



Health & Safety Policy 2023-24

Document version control

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|-------------------------|--------------------------------|
| Document title: | Health & Safety Policy 2023-24 |
| Document status: | Agreed |
| Version number: | 5.3 |
| Date: | January 2023 |
| Author: | SMT |
| Approved by: | Board |
| Review date: | January 2024 |

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1.0 Purpose

The ultimate purpose of this policy is to provide direction to the Educ8 Group ('Educ8') incorporating Haddon Training and it's sub-contractors to safeguard the health, safety and welfare of employees, learners, employers, visitors, volunteers and contractors.

Staff at all levels will encounter hazards (things with the potential to cause harm), in the course of delivering services and while performing important back-of-house activities that enable these services to be delivered. The aim of this policy is to ensure systems are in place to identify and reasonably control significant hazards.

2.0 Policy Scope

2.1 This policy covers all business areas of the Educ8 Group including activities funded by Welsh Government and ESFA.

Educ8 will comply with the specific requirements, legal and contractual, as outlined in this policy. The policy will clearly stipulate the commitment to the health and safety policy, responsibilities and arrangements.

2.2 This policy has been prepared and written in compliance with:

- Health and Safety at Work etc. Act 1974
- Regulations made under this Act, including the Management of Health and Safety at Work Regulations 1999
- Approved Codes of Practice and Guidance issued by the Health and Safety Executive to support compliance with the above legislation
- Health and Safety Code of Practice for Contracted Provision June 2018

3.0 Policy Statement

The Board of Directors confers the utmost importance to its commitment to the health, safety and welfare of its staff, learners, employers, sub-contractors and other persons that may be affected by the Company's activities, so far as is reasonably practicable.

Educ8 are also committed to health and safety being a prominent and permanent feature of all its activities and will support and promote continuous improvement of the same. As such, Educ8 is committed to ensuring its policies, responsibilities and arrangements underpin both its legal requirement and those of the Welsh Government Health and Safety Code of Practice/UK Government/ESFA and its additional requirements, and collectively through it's sub-contractors they ensure that learners are aware of the commitment to their safety, wellbeing and entitlement to learn in a safe, healthy and supportive work environment.

The Board will ensure sufficient time and financial resources are available to implement the health and safety policy.

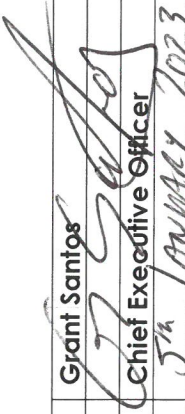
Employee participation in the establishment and maintenance of a safe work environment is sought and expected.

Educ8 will:

- comply with all statutory duties to provide adequate control of health and safety risks arising out of their work activities

- set out the responsibilities of managers and employees and the wider organisation
- provide details of the arrangements in force
- document such arrangements made to implement their health and safety policy and review / revise them a minimum of every two years
- make their health and safety policy available to all members of staff
- maintain safe and healthy working conditions (including work equipment, systems of work and safe handling / use of hazardous substances)
- ensure suitable risk assessments are carried out and the necessary risk controls are implemented
- ensure that such risk assessments and risk controls are monitored and reviewed to ensure they are adequate, are being implemented and remain up-to-date in light of changes or incidents
- take steps to prevent accidents and cases of work-related ill health
- involve and consult with staff on matters affecting their health and safety
- provide staff with the necessary information, instruction, training, and supervision so that they are competent to perform their tasks safely
- promote ownership amongst staff regarding health and safety at work
- remain informed and alert to relevant changes in health and safety law and practice

Signed by the Chief Executive to indicate their acceptance of the Health and Safety Policy and the arrangements made to implement it

| | |
|-----------|--|
| Name | Grant Santos |
| Signature |  |
| Job Title | Chief Executive Officer |
| Date | 5 th JANUARY 2023 |

4.0 Health and Safety Responsibilities

All employees within the organisation, regardless of their role and position, have health and safety responsibilities which are set out in law. These are to:

- co-operate with their managers on health and safety matters
- not to interfere with anything provided to safeguard their health and safety or that of others
- take reasonable care of their own and others' health and report all health and safety concerns
- comply with training and instructions that have been given

It is critically important to be clear about who will carry out which duties and who will check that the necessary actions have been taken. Appendix 1 contains details of functions that need to be carried out to put this policy into effect and assigns responsibility for each of those functions.

