



L & E Education Ltd: Health and Safety Policy

Document Type	Revision No	Date Created	Renewal date	Approved By
Policy	002	01.08.24	31.07.25	E. Naylor

Health and Safety Policy

L & E Education regard the active and continual promotion of Health and Safety measures as a mutual objective for management, employees and learners at all levels and will strive to do everything that is reasonable to prevent personal injury and property damage and to protect all, including the public, from foreseeable work hazards.

All staff will receive a structured Health and Safety induction and will be expected to fully comply with our written Health and Safety procedures.

The health, safety and welfare of learners are a fundamental value of L & E Education. All learners are entitled to learning that takes place in a safe, healthy, and supportive environment. In addition, we consider that safe learning is essential to maximise learners experience and achievement.

We consider health and safety to be an integral part of quality. The Health and Safety Policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy, and the way in which it has operated will be reviewed at least annually; any amendments that may be deemed necessary during the year will be attached to this policy and brought to the attention of the workforce.

Health and Safety Policy

Purpose:

To assist the Directors of L & E Education to manage its duties under the Health and Safety at Work Act 1974 and the related legislation for the health and safety of its employees, enrolled learners, members of the public and any others who may be affected by its operations.

To set out processes to provide adequate and timely information and training for employees to ensure their health and safety and to safeguard learners, members of the public and others.

- The Health and Safety of our employees, learners, (including apprentices), visitors and the wider public attending our centre is the priority of our Directors and Managers. Our Directors and Managers, collaborating with our staff and learners, aim to maintain a safe environment for everyone in our community. This policy covers all staff, learners including apprentices in our care, and visitors, but does not replace an employer duty of care for the apprentice by their employers. We want everyone to go home safe every day. We will promote this policy via staff and learner inductions, staff training, including the implementation of this policy and good practice (CPD), via learner and employer handbooks. We will publish it on our website and on SharePoint for staff and will promote the policy along with its associated aims within our premises.
- We will gain commitment from staff, employers, and learners to this policy by our Directors and Management collaborating with our staff to ensure Health and Safety is always seen as a priority and the aims of the policy are a living part of our ways of working. Employers and apprentices will confirm they have read and understood our Health and Safety Policy, as part of completing a sign up (part of the Apprenticeship Training Plan) and employers confirm they have carried out an individual risk assessment for each apprentice.
- Consideration of this policy will be included in our recruitment, training and support for staff and learners, and our support for employers. All staff/employees will receive training on the implementation of our Health and Safety Policy as part of their induction and ongoing CPD. Updates to the policy will be communicated to staff by Management, and Sector Leads and the latest version of the policy will be made available on our Staff SharePoint. We will have a named

Health and Safety Policy

Responsible Person that is responsible for leading Health and Safety. The Responsible Person will actively promote awareness and ensure adherence to our policy and processes with staff, learners, suppliers, employers' and work with external bodies ensuring any feedback is used to improve our policy and processes to improve everyone's safety.

Risk Assessment

A systematic approach will be used to identify risks, safety concerns and hazards associated with all aspects of L & E Education activity. Risks, safety concerns and hazards will be eliminated where possible or minimised and where necessary resources will be allocated to minimise these risks. Staff and employees will be trained in identification of risks, safety concerns and hazards and how to report concerns. L & E Education's management will risk assess in line with the requirements of Management of Health and Safety at Work Regulations 1999 (checked May 2024) and the appropriate guidance by the HSE. Risk assessment in our own facilities will be carried out by trained staff and managers on an agreed cycle with the aim of eliminating risk or reducing as far as reasonably practicable.

Employers of apprentices are responsible for workplace risk assessment and identifying potential risks, safety concerns and hazards for each apprentice, as they are required to do as employers, and provide evidence this has been completed prior to L & E Education agreeing to train their apprentice.

All learners, including apprentices, will receive training in health and safety via our course content, and they will be encouraged to report any safety concerns to their employer or staff as appropriate. Employers remain responsible for ensuring individualised appropriate workplace health and safety training, management, and supervision of their employees, is provided.

