




# Health, Safety and Welfare Policy

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## Policy Approval

Approval Required:	Please Check		Annual Review Required:	Please Check	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Approval Panel:	Shane Carter				
Approved By:	Name		Signature		Date
	Shane Carter				01/08/2025
Policy Review Date:	August 2026				
Policy Writer/s:	Shane Carter				

## Introduction

Shape Academy are committed to maintaining the health and safety and wellbeing of all our service users.

We will ensure that the objectives of this policy are communicated to our employees, learners, candidates and apprentices, initially through our induction training and our relevant handbooks. We will also monitor progress towards our health and safety and wellbeing objectives at senior leadership level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management organisation and responsibilities.

We are aware that senior leaders within the company are individually and collectively responsible for health and safety.

The Managing Director/s is the person with overall responsibility for health and safety. The Managing Director/s is supported by members of the senior leadership teams who are responsible for managing health and safety matters on a day-to-day basis; the senior leadership team may also be assisted by local managers as delegated.

The senior leadership team will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees and apprentices; therefore, we have established clear lines of communication and encourage our employees and apprentices to cooperate with us in achieving our objectives.

We recognise that the key to successful health and safety management is to ensure each employee and apprentice is competent to carry out their responsibilities. To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments.

## Scope

This policy applies to all employees, associates, learners, stakeholders and provision and services undertaken by Shape Academy.

## Dissemination & Implementation

- Employees will be made aware of our Health and Safety policy and procedures through employee inductions, employee handbook and annual training.
- Apprentices and learners will be made aware of our Health and Safety policy and procedures through induction to programmes, learner/apprentice handbook and health and safety working practices across all our training environments.
- Employers will be made aware of our Health and Safety policy and procedures through the employer apprenticeship handbook and health and safety working practices across all our training environments.

## Policy Statement

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with you on matters affecting your health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances

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- To provide information, instruction and supervision for you
- To ensure you are competent to do your tasks, and to give adequate training:
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

The person with overall legal responsibility for health and safety is the Managing Director.

This person is also responsible for ensuring the day-to-day implementation of this policy unless it has been formally delegated to someone else.

- You are responsible to take reasonable care for your own acts or omissions and the effect that these may have upon the safety of yourself or any other person
- You must use safety equipment or clothing provide to you in a proper manner and for the purpose intended
- If you intentionally or recklessly misuse anything supplied in the interests of health and safety you will be subject to disciplinary procedures
- You must work in accordance with any health and safety procedures, instruction or training that has been given
- You may not undertake any task for which they have not been authorised and for which they are not adequately trained
- You are required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment
- You are under a duty to familiarise yourself with this policy
- You must ensure that your area of responsibility is kept in a safe state and is in good repair and inspected on a regular basis
- Implementation of this policy in his or her own department and bringing it to the attention of all employees
- Ensuring that all risks which are presented by the work for which they are responsible are assessed and recorded, with suitable controls implemented
- Ensuring compliance with safety precautions that apply to his or her department
- Ensuring that all new employees are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless they have been properly and fully instructed
- Ensuring that all staff are aware of the location of all fire-fighting equipment and alarm call points in the department and are conversant with their effective use
- Ensuring that any legal requirements relating to the operation of the department are fully complied with, including (but not limited to):

- (a) Inspection of all fire-fighting equipment
- (b) Safe use of electrical equipment
- (c) Maintenance of all appropriate records
- (d) Necessary safety training of staff
- (e) Statutory inspections of plant and equipment
- (f) Provision of first aid equipment and a trained first aiders.
- (g) Accident investigation
- (h) Arrangements for maintenance and cleaning

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- Ensuring that any responsibilities delegated to subordinate staff are clearly identified
- Ensuring that access to the premises by customers or other members of the general public is strictly limited to safe areas
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders.
- Ensuring that their area of responsibility is kept in a safe state in good repair and inspected on a regular basis

## Employees & Learners

It is the duty of all employees and apprentices to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior leaders and other employees in fulfilling our objectives and statutory duties.

