewed on our website.

Risk Assessments and Health and Safety vetting

As operating procedures indicate the Line Manager will ensure that workplace/ employer risk assessments are completed to ensure safety and compliance. The appropriate health and safety documentation will be completed by an appropriate and experienced member of provider staff and risk assessments will be examined to ensure all risks have been identified and measures put in place to safeguard staff including apprentices and visiting stakeholders on employer premises.

Specific training and instruction will be provided as appropriate to the employees and apprentices as identified in risk assessments. This will include training, as appropriate, in:

- Health and safety arrangements.
- Employee/apprentice responsibilities.
- Control measures following risk assessments.
- Safe use of equipment (including display screen equipment where appropriate and electrical safety).
- Accident and first-aid arrangements.
- Fire arrangements.

Upon completion of risk assessments, any issues will be reviewed and relevant control measures identified, recorded, and monitored in line with this policy. Risk assessments will be reviewed annually or earlier if significant changes take place. The Employer will ensure that risk assessments for all employees including appropriate safety measures for those apprentices including those who are under the age of 18 and may be restricted.

These are completed where appropriate and reviews (monitoring visits) are carried out periodically on a regular basis throughout the duration of the apprenticeship. This will include the vetting of the learning environment by appropriately qualified. Training, information, instruction, and supervision will be provided as required to employees and apprentices.

This vetting also includes information on fire, first aid, and PAT testing information. Assessors and Tutors who visit the employer will complete health and safety monitoring forms to ensure risk is monitored throughout the learning journey. Within the learning journey, there are a number of additional opportunities for apprentices to identify whether they feel safe (induction/ reviews/ apprentice questionnaires, embedded themes within curriculum), and appropriate support and safeguarding measures are identified.

Organisation & Responsibilities

Overall responsibility for health and safety in the Company lies with Richard Byrne who leads on health and safety matters and will ensure that this policy is carried out effectively.

Richard Byrne | richard.byrne3@travisperkins.co.uk

The Health and Safety team will ensure regular inspection and risk assessment regarding all delivery sites as well as related activities following a regular planned review programme, including the responsibility to report any failures of policy, hazards, dangerous events and take immediate, appropriate action.

Each branch has a designated First Aider. They have a First Aid appointed person certificate which will be renewed every 3 years. The First Aid appointed persons and locations of first aid equipment and materials in the workplace are identified within the health and safety vetting procedures prior to the placement of the apprentice/apprentice. The Employer must advise the provider of a workplace accident concerning our apprentices and ensure correct reporting regarding RIDDOR.

Meetings

Health and Safety will be discussed at all formal meetings including supervision, where appropriate, and information will be circulated to all relevant people. Reviews with apprentices and employers ensure that provider staff monitors the health, safety, and welfare of those within the workplace and there are clear reporting procedures if concerns are raised.

Employees

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must cooperate with the Company on health and safety matters and report any unsafe conditions to the Health and Safety Champion. They must follow safe systems of work and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased apprentice awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

Apprentices

Have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the Health and Safety Champion and co-operate with the Company on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others.

Ill health

Apprentices must inform the employer/ workplace as well as the apprenticeship Assessor/ Coach if illness or absence occurs and they are unable to attend either work or off the job delivery sessions by the provider and/ or workplace reviews. Both employer and provider policy and procedures must be followed and further guidance can be found in the Attendance Policy and Apprentice handbook.

Attendance is a key component in apprentice retention, progression, achievement, and employability. Regular attendance and achievement are closely linked. Apprentices who actively participate in their learning by attending sessions regularly are more likely to enjoy a rewarding experience in which their knowledge, skills, and abilities are developed and successfully complete their apprenticeship. Apprenticeships delivered by LEAP vary in length and type and include both remote (including online) and face-to-face learning.

Whilst we expect all apprentices to attend the required classes, we set challenging targets based on our QAR and other performance data.

We have responded to the pandemic with a wide remote learning offer to support attendance and are flexible in providing support to our staff, apprentices, and other stakeholders.

Attendance is recorded daily by the tutor/assessor. The registers are collected at the end of each week by a member of the Admin team and the data is recorded on our system. An apprentice is recorded as present even if they arrive late and lateness is recorded. This is also evident in our OTLA.

