



**EVERYTHING APPRENTICESHIPS**

Expect More, Get More

# HEALTH & SAFETY POLICY

<b>Document Owner</b>	The Directors		
<b>Implementation</b>	This policy will be made available to all stakeholders.		
<b>Communication</b>	This policy will be communicated to all staff at induction. Copies of this policy are available electronically via the Policies and Procedures folder on the Everything Apprenticeships SharePoint Site. Stakeholders may request a PDF version of this policy which will be sent by email.		
VERSION	DETAILS INC. POLICY CHANGES	DATE	APPROVED BY
1.0	First production	18/03/2024	
1.1	Final version approved	15/04/2024	Kerry Linley

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15<sup>th</sup> April 2024



## 1. POLICY STATEMENT

This document is the Health & Safety Policy (the Policy) which sets out our commitment to ensuring a safe working environment for all learners. This Policy sets out how we work with our contractors, partners, and employers to ensure learners are not put at risk while undertaking their program of learning with Everything Apprenticeships (EA). It also describes the steps EA will take, and the steps we require our contractors, partners, and employers to take, to meet the requirements of this Policy.

## 2. KEY TERMS

The following key terms define and clarify the terminology used throughout this Policy and serve to ensure that all readers have a clear understanding of the definitions.

<b>Contractor(s)</b>	An individual or group who provide services to EA, or on behalf of EA acting as if they were employed by EA.
<b>Coach tutor assessor</b>	An individual or group employed by EA to plan, support and monitor apprentices ensuring clear objectives and alignment to the KSBs.
<b>Directors</b>	The Directors of Rubitek Solutions Limited.
<b>Employers</b>	Those organisations who employ learners and contract with EA to deliver training.
<b>Everything Apprenticeships</b>	Everything Apprenticeships (EA) or the Company is a trading name of Rubitek Solutions Limited.
<b>Facilitator(s)</b>	An individual or group employed by EA to guide and assist learner(s), either individually or in groups, during facilitated training sessions.
<b>Learner(s)</b>	An individual or group including apprentices who attend facilitated learning sessions delivered by facilitators / coach tutor assessors.
<b>Senior Management</b>	Individuals responsible for shaping the organisational culture, driving innovation and ensuring effective leadership at all levels.
<b>Staff</b>	Employees and any external consultants employed in any capacity by EA.
<b>Stakeholders</b>	Individuals and groups of individuals who are detailed in this Policy.



### 3. OBJECTIVES

EA recognises its responsibilities regarding health, safety, and welfare at work in accordance with the Health and Safety at Work Act 1974, all other relevant Health and Safety legislation and the Fire Precautions (Workplace) Regulations.

The aim of this Policy is to ensure that, as far as reasonably practicable, the safety of all those who visit or work on our premises including those individuals who may be affected by the activities of the Company are safeguarded through compliance with relevant laws and regulations. This includes how we will:

- Maintain a safe working environment for all learners and staff
- Ensure all learning partners and employers meet their health and safety obligations
- Promote mental health and well-being alongside physical safety
- Integrate environmental sustainability into our health and safety practices

This Policy aims to ensure that the health, safety and welfare of its staff and learners are prioritised, providing a safe and secure environment where people can flourish.

### 4. SCOPE

This policy applies to all learning activities and environments managed by EA, including on our premises and those of our contractors and partners. It covers all learners, staff, and any other individuals involved in our apprenticeship operations and will form part of our induction and ongoing training commitments.

### 5. RESPONSIBILITIES

**The Company** has responsibilities to ensure the health and safety of its staff, learners, and anyone else affected by its activities. This includes providing a safe working environment, conducting risk assessments, providing training and information on health and safety, and implementing emergency procedures. Prioritising health and safety makes good business sense because it helps to protect the well-being of employees and apprentices, reduces the risk of accidents and injuries, enhances productivity by minimising absenteeism, improves morale and staff / learner retention, and demonstrates corporate social responsibility.

**The Directors** are responsible for fostering a culture of safety consciousness, ensuring compliance with health and safety regulations, and promoting continuous improvement in health and safety practices throughout the organisation. This includes overseeing the periodic review and update of the Policy to reflect changes in legislation, regulations, industry standards, and organisational needs.



### Other Stakeholders' Responsibilities:

- **Senior Management** is responsible for ensuring continuous review and support for health and safety policies, empowering staff to implement these policies, and ensure compliance with health and safety legislation.
- **Contractors and other partners** must adhere to this Policy, ensure a safe learning environment, and have adequate insurance cover at all times.
- **Facilitators / coach tutor assessors and staff** must actively uphold the principles of health and safety in their interactions with colleagues, learners, employers, and other stakeholders, and are specifically responsible for guiding learners safely through learning sessions and ensuring that the learning environment adheres to established health and safety standards.
- **Learners, employers, and other stakeholders** must adhere to the health and safety requirements outlined in this Policy and always behave in a way that does not contravene the high standards we set for ourselves regarding health and safety.