In particular, they must:

- Comply with the training, information and instruction they have been given
- Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so
- Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes
- Check tools and equipment before using them, and not to use equipment which they know to be faulty
- Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired
- Not bring any equipment, tools, radios, etc. onto premises without first obtaining permission from their supervisor/manager
- Conduct themselves in a responsible manner while on the Shape Academy business, be alert for hazards and refrain from any form of horseplay
- To prevent accidents and cases of work-related ill health
- Comply with the arrangements for reporting accidents and ill health
- Comply with the arrangements for emergencies and fire as they have been instructed
- Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition
- Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices
- Keep their work areas tidy and clear of hazards
- Report accidents, incidents and hazards they observe to their manager/supervisor

## Fire/Emergency

We are all responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures
- Taking appropriate and effective action if a fire or emergency occurs
- Identifying hazards in the workplace and recording and report their observations
- Ensuring that escape routes and doors are kept clear and are available for use
- Ensuring fire doors are kept closed
- Checking suitable and sufficient notices are displayed
- Ensuring appropriate extinguishers are in place and are subject to regular maintenance

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- Ensuring fire alarms and emergency lighting is checked and serviced

### **If a fire is discovered, you should:**

- Ensure that the alarm has been raised
- Evacuate from the building or area involved and check that any staff or apprentices or visitors with disabilities are assisted as planned
- Ensure the fire service has been called
- Go to the designated assembly point
- Conduct a roll call
- Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise
- Report to the senior leader to confirm all persons are accounted for and report any persons missing

### **Illness/Accident**

Shape Academy has made adequate arrangements and reporting procedures for dealing with accidents, incidents and serious illness of all service users, including employees and apprentices. These arrangements include:

- The provision of first aid
- Adequate arrangements for first aid materials have been made.
- Adequate arrangements for first aid personnel have been made.
- All accidents and first aid treatments rendered are recorded.
- Arrangements exist for employees to report to management accidents/near misses and so on to enable suitable remedial action.
- All legally reportable accidents, incidents and ill-health are or will be reported to the enforcing authority and investigated.
- Accident, incident, ill-health and first aid arrangements are made known to all employees, employers and apprentices through the employee handbook and induction process, apprentice handbook and apprentice induction programme and progress reviews and employer handbook and health and safety risk assessment.

### **First Aiders**

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures
- Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre
- Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary
- Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor
- Checking that appropriate and sufficient first-aid boxes are sited about the premises, and they are properly stocked and maintained
- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained

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- Recording details of all accidents and treatments in the appropriate incident log
- Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed

## **Accidents & Emergency Procedures**

- Do not leave the patient alone and render first aid if possible, but only if you are trained to do so.
- Contact the first aider
- They will arrange help for the patient or organise transport to the Accident and Emergency Department if required

## **Following An Accident**

Complete an Accident, Incident or Dangerous Occurrence Reporting Form and submit to Health and Safety Lead, and relevant member of the Senior Leadership Team.

Report the accident immediately to a member of the Senior Leadership Team.

## **Reporting of Injuries, Diseases & Dangerous Occurrences**

The Health and Safety Lead must be informed immediately in the event of a serious accident or incident, including a near miss and also when an employee, apprentice or self-employed person working under Shape Academy control remains absent for more than seven consecutive days, following an accident at Shape Academy or if they have been detained in hospital.

1. Following an accident, a member of staff must complete an Accident, Incident or Dangerous Occurrence Reporting Form, which must be submitted to their line manager and then the Health and Safety Lead immediately.
2. When completing an Accident, Incident or Dangerous Occurrence Reporting Form regarding an accident to an apprentice. If an apprentice is funded through an external contract, this fact must be recorded on the form. All Accident forms must be completed in full.
3. Notify Line manager.

All injuries, diseases and dangerous occurrences as specified within the above Regulations shall be reported without delay to the Health and Safety Lead or in their absence the Managing Director, who shall advise the Health and Safety Executive within the specified time schedule.

The Health and Safety Lead will take the appropriate reporting action in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR 2013.

## **Notification & Reporting of Injuries, Diseases & Dangerous Occurrences**

The Regulations require that the relevant enforcing authority is notified 'by the quickest possible means e.g. telephone', and subsequently an official F2508 report will be generated either by the enforcing authority of by the Safety, Health and Environment Advisor regarding incidents including:

1. The death of any person as a result of an incident arising out of or in connection with work
2. Any person at work suffering a specified major injury\* as a result of an accident arising out of or in connection with work

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3. Any person who is not at work suffering an injury as a result of an accident arising out of or in connection with work and where that person is taken from the site of the accident to a hospital for treatment in respect of that injury
4. Any person who is not at work suffering a specified injury as a result of an accident arising out of or in connection with work at Shape Academy
5. Where there is a dangerous occurrence
6. Incidents of non-consensual physical violence
7. Where, as a result of an accident arising out of or in connection with work a person is absent from work for more than 7 consecutive days.

The Health and Safety Lead must also report as soon as practicable, and in any case within 10 days of the accident/incident, using the approved form, any situation where a person at work is incapacitated for work of a kind, which they might reasonably be expected to do.

\*A specified injury is defined as:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

## Health & Safety Lead

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