

Davidson Training UK Ltd

# Health and Safety Policy and Procedures

2023/2024

## Health and Safety Policy and Procedures

### Health and Safety Policy Statement

It is the Policy of Davidson Training UK Limited, to comply with the terms of the Health and Safety at Work etc. Act 1974 and all relevant Health and Safety legislation and to provide and maintain a healthy and safe working environment for all persons who may be affected by its activities.

The Health and Safety Objective of Davidson Training UK Ltd is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an incident-free workplace by:

- Promoting a health and safety culture throughout the organisation
- Providing procedures, systems of work and work equipment that presents minimum risk to employees, learners and any other person
- Creating and maintaining a healthy and safe workplace for all employees, learners and others
- Communicating information to employees, learners and others in relation to safe working practices
- Continuously improving health, safety and welfare for all learners and employees
- Promoting joint consultation on all health and safety issues.

The Management of Davidson Training UK Ltd recognises its responsibility to ensure that Davidson Training UK Ltd equipment, materials, procedures and systems of work are made as safe as is reasonably practicable through careful planning, effective organisation, continuous monitoring and review of the Company's health and safety performance.

While the Management of Davidson Training UK Ltd will do all that is within its powers to ensure the health, safety and welfare of any person that its activities may affect, it is recognised that health and safety at work is the responsibility of each and every individual associated with Davidson Training UK Ltd. The Management will provide all employees, learners, visitors, contractors and others with the information, instruction, training and supervision necessary to maintain their health and safety. However, it is the duty of each individual to take reasonable care of their own health, safety and welfare and that of others and to report any situation that may pose a threat to the well-being of themselves or any other person.

Davidson Training UK Ltd Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur and, in any event, the whole of our Health and Safety Management system will be reviewed and updated at least every 12 months. The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Name.....

Title.....

Signed.....

Date.....

## Health and Safety Policy and Procedures

### Aim

Davidson Training UK Ltd recognises its duties under the Health and Safety at Work Act 1974, and will actively conduct its business efficiently and effectively whilst protecting the Health, Safety and Welfare of its staff, learners, employers, contractors and any others that may be affected by its activities so as far as is reasonably practicable. We are fully committed to provide, maintain and seek continual improvement for a healthy and safe working environment in every area that the company undertakes its business.

### Method

Davidson Training UK Ltd are committed to ensuring Health and Safety legislative compliance with all relevant Statutes, Regulations, and Codes of Practice and will ensure that Health, Safety and Welfare strategies are implemented where responsibilities are assigned, accepted and fulfilled at all levels. Davidson Training UK Ltd will provide adequate resources to ensure the effective implementation of this Policy and recognise that Health and Safety objectives are as important as any other core business functions.

We will actively pursue progressive improvements in health and safety performance through the reduction of adverse safety events, reducing loss and liabilities by protecting its greatest assets, staff and learners. We consider all adverse safety events and illnesses are preventable: Our goal is zero harm.

Davidson Training UK Ltd is fully committed to the development of a strong and sustainable positive Health and Safety culture, in which Health and Safety is understood, accepted as a high priority and its foundations are based on open and honest shared beliefs, best practices, values and attitudes that exist within Davidson Training UK Ltd.

Everyone has a personal responsibility for their own Health and Safety, for others in the workplace and for the environment in which they work.

There are clear procedures for action to be taken in the event of fire, bomb threats, first aid requirements and any other emergency situations and everyone within Davidson Training UK Ltd will be made fully aware of them.

There is adequate information, instruction and training (including refresher training) provided to all staff.

Appropriate systems are developed and maintained to facilitate effective communication of Health and Safety information, including newsletters, notice boards and Health & Safety emails.

The appropriate Health and Safety planning, monitoring, reviewing and auditing (incorporating risk assessments will be undertaken) on premises which are not operated by Davidson Training UK Ltd but upon which learners undertake apprenticeships.

Annual assessments are undertaken for Health and Safety procedures, audits, workplace inspections, risk assessment reviews to ensure quality and validity and legislative compliance.

All accidents, incidents and near misses are reported and investigated, with the appropriate action taken to reduce the likelihood of re-occurrence by identifying any areas for improvement in the Health and Safety Management System.

Davidson Training UK Ltd are fully committed to undertake active and reactive monitoring and we will continually aim to reduce injury and illness to any person, or damage to equipment, property or the environment.

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### Health & Safety Arrangements for Implementing the Health and Safety Policy

#### Introduction

Under Section 2 (3) of the Health and Safety at Work etc. Act 1974 an employer is required to: “Prepare, and as often as may be appropriate, revise a written statement of his general policy with respect to the Health and Safety at work of his employees, and the organisation and arrangements for the time in force for carrying out that policy, and to bring the statement and any revision of it to the attention of all their employees”.

