



Skillwise Training Health & Safety Policy

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1.0 POLICY STATEMENT

THE HEALTH AND SAFETY AT WORK ACT 1974

General Statement of Health, Safety and Policy

1. General Statement

Skillwise Training UK Limited fully recognises the duties placed upon it under the Health and Safety at Work Act 1974 and all other relevant legislation. The organisation is committed to ensuring that we at least comply with the minimum requirements and wherever reasonably practicable exceed them. We also recognize the obligations we have to others with regard to our activities including the funding bodies in UK responsible for provision of youth training as well as other partners in relation to delivery of training. We are committed to working with these partners to ensure a safe and healthy working environment. We recognise the duties we have to our employees, contractors, visitors and any others who may be affected by our activities and we adopt the principle of zero tolerance with regard to accident prevention. This principle is underpinned by our belief that no accident at work is acceptable.

2. Policy Objectives

Health & Safety must be regarded as a mutual objective for management, employees, learners and apprentices at all levels. Therefore, management will:

- Provide and maintain a safe, healthy working environment with safe access and egress
- Ensure the safety of staff who are mobile workers or those who work from home
- Where at all times possible, ensure the safety and well-being of learners and apprentices (as apprentices will be based in their own place of work, following own company health and safety policy and procedures)
- Provide safety training, information and instruction as required for all employees, trainees, apprentices, visitors and contractors etc, as appropriate
- Provide all necessary safety devices, protective equipment and supervise their use
- Maintain a constant and continuing improvement in all aspects of safety, in particular by introducing and monitoring safety procedures
- Consult employees on matters relating to workplace health, safety and welfare, development and review of policy and procedures
- Communicate relevant health and safety information through internal memorandum

Employees have a duty to co-operate fully in the operation of this Policy by:

- Working safely and efficiently, complying with any instruction, information & training in accordance with all procedures and statutory obligations
- Immediately reporting incidents (including accidents, near misses, which have resulted in, or may lead to injury)

- Assisting with the investigation of accidents and aiding the introduction of measures to prevent a recurrence.

3. Policy Implementation

Skillwise Training UK Limited has appointed a Director responsible for Health and Safety who will ensure continual strategic direction with regard to health, safety and welfare.

The nominated Health and Safety Officer at each Skillwise Training UK Limited centre will maintain the safety management system and ensure processes are in place for its continual improvement. He/she will also be responsible for implementation and operation of the safety management system in their Centres and will be accountable to the Director responsible for health and safety. Managers will be supported in this function by the Health and Safety Officer.

This policy will be reviewed whenever circumstances require it such as changes to legislation or activities and at least annually.

This policy will be issued to all new members of staff and be made available on the Company's internal server. This Policy will be included in the induction of new staff.

2.1 SCOPE

2.1.1 Under health and safety legislation, each employee, learner and apprentice at work has the following responsibilities:

- a) To take reasonable care for the health and safety of themselves and of other people who may be affected by their acts and/or omissions at work.
- b) To co-operate with the employer, or any other person apart from the employer, who has a duty or responsibility under health and safety legislation, in order that these duties and responsibilities can be carried out.
- c) To avoid either intentionally or recklessly interfering with, or misusing, anything provided in the interest of health and safety.
- d) If individuals become aware that they are in a situation involving immediate risk to themselves or others, they should, where possible, make the situation safe by stopping the work process, if necessary. They should immediately contact their departmental/line manager and safety representative.

3.0 POLICY AND PROCEDURES

This policy sets out the way that Skillwise Training UK Limited will comply with the requirements of the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions.

3.1 *Accident Reporting*

3.1.1 Skillwise Training UK Limited shall, in accordance with the requirements of current statutory legislation, ensure that all:

- a) Accidents are recorded;
- b) Prescribed injuries, diseases, and dangerous occurrences are reported (RIDDOR);
- c) Employees are provided with the necessary information, instruction, and training to enable them to comply with accident reporting procedures.