If an apprentice is intending to be absent, he/she must seek the permission of the Training team in advance. If an apprentice is absent without having previously notified the Training team, for example in the case of illness, he/she must contact the Training team immediately with the reasons. Any prolonged absence due to illness will need to be supported with a medical note. Repeated absence without a justified reason will lead to a meeting with the apprentice to discuss the pattern and reason for absence and may lead to the apprentice being asked to leave the apprenticeship (please see below). This process is made clear to all apprentices on induction and detailed in the apprentice handbook. It is important that apprentices are aware of the funding rules and employer/provider expectations- this includes 20% OTJ training.

Where an apprentice is expected to be present and has not notified the Training team, we will endeavour to contact the apprentice by phone on day one to identify the reason for the absence and remind the apprentice that future absences without notification, will be treated seriously.

Lateness is monitored and recorded daily. The lateness of 15 minutes is recorded as Late against the apprentice and over 15 minutes very late. If an apprentice regularly

attends late for OTJ training, for example, they are sent a warning letter and if there is no improvement in their timekeeping, a meeting is set up to discuss the lateness. If an apprentice attending a one-day OTJ training session arrives over half an hour late without prior warning (the Coach can then determine whether there is a time during the session that they can attend so it does not disrupt or impact negatively on others' learning. If lateness is seen as a disruption, they will not be permitted to attend.

The information below is intended as a guide for staff and apprentices as to how absence is normally classified. Note that the lists below are not exhaustive and each case is treated on its merits.

The following may be considered as (but not limited to) reasons for an authorised absence from OTJ training:

- Illness (as evidenced by a medical certificate).
- Medical appointments that could not be made outside of working/ OTJ hours.
- Attendance at a funeral or wedding of a close family member.
- Genuine family emergencies.
- Severe travel disruption that leaves apprentices with no means of attending the training by public transport.
- A driving test.
- A religious holiday.

Apprentices should arrive on time and remain for the duration of the session. Late arrival at, and early departure from sessions means apprentices might not achieve their qualifications.

Apprentices/ Apprentices are responsible for:

- a. Attending all reviews and training sessions agreed.
- b. Notifying their Tutor/ Coach in advance (e.g. in person, by phone, or by email) when they expect to be absent from the session.
- c. Notifying their Tutor in respect of unplanned or unforeseen absences within 24 hours, providing corroborating evidence to explain their absence where appropriate.

Coaches are responsible for:

- a. Reminding apprentices of the importance of regular attendance.
- b. Recording attendance using agreed paperwork specific to each apprentice programme.

The Apprenticeship Manager is responsible for ensuring that:

- a. An accurate record of apprentice attendance is maintained and updated regularly.
- b. That any absence is followed up timely if apprentices don't arrive on-site to ensure Safeguarding practice is 'effective'

- c. There are regular reviews of each apprentice's progress including attendance, lesson observations, and mid and end placement reviews.

Where an apprentice's attendance is unsatisfactory, one or more of the following actions may be taken:

- a. The Coach may contact the apprentice to seek an explanation for their unsatisfactory attendance.
- b. Apprentices may be invited to discuss how their attendance will be improved and any support that may be required.
- c. Apprentices may be given a formal written warning about their attendance.
- d. Apprentices may be withdrawn from the programme if they fail to respond to a written warning.
- e. HR when writing references, may refer to the apprentice's record of absence.

We appreciate that there may be circumstances where the apprentice is unable to attend training. In these cases, the apprentice will be asked to complete a leave of absence form which will need to be signed off by their Tutor/ Assessor for sessions with the training provider.

We are committed to constantly reviewing our curriculum to meet apprentice needs and offer a range of flexible learning opportunities including online and remote learning to enhance our offer and promote attendance.

We fully support the government guidelines regarding Covid and ensure all stakeholders are aware of our commitment to keeping apprentices safe when they are ill.

[Coronavirus \(COVID-19\): what to do if you're employed and cannot work - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-covid-19-what-to-do-if-youre-employed-and-cannot-work)

Fire

- If an employee or apprentice discovers a fire, they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.
- The Fire Warden will be responsible to ensure the safety of all Branch apprentices and employees, and associates on-site. The Fire Warden will contact the emergency services.
- Employees and apprentices must keep fire routes and exits clear and not interfere with any fire safety arrangements.
- You will have a nominated Fire warden who} will fulfil the requirements of the Fire Precautions Regulations.

Accidents

- All employees who have an accident at work or are ill because of work must report it to the Health and Safety Champion, { name here}
- The Managing Director, { name here} will inform HSE of any reportable accidents.