Ensure the policy outlines the steps that Davidson Training UK Ltd will take to ensure compliance with Health and Safety legislation and outlines the general duties and responsibilities with regard to Health and Safety of employees and other persons who may be affected by Davidson Training UK Ltd.’s working practices. It is not an exact interpretation of the law, but is intended to help those concerned to understand their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and any other associated Regulations and Approved Codes of Practice.

Ensure the Policy document will be issued to all staff, (full-time and part-time) who should familiarise themselves with its contents and continue to practice safe and healthy working methods and ensure that all colleagues, learners and visitors do the same.

The purpose of the Health and Safety at Work Act 1974 is to:

- Provide a legislative framework to promote, stimulate and encourage high standards of Health and Safety in the workplace;
- Promote safety awareness for a safe Davidson Training UK Ltd and to ensure continual improvement in Health and Safety performance.

Davidson Training UK Ltd ‘Policy Statement’ will be displayed in all workplace locations. A “Health and Safety Law Poster – What you should know”, will be available in all locations and should be displayed alongside the ‘Policy Statement’.

**Lorraine Bunyard – Managing Director has overall and final responsibility for Health and Safety and to ensure this policy is fully compliant at all times.**

**Sarah Collins – Training Operations Manager has day-to-day responsibility for ensuring this policy is put into practice.**

**Employees”, sub-contractors and clients are responsible for play their part in effectively implementing our health and safety policy and sharing in our commitments.**

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### Policy Implementation

Management staff must ensure employees within Davidson Training UK Ltd are familiar with their roles and responsibilities within the Health and Safety Policy.

Establishing and maintaining a robust Health and Safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures and guidance notes to ensure legislative compliance.

Ensuring all employees, learners, and contractors are aware of their roles and responsibilities in relation to Health and Safety and of the procedures and practices they are expected to follow.

Ensuring all Health and Safety requirements for employees are considered in the job description and competency is maintained through the identification of Health and Safety training needs via the appraisal system

### Monitoring

Davidson Training UK Ltd will:

- Monitor the effectiveness of the Policy and its implementation through the audit process in conjunction with the Health and Safety Manager along with implementation of any action plans to remedy any areas for improvement noncompliance.
- Will ensure adequate financial and human resources are available for the effective implementation of Davidson Training UK Ltd.'s Health and Safety Policy and any areas of noncompliance are relayed back to the Director or the appropriate person.
- Will take disciplinary action in accordance with approved procedures against any employees who do not comply with agreed safety procedures in accordance with the Health and Safety at Work Act etc. and any statutory provisions.

### Health and Safety Management

The management of Health and Safety is the responsibility of Directors and Health and Safety Manager.

All Health and Safety documents will have the review date on them and will be available via Davidson Training UK Ltd.'s intranet site.

#### ***Managers must ensure:***

- All equipment, machinery and operations comply with Health and Safety Legislation, are fit for purpose and are maintained in accordance with the manufacturer's guidance.
- Ensure employees are competent through incorporating Health and Safety training needs as part of the appraisal process.
- To ensure adequate instruction, information, supervision, induction, training (refresher) and to enable pre-planning of sufficient resources to complete their Health and Safety duties.
- Implement key Health and Safety responsibilities and objectives into individual job descriptions detailing levels of responsibility and accountability.
- Ensure provision of adequate Health and Safety training and information, particularly as part of the new starter staff/apprentice induction programmes

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- Ensure all accidents, incidents, dangerous occurrences/near misses are reported and investigated in line with procedures/standard operating procedure Accident and Incident Reporting and to comply with Health and Safety legislation.
- Create a Health and Safety culture by stimulating interest and enthusiasm for Health and Safety amongst staff and apprentices.
- Promote and embed Health and Safety within the training programmes by using and developing the 'safe learner' concept
- Ensure routine Health and Safety inspections are carried out, recorded and deficiencies noted, walkways should be free from obstruction or hazards and that open drinks and unwrapped food should not be transported. Fire exits, evacuation routes, and fire - fighting equipment must be clear of obstruction.

### Health and Safety Manager

Will ensure that Davidson Training UK Ltd has appropriate Health and Safety Management policies, standard operating procedures and guidance documents in place to enable Davidson Training UK Ltd to meet its statutory duties.

