



# Independent Training & Education Consultants

## Health, Safety and Well-Being Policy

Last Reviewed: June 2023

By Director : Gerard Morrall

Signed by:

Date: 06/06/23

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## Policy Statement

We regard the promotion of health and safety to be of the utmost importance for everybody involved with ITEC Limited. Staff and apprentices, share a mutual obligation to take all measures necessary to achieve this and we consider the co-operation of everybody to be fundamental to its success. It is our policy to ensure that all reasonable steps are taken to prevent injury to persons, damage to property or the environment and to protect individuals from possible hazards at work. We include in this regard members of the public who may come into contact with ITEC Limited and its activities. Accident prevention, essential to good management and best practice, is the focus of the policy.

This policy is reviewed and amended with feedback from staff, apprentices and stakeholders. This policy is promoted to:

- Staff during induction, through policy amendment and update, at relevant Health and Safety training events and it is kept in an accessible location on Teams.
- Apprentices during induction, through policy amendment and update, to support Health and Safety training activity and a copy emailed for reference.
- Employers when an employer Commitment Statement is agreed, through policy amendment and update and a copy emailed for reference.

This policy is available in PDF format on the ITEC website - [itec2016.com](http://itec2016.com)

Information, advice and guidance will be provided to achieve a culture of safety and to promote health and well-being to staff and apprentices. We expect all staff to take a positive lead in the promotion and implementation of a safe and healthy culture by using the best available information, methods and resources to achieve the required standards.

The Director and Quality Lead are responsible for the implementation and supervision of the health and safety policy, procedure and practice, and will provide information and guidance and assist in the investigation and reporting of major accidents and/or dangerous occurrences.

Staff will co-operate fully in keeping their work area safe for themselves and others, to undertake any necessary health and safety training and follow ITEC Limited's safety policy and guidance. Any hazardous conditions found in the workplace are to be reported. Personal protective equipment, where provided for a particular task, must always be used correctly.

This policy has been prepared in accordance with the requirements of the Health and Safety at Work Act 1974 and establishes the importance of Health and Safety objectives.

## Organisation of Health, Safety and Well-Being

The following information describes how Health, Safety and Well-Being is organised within ITEC Limited.

The Director and Quality Lead have specific responsibility for safety management. Relevant training and instruction will be provided to learners, apprentices and staff as required.

Leaders will meet annually to:

- Develop and review the policy and associated documents in line with legislation.
- Develop appropriate staff training and development in order to ensure compliance with legislation and policy requirements.
- Develop appropriate resources to support well-being in learning activities.

## Responsibility and Accountability

This section describes responsibilities of leaders, staff and apprentices.

### Leaders

Leaders are responsible and accountable for overall standards of health and safety within ITEC and will ensure that the Policy is fully implemented.

Gez Morrall (Director) is responsible for ensuring that all aspects of this policy are applied appropriately. All staff will champion and lead by example by using this policy and supporting resources to encourage the integration of good health and safety practice in all aspects of ITEC work.

The Director or Quality Lead will:

- Induct staff to this policy and content and promote engagement of this policy to promote safe working practices.
- Involve all staff in the creation and review of this policy, this helps to drive our ethos, our company vision and values and encourage participation from all staff.
- Promote engagement with this policy to ensure compliance with the requirements of ITEC's Health and Safety policy and standards.
- Ensure the provision of adequate Health and Safety resources to promote engagement and ensure compliance.
- Demonstrate visible commitment to this policy, promote it and set a good example to others.
- Ensure that apprentices are provided with the information they need to work safely.
- Promote through learning, healthy lifestyles and physical and mental well-being.
- Provide a learning environment and curriculum that support apprentices to develop knowledge, understanding and skills to manage their own health and wellbeing and to support that of others.
- Ensure that appropriate risk assessments are carried out for all Apprentices using ESFA Apprenticeship documentation.
- Ensure that all accidents, incidents and cases of work-related ill health are recorded and reported for investigation. (to report certain serious workplace

accidents, occupational diseases and specified dangerous occurrences under RIDDOR)

- Ensure that all reported hazards are recorded and dealt with effectively.

### **Staff**

Staff are responsible for the effective implementation of this policy within their own areas of control. In particular, they must:

- Ensure that apprentices and learners are aware of relevant health and safety rules and processes and that Apprentices are aware of their own employer policies.
- Promote health and safety rules and safe working practices to all Apprentices.
- Promote healthy practice and healthy physical and mental well-being through learning activities.
- Promote services that support learners and apprentices to develop knowledge, understanding and skills that enables them to engage critically with a range of health and wellbeing areas and issues.
- Set a good example and promote responsible attitudes among all learners.
- Inform the directors of any problems and difficulties that they are unable to resolve successfully.