3.1.2 All employees shall report all accidents, incidents, and near misses that involve them, or other employees under their control, as soon as practicable, where they occur:

- a) On Skillwise Training UK Limited premises;
- b) Whilst working for Skillwise Training UK Limited away from our premises;
- c) Whilst travelling to or from work.

3.1.3 All employees shall report all accidents, incidents, and near misses that involve contractors, clients or visitors working on Skillwise Training UK Limited premises and under their control, as soon as practicable.

3.1.4 All employees shall comply with the Skillwise Training UK Limited procedures for Accident Reporting.

3.1.5 All apprentices and learners are inducted ensuring all accidents are reported, following policy guidelines, to both place of work and Skillwise Training

3.2 *Compliance*

Failure to comply with the requirements of any of Skillwise Training UK Limited's health and safety policies and procedures may result in disciplinary action.

3.3 Consultation with Employees

3.3.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall consult with employees including, where appropriate, through their nominated trade union representatives, in good time on matters relating to their health and safety at work and, in particular, with regard to:

- (a) The introduction of any measures at the workplace, which may substantially affect the health and safety of those employees;
- (b) Skillwise Training UK Limited's arrangements for:
 - i) Appointing competent persons to assist in undertaking the measures the organisation needs to take to comply with the requirements and prohibitions imposed upon it by, or under, the relevant statutory provisions;
 - ii) Appointing competent persons to implement procedures to be followed in the event of serious and imminent danger to persons at work on the organisation's premises;
- (c) Any health and safety information Skillwise Training UK Limited is required to provide to those employees by or under the relevant statutory provisions;
- (d) The planning and organisation of any health and safety awareness sessions they are required to provide to employees by or under the relevant statutory provisions;
- (e) The health and safety consequences for employees of the introduction of new technologies into the workplace

3.3.2 Health and Safety information, records and data are discussed at length in Governing Body meetings, chaired by Chair of the Board Ian Simms; who in turn is responsible for monitoring health and safety across the organisation. The Board will receive information, data and records from the following areas:

- i) Senior Management Team
- ii) Staff Representatives from the recognised Unions (if applicable)
- iii) Facilities Management Team
- iv) Management Representative(s) from Curriculum
- v) Other persons as may be co-opted from time to time

3.3.3 The terms of reference for the Health and Safety agenda items from Board meetings are reviewed annually and the Board serves the following functions:

- a) Receive and study reports on accident trends, dangerous occurrences and notifiable diseases, so that suitable recommendations can be made to

management for corrective action to be taken

- b) To examine health and safety compliance reports, and to note areas where improvements can be made
- c) To consider reports, comments, suggestions and issues raised through the Learner surveys, Employer surveys, Staff surveys and any other forums
- d) To assist in the development of Safety Rules and Safe Systems of Work
- e) To evaluate the effectiveness of the safety content of employee training
- f) To monitor the adequacy of health and safety communication and publicity
- g) To act as a link between Skillwise Training UK Limited and the enforcing authorities
- h) To evaluate the Health and Safety Policies and Procedures and to make recommendations as to its revision.

3.3.4 The Health and Safety Board shall meet on a quarterly basis as part of quarterly Governance meetings.

3.3.5 Minutes shall be taken at each meeting and shall be annotated with individual's names against action points. These minutes will be circulated within four weeks of the meeting being held and shall be sent to each and every member of the Board and posted on the intranet for all staff to access.

3.4 *Display Screen Equipment*

3.4.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall:

- a) Ensure that suitable and sufficient assessment is carried out of all work stations on Skillwise Training UK Limited premises which are used by display screen equipment users or operators, for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use;
- b) Take all necessary steps to reduce the risk
- c) Ensure that all workstations on Skillwise Training UK Limited premises used by display screen equipment users or operators, comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and any subsequent amendments, (e.g. 2002 amendments);
- d) Provide, if requested, all employees who habitually use display screen equipment as a significant part of their normal work with an appropriate

eyesight test, prior to their employment and at regular intervals after they have become a user: The full cost of these tests shall be borne by the employee.