Alongside existing responsibilities learners are encouraged to actively participate in mental health and well-being initiatives and to report any concerns related to digital safety. Employers are required to ensure their work environments, including digital platforms, are inclusive, accessible, and considerate of learners' mental and physical well-being.

## 6. DEFINITIONS

**Personal Protective Equipment (PPE)** refers to protective gear used to safeguard against health or safety risks at work, including helmets, gloves, and safety footwear.

**Display Screen Equipment (DSE)** is any devices with display screens, including computers and tablets, regulated to ensure safety and ergonomic use in workplaces.

**First Aider** is an individual trained in Emergency First Aid at Work and Fire Marshalling / Safety and is responsible for providing immediate medical care and managing health and safety emergencies in the workplace.

**Risk Assessment** is the evaluation and identification of hazards and risks within a work or training setting, followed by recommendations to mitigate those risks.

**Health and Safety Checks** are routine inspections to identify hazards and ensure compliance with health and safety standards within a work or training setting.

**Employer's Liability Insurance** refers to insurance that covers the Company or the employer organisations we work with against claims of injury or illness suffered by employees resulting from their work.

**Public Liability Insurance** refers to insurance that covers costs of claims made by the public for incidents associated with business activities.

**Incident Book** is a log where incidents involving injuries or health issues are recorded for compliance and reference.

**Good Catch** is an event / health and safety concern that had the potential to cause damage or injury but didn't occur because of timely intervention, and / or corrective action.



## **7. PROCEDURES**

### **7.1 EMERGENCY AND WELFARE ARRANGEMENTS**

EA has suitable and sufficient first aid trained staff in case of emergency. First Aiders are detailed on the Health & Safety noticeboard. First aid provisions are kept in the main office and in the kitchen at our premises.

### **7.2 FIRE**

In the event of a fire, any person discovering a fire should:

- Raise the alarm
- Dial 999 to call the emergency services (fire brigade)
- Attack the fire only if possible and the individual is trained to do so using the correct firefighting equipment provided (details of which are displayed on the Health & Safety noticeboard).

On hearing the fire alarm, all staff, facilitators / coach tutor assessors and other stakeholders must exit the building in a calm and safe manner, without attempting to enter any other rooms in the building to retrieve personal belongings. Once outside, individuals must report to the designed fire assembly point (detailed on the Health & Safety noticeboard) where the designated fire marshal will check all individuals against an on-site attendee register. Only when the fire marshal deems it safe, will individuals be allowed to re-enter the building.

In the event of a fire alarm test, all staff, facilitators / coach tutor assessors and other stakeholders must follow the same procedure.

### **7.3 WELFARE**

EA premises provide suitable and sufficient welfare facilities to all staff, facilitators / coach tutor assessors and other stakeholders (including learners) onsite. Facilities include separate male and female amenities including disabled access, access to hot and cold water, as well as access to beverage and food preparation areas.

### **7.4 SECURITY**

EA premises have high quality CCTV and alarm systems with a restricted area access policy ensuring staff and learners can be kept safe. All staff are required to always carry photo ID cards. Visitors are required to sign in and off site as required and will be required to show identification upon arrival and always wear a visitor badge while on site.

No unauthorised personnel including those who are unable to provide suitable identification are permitted on site.



### **7.5 EMPLOYERS**

As part of the EA employer onboarding process, all employers are provided with copies of our Health & Safety Policy, Safeguarding Policy, Prevent Duty Policy, Equality and Diversity Policy, and our Compliments, Comments and Complaints Policy. Employers are expected to have in place the correct levels of, and valid, insurance (Employer and Public Liability), a knowledge of their obligations in relation to Health and Safety and the welfare of employees. This will be checked as part of our employer due diligence process and copies retained for audit purposes. All related documentation will be uploaded to our learning management platform.

EA is unable to work with any employer who does not have the essential insurance.

### **7.6 LEARNERS**

All learners are required to notify EA if they become aware of any change to their personal circumstances which could result in them being at increased risk. This could include a medical condition, permanent or temporarily disability or ill health, medication, pregnancy, mental health, and issues related to wellbeing.

### **7.7 REPORTING**

Good catches enable EA to be proactive, allowing us to implement control measures before they happen, thereby reducing the number of health and safety related accidents / incidents. All stakeholders are encouraged to report a good catch, using the good catch form accessible on our website, including details about the date / location, key individuals involved, a description of the issue identified, and any suggestions or actions taken.

