


HEALTH AND SAFETY POLICY

EDUCATIONWISE ACADEMY

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| Accessible | Via Educationwise Website, Onefile or by request admin@education-wise.org |
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| First aid kits | Accessible at all delivery sites by tutors/assessors |
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| Policy Approved By | Educationwise Academy Board |
| Policy Approved By | Gavin Deane - CEO  |

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Health and Safety at Work Act 1974

Employee Responsibilities

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work Act 1974.

Employees must therefore:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

1. Policy Statement

1.1 Educationwise Academy is committed to ensuring the highest standards of Health & Safety throughout our organisation and within the services we provide. Our safety mantra is 'learning safety and living well'.

1.2 This policy and the provisions contained within it covers all our staff, any sub-contractors that may be engaged by us, and learners for the period when undertaking training being delivered by our organisation.

2. Promotion of Policy

2.1 Responsibility for the promotion of Health and Safety throughout the learner and employee journey is shared across our organisation.

2.2 To maintain a high standard of compliance, our organisation provides for a Health and Safety champion whose role will be to guide, drive and advise on the implementation of this policy.

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Inductions

2.3 The Health and Safety Champion has responsibility for managing inductions on behalf of the company. Inductions are provided for new employees or employees into new roles. For apprentice 'inductions', see the Initial Assessment of Learners Policy and Procedure. During that assessment, assessors will inform learners as to the Health and Safety policy and process contained here. Furthermore, we ensure that all employers have appropriate H & S Policies and Procedures in place to ensure that the apprentice is working in a safe and healthy environment, which is carried out during the enrolment stage.

2.4 The Health and Safety Champion will make reference to this policy when inducting new employees or employees and ensure that an up to date policy is contained within the Staff Handbook, available online and, at all times, from our administrative department.

2.5 The Health and Safety Champion will also inform the assessors as to their duties in relation to Health and safety, in particular ensuring that any health and safety concerns identified by themselves are recorded at the time of any observations and reported in line with this policy.

Performance Reviews

2.6 Health and safety will feature within the Self-Assessment process, as part of the annual and interim performance reviews [see Performance and Development policy].

Observations

2.7 When undertaking observations, the assessors are responsible for recording health and safety breaches and concerns.

2.8 The concerns may result from the learner raising an issue or, by the assessor, where the learner is not aware of the breach. Any concern will be recorded and reported in line with reporting requirements.

2.9 Assessors will ensure that feedback captured from learners throughout is provided to The Health and Safety Champion who will in turn report back any emerging trends to the SMT to inform strategic business plans and development.

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Reporting Requirements

2.10 The reporting requirements are as follows:

| Incident | Definition | Reporting requirements |
|----------|-----------------------------|---|
| Major | Fatality Physical injury | Immediate to company H&S representative and to our administrative department for action |
| Minor | Non-injurious incident | Report to H&S representative via email |

Lines of responsibility

2.11 The Health and Safety Champion will receive notice of identified Health and Safety concerns from assessors. This information will be recorded onto the central database system and shared with the Senior Management Team (SMT) at monthly meetings.

2.12 The SMT will ensure that where emerging trends are identified that they are analysed and form part of the business development cycle. Trends will inform the development of strategic aims and objectives and be incorporated into the audit cycle.

How risks are identified

2.13 Our definition of risk is 'the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.'

2.14 Our Health and safety policy is aligned to the HSE guidance when identifying risks in the workplace. To do this we do the following, at inductions were introduce 'walk arounds' in which:

- We encourage staff to walk around the workplace and think about any hazards. We ask them to consider what is it about the activities, processes or substances used that could cause injury or harm their health?

We also encourage our staff to:

- Look back at accident and ill-health records, to help identify the less obvious hazards
- Take account of non-routine operations (e.g. maintenance, cleaning operations or changes in production cycles)
- Think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances)
- Visit the HSE website. HSE publishes practical guidance on hazards and how to control them

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Management of key risks

- 2.15 We align this policy to the HSE in the matter of the management of key risks.
- 2.16 We follow guidance contained in the HSEs 'Health risk management'. This is kept within our administrative office and a link is provided to all employees and apprentices. Process in case of ill-health or accident involving apprentices
- 2.17 All learner contact details are retained and kept up to the date by our administrative team. If there is an incident involving the apprentice, then we will work with their employer to contact their next of kin, informing them of the incident and facilitating contact between the next of kin and the apprentice, which will take form in the following process:
- All apprentice employers will inform Educationwise Academy if an apprentice has a reportable accident. This notification requirement is contained within our employer contract which is signed by both parties prior at the start of an apprenticeship.
 - The nominated person will investigate and instigate actions to review the causes of accidents involving apprentices to determine the ongoing suitability for the employer about the safe training of apprentices.
 - All apprentices will be reminded of their responsibility to report health and safety problems to their allocated trainer/assessor during learning, assessment, and progress review sessions.