- e) If display screen users experience visual difficulties or any other difficulties, which may reasonably be considered to be caused by work on display screen equipment, Skillwise Training UK Limited shall:
 - i) Help with £10 towards the cost of a basic pair of spectacles, where these are required specifically for working with display screen equipment (any additional cost is to be contributed by the workstation user);
 - ii) Take steps to incorporate changes of task for display screen users, to prevent intensive periods of on-screen activity;
 - iii) Ensure that the display screen users are referred to their medical practitioner to ensure that best advice is sought immediately.
Provide sufficient information, instruction, training and supervision, as necessary, to:
 - iv) Ensure the health and safety of all employees who are users of display screen equipment;
 - v) Enable managers and supervisors who are responsible for users of display screen equipment to implement this policy.

3.4.2 Where a problem arises which they believe may be associated with the use of display screen equipment, employees shall:

- a) Inform their supervisor / manager immediately;
- b) In the case of an adverse health or medical condition, advise their General Practitioner and the manager responsible for health and safety.

3.4.3 All employees shall comply with Skillwise Training UK Limited procedures for Display Screen Equipment.

3.5 *Electricity at Work*

3.5.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall:

- a) Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations latest edition;
- b) Maintain the fixed installations in a safe condition by carrying out routine safety testing;
- c) Inspect and test portable and transportable equipment as often as is required.

3.5.2 Employees:

- a) Must report all electrical faults, or faulty electrical equipment, immediately;
- b) Shall not use, or continue to use, faulty electrical equipment;
- c) Shall not carry out repairs or work on electrical equipment, unless competent and authorised to do so;
- d) Shall not bring their own electrical equipment on to Skillwise Training UK Limited premises unless a competent person appointed by the organisation has tested it.

3.5.3 All employees shall comply with Skillwise Training UK Limited's procedures for Electrical Services.

3.6 Fire and Emergency Procedures

3.6.1 Skillwise Training UK Limited shall;

- a) Establish and, where necessary, give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in their undertaking;
- b) Nominate a sufficient number of competent persons to implement those procedures in so far as they relate to evacuating buildings of persons;
- c) Provide sufficient information, instruction, training and supervision necessary to:
 - i) Ensure the health and safety of all employees in the event of serious and imminent danger to persons at work in their undertaking;
 - ii) Ensure the health and safety of persons not in direct employment but working for Skillwise Training UK Limited in the event of serious and imminent danger to persons at work in their undertaking;
 - iii) Ensure the health and safety of clients under the control of Skillwise Training UK Limited in the event of serious and imminent danger to persons within their undertaking;
 - iv) Enable managers and supervisors to implement this policy.
- d) Take all measures, in so far as is reasonably practicable, to monitor the effectiveness of this policy;
- e) Ensure that all employees of Hay Street are provided with sufficient information, instruction, training and supervision as is necessary to enable them to comply with local fire and emergency procedures.

3.6.2 All employees shall:

- a) Familiarise themselves and comply with the requirements of the local fire and emergency procedures for the area in which they are working;
- b) As far as is reasonably practicable, ensure that all clients, visitors and contractors working under their control on Skillwise Training UK Limited premises, are given such information, instruction, training and supervision as is necessary to ensure their health and safety in the event of serious and imminent danger to persons at work or residing in their undertaking;

3.6.3 Fire Risk Assessments

- a) The Facilities Manager, or their nominated representative, shall ensure that a fire risk assessment is carried out of all locations occupied by the Company:
 - i) Annually
 - ii) Following any building works or office moves;
- b) A competent person appointed by the Facilities Manager shall carry out fire risk assessments;
- c) All fire risk assessments shall be held in the Health and Safety manual on-site with the copy held by the Facilities department and actions arising implemented by this department;
- d) Signs and Notices;
- e) The Facilities Manager shall ensure that information complying with current legislation is displayed, in a prominent position within the Skillwise Training UK Limited premises.