In the event of an accident / incident including ill health, the priority is the application of basic first aid and to secure the scene to prevent any further harm. Once safe and secure, stakeholders must contact Carl Douglas who has overall responsibility for health and safety who will initiate an investigation. Stakeholders who report an accident / incident must do so using the Incident Reporting Form and include the following information:

- Date and time of incident
- Location of incident
- Environmental conditions
- Record of any injury and / or damage
- Record of any documentation including any images taken of the scene
- A detailed description of events
- Witness statements and contact details for those witnesses



## 7.8 ABSENCES / ACCIDENTS / ILLNESS

**Learners** who are absent from training for any reason must notify EA at the earliest possible opportunity and maintain regular communication during the period of absence. If the absence is in relation to an accident or illness which occurred because of the workplace or training, the details must be recorded in the Incident Book. EA will where possible offer support and reasonable adjustments to enable learners affected by absence to complete their apprenticeship.

**Staff, facilitators / coach tutor assessors** who are absent for any reason must follow the procedures outlined in the Sickness and Absence Management Policy.

## 7.9 RISK ASSESSMENT

EA will undertake risk assessments to identify hazards that may arise on its premises and will request risk assessments are undertaken by employers where training is delivered at their premises. EA must be satisfied that the results from the risk assessment, including any method statements are acceptable before training can commence. Facilitators / coach tutor assessors are responsible for conducting risk assessments on training activities / materials to ensure the safety and welfare of learners.

Risk assessments will include fire evacuation, wiring, lighting, display screen equipment and welfare. Findings, actions, and controls will be documented and communicated to all staff. Senior managers are responsible for the implementation of risk assessments including any actions and control procedures.

Young people (under the age of 18) may be at greater risk due to factors such as a lack of maturity and experience. Therefore, it is particularly important to undertake specific risk assessments for activities when they require completion by a young person. EA does not ask any young person to undertake any activities beyond their physical or mental ability, or where lack of experience or training would mean they are unlikely to recognise the risks.

## 7.10 RECORDS

EA will keep clear, comprehensive records of any incident reporting and/or escalation. The company will comply with the requirements of the Data Protection Act 1998, which allows for disclosure of personal data where this is necessary to protect the interests of a learner.

It is the responsibility of the employer to record and report incidents regarding health and safety, however, EA will work in collaboration and cooperation with all employers and expect that all health and safety incidents be reported as soon as possible to ensure the safety and welfare of our learners.



## **8. INDUCTION AND TRAINING**

### **8.1 FOR STAFF**

EA provides training to ensure all staff, facilitators / coach tutor assessors have the necessary skills, knowledge, and experience to carry out their work activities safely and effectively. Health and safety training is provided to all employees as part of their induction and periodically as part of their mandatory training, in accordance with our Professional Development Policy, along with access to relevant training resources and ongoing legislative updates.

### **8.2 FOR LEARNERS**

Learners are given health and safety awareness training as part of their induction to the apprenticeship program. Health and safety training is embedded into activities across the training program.

It is the responsibility of the employer to ensure all learners are provided with a suitable induction and training covering health and safety in the workplace and we will inform learners of this.

## **9. INFORMATION AND COMMUNICATION**

Health and safety advice and information is displayed on the EA Health and Safety noticeboard. Staff have access to policies and procedures via the Everything Apprenticeships SharePoint site and website. Apprentices have access to policies and procedures via the learning management platform and EA website. Housekeeping and evacuation procedures are reinforced at the start of all training delivery sessions. Quarterly health and safety meetings are in place.

## **10. PROMOTING THIS POLICY AND GAINING COMMITMENT**

We are committed to ensuring that all staff and wider stakeholders fully understand, comply with, and actively engage with our policies. Our board and senior management are dedicated to fostering a culture of policy adherence and continuous improvement across our organisation.

Our induction process ensures that new staff members are introduced to our policies from the outset, providing them with the necessary information and guidance to adhere to our standards. Additionally, our annual appraisal process includes a thorough review of staff implementation of our policies, recognising and celebrating successes while identifying areas for improvement.

EA considers staff and wider stakeholder insights and perspectives when refining and reviewing its policies. This ensures our policies remain relevant, effective, and responsive to the evolving needs of our organisation and stakeholders. In addition, we proactively seek out examples of best practices from exemplar training providers, incorporating learnings and insights to further enhance our policies. By continuously benchmarking against industry standards and embracing innovative approaches, we strive to maintain the highest standards of policy governance and effectiveness.





## 11. APPLICABLE LAWS, REGULATIONS AND OTHER POLICIES

This Policy has been written in line with the following legislation and regulations:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Financial Services and Markets Act 2000 (referenced in the context of insurance requirements)
- Equality Act 2010 & 2023 amendments (implied through the commitment to inclusivity and accessibility enhancements)
- Data Protection Act 2018 (implied in the context of managing learners' information securely, especially in digital platforms)

and should be read in conjunction with other EA Policy documents.

## 12. APPROVAL AND REVIEW

The Directors are responsible for ensuring the Company meets its obligations in line with this policy.

This policy shall be reviewed by the Directors and updated where necessary before being approved at least annually to ensure that it (and any subsidiary policies and procedures) remains appropriate considering any relevant changes to the law, organisational policies, or contractual obligations.

This policy is approved by Kerry Linley (Director) on 16<sup>th</sup> April 2024.