

### Health and Safety Policy

The Health and Safety at Work Act 1974 imposes certain obligations on an employer, not only take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. Apprentice Team Ltd fully accepts its responsibilities under the Act.

Apprentice Team Ltd are committed to ensuring employees, learners and all individuals accessing our services are able to learn and work in an environment that is safe and has the appropriate risk assessments safeguards, and insurances in place.

The designated contact for Health and Safety at ATL is – **Jayne Robinson**

Email: [jayne@apprenticeteam.co.uk](mailto:jayne@apprenticeteam.co.uk)

Tel: 01246 278931

**Deputy-Sarah McNeil**

Email: [sarah.mcneil@apprenticeteam.co.uk](mailto:sarah.mcneil@apprenticeteam.co.uk)

Tel: 01246 278931

The Act refers to what is reasonable in given working situations. Apprentice Team Ltd will:

- Assess the risks in the workplace and that of the employer workplace
- Ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities and that of the employer workplace
- Ensure safe and clear access to and from the building, including fire exits
- Regularly check the premises room by room for structural defects, worn fixture and fittings or electrical equipment, and take the necessary remedial action
- Ensure that all equipment is suitable for its intended use and is properly maintained and used
- Ensure that all members of staff are aware of the procedure in case of accidents
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job description
- Prohibit smoking on the premises

Employees, learners and visitors will also be made aware of their responsibilities under the Health and Safety Act and will:

- Take reasonable care of their own health and safety and that of others around them
- Co-operate with the employer on matters of health and safety
- Use work equipment correctly
- Providing guidance to users of the centre and act responsibility to ensure their health and safety

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Users of the centre will also be made aware of their responsibilities and will:

- Agree to use the equipment in a safe manner with regards to the health and safety of those around them.

The board of directors are ultimately responsible for ensuring the safety of all individuals in their care, and have developed the following lines of responsibility and duties to ensure all work placements including that of employed individuals completing apprenticeships are vetted and risk assessed:

- Tutors and IAG will carry out the health and safety risk assessment and pre-vet documentation prior to the commencement of learner starts
- Tutors and IAG will flag actions identified as a result of any advisories raised within the health and safety pre-vet and monitor until completion.
- Tutors and IAG will report high risk assessments immediately following completion of the risk assessment / pre-vet documentation and report directly to the designated contact: **Jayne Robinson**
- The designated contact will seek further support and guidance from the health and safety executive and ensure commencement of employment or learning is paused until satisfactory compliance or safeguards put in place.
- Recruiters will ensure all employers sign and return initial terms in relation to their commitment to health and safety prior to the commencement of interviews, work trials or enrolment dates.
- Tutors and IAG ensure all learners are aware of their responsibility towards health and safety relevant to their workplace through the completion of the individual learning plan, identifying first aid instructions, fire procedures and other related health and safety matters as part of the enrolment.
- All learners with Apprentice Team Ltd will complete health questionnaires and emergency contact details prior to the commencement of programmes.
- The administration department will continue to audit employer health and safety pre-vets prior to the processing of any learner.
- All delivery personnel will adhere to the health and safety policy and flag and report new risks identified through monthly learning visits to the workplace and will report any accidents or near misses to the designated contact on the same day.
- All delivery personnel will remind learners of housekeeping and safety rules prior to the commencement of any centre learning session, including first aid and fire evacuation
- The operations director will carry out regular checks of the centre and remain vigilant at all times for health and safety concerns and make the necessary corrections accordingly where identified.
- Apprentice Team Ltd have two appointed first aiders in centre – the detail of each promoted in reception and training areas.
- Apprentice Team Ltd have an appointed first marshal in centre, who is responsible for the planning and recording of fire evacuation procedures, including registers. Fire alarm tests are conducted monthly and full evacuations conducted annually as a minimum.

## Health Emergencies

In the event of a health emergency either internally or externally, employee should follow the steps detailed below:

- **Raise the alarm – dial 999** (life threatening emergencies / medical emergency or injury)
- Alert first aider
- Report to health and safety designated contact

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- Health and safety designated contact to inform next of kin and report to board of directors immediately – **for critical or multiple emergencies see business continuity plan**
- Health and safety designated contact to fully report incidents

**Promotion**

- Employee induction
- Employee team meetings
- Employee standardisation meetings
- Learner induction and learner handbook
- Health and safety pre-vet and risk assessment
- Employee health and safety certification (health and safety in the workplace) and ongoing refresh courses
- Employer terms and conditions
- Company website [www.apprenticeteam.org](http://www.apprenticeteam.org)

It is not possible to detail within this policy, all the health and safety risks that come up on a day-to-day basis, so staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

Relative policies:

- Lone Workers Safety Guide
- Risk Assessment Policy and Procedures
- Health & Safety Employer Pre-vet
- Prevent Duty Policy
- Safeguarding Policy
- E-Safety Policy

**Commitment**

The management considers the matters of such importance, that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter.

All employees are required to adhere to the health and safety policy and all other associated policies throughout the duration of their employment.

This policy applies to all aspects services delivered by Apprentice Team Ltd including recruitment and training.

Employees are fully committed to the policy and adhere to requirements both when representing the company and understand that by not complying with the policy either in part or whole could lead to disciplinary proceedings.

Name:.....

Position:.....

Signed:..... Date:.....

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