3.7 First Aid

3.7.1 Skillwise Training UK Limited shall:

- a) Provide such equipment and facilities as are adequate and appropriate for enabling first aid to be rendered in the event of employees being injured or becoming ill at work;
- b) Maintain suitable numbers of qualified first aid personnel to deal with minor accidents and emergencies in the workplace;
- c) Ensure that all employees are informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel;
- d) Ensure that all employees are provided with sufficient information,

instruction, training and supervision as is necessary to allow them to comply with first aid procedures.

3.7.2 All employees shall comply with Skillwise Training UK Limited's procedures for First Aid.

3.8 *General Housekeeping*

3.8.1 No files, books or other objects should be left on the floor or in any other location that may prejudice the safety of either employees or any other person within Skillwise Training UK Limited premises.

3.8.2 All cables shall be kept neat and tidy and not be permitted to trail across corridors, walkways, or office areas unless suitable protection is provided.

3.8.3 All equipment shall be put away and stored safely when not in use and all corridors will be kept clear of all forms of storage.

3.8.4 Members of the Facilities team will undertake health and safety checks using the agreed checklist at each site on a monthly basis and will also undertake on-going checks on a daily/weekly basis to monitor housekeeping.

3.9 *Health and Safety of Students on Visits*

3.9.1 Please refer to Ensuring the Health and Safety of Students on Visits Policy and Procedures

3.10 *Health and Safety of Students in the Workplace*

3.10.1 Please refer to Ensuring the Health and Safety of Students in the Workplace Policy and Procedures

3.11 *Management of Contractors*

3.11.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall:

- a) Take all reasonable steps to ensure that any employees from an outside contractor, who are working on Skillwise Training UK Limited premises, receive sufficient information to enable them to implement the evacuation procedures.
- b) Actively monitor all employees of other employers from an outside contractor who are working on Skillwise Training UK Limited premises, to ensure that they are complying with the relevant statutory provisions that apply to them whilst on Skillwise Training UK Limited premises as well as any health and safety requirements laid down by Skillwise Training UK Limited.

3.11.2 Before any contractor starts work on any of Skillwise Training UK Limited's sites, the Facilities Manager, or their nominated representative, shall ensure that all

the contractor's personnel identified on the method statement have received the appropriate site induction for the area where they will be working.

3.11.3 Before any contractor starts work on any of Skillwise Training UK Limited's sites, the Facilities Manager, or their nominated representative, shall ensure that all electrical equipment to be used by the contractor's personnel is safe, and has received appropriate Portable Appliance Testing as required by the Electricity at Work regulations 1989.

3.11.4 Job Safety Reviews can be carried out at the discretion of an authorised person upon receipt of the Risk Assessment for the works.

3.11.5 All employees shall comply with the Skillwise Training UK Limited procedures for the Management of Contractors.

3.12 Manual Handling

3.12.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall:

- a) Ensure all manual handling operations that carry a risk of injury to the participants are, wherever reasonably practicable, avoided by:
 - i) Removing the need for the operation to be carried out;
 - ii) Automating or mechanising the operation.
- b) Ensure that where manual handling operations cannot be avoided, they are assessed by a competent person. This assessment must look at all aspects of the manual handling which include:
 - i) The task to be undertaken
 - ii) The individual's capability
 - iii) The load, its weight, shape, size stability etc.
 - iv) The environment, i.e. the state of the area, the floor surfaces, the temperature, the weather conditions etc.
- c) Ensure that any person working for, or on behalf of, Skillwise Training UK Limited does not carry out Manual Handling Operations that involve a risk of being injured, unless:
 - i) They are competent and able to carry out the work;
 - ii) They have received Manual Handling Training from a person competent to give such training;
 - iii) The works have been subject to a Manual Handling Assessment carried out by a competent person, and a safe system of work has been documented and implemented that reduces the risk of injury to an absolute minimum;
 - iv) They have received information on the load to be carried.
- d) Ensure that sufficient competent persons are appointed to carry out

assessments of manual handling operations that carry a risk of injury to the participants and cannot be avoided;

- e) Provide sufficient information, instruction, training and supervision necessary to ensure the health and safety of all employees carrying out Manual Handling Operations that involve a risk of being injured;
- f) Enable managers and supervisors to implement this policy.