4.1 The Board

Ultimate responsibility for ensuring the health, safety and welfare of the organisation's employees etc. rests with Grant Santos the CEO. However, in practice he will need to delegate a number of responsibilities to an appointed competent person.

Nonetheless, the CEO and Board must demonstrate effective leadership on health and safety which will be achieved by taking the following actions:

- ratifying this health and safety policy
- ensuring that health and safety is discussed in Board meetings
- approaching health and safety as a core governance issue and therefore treated with a similar rigour as other operational issues, such as financial management and quality of services
- ensuring the appointed competent person is adequately resourced and supported to meet their responsibilities
- ensuring health and safety is considered as part of any strategic decision
- receiving and considering reports on health and safety performance from the appointed competent person (and ensuring that they receive a meaningful mix of proactive and reactive indicators, as explained in this policy)
- ensuring health and safety performance is included when appraising senior managers
- where necessary, developing and / or tracking improvement plans
- where necessary, sponsoring periodic audits of health and safety

4.2 Grant Santos, CEO

The CEO has overall responsibility for implementing the Health and Safety Policy and in particular for:

- Ensuring that the Board implements their responsibilities as detailed above
- Ensuring that Employers' Liability insurance is maintained and that the details are publicised to employees
- Purchasing other insurance as required
- Ensuring that statutory requirements are met in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work

4.3 The Appointed Competent Person

4.3.1 The Appointed Competent Person will oversee the day-to-day management of health and safety for the organisation as a whole.

4.3.2 The Appointed Competent Person will ensure that:

- ensure checks are being performed to determine whether the health and safety management system is functioning effectively
- appointed persons are in place to support the health and safety of staff and learners (Appendix 1)
- any health and safety related procedures and guidance are implemented
- effective procedures for consultation are established and reports of hazards, concerns or suggestions are acted upon and responded to

The Appointed Competent Person with the support and co-operation of others is responsible for ensuring that:

- health and safety across the business is managed effectively
- a health and safety policy is in place to support the management of Health & Safety
- appropriate risk assessments are in place for the business undertakings
- workers are consulted on matters of Health & Safety where relevant
- information, guidance and training is arranged for staff where required
- a healthy and safe working environment is available for all staff
- first aid, fire safety and emergencies provisions are in place
- Report certain injuries, near-misses and work-related illnesses to HSE

4.3.3 The Appointed Competent Person will also:

- report to the Board at regular intervals on the health and safety performance of the organisation and recommend necessary changes

4.4 The Appointed Competent Person(s)

4.4.1 Appendix 1 details the appointed competent persons.

5.0 Consultation with Employees and Learners

Educ8 will fulfil its legal obligation to consult with their employees on matters of health and safety, recognising that they can be a source of insight into potential health and safety concerns and solutions, and will keep records of communication. Appendix 1 assigns responsibility for ensuring that effective consultation procedures are in place and managed.

Learners complete a health and safety awareness questionnaire upon commencement of their learning programme with Educ8 Training. Learners discuss health and safety with their Trainer Coach during routine monthly progress reviews, this is documented, and any issues or accidents are passed to the Appointed Competent Person.

6.0 Sub Contractors

Health and Safety contractual controls are passed on to sub contractors through the adoption of the Health & Safety code of Practice for Contracted Provision June 2018. This guidance contains the minimum health and safety requirements for providers in Wales. Periodic reviews will be carried out with sub contractors to review their data and processes which supports an overall annual audit of their health and safety management system.

7.0 Safety Management System – Plan-Do-Check-Act (Appendix 2)

Health and Safety Management and the Monitoring of the Policy:

The essence of support for the health and safety policy will be seen through an effective health and safety management system (HSMS) which will take direction from HSEs 'Plan Do Check Act' Approach (PDCA). This system will guide the business to ensure that the policy is an integral part of how health and safety is managed across the business and that similarly health and safety management reflects the importance of the policy and all its aims. Appendix 1 explains who is responsible for investigating accidents and reporting incidents.