- The Health and Safety Champion will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate countermeasures.
- Any visitor, contractor, or apprentice who has an accident must also report the matter to the Health and Safety Champion and ensure correct recording for all incidents.
- All near misses should also be reported to the Health and Safety Champion/ M.D.

Dangerous Occurrences

Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the Health and Safety Champion

RIDDOR

The Company will fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Emergency Services

The place of work will have a registered first aider who will call the emergency services and ensure the comfort of any injured person, where applicable. In the workplace, apprentices/ apprentices will follow appropriate advice and guidance from identified personnel. The health and safety vetting form will identify those within the workplace who have responsibility.

Recording

A record of first aid will be kept in the appropriate form in the Health and Safety file.

The Law and Health and Safety Executive (HSE)

The Company will fulfil all legal obligations

<https://www.hse.gov.uk/legislation/index.htm>

<https://www.gov.uk/government/publications/2010-to-2015-government-policy-health-and-safety-reform/2010-to-2015-government-policy-health-and-safety-reform>

Health and Safety Executive

www.hse.gov.uk

Health and Safety Executive

Redgrave Court

Merton Road

Bootle

Merseyside L20 7HS

If you need to report an incident or have a complaint about a health and safety matter in the workplace [contact HSE](#) for help and guidance on how to do this.

Well-being

Our approach to well-being is based on the commitment:

- To promote and support personal resilience and capacity to cope with problems.
- To eliminate behaviours that undermine personal effectiveness and self-esteem e.g. bullying and harassment.
- To recognise and take account of the fact that individuals have issues in their personal lives that may impact adversely on their performance at work.
- To ensure that the work environment is well ordered, pleasant, comfortable and safe.
- To promote good health.
- To identify and monitor key performance indicators and feedback relevant to well-being and respond to any 'hot spots' or issues that are identified.
- To provide a range of opportunities for employees to raise concerns regarding well-being.

We recognise that well-being and performance are linked. Improving the ability to handle pressure and for individuals to balance work and home life will ultimately lead to improved individual and organisational performance.

Definitions

We define 'well-being' as a positive mental state that enables individuals to cope effectively with problems, maintain a good perspective and recover quickly from setbacks. It is accompanied and enabled by good physical health, a sense of personal control, and a lifestyle where work and non-work factors are in balance.

Stress occurs when pressure exceeds an individual's perceived ability to cope.

Personal resilience and self-esteem

The performance management policy including supervision and contribution review process supports measures to prevent and manage risks to employee well-being, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work. For apprentices at work, regular monitoring including reviews, and apprentice surveys/questionnaires ensures apprentices have the right support to progress and achieve.

In particular, we will:

- Provide training and practical guidance on stress awareness and managing stress.
- Provide training around competencies necessary to personal resilience e.g. problem solving and assertion skills.
- Provide external information for expert information, advice, and guidance.
- Ensure that there are regular opportunities to review practice and work pressures, one to one with line managers, and in an appropriate environment via the supervision process.

- In addition to supervision meetings, provide a range of opportunities for employees to raise concerns i.e. staff surveys.
- Ensure that standards of behaviour and mutual respect are set out and reinforced both via policies and other forms of communication and that action is taken where individuals fall short of these requirements.

Work-Life Balance

We provide a range of policy approaches to maximise opportunities for flexibility and to take account of short and long-term pressures that individuals experience during their lives. We will try wherever operationally viable to support individuals to achieve an appropriate work-life balance including changing work patterns, and hours, and enabling periods of special leave and/or home working in accordance with the relevant policies.

We will signpost sources of help and assistance and will add to this resource in response to both informal and formal feedback including surveys, supervision, performance review, and absence monitoring.

A Suitable Work Environment

We recognise that aside from the health & safety risks posed by an unclean, hazardous, uncomfortable, or noisy environment, a disorganised environment makes the conduct of work more difficult and can lead to a sense of a loss of personal control which will, in turn, have a negative impact on well-being. In recognition of the vital importance of the environment on well-being, we will:

- Conduct regular audits of the condition of workplaces, and the issues with the greatest potential to impact well-being, and respond to any issues identified.
- Promote the benefits of a well organised work environment and the link to mental health.
- Provide practical guidance on initiatives and actions that can improve employees' experience of their work environment.
- Ensure that all employees and apprentices have reasonable access to confidential environments when needed.
- Maintain essential equipment.
- Enable display screen equipment assessments to take place promptly where a need is identified.
- Ensure that the employers we work with have a commitment to keeping apprentices safe by ensuring regular vetting, risk assessment, monitoring, and communication.