3.12.2 Where a problem arises involving the manual handling of a load, all employees shall:

- a) Immediately inform their supervisor/manager;
- b) In the case of an adverse health or medical condition, advise their General Practitioner and the Facilities Manager.

3.12.3 All employees shall comply with Skillwise Training UK Limited's procedures for Manual Handling.

3.13 Monitoring

3.13.1 The CEO and Chief Executive shall be responsible for health and safety and shall monitor the implementation and effectiveness of this policy with assistance from the Director of Quality, Senior Managers and designated competent person(s).

It will be reviewed:

- a) Annually;
- b) In the light of any failure of the system;
- c) In the light of any changes in legislation.

3.13.2 All reviews shall be documented and reported through the Health and Safety Executive Committee.

3.13.3 The Health and Safety Executive Committee shall review all reports and, where necessary, ratify any proposed revisions to the organisation's policy.

3.14 Occupational Health Services

3.14.1 All employees shall complete a health assessment prior to starting work with Skillwise Training UK Limited, or as close to the commencement of employment as possible.

3.14.2 The pre-employment health assessment will:

- a) Ensure staff are fit for their job;
- b) Identify new staff with health problems who may require special support or modification to undertake their duties successfully;
- c) Identify staff who should be enrolled with the Occupational Health Service for periodic monitoring to protect them in their work.

3.14.2 Employees may be referred to the Occupational Health Service, following consultation with their line manager and a representative from Human Resources.

3.15 Off-Site Work

3.15.1 Any employees working on other person's premises shall ensure that a responsible person/manager for their department hold the address of the premises where they are working, and their contact's name and telephone number, as well as the individual's car registration number.

3.15.2 It will be the responsibility of the employee who is working off-site to contact a responsible person/manger upon reaching their destination and prior to departure from their destination.

3.16 Pregnancy

3.16.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall:

- a) Take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, their unborn children, and breast-feeding women.
- b) Assess all risks to new or expectant mothers arising from their work activities, and to take appropriate preventive or control measures;
- c) Provide suitable rest facilities for any woman at work who is pregnant or nursing children.

3.17 Risk Assessment

3.17.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall ensure:

- a) That suitable and sufficient assessment is made of the risks to the health and safety of:
 - i) Employees whilst they are at work;

- ii) Persons not in the their employment but arising out of, or in, connection with their work;
 - iii) Hazardous working, including lone working to allow Skillwise Training UK Limited to identify the measures needed to comply with the requirements of current statutory legislation;
- b) That all such assessments are reviewed periodically to ensure that, where any significant changes have been made to the safe system of work, that they are in line with statutory requirements;
- c) That sufficient competent persons are appointed to carry out any necessary risk assessments.
- d) That all employees are provided with sufficient information, instruction, training, and supervision as is necessary, to enable them to comply with Skillwise Training UK Limited risk assessment procedures.

3.17.2 All managers shall comply with Skillwise Training UK Limited procedures for Risk Assessments (e.g. Manual Handling, Lone Working, COSHH, DSE, etc.).

3.18 Smoking

- 3.18.1 Skillwise Training UK Limited operates a no smoking policy for staff, learners, apprentices and contractors within all their buildings.
- 3.18.2 Skillwise Training UK Limited has designated areas within its grounds for smoking away from the public entrances.

3.19 Substances Hazardous to Health (COSHH)

- 3.19.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall:
- a) Not carry on any work, which is liable to expose any employees to any substance hazardous to health, unless suitable and sufficient assessment has been made of:
 - (i) The risks created by that work to the health of those employees;
 - (ii) The steps that need to be taken to meet the requirements of current statutory legislation;
 - b) Review and, where necessary, revise any assessments made if:
 - (i) The assessment is over twelve months old,
 - (ii) There is reason to suspect that the assessment is no longer valid;
 - (iii) There has been a significant change to the work to which the assessment relates;

- c) Ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. This shall be done using the methods for tackling hazards – the risk control hierarchy as follows:
 - (i) Elimination of the hazard at source
 - (ii) Reducing the hazard at source
 - (iii) Removing the person from the hazard
 - (iv) Containing the hazard by enclosure
 - (v) Reducing the employee exposure
 - (vi) Introducing systems of work
 - (vii) Providing personal protective equipment (PPE).

- d) Provide sufficient information, instruction, training, and supervision necessary to:
 - (i) Ensure the health and safety of all employees carrying out work that is liable to expose them to any substance hazardous to health.
 - (ii) Enable managers and supervisors to implement this policy.

3.19.2 All employees shall comply with the Skillwise Training UK Limited procedures for the Control of Substances Hazardous to Health.

3.20 Training

3.20.1 Skillwise Training UK Limited shall ensure that all employees, learners and apprentices are provided with adequate health and safety training:

- a) During their Induction;
- b) If they are exposed to new or increased risks because of:
 - (i) Their being transferred or given a change of responsibilities within the organisation;
 - (ii) The introduction of new work equipment into or a change respecting work equipment already in use by the organisation;
 - (iii) The introduction of new technology by Skillwise Training UK Limited;
 - (iv) The introduction of a new system of work into or a change respecting a system of work already in use by the organisation.

3.20.2 All training shall be:

- a) Repeated periodically, where appropriate;
- b) Adapted to take account of any new or changed risks to the health and safety of the employees concerned;

- c) Provided, where possible, during working hours.
- 3.20.3 Specialist training will be provided for safety representatives, fire wardens, first aiders, display screen users, and members of Skillwise Training UK Limited staff whose job involves manual handling and working at height.
- 3.20.4 Suitable and sufficient training will be given to staff, where relevant, to ensure their on-going competence and suitability for the work they are undertaking.
- 3.20.5 In order to secure the health and safety of all employees, Skillwise Training UK Limited, in so far as is reasonably practicable, shall provide health and safety training to new employees as part of their general induction training.
- 3.20.6 Induction health and safety training shall include the following:
- a) An overview of health and safety legislation including:
 - (i) The Health and Safety at Work, etc. Act 1974;
 - (ii) The Management of Health & Safety at Work Regulations 1999;
 - (iii) Fire Safety procedures and legislation
 - b) Duties of employers to their employees under the Section 2 through to 9 of the Health and Safety at Work, etc. Act 1974;
 - c) Duties of employees at work under the Section 7 and 8 of the Health and Safety at Work, etc. Act 1974;
 - d) An overview of Skillwise Training UK Limited health and safety policy and procedures including:
 - (i) Health and Safety duty holders;
 - (ii) Fire Safety responsibilities;
 - (iii) How to contact safety representatives and safety personnel;
 - (iv) How and where to obtain more information on health and safety procedures;
 - (v) Ill health procedures for apprentices and who to contact
- 3.20.7 Health and safety induction and awareness-raising for new staff shall also include the following information provided through their line managers; new staff have the responsibility to review within the first two weeks following commencement of employment these policies via information available on the shared drive:
- a) Skillwise Training UK Limited health and safety policy and procedures including:
 - (i) First aid and accident reporting;