8.0 Review, Dissemination and Acceptance

Educ8 will ensure that there is a process for formal adoption of the health and safety policy ensuring that a documented record is kept of the review process and resultant decisions. Details of the process and discussions re the policy and the date it was accepted should be documented in the minutes of the appropriate Board meeting as evidence of the decision taken.

Managers and other staff members involved in the implementation of the policy should note that that they have received, read and understood its contents and if necessary fed back where issues arise in planning for its implementation.

Staff may be required to sign to indicate that they have received, read and understood the content of the policy as directed by their line manager. Individual members of staff must be reminded of the requirement to follow the policy and the consequences of not doing so.

9.0 Contacts

Tracey O'Neill - Head of Human Resources

Tredomen Gateway, Tredomen Business Park, Ystrad Mynach, Hengoed, CF82 7EH

Tel: 07540721108

E-mail: traceyo@educ8training.co.uk

APPENDIX 1 - Health and Safety Responsibilities

| Function | Details of the role | Person(s) allocated |
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| Person/s with final and overall responsibility for health and safety | <ul style="list-style-type: none"> Person/s responsible for signing the completed policy. Receives and acts upon reports on health and safety matters from the Appointed Competent Person. | Grant Santos CEO of the Educ8 Group |
| Appointed competent person | Ensures that: <ul style="list-style-type: none"> sufficient numbers of safety officer(s) are appointed depending on the size, risks and geographical spread of the organisation these post-holders have adequate training, resources and support to carry out their duties the procedures and guidance provided by the organisation are implemented suitable checks are being performed to determine whether the health and safety management system is functioning effectively effective procedures for consultation are established and reports of hazards, concerns or suggestions are acted upon and responded to to report to the Board at regular intervals on the health and safety performance of the organisation and to recommend changes that are required | Tracey O'Neill Head of Human Resources |
| Risk assessment of premises | <ul style="list-style-type: none"> Includes the premises used by the organisation or any organisational external activity or event being held (for example training venues and fundraising events). Implements and communicates the findings of risk assessments (or ensures they are assigned to others to implement). | Tracey O'Neill Head of Human Resources Emily Wilton HR/HS Lead |
| Risk assessment of services | <ul style="list-style-type: none"> Carries out and reviews health and safety risk assessments relating to the provision of services. Implements the findings of risk assessments (or ensures they are assigned to others to implement). This may include assessing third party premises which are used to deliver services e.g external training venues | Emily Wilton HR/HS Lead |
| Ensuring staff are competent | Ensures that staff are sufficiently competent to carry out the duties assigned to them inline with their job description. | Tracey O'Neill/Natalie Hare Head of Human Resources/Senior Management Team |
| External Advice & Support | Educ8 engage with an external specialist H&S company to support with advice and guidance where required | External Health & Safety Consultant |
| Training records | Records training and CPD activities | All Staff |
| Training quality | <ul style="list-style-type: none"> Ensures training delivered by external providers is of suitable quality. Ensures training is renewed where applicable Supports the organisation in finding appropriate trainers. Where relevant, audits in-house trainers. | Tracey O'Neill Head of Human Resources Emily Wilton HR/HS Lead Deb Birkett Staff & Curriculum Development Manager Natalie Hare Head of Operations Tanya Lyford Quality Manager |