Our staff will be trained to ask learners and apprentices about any safety concerns as part of regular learner reviews. Staff, learners (including apprentices), and employers can report safety concerns at any time directly to the company by sending it by email marked "Urgent Health and Safety Concern" (this does not replace an accident report) to info@le-education.co.uk

Near-misses should be reported in the same way as accidents/incidents. These will be managed as part of our risk management system. Our staff can decline an employer sign up where they believe the employer is not keeping an apprentice safe and/or the risk assessment and actions contained in it indicate the employer has not taken steps to keep the apprentice safe as their employee. This will be reported to L & E Education's senior management. The link below is provided to further guidance for employers.

<https://www.hse.gov.uk/simple-health-safety/risk/>

(Checked May 24)

First Aid

L & E Education will ensure arrangements are in place to provide learners, employees, and members of the public with first aid facilities. These facilities will include a first aid box with statutory contents and an identified, appointed person or persons to take charge of any emergencies.

Fire Precautions

The directors of L & E Education will ensure that adequate fire precautions are in place at any location it uses. These will include a clear means of escape in case of fire, with appropriate signs and emergency lighting if appropriate. There should also be a well-publicised means of giving the alarm. This may, in the case of small venues, be done verbally. A competent person will inspect fire extinguishers annually. Staff and Learners will be made aware of emergency procedures. This will be covered during induction.

1. Management of Health and Safety

1.1 Management Responsibility

The Directors accepts overall responsibility for all matters including those regarding health and safety and will ensure that the offices and surrounding areas are monitored to ensure that safe conditions are maintained. The Directors and management will encourage and promote that all accidents and 'near misses' are recorded and reported.

In recognition of its statutory and common law duties the company has taken out insurance against liability for death, injury and/or disease suffered by any of its employees and arising out of and in the course of employment. Provided that it was caused by the negligence and/or breach of statutory duty on the part of the company. This certificate of insurance must be prominently displayed and be available for inspection at all reasonable times by employees and relevant inspectors. The company will maintain up to date records on Health and Safety changes. All employees will be notified by internal memo of relevant changes.

1.2 Employee Responsibility

Employees must always act in a reasonable and thoughtful way, not only in taking care of their own health and safety but also the health and safety of other staff, learners, and visitors. They must report potential risks to the health and safety of any person to management. Employees should not undertake any task for which necessary or appropriate training has not been given or where legally required supervision is not in place. Employees should participate in training, read safety updates, including staff training in this policy, its implementation and good practice (CPD) that support Health and Safety of all staff, learners, (including apprentices) when asked to do so. Staff are responsible for reporting all accidents or reportable illnesses, as well as near misses to their line manager as these are potential accidents.

All incidents and near misses should be reported to your line manager and the responsible person Evie Powell within 24 hours of the incident. (Email evie.powell@le-education.co.uk)

1.3 Management of Health and Safety Regulations 1992

As demanded by Regulation 6 of the above, the management states that the following are responsible for complying with this policy and for those learners and staff within their area:

Evie Powell The Responsible Person

2. Learner Health and Safety Arrangements

2.1 Placement Vetting and Monitoring

A field team member of L & E Education undertakes placement pre-vetting for health and safety

prior to a candidate being placed. The judgement of the member of staff will normally be accepted but the appropriate Funding Agency, may be called to assist in making the decision whether to accept the company. The status of the placements safety and insurance is then monitored at annual intervals.

L & E Education work-based assessors will inspect the current copy of the insurance certificate. This is then re-inspected on the health and safety monitoring visits.

L & E Education assessors will ask the employer to complete a current learner centred placement risk assessment and satisfy themselves that they comply with the statutory requirements.

The employer is responsible for the safety of their staff, learners, training delivery staff and visitors in the work placement or in any location where the learner is sent as part of their employment or placement. The employer always remains responsible for assessment of their workplace as a safe place of work.

All employers offering work placements will receive an initial visit and then bi-annual/termly monitoring visits (dependent on the frequency of placements) which will check health & safety compliance plus quality assure the content of the placement.

2.2 Learner Health and Safety Induction

The candidate's induction training by the placement provider or employer will specifically include Health and Safety, ensuring the candidate is fully aware of the placement dangers. The employer remains responsible for ensuring that the learner is briefed and understands safety in the workplace appropriate to their business. Employers are responsible for flagging any prohibitions or restrictions that apply to the learner/apprentices and or L & E Education staff including changes during the placement. In addition, any prohibitions and restrictions clauses will be signed by the learner, employer and L & E Education as part of the Learning Agreement or Apprenticeship Plan. This is intended to reduce the number of accidents to a minimum and the risk of serious accidents to none.