- (ii) Display screen equipment;
 - (iii) Manual handling;
 - (iv) Hazardous substances;
 - (v) Electricity at work;
 - (vi) Working alone;
 - (vii) Smoking;
 - (viii) Off-site work;
- b) Fire and emergency procedures, including how to find:
- (i) The evacuation procedures;
 - (ii) The location of the fire exits;
 - (iii) The assembly point;
 - (iv) The name and location of the fire wardens;
 - (v) Further instructions on the action to be taken in the event of discovering a fire;
 - (vi) Fire alarm call points;
 - (vii) Extinguishers;
 - (viii) Procedures for any other type of incident that may require an evacuation of a premises where it is not a fire is required which may cause an explosion eg. Gas leak
- c) General office safety comprising:
- (i) Identification of health and safety duty holders;
 - (ii) House keeping;
 - (iii) Safe storage and personal safety
- d) Welfare facilities including:
- (i) Toilets and washrooms;
 - (ii) Eating arrangements;
 - (iii) Catering, drinking, and vending facilities.

3.21 Working Alone

3.21.1 Skillwise Training UK Limited, in so far as is reasonably practicable, shall conduct a suitable and sufficient Risk Assessment to:

- a) Ensure that all employees who are required to work alone for significant periods are protected from risks to their health and safety;
- b) Endeavour to remove the risks from working alone and, where this is not practicable, to reduce the risks to an acceptable level;
- c) Ensure that employees required to work alone for significant periods are given such information, instruction, training and supervision as is necessary to enable them to recognise the hazards and appreciate the risks involved

when working alone.

4.0 RESPONSIBILITIES

4.1 *CEO and Chief Executive*

4.1.1 The Board of Directors are responsible for ensuring that Skillwise Training UK Limited complies with the requirements of:

- a) The Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
- b) All relevant fire safety legislation;
- c) This policy; and
- d) All policies and procedures that comprise Skillwise Training UK Limited Health and Safety Framework.

4.1.2 Shall ensure that the adequate resources are made available to comply with the above stated requirements and carryout any necessary remedial action or amendments to this policy and procedures.

4.1.3 Shall ensure that this policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation.

4.2 *Director of Quality*

4.2.1 Shall ensure that all employees are provided with such information, instruction, training and supervision as is necessary to allow them to comply with the above stated requirements.

4.2.2 Shall ensure that all procedures that comprise Skillwise Training UK Limited Health and Safety Framework are implemented.

4.2.3 Shall review this policy annually and in the light of any failure of the system and/or changes in statutory legislation, and report any recommended changes to the CEO and Chief Executive.

4.2.4 Shall ensure that all Health and Safety procedures are:

- a) Implemented;
- b) Reviewed in accordance with the agreed review period and in the light of any failure of the system and/or changes in statutory legislation take any necessary remedial action or amendments recorded and communicated to those responsible for implementing the procedure.

4.2.5 Shall appoint, where necessary, external consultants to assist in the development

and implementation of Skillwise Training UK Limited Health and Safety Framework.

4.3 Senior Management Team

4.3.1 Senior Managers are responsible, through their departmental/line managers, for:

- a) Implementing the Skillwise Training UK Limited health and safety policies, procedures, and instructions.
- b) Ensuring that the Directorate within their control provides a safe and healthy working environment.
- c) Maintaining safe patterns and methods of working by staff under their control.
- d) Ensuring departmental/line managers have the responsibility for Health and Safety clearly defined in their job description, and are appraised on this aspect
- e) Ensuring that their staff receive appropriate information, instruction and training to enable them to work safely.
- f) Reporting, in accordance with the given procedure, all hazards arising in the work area for which they are responsible.
- g) Reporting, in accordance with the given procedure, all accidents which occur in the area of work for which they are responsible
- h) Allocating financial and physical resources required to implement policy objectives
- i) Ensuring that all staff receive fire-awareness training and are familiar with the fire procedures.
- j) Ensuring, through their departmental/line managers, where appropriate, that all new staff within their Directorate:
 - (i) Are given adequate instruction, information and training to fulfil their duties safely.
 - (ii) Are made aware of, and comply with, relevant safety policies and procedures.
 - (iii) Understand and comply with fire precaution and security arrangements.