### **All Learners / Apprentices**

All learners are responsible and accountable for looking after their own safety and the safety of those around them. They must:

- Comply with this Health & Safety Policy and any policies from their own employer (Apprentices).
- Follow health and safety rules at all times and be actively aware of health and well-being promotion.
- Follow any training or instructions they have been given.
- Use correctly, any protective equipment or clothing provided.
- Keep their own work areas clean and tidy.
- Co-operate with ITEC and their employer on matters of health and safety.
- Act in a safe and responsible manner at all times.
- Report all accidents, incidents, ill health and any concerns as quickly as possible to the Director of ITEC following the procedure highlighted in the Apprenticeship Handbook covered at induction.
- Report any concerns about the well-being of themselves or their peers to their Tutor.
- Not do anything that may put themselves or anyone else in danger.

### **Designated Health and Safety Representative for ITEC**

Leaders have significant experience and qualifications in Health and Safety. The designated person for Health and Safety is Gez Morrall, he has over 20 years experience in Health and Safety and holds an IOSH Managing Safely qualification. Gez will provide appropriate advice on:

- Legislation guidance and compliance.
- Relevant standards and good practice.
- Assessment and control of risks, control measures to minimise risk.
- Reporting and recording ill health and accidents at work including RIDDOR and to ESFA
- Recording information in appropriate formats.
- Provide general guidance and support.

He will:

- Keep abreast of any changes to legislation, including Covid-19 guidance.
- Ensure all staff, visitors complete the Fire Register DOC.HS.03
- Facilitate Apprenticeship risk assessments using ESFA Apprenticeship paperwork.
- Keep a log of activity undertaken to prevent reoccurrence of injuries.
- Inform the ESFA of the death of any Apprentice which is a result of work undertaken whilst in employment and who is undertaking an Apprenticeship Programme.
- Cooperate with the Department for Work and Pensions for the purposes of the Industrial Injuries Disablement Benefit (IIDB) in respect to those Apprentices to which it applies.

Leaders will:

- Summon emergency first aid for any staff or apprentice suffering an accident or injury at ITEC.
- Complete associated paperwork (such as accident book and accident investigation forms) in a timely manner.
- Report any incidents to the relevant party in line with legislation and guidance.
- Covid – 19, follow all government guidance in relation to Covid -19 and ensure compliance to guidance and that guidance is reinforced with our staff and apprentices.
- Shall take all reasonable steps to ensure that adequate arrangements are in place to ensure the health and safety of Apprentices. Where part of the learning takes place in an environment outside the direct control of ITEC.
- Review the processes for Health and Safety annually.

## **Arrangements**

All apprentices will receive a Health and Safety introduction within their first week of training and will be inducted to the Health, Safety and Well-Being policy.

All staff and apprentices will complete the Fire Register when attending ITEC learning activity. DOC.HS.03.

All apprentices will be assessed as to their suitability periodically during learning activities for any health issues that they have which could constitute a health hazard to themselves or other persons they may come into contact with.

Learners/apprentices will be responsible for administering and keeping safe and secure any medication. ITEC takes no responsibility for administering or keeping medication in our premises. Anybody who is deemed too ill for learning will be sent home.

Apprentices will be informed of their responsibility to report work-related accidents to ITEC and their employer to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

**Adult Education Budget - Unemployed Learners on Placement**

In the event of any unemployed learner undertaking training with ITEC going on a work placement for experience the Health and Safety Director will:

Assess the risks to any learner/young person on placement taking account of his/her age (inexperience, immaturity etc) and any other special needs or circumstances including any disability and/or medical/health condition following the assessment in DOC.HS.01

Ensure that any unemployed learners on work placement have an adequate supply of protective equipment if applicable.

Ensure All employers will be given a copy of the Safeguarding Policy, ITEC Policy.08 and Work Placement Guidance for Employers DOC.HS.02 for reference.

Leaders will put in place control measures as identified for learners/young persons as a result of the assessment and inform the learners and his/her supervisor.

The placement host/employer will identify any necessary prohibitions and restrictions that apply to any learner/young person as part of the assessment.

The placement host/employer will provide an induction and ongoing information, instruction and training to any learner/young person reflecting the result of the assessment; environment, tasks and the learner/young person’s age, experience and any special needs.

Documents and Policies associated with this Policy.

Document	Number
Safeguarding Policy	ITEC Policy.08
Prevent Policy Risk assessment	ITEC.Policy.15 15a
Employer Health and Safety Assessment	DOC.HS.01/Apprenticeship Documentation and Risk Assessment
Work Placement Guidance for Employers	DOC.HS.02
Staff and Visitors Fire Register	DOC.HS.03
Action Log	DOC.HS.04
Learner Handbook	DOC.LJ.01