#### ***Health and Safety Manager will also:***

- Assist in the development and implementation of HSG 65 "Managing for Health and Safety", order for Davidson Training UK Ltd to Plan, Do, Check and Act.
- Provide Health and Safety support, advice to the Davidson Training UK Ltd Management Team.
- Assist all levels of management to implement and comply with the requirements of the Health and Safety at Work etc. Act 1974 and all relevant Health and Safety legislation
- Advising Davidson Training UK Ltd its employees and stakeholders on forthcoming changes and developments to Health and Safety legislation, relevant regulations, approved codes of practice and Health and Safety Executive guidance.
- Deal with day-to-day issues concerning Health and Safety including requests for assistance, guidance, support or information to managers, supervisors, safety representatives, employees, employers, learners, contractors and any associated parties within Davidson Training UK Ltd.
- Promote the risk assessment process for the identification of hazards, assessing risks, identifying and implementing suitable control measures to reduce risk to an acceptable level along with the process of monitoring and reviewing.
- Assisting in the investigation of serious accidents with management and for the provision of any safety reports at the Health and Safety Managers discretion.
- Conduct Health and Safety audits to ensure the Davidson Training UK Ltd complies with its statutory duties and to test the effectiveness of the Health and Safety Management System.
- Any plans from the audit process (active monitoring), should be specific, measurable, achievable, realistic with time frames for determining priorities which are monitored for completion.
- Establish professional relationships at all levels within Davidson Training UK Ltd and external organisations such as the Health and Safety Executive etc.
- Examine the working practices of all Davidson Training UK Ltd employees, at any time, along with those of contractors to the Davidson Training UK Ltd regarding health, safety and welfare.

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- Initiate and contribute to, as appropriate, the Health and Safety training needs with Directors, Line Managers and for staff within the Davidson Training UK Ltd.
- Co-ordinate first aid cover for Davidson Training UK Ltd.
- Produce an annual report for detailing any accident statistics for Davidson Training UK Ltd together with any other required information.

### Managers and Team Leaders

Will within their area be responsible for the implementation of the Davidson Training UK Ltd Health and Safety policies, standard operating procedures, guidance documents, regulations and approved codes of practice relating to Health and Safety and shall be fully familiar with Davidson Training UK Ltd Health and Safety Policy and the responsibilities for staff placed on them to ensure:

### Equipment or machinery

- Equipment or machinery purchased is fit for purpose, vibration, noise, dusts (any hazards are considered) and local exhaust ventilation is considered in the purchase.
- Risk assessments must be completed before the item is used in accordance with Health and Safety regulation and adequate control measures must be implemented before use i.e. if extraction is required then extraction must be provided, learners or staff should not be exposed to any unacceptable levels of risk.
- Compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 (as amended) risk assessments, safety inductions, display screen equipment, manual handling operations, control of substances hazardous to health and any associated legislative requirements for their areas of responsibility.
- Staff for whom they have line management responsibility, are adequately trained and supervised for tasks/activities they are required to perform and are provided with the relevant information, instruction and training to undertake their roles safely.
- Staff are provided with the necessary Health and Safety induction, instruction, information, training and the appropriate explanation of Davidson Training UK Ltd policies, standard operating procedures and codes of practice for the areas they work in.
- All risk assessments are completed within their areas of responsibility and that they are all undertaken by a competent person, which are implemented, communicated and reviewed on an annual basis.
- Ensure all staff you have responsibilities for complete Display Screen Assessments and complete any action plans required, implement actions, monitor and review.
- All staff and associated partners/workers/contractors/others are familiar with fire/bomb emergency procedures, first aid provisions, and safe systems of work, reporting of significant hazards and risk assessments, accident reporting within their working area to ensure effective reduction of risk.
- All equipment and machinery used is adequately tested, maintained, and repaired with documented records to ensure legislative compliance, and all employees are aware of the correct procedures for its use and the action to take when it becomes defective.
- All products, equipment and services must go through a rigorous procedure for reducing risk by the purchasing of safer substances that do the same job, but are less hazardous.

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### Control of Substances Hazardous to Health

Control of Substances Hazardous to Health task based risk assessments are completed before using any chemicals. All staff must be trained in the safe use of chemicals:

- In all contracts with partners, service providers and any other organisations Health and Safety responsibilities and accountabilities are clearly defined and risk assessments, method statements, and safe systems of work, equipment safety checks, audits and reporting procedures are implemented and monitored.
- All accidents, incidents, ill health, disease, dangerous occurrences, near misses, violent or abusive episodes are reported within 24 hours of the adverse safety event occurring providing the details of the incident must be undertaken within 24 hours of occurrence and must be fully investigated with control measures documented and implemented to prevent reoccurrence.
- Consulting and co-operating with appointed safety representatives where applicable.
- Senior Managers/Health and Safety Manager are informed of any relevant health, safety and welfare issues, especially those that have resource implications and for those that cannot be resolved.
- All Health and Safety training needs are identified through the appraisal system along with refresher training and for any new posts Health and Safety requirements will be incorporated into the job description.
- All necessary personal protective equipment (PPE) is considered and when purchased is fit for the task, maintained, repaired, stored and cleaned in accordance with the regulations and staff are fully aware of why they are using it and are trained in its use.
- Routine Health and Safety inspections are carried out, recorded and deficiencies actioned in order to maintain a high standard of housekeeping. Corridors, stairways and walkways should be free from obstruction or hazards and ensure open drinks and unwrapped food are not being transported.
- Fire exits, evacuation routes, and fire-fighting equipment must be clear of obstruction.
- Any dangerous occurrences or accidents, faults or defects are promptly reported, as per Davidson Training UK Ltd procedures, and ensure that any faults or defects do not put staff, learners or members of the public at risk.
- All newly acquired items of electrical equipment are included in the register of items for Portable Appliance Testing (PAT).
- Know to whom to refer if they have a query or concern about Health and Safety.