4.4 Facilities Manager

4.4.1 Shall be responsible for the operational management of Health and Safety throughout Skillwise Training UK Limited

4.4.2 Shall ensure that Facilities Department is adequately resourced.

4.4.3 Shall advise the CEO areas for improvement.

4.5 Facilities Team

4.5.1 Shall ensure that Skillwise Training UK Limited properties comply with the requirements of:

- a) The Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
- b) All relevant fire safety legislation;
- c) This policy; and
- d) All procedures that comprise Skillwise Training UK Limited Health and Safety Framework

4.5.2 The Facilities Team will perform the following functions on behalf of the organisation **but this in no way absolves managers of their responsibilities:**

- a) Receives and initiates action on hazard/incident reports.
- b) Assists managers and safety representatives in ensuring that the environments in which staff work are in a safe and healthy condition.
- c) Acts in an advisory capacity at the Health and Safety Executive Committee to ensure effectiveness of health and safety arrangements and provision.
- d) Monitoring Health and Safety performance of all employees, visitors and contractors on Skillwise Training UK Limited premises.
- e) Advises the CEO and Chief Executive, through the Director of Quality, areas for improvement.
- f) To collect and analyse incident data for trends and recommend any necessary action
- g) To undertake annual health and safety compliance reviews of all sites within Skillwise Training UK Limited

4.5.3 The Facilities Team has the organisation's authority to enter departments at any time to obtain information relating to an incident and to interview any member of staff in the course of any investigation, inspection, or compliance review.

4.6 Departmental/Line Managers

4.6.1 The departmental/line Managers are directly accountable to their senior manager for ensuring that policies and procedures in relation to their staff are interpreted correctly and implemented in their entirety. Their specific responsibilities are to:

- a) Maintain safe patterns and methods of working by staff under their control.
- b) Ensure the adequate induction of all new staff emphasising the health, welfare, and safety aspects of their duties.
- c) Ensuring that their teams receive appropriate training and information to enable them to work safely.
- d) Ensure that all relevant policies, procedures and assessments are brought to the attention of, and made available to, the staff under their control, and that appropriate warning notices and instructions are prominently displayed.
- e) Identify actual and potential hazards in the work situation and ensure either their removal, where possible, or that risk is minimised in accordance with the given procedures.
- f) Ensure that equipment used in the department is safe and adequate for the purpose for which it is intended.

5.0 ARRANGEMENTS

5.0.1 For more detailed information regarding the management of health, safety and welfare within Skillwise Training UK Limited, employees should refer to the Health and Safety Policies and Procedures, which are available on the staff intranet.

HEALTH & SAFETY POLICY STATEMENT

Appendix 1

1st November 2020 – 31st October 2021

It is the policy of Skillwise Training UK Limited, as far as is reasonably practicable:

To ensure the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all students, staff, contractors working on behalf of the Company and other users of Company facilities

- To carry out risk assessments as required and to put in place controls to eliminate or reduce the risk to an acceptable level
- To undertake risk assessments for students with disabilities relating to their individual needs
- To provide such resources, information, training and supervision as are needed for these purposes
- To ensure the safe disposal of equipment and substances in compliance with the requirement of the local authority and current legislation.

Skillwise Training UK Limited accepts its responsibility for the health and safety of its students, staff, contractors working on behalf of the Company, other users of Company facilities and any others who may be affected by its activities.

To this end, Skillwise Training UK Limited will comply fully with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions and recognised codes of practice.

The Board of Directors expects learners, apprentices, staff, contractors and other users of Company facilities to co-operate fully in the achievement of this policy.

The allocation of responsibilities for health and safety matters and the particular arrangements made to the policy are set out in the accompanying procedures and guidance, which are available to all staff.