Communication

Line managers, employers (for apprentices), employees, and apprentices will regularly discuss individual training needs to ensure that they have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change. A robust initial assessment of apprentices will ensure they have the identified starting point and individual learning plan targets to complete their apprenticeship, including off-the-job training.

All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example, team meetings, one-to-one meetings, electronic communications, and organisation-wide methods.

The organisation will expand communication with employees during periods of significant organisational change.

Training

Employer Responsibilities

It is the responsibility of the employer to ensure that their employees including apprentices and volunteers receive an adequate induction into health and safety, and on-going information, instruction, and training in matters relating to health & safety in connection with their job role. The employer is responsible for ensuring that significant risks are identified, recorded, and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals. Risk assessments for apprentices must be carried out. The Health & Safety Team is responsible for ensuring that employers have discharged these duties through the monitoring of the health and safety of employer workplaces.

Prior to the agreement of a Contract of Services with an employer for apprenticeship delivery, a representative will arrange to visit the person responsible for the health and safety of any potential apprentices.

Certain health and safety matters reside with the Employer and will vary from site to site.

Normally these include:

- Fire instructions.
- Evacuation procedures and assembly points.
- Fire-fighting appliances.
- Fire drills and tests.
- Information on key people e.g. supervisor, first aider, fire warden, safety advisor, or representatives.
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment.
- The risks are identified by risk assessments, and the measures are in place to prevent or control the risks for all the tasks to be undertaken.
- Arrangements for reporting an accident, incident, or illness and for obtaining first aid assistance.
- Arrangements for the provision, use, and wearing of personal protective equipment and clothing.
- Precautions and instructions for the safe use of hazardous substances.
- Measures in place for preventing or reducing risks associated with manual handling or lifting.
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of workplace transport.

- The importance of good housekeeping, keeping the work area tidy and safe storage of materials.
- Arrangements for personal safety, welfare, and personal hygiene arrangements
- Details of any prohibited or restricted tasks, activities, areas or work equipment.
- Specific or additional requirements related to the employer e.g. company rules or procedures Employer Health & Safety Assessment/ Vetting Procedure and Monitoring Arrangements/visits.

The Coach will make recommendations as to whether apprenticeship training and assessment can proceed in the workplace and will communicate any recommendations to the employer.

The Coach will also identify if there are any significant risks presented to staff and will document the risk control measures.

All staff working on the premises of other employers i.e. apprenticeship Coaches will report to their Line Manager any concerns or hazards which could put themselves or the apprentices at risk.

Reporting of Incidents

Employers and Partner organisations are required to keep records of all accidents, incidents, 'near misses', and reports of bullying and harassment involving apprentices on LEAP funded programmes.

Supervision

Supervision levels must be appropriate to the risk identified and the individuals' capability, needs, and experience. Once the learning plan is in place, the apprentice should receive ongoing information, instruction, and training to enable him or her to work and learn efficiently and safely.

Apprentice Assessment

The apprentice developing understanding and awareness of key health, safety, and welfare issues should be assessed and evaluated on an ongoing basis. Staff should be aware of the responsibilities when employing under 18's.

<https://www.hse.gov.uk/youngpeople/index.htm>

A Safe Apprentice will demonstrate:

- Hazard Awareness

Safe apprentices will be aware of the hazards within their environment, their activities and the work being carried out around them and their responsibilities to others

- Understanding

Safe apprentices will understand the concepts of hazard and risk and the measures that are required to control risks

- Confidence

Safe apprentices will be confident, not only in their ability to learn and work safely but also to challenge any situation or instruction that could be unsafe to them or other people. Safe apprentices will know their limitations and when to seek further advice

- Contribution

By developing these skills and knowledge, safe apprentices will be able to contribute ideas and input into their learning and work, and become more involved in the day to day operation of the organisation and their learning activity

- Behaviours

Safe apprentices will have developed a set of behaviours to enable them to play an active part in the learning process and acquire practical, value-added and transferable skills from their experiences

Apprentice Induction, assessment and monitoring procedures

We will ensure that apprentices are informed about their rights and responsibilities as part of their induction onto their learning programme. Additionally, the apprentice's initial assessment will be carried out and documented and will consider the individual's training and support needs in relation to health and safety, and safeguarding.