3. Commitment to the policy

- 3.1 The SMT of Educationwise Academy will ensure that this policy remains up to date and subject to review at all times. The SMT, including all senior directors, will ensure that they 'lead by example' in the matter of Health and Safety practice.
- 3.2 The SMT will ensure that an employee is assigned the role of being the Health and Safety champion for the company.
- 3.3 The SMT will oversee the work of The Health and Safety Champion in ensuring that the policy is reviewed and that assessments, performance reviews, 1-2-1 meetings and Academy sessions contain provision for discussion as to Health and safety issues.
- 3.4 We will ensure the implementation of stand-ups and stand-downs on Health and safety matters. Stand-ups will involve Academy discussions on 'hot topics' such as mental health and optimism bias and standdowns will involve a discussion as to Health and safety incidents recorded within the work place or in learner observations and on site.

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4. Train Employees

- 4.1 The Health and Safety Champion will ensure that employees maintain knowledge and awareness of up to date health and safety legislation and regulations impacting on the work they do. This information will be provided via our internal management system and emailed to employees.
- 4.2 Our administrative team will keep records of qualifications and certifications and, working with The Health and Safety Champion, will ensure that employees are notified as to when their qualifications are due to lapse so that training can be booked in time and they remain compliant with industry requirements.
- 4.3 This provision will at all times align with the performance and development policy in that mandatory and voluntary training in health and safety will comply with the provisions of that policy document

5. Protection of Apprentices

- 5.1 Apprentices will be informed as to the provisions contained within this policy and the procedures arising from it at the time of their initial assessment, as well as within their Commitment Statement.
- 5.2 Health and safety performance and in practice will be subject to review at the time of each assessment. Learners will be encouraged to feedback to the assessor and health and safety will remain a component within the checklist that the assessor will use when discussing learning with the apprentice.
- 5.3 Any concerns raised during that discussion, or any concerns raised in writing from the learner will be acted upon by the assessor or The Health and Safety Champion, contact details for will be provided to the learner. The reporting requirements will ensure that concerns raised will be acted upon and the learner reported as to progress and outcome. Confidentiality will be observed where appropriate.
- 5.4 Our assessors will work with the Health and safety representative for the learner's company where concerns or breaches are identified and the outcomes of those discussions will be reported back to the learner.
- 5.5 Apprentices will be encouraged to discuss health and safety at the end of their training. All feedback will be recorded and will inform the development of our strategic plans as part of the business development cycle.

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6. Our process for raising, recording and investigating concerns

6.1 The Health and Safety Champion will have overall control and management for recording and investigation concerns of health and safety.

6.2 All identified Health and Safety concerns must be presented to The Health and Safety Champion in written format so that the concern can be recorded within our central database.

6.3 Any concerns will be investigated within the following timescales:

- Upon first notification, the complainant will be notified that their complaint has been received within two working days
- The Health and Safety Champion will assign an owner to investigate the concern within five working days
- The outcome of the investigation will be completed within 10 working days and the complainant notified of any actions that will be taken or the outcome of the investigation within 2 working days of completion of the investigation. Where the investigation proceeds beyond 10 working days, the complainant will be notified and remain subject to updates throughout the course of the investigation to be followed.

7. Process for Gaining Additional Support Guidance

7.1 The Health and Safety Champion will ensure that all processes and this policy remains up to date and complies with HSE guidance in the matter of sectors and training that we provide.

7.2 The Head of Quality, when scheduling campaigns or Academy meetings will ensure that they engage with third parties where appropriate to provide support and guidance to the campaign or meeting. This may include, but not be limited to, guest speakers who may discuss or present on 'hot topics' (see above).

7.3 Information from third parties will be captured and issues arising discussed at 1-2-1 or performance reviews and The Health and Safety Champion will communicate these to the SMT to inform the development of strategic objectives as part of the business development cycle.