Centralised induction will take place where recruitment scheduling makes it viable. At this induction, the learner will be issued with:

- a. Learner Handbook
- b. Health and Safety Questionnaire

Further induction will take place at the company and will be given by the employer and confirmed by L & E Education's field staff through questioning and by use of the health and safety questionnaire. This includes:

- a. Accident Reporting
- b. First Aid Procedures
- c. Fire Procedures
- d. Risk Assessments

2.3 Health and Safety Audits

All Health and Safety audits undertaken by the Funding Body of both L & E Education, and placement premises will be conducted following a pre booked appointment, which is confirmed with the placement and Funding Body in writing. All audits/auditors will have a representative of L & E Education to escort them to the work placement for audit purposes.

2.4 Provision of Safety Policies and Risk Assessment

L & E Education displays a copy of the Health and Safety Policy statement in the offices for inspection. All work placements will undertake a company assured Health and Safety audit by the placement company prior to placing a learner/apprentice by a L & E Education's Assessor. Where it is determined that the health and safety systems in place are inadequate or weak and remedial actions have not been developed

or implemented over a given period, L & E Education will not contract with the supplier or placement company.

2.5 Staff Competencies

The company will provide appropriate health and safety training for their role.

2.6 Working Environment

The Managing Director and the senior management as set out in the company organisation chart accept primary responsibility for the health and safety of all employees and whenever necessary will ensure the health surveillance of employees and learners, always ensuring that the management of Health and Safety at Work Regulation 1999 is addressed.

L & E Education as part of the sign up may ask learners to self-declare disabilities or learning difficulties this is to support reasonable adjustment for learning and may ask for further evidence to support any such declaration. We will do the same for staff. Should the occupation require, the employer is advised to give the learner appropriate health screening.

3. Equipment Materials and Safe Systems of Work

L & E Education in the Learning Agreement will require employers to inform placement learners/and or apprentices of any equipment to which they are prohibited or restricted from using until adequate training has been provided as part of induction.

Employers remain responsible for ensuring they are aware of any appropriate age-based restriction and L & E Education will guide them to HSE guidance on placements, and apprenticeships. Please see below.

Training for young people advice for employers (May 2024). Training and proper supervision of [young workers](#) is important because of their relative immaturity and lack of familiarity with the working environment. Induction training is of particular importance. There are no general age restrictions in PUWER relating to the use of work equipment, although there are some restrictions in the ACOPs Approved Code of Practice covering [lifting](#), [power presses](#), [woodworking machinery Publication](#), and [forklift trucks Publication](#), and there are also some other prohibitions and limitations, particularly in agriculture (see [Prohibitions and limitations for young people at work](#)). Risk assessments should carefully consider the training needs of young people, taking into account their inexperience, lack of awareness of potential risks and their immaturity, to determine whether they should undertake certain work activities. Young people must be [protected from certain activities](#) (e.g., noise and vibration arising from the use of work equipment) <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

L & E Education will conform to the guidance from the HSE on its responsibilities for Apprenticeships and work placement organisers which is broadly the same currently. <https://www.hse.gov.uk/young-workers/organisers.htm>

All employers are made aware of the need to provide protective clothing upon employing a learner. This is inspected during the induction programme and monitored throughout training. Both the employer and the L & E Education's work-based assessor will supply training in its safe use. The employer always remains overall responsible to ensure training is given in the appropriate use of safety equipment, and PPE as appropriate, and ensuring that learners use the equipment.

4. Learner Training

On commencement of the programme, a basic introduction to Health and Safety is undertaken. Induction takes place at the employer premises. All learners are issued with a Learner Handbook and are required to complete a Health and Safety Questionnaire. Training Providers Classroom and Workshops: - Classrooms and Workshops should be locally risk assessed by the appropriate delivery lead with local management.

Assessors should make themselves aware of the local health and safety requirements of a classroom or workshop prior to delivery. If they are intending to use additional equipment and or consumables, they should advise local management and agree any additional risk assessment required. Planning for safety prior to delivery also includes any specific equipment already within or additional equipment or materials the delivery staff intend to use within the classroom or workshop and ensuring there is PPE for themselves and learners, where appropriate.