The Assessor/ Coach will ensure that the apprentice has received induction into working safely by their employer before the assessment takes place. The induction will consist of ensuring that the apprentice is aware of their own organisation's policies and procedures and establishing their current level of understanding and identifying any training they may require.

The Assessor/ Coach will ensure that apprentices demonstrate a good understanding of health and safety as well as demonstrate the safe practice and safe behaviours in their work and learning. It is the responsibility of the Assessor/ Coach to establish any additional training or support needs and arrange this with the employer throughout the learning programme.

The Assessor/ Coach will ascertain at meetings with apprentices if they have been involved in any accidents at work and will check if this has been reported and relevant documentation completed (i.e. accident and incident reports, RIDDOR reportable) and will discuss with the manager any investigation carried out and the outcomes. It is, however, expected that employers and apprentices will notify the Health & Safety Team immediately of any accidents and incidents that apprentices are involved in.

The Assessor/ Coach will also check the apprentice's understanding of health and safety and the concept of the safe apprentice during the formal progress reviews by asking specific questions and will document their responses. The Assessor/ Coach will also ask the apprentice how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject.

The Assessor/ Coach will identify if the apprentice needs further training, advice, or guidance in relation to health and safety and safeguarding. Any concerns about health and safety or safeguarding must be reported immediately to the Designated Safeguarding Lead or Health and Safety Champion who will take appropriate action. Apprentices will be invited to complete induction and final evaluations which helps to monitor the effectiveness of inductions and learning programmes in providing information, advice, and guidance about health and safety and in establishing if the apprentice's understanding of health and safety has been raised.

Results will inform the self-assessment report (SAR)

On programme interviews will also be carried out with apprentices randomly and questions are asked about how safe apprentices feel in their environment, if their awareness of health and safety has been raised and what could be improved. They are also asked if they have experienced any form of bullying and harassment in their workplace. This information is analysed and reported to the Managing Director through the apprentice voice and informs the self-assessment report (SAR).

All employees including apprentices and apprentices will be informed of this policy, risk assessments, and control measures. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager.

Employees and apprentices will be coached in the correct use of equipment prior to its use, where appropriate.

A record of employees' training and instruction will be kept in the individual's Training/ Personnel file.

The provider/ employer will ensure that employees and apprentices can carry out every required task in Health and Safety terms to the required standard, demonstrating competency.

Guidance

Any employee/apprentice who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

Machinery & Equipment

All equipment provided by the Company and employer will be to the correct safety standards. This includes PAT testing.

All safety devices and controls must always be used by employees and apprentices.

Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person i.e. Health and Safety Champion. Equipment must not be used until it has been repaired and is safe to use again. Employees should check equipment before operation.

Advice

Any employee or apprentice who is unsure of any piece of equipment, safety feature, or controls should seek advice from the responsible person.

Requirements

The company will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

Hazardous Substances

Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the Health and Safety file. Employees and apprentices must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk.

If an employee or apprentice feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

If an employee or apprentice is uncertain about the use of any substance they must seek advice from the nominated responsible person before using it.

<https://www.hse.gov.uk/coshh/>

Manual Handling

Employees and apprentices must not move any load, which they think may cause them an injury. Training will be given to employees in safe working methods, where appropriate.

Any employee or apprentice who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

Two-person lifts are to be encouraged, where practical. The Company will fulfil the requirements of the Manual Handling Operations Regulations.

<https://www.hse.gov.uk/toolbox/manual.htm>

Employee and apprentice responsibility

Below is a list of some of the basic rules for employees and apprentices to follow:

- Keep your work area clean and tidy, particularly from things likely to cause injury.
- Always use the equipment the way described in the instructions.
- Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
- Never interfere with equipment, electricity, or any safety features.
- Report any defects or damage to equipment.
- Do not put yourself or others at risk by engaging in horseplay or substance misuse.

It is a requirement of employment for employees to abide by health and safety rules. Any employee breaching safety rules will be subject to disciplinary procedures.

Any employee or apprentice who notices a hazard must report it immediately. We encourage suggestions from employees and apprentices to promote good practice in Health & Safety.

It is a requirement of all employees and apprentices to abide by health and safety rules, as agreed at their induction. Any employee or apprentice seriously breaching safety rules may be required to leave their employment or learning programme.

Electricity

Any defects or damage to electrical equipment must be reported immediately by staff to the relevant person. Anyone suffering an electrical shock must report this as an accident.

A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves. Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety file.

The Company will fulfil the requirements of the Electricity at Work Regulations.

Display Screen Equipment (DSE)

All workstations are laid out with standard equipment and all staff will complete a workstation risk assessment during induction, with adjustments identified where necessary.

<https://www.hse.gov.uk/msd/dse/assessment.htm>

Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e. employees and apprentices are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

Employees and apprentices will be shown how to use DSE properly and how to make appropriate adjustments to their workstations. This includes apprentices within both their workplace and training room environment. Any other relevant information and training will be provided.

The Company will meet the requirements of the Display Screen Equipment Regulations 1992.

Maintenance of Premises

The Health and Safety Champion will liaise with staff and employers to ensure all premises are maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness, and tidiness.

Adequate welfare facilities, toilets, drinking water, washing facilities, etc. will be provided at all delivery sites including a satisfactory working environment with adequate temperature, ventilation, and lighting. Any defects or damage to the premises or its fixtures and fittings must be reported by employees and apprentices to the relevant manager as well as to the premises' facilities manager if appropriate.

Lone Working

A lone worker can be defined as someone who works by themselves without direct supervision. Remote working is also the term used for employees who work away from their main office base on a regular basis in either a part-time or full-time capacity. To prevent serious incidents from occurring organisations are required to ensure the safety of all staff who work alone. This is done by carrying out an assessment of the risks to staff which may include risks of violence.

Organisations should then put measures in place to reduce the likelihood of these incidents occurring, such as contingency planning, assessment of possible violence, and staff keep in regular contact.

Staff must also play their part in maintaining their own personal safety by adhering to the safety measures put in place by the organisation to protect them, for example, phoning in on time, using equipment correctly, and reporting areas of concern.

The Health and Safety Executive (HSE) defines lone workers as "those who work by themselves without close or direct supervision".

<https://www.hse.gov.uk/lone-working/>

A risk assessment is an important step in identifying all the risks associated with lone working. There are no legal duties on employers specifically in relation to lone working and no legal bar to people working alone. However, there is legislation to ensure a safe working environment. The following are relevant.

Health and Safety at Work Act 1974

All employers have a duty to maintain a safe working environment so far as reasonably practicable for their employees under the Health and Safety at Work Act.

This means that employers are expected to protect their workers against risks to their health and safety.

The Act also expects that the working environment is safe and that training to ensure the health and safety of workers is carried out. These requirements are not only for office-based staff but lone workers and the environments they encounter too.

<https://www.hse.gov.uk/legislation/hswa.htm>

Management of Health and Safety at Work Regulations 1999

The regulations make it clear what employers must do under the Health and Safety at Work Act, the main requirement of which is to assess all the risks to the health and safety of their employees and, if the organisation has more than five employees, to record the outcomes of the assessment. The risk assessment should identify the risks associated with lone working, outline any safety measure that can help to reduce the risk, and ensure that the safety measures are put into practice and reviewed regularly to make sure they are still valid.

If the risk assessment shows that the risk is too hazardous for one lone worker to manage alone, other arrangements will need to be introduced. The regulations also expect employees to take reasonable care of their own personal safety.

<https://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

Health and Safety (First Aid) Regulations

The regulations require employers to provide first aid equipment so that emergency first aid can be received by employees if needed. This could include the provision of first aid equipment in the car for lone workers travelling alone in case they are involved in accidents and incidents. <https://www.hse.gov.uk/firstaid/legislation.htm>

Provision and Use of Work Equipment Regulations 1998

If lone workers use equipment in the course of their working day, the regulations require the risks to the health and safety of employees to be assessed. This is to ensure that the equipment is safe, suitable, regularly maintained, and is used only by those who have been specifically trained in its use.

It is the responsibility of the Line Manager to ensure all employees, apprentices (including apprentices at work), and associates are in a safe working environment. Due to the nature of the business, there are many instances when remote working may be necessary. <https://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

POLICY REVIEW

Related policies Safeguarding & Prevent Policy

Date of Publishing:	May 2022
Review Date:	May 2023
Policy/Process Owner:	Apprenticeship Leadership Team Andy Rayner, Director Of Apprenticeships & Early Careers.

Signed by	Andy Rayner - Director of Apprenticeships and Early Careers
Signature	Signed on behalf of Leap Apprenticeships 