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| Communicating risk assessments / guidance relating to service provision | Ensures that staff are aware of the risk assessments and guidance notes relating to the delivery of services. | Emily Wilton HR/HS Lead |
| Monitoring to check safe work practices are followed | Provides suitable supervision and spot checks as appropriate. | Emily Wilton HR/HS Lead All Managers |
| Appointed Competent Person (for general health and safety advice and issues) | Provides general health and safety advice and may support others in carrying out their duties. | Tracey O'Neill Head of Human Resources Emily Wilton HR/HS Lead |
| Appointed Competent Person – Fire | Ensures firefighting equipment is maintained and procedures are in place in the event of a fire or emergency. Adequate fire marshals in place in the event of an incident. Team of designated Fire Marshalls in place. | Tracey O'Neill Head of Human Resources Emily Wilton HR/HS Lead |
| Appointed Competent Person – First Aid | Ensures first aid boxes are stocked procedures in place in the event of an emergency. Adequate first aiders to support staff in the workplace. Team of designated First Aiders in place. | Tracey O'Neill Head of Human Resources Emily Wilton HR/HS Lead |
| Responding to staff comments | Receives and acts upon hazard reports, concerns and suggestions. | Tracey O'Neill Head of Human Resources Emily Wilton HR/HS Lead |
| Accident & incident investigation | Investigates accidents, incidents, near misses and reports of ill-health, bullying and racial abuse. | Emily Wilton HR/HS Lead |
| Accident & incident onward reporting | RIDDOR reports Notifying incidents to WG (WBL & Traineeship Learners) | Emily Wilton HR/HS Lead |
| Staff Induction | Carries out staff induction | Emily Wilton HR/HS Lead |
| Health & Safety compliance WBL contract | <ul style="list-style-type: none"> Responsibility for completing health and safety appraisals/checklists ensuring employers/placements have suitable health and safety systems in place and satisfy the code of practice prior to commencing of contracting learners. Ensures that employers provide a safe working environment for all learners and visiting Educ8 employees Responsibility for their course participants and learners whilst they are on Educ8's premises Carrying out timely workplace monitoring visits with learners and managers Follow up and review of actions identified in health and safety questionnaires completed by learners, learner reviews, appraisal, monitoring and quality checks. Report any concerns relating to health and safety of their learners and/or employers to their line manager and Head of Human Resources/H&S Officer | Customer Account Managers/H&S & Compliance Administrator/Sales Executives/Trainer Coaches Trainer Coaches/ H&S Compliance Administrator |

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|---|--|-----------------------------------|
| | <ul style="list-style-type: none"> Following the correct reporting procedure for any learner accidents, diseases, dangerous occurrences, work-related ill-health, bullying and racial abuse. Behave in a professional manner, follow health and safety rules and not act in a way which would deliberately endanger others. Familiarise themselves with the health and safety policy, risk assessments and any other instructions relating to their work and comply with the requirements set out Report unsafe working practices, shortcomings in safety procedures, accidents and near-misses to their manager. Ensure outlook diaries are kept updated with appointments and locations. Know the emergency procedures for the location at which they are working. Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided, where applicable | All staff |
| Keeping the workplace safe | <ul style="list-style-type: none"> Complete a health and safety awareness questionnaire as part of their on-boarding as an apprentice. Discuss any concerns regarding health and safety in their workplace with their Trainer Coach. Take responsibility for their own and others around them health and safety at all times. | All Learners |
| Apprenticeship & Trainee Learners (WBL) | <ul style="list-style-type: none"> Ensures effective maintenance procedures are drawn up Identifies all equipment / plant needing maintenance Ensures that all identified necessary maintenance is implemented Handles reports of any problems found with plant / equipment such as defective or unsuitable work equipment Checks that new plant and equipment meet the recognised relevant health and safety standards before they are purchased | Emily Wilton HR/HS Lead |
| Plant / equipment safety | <ul style="list-style-type: none"> Basic visual inspection of electrical equipment (this duty may be shared with other employees at the site) Ensures portable appliance testing is carried out as required Identifies all substances that need a COSHH assessment. Undertakes COSHH assessments Ensures that all employees affected receive the necessary information, instruction, and / or training, as required from the COSHH assessments | Emily Wilton HR/HS Lead |
| Electrical safety | <ul style="list-style-type: none"> Identifies all substances that need a COSHH assessment. Undertakes COSHH assessments Ensures that all employees affected receive the necessary information, instruction, and / or training, as required from the COSHH assessments | Emily Wilton HR/HS Lead |
| Managing harmful substances | <ul style="list-style-type: none"> Tredomen Gateway is managed by Local Authority. London House is managed by Educ8's H&S system. | CCBC |
| Buildings | <ul style="list-style-type: none"> Supply and inspect all firefighting equipment, emergency lighting and intruder alarms at London House. Educ8's annual review of its fire risk assessment will monitor compliance. | Inferno |

APPENDIX 2 - PLAN – DO – CHECK – ACT

This document sets out Educ8's health and safety strategy. The rest of this section sets out how Educ8 will implement the Plan-Do-Check-Act model work in practice.

Plan

Educ8 Board are fully committed to health and safety through the review of policy and ongoing agenda item at monthly board meetings. The Appointed Competent Person for Health and Safety has clear lines of communication and direct access to the Board regarding Health and Safety matters.

Do

Effective Health and Safety Management System

An effective management system is in place with a clear development plan for continuous improvement and actions which may follow annual reviews. Bi-monthly meetings are held with external H&S support to review specific agenda items to include performance, accidents/incidents, areas for improvement and H&S updates.

Risk Assessment

The purpose of risk assessments is to ensure that significant hazards are identified and that proportionate and appropriate controls are put into place.

Appendix 1 provides details of the person(s) responsible for assessing risks associated with:

- work environments and equipment under the control of this organisation
- specific work activities
- events
- hazards

Employees should be involved, wherever possible and appropriate, in the risk assessment process, drawing on their insights and expertise to identify hazards and controls.

Risk assessment(s) will be discussed and explained to new starters during staff induction and subsequent job specific instruction and training (discussed below).

Risk assessments will be reviewed, and if necessary revised and updated, when there are changes in work practices, when new technology or equipment is being used, when there is a change in circumstances or following an incident or complaint. Risk assessments will also be reviewed at least annually.

All employees are encouraged to report any health concerns which they feel are associated with or made worse by work. Such reports will be treated confidentially. Educ8 take proactive measures to ensure the health and wellbeing of our staff.

Employees at special risk

From time to time, some workers may be at increased risk of injury or ill-health resulting from work activities, e.g. those with medical conditions or permanent or temporary disability, those taking medication, young people and those who are pregnant. Risk assessments will be undertaken and reviewed accordingly with any identified action taken as necessary to control the risks.

Competency and training

Staff at all levels within the organisation require training, and often updated training, to ensure they understand their health and safety responsibilities and have the skills and knowledge to undertake their work in a healthy and safe manner.

Training broadly falls into three categories:

- Induction training for all employees. This will be needed upon first working for the organisation but also upon changing processes and procedures
- Job specific training
- Role training. This training enables a person to fulfil a particular health and safety role, eg; first aiders or fire wardens / marshals, conducting appraisals and monitors

General learning and development requirements relating to the Health and Safety policy, including update training, are contained within the Continuous Professional Development (CPD) Policy

Appendix 1 details who is responsible for organising or carrying out health and safety training. In addition, it lists who is responsible for maintaining training records, for ensuring the training is of suitable quality and to issue reminders when training needs to be renewed.

Check

Proactive Monitoring

Proactive monitoring is used to ensure that arrangements are prepared, implemented and remain adequate.

The Appointed Competent Person for health and safety (detailed in Appendix 1) is responsible for determining the exact nature and frequency of proactive monitoring and will ensure it is being done and that corrective action, if required, is taken.

Reactive Monitoring – Accident, incident and near miss reporting, recording and investigation

It is important that there are clear arrangements for reporting, recording and investigating near misses, including the matters that are to be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All accidents / incidents / near misses that occur at Educ8 offices or during the course of work will be reported and recorded in the accident section of Team8, no matter how small the consequences and whether or not injuries were incurred.

Act

Review and Improve

Following audits, incidents, new procedures a live development plan provides a structured plan for actions and improvements. Annual reviews are conducted which form part of the development plan and influence actions and improvement across the health and safety management system.

Keeping abreast of changes through HSE and Welsh Government/UK Government updates provide ongoing review of the management system to ensure the Board are fully informed to lead health & Safety across the Group.