Assessors will ensure that learners are briefed of local health and safety requirements in line with risk assessments, relevant local guidance documents, safety signage, fire escape plans and as appropriate specific safety for the delivery including ensuring learner wear appropriate PPE. Briefs should include PPE requirements, fire procedures, and good safety practice for the training being undertaken.

5. Accidents and Disease Investigation and Reporting and Illness

All accidents (including near misses) are to be reported, whether staff, employers, visitors, or learners (including apprentices), these are recorded in L & E Education's accident book as described below, which is aligned to RIDDOR 2013 and our obligations under the ESFA requirements. Note that we have included RIDDOR 2013 guidance as part of this policy management and staff should follow this additional guidance where appropriate. Policy updates will be communicated to staff and learners via SharePoint and our website. (May 2024)

Reporting Procedure

Records are held of any injury or accidents to staff, non-staff, learners, including learners in placements, whether they are employed or non-employed status. This applies to all apprentices and learners. These records are held in accordance with legislation for a minimum of three years. Employers are responsible for ensuring that L & E Education is informed of any learner accident and for complying with accident recording and reporting to the appropriate authorities in a timely fashion.

Employers should contact us on the number below as soon as possible – please clarify the details and if your apprentice needs support and/or learning needs to be suspended as a result of the accident or illness, evie.powell@le-education.co.uk or 01709 351926.

L & E Education staff are responsible for flagging any accident that is reported to them by a learner or by an employer as having happened to a learner in a placement or whilst in training. This includes apprentices. This includes accidents reported at any three-way reviews for apprentices.

Please use an Accident Incident Report Form available on SharePoint

Accident and Incident Reporting Policy: - Accidents are to be reported to management and reported on an AIR1, as soon as it is safe to do so and no later than 24 hours of the accident being reported. Copies of AIR1 can be found on SharePoint.

All onsite accidents must be reported via an AIR1.

Staff when they become aware of any accident on a delivery site should ensure the safety of themselves and any injured as priority. When safe to do so report all accidents firstly on an AIR1 and for accidents at our premises in the accident book (this is a legal requirement).

Incident- Incidents (sometimes referred to as Dangerous Occurrence (See RIDDOR) below and/or near misses) that could have resulted in injury or death are to be reported by staff to management via an AIR1, as soon as it is safe to do so and no later than 24 hours of the incident being reported. Near misses are potential accidents.

In the event of incident or accident on employer premises or placement then an AIR1 should be completed sent their line manager by email and to Evie Powell (see contact details above) reporting the listed elements. (Where staff do not have easy access to the accident book due to working at a distance, they should report by email stating clearly "Accident not recorded in company accident book".) Accidents or reportable illness should be reported as soon as possible and no later than 24 hours after report by the member of staff or being reported by the learner or employer – serious occupational injury or death should be reported immediately once the learner and the member of staff is made safe.

Line Managers must confirm all reports of accidents or reportable illnesses have also been sent to the Responsible Person – Evie Powell via email or immediately by phone if they are made aware of a serious injury, hospitalisation, or death. Please ensure an Accident report AIR1 has been completed and sent to Evie at the email as below on as possible and ideally no later than 24 hours.

Contact details evie.powell@le-education.co.uk or 01709 351926.

6. Review of the accidents/incidents

Managers will be responsible for reviewing the accident/incident and liaising with the Responsible person, Evie Powell, to agree timescales for any review and agreeing if RIDDOR reporting is required. They will also discuss any recommendations from their review. Where other learners, staff, or visitors are likely to be in danger of a similar accident the manager and/or tutor should take action to keep others safe. Unless otherwise agreed reviews should be returned to the responsible person no later than 5 days of the initial accident report. Any findings and actions will be agreed, including risk assessment updates as required.

L & E Education have an effective reporting system. Accident reporting procedures are clearly established in writing in this policy with individual reporting responsibilities specified. Staff will be trained in the system and disciplinary action may need to be taken where there is a failure to comply with it. All accidents, no matter how trivial they may seem must be reported through the internal reporting procedures.

The principle objectives of an accident reporting procedure are:

- a. To ensure compliance with current legislation e.g., RIDDOR
- b. To enable prompt remedial action to be taken
- c. To assist decision making, planning and future resource allocation
- d. To provide information to other interested parties.

Records are held of any injury or accidents to learners in placements, whether they are employed or non-employed status. This applies to all apprentices and learners. These records are held in accordance with legislation for a minimum of three years. Employers are responsible for ensuring that L & E Education is informed of learner accidents and for complying with accident recording and reporting to the appropriate authorities in a timely fashion.

What must be reported

In respect of injury caused by accident or dangerous occurrence, the records must contain the following information:

- a. The date and time of the event.
- b. The injured persons full name and status (i.e., learner, employed etc.)
- c. The place where the accident or dangerous occurrence took place.
- d. A brief description of the circumstances.
- e. The date on which the event was first reported to the enforcing authority.
- f. The method by which the event was reported.

Staff and the line manager must ensure the following reporting points are met.

You must keep a record of:

Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and any other occupational accident-causing injuries that result in a worker being: -away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days.

RIDDOR 2013 Reportable Accidents

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:
- a fracture, other than to fingers, thumbs, and toes
- amputation of an arm, hand, finger, thumb, leg, foot, or toe
- permanent loss of sight or reduction of sight
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system, or other vital organs)
- scalping (separation of skin from the head) which require hospital treatment.
- unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admission to hospital for more than 24 hours.

Over-seven-day injuries to workers must be reported

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough. (May 2024)

Non-fatal accidents to non-workers (e.g., members of the public)

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment for that injury. There is no requirement to establish what hospital treatment was provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

- Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:
- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead power lines.
- the accidental release of any substance which could cause injury to any person.

Further guidance on these **dangerous occurrences** is available. (May 2024)

Additional categories of dangerous occurrences apply to **mines, quarries, offshore workplaces** and relevant transport systems (**railways** etc).

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the [Report of a Flammable Gas Incident - online form](#).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness, or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas
- incomplete combustion of gas or
- inadequate removal of products of the combustion of gas

Unsafe gas appliances and fittings should be reported using the [Report of a Dangerous Gas Fitting - online form](#).

Immediately L & E Education are contacted regarding an injury causing accident or disease to a learner on one of its programmes, and reportable under RIDDOR the HSE and the Funding Body shall receive a copy of the record as applicable.

Employers/Placement Providers are required to notify L & E Education of any accidents or serious incidents immediately as defined in the Company Agreement/Employer Handbook.

It is the responsibility of L & E Education to report to the relevant Funding Body and to ensure RIDDOR reporting to the HSE on becoming aware of the incident. L & E Education responsible person or Operations Director shall inform The Chief Executive of the ESFA of the death of any learner which is a result of work undertaken whilst in employment and who is undertaking a related learning programme. L & E Education shall inform the department of the death of any apprentice or learners which is a result of work undertaken whilst in employment and who is undertaking a related learning programme.

This shall be done by informing the department's representative by telephone or email immediately upon becoming aware of the event. (Checked May 2024 Document reference: 10004440_EDSK-5616_v2)

7. Contractual Controls

All placement providers receive, agree, and sign a Company Agreement/Employer Handbook that contains Health and Safety Guidance, and clauses as specified in Funding Body contracts.

8. Vetting and Monitoring

Placement vetting is carried out once a vacancy has been recorded. The placement undergoes an inspection by a L & E Education representative who is aware of the requirements for placing a young person and asks the employer to complete a Health and Safety Assessment. However, the employer must confirm by risk assessment that their workplace / place of employment is safe for the individual learner as they ultimately are responsible for the control of risks within their business.

Monitoring will be carried out in line with progress/monitoring reviews. All placements will be effectively monitored on each assessment visit, should there be any area of concern then a record is made, and the

Health and Safety Policy

employer is made aware of the situation. If there are concerns, the frequency of monitoring is increased in line with the seriousness of the risk.

All nominated L & E Education staff and assessors will inspect placements prior to learners commencing work. All staff are supported and guided by line management and all questions and issues relating to these operations are reported to promptly to them. All staff involved with placements will have undergone various internal training from induction to specified staff development training where health and safety and issues of vetting and monitoring has been covered and areas of concern dealt with. All learner/company files shall contain records of placement inspections and monitoring.

Policy Reviews

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other policies and Procedures, please contact: info@le-education.co.uk