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### Directors will be responsible for:

- Ensuring that all the premises operated by the Davidson Training UK Ltd, the fabric of
- The buildings are monitored, and maintained in good order to provide a safe and healthy working environment.
- Ensuring policies and procedures are implemented in accordance with Davidson Training UK Ltd.'s requirements/Health and Safety legislation and make use of other resources provided by Davidson Training UK Ltd to promote Health and Safety at work.
- Ensuring staff for whom they have line management responsibility, are adequately trained and supervised for tasks and activities they are required to perform and relevant information, instruction and equipment including personal protective equipment, necessary to achieve safe systems of work are provided, used and maintained.
- Ensuring that services supplied to Davidson Training UK Ltd by external contractors satisfy all current Health and Safety legislation, particularly in respect of equipment, its maintenance, safe systems of work, risk assessments, method statements, competency and other safety standards which may apply to work being undertaken and all relevant documentation is reviewed on an annual basis and monitor contractors whilst they are on site.
- Ensuring that all risk assessments are undertaken by a competent person, with the involvement of employees.
- Ensuring the risk assessments are implemented, communicated and reviewed on a risk based approach.
- Ensuring compliance with statutory requirements in relation to fire and bomb evacuation procedures, electrical safety (testing), provision use work equipment regulations, control of contractors, lifting operations lifting equipment regulations, safe access and egress; workplace inspections, audits and any other Health and Safety legislation that may be applicable to providing safe Davidson Training UK Ltd buildings
- Ensuring all accidents / incidents are reported and undertaking investigations as to why they happened and what risk control measures have been implemented to prevent reoccurrence.
- Fire management within Davidson Training UK Ltd building, ensuring emergency lighting is tested, fire alarm tests are undertaken, fire evacuation drills are arranged and feedback any issues identified and ensuring that all fire-fighting equipment and emergency systems are adequate and maintained and tested in accordance with the regulations, and records are kept.
- Ensuring that any statutory requirement relating to the internal and external systems associated with the building are met and necessary records are kept.

### All delivery staff

- Are responsible for ensuring they comply with all Health and Safety legislation and must ensure risk assessments are completed before any activities are undertaken in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).
- All activities undertaken are subject to the risk assessment process and any associated Health and Safety legislation must also be considered e.g. manual handling implications etc.

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### Trainers

**They must ensure the learners they are responsible for are provided with the following:**

- Necessary Health and Safety instruction, information, training and supervision; Health and Safety induction including the correct procedures for fire/bomb emergency evacuation, first aid facilities, the reporting of accidents and the identification and control of hazards.
- Informed and comply with the correct procedures for the safe use, handling and storage of potentially hazardous materials and substances and the hierarchy of control measures must be considered.
- That any substances used must have a task based COSHH assessment before they are used. No substance should be used unless it has a COSHH assessment.
- Comply with the correct procedures for the use of machinery, plant or equipment.
- Adequate supervision, where appropriate, to enable all work in which they are involved to be carried out safely.
- Trained in the use and care of appropriate personal protective equipment (PPE) and use this in accordance with the laid down procedures or instructions.
- Are aware of whom to refer if they have a query or concern about Health and Safety.
- Are provided with adequate information and training on hazards and risks of the activities they undertake i.e. manual handling operations, control of substances hazardous to health etc.
- Provided with appropriate and correct guidance to their learner's and the learner's employer in relation to health and safety matters.
- Respond to and report to the Appointed Safeguarding Officer any issues for which Safeguarding action is required (stress, bullying, discrimination, abuse, drug/alcohol problems etc) in relations to learner welfare.
- Comply with the Health and Safety Policy and requirements of the client company whilst conducting their duties on the client site.
- Conduct preliminary Health and Safety checks by completing a 'Health and Safety Pre Vet' within employers companies and inform findings to the Training Operations Manager.
- Report to the Training Operations Manager any unacceptable practices or conditions identified in the client company as this may impact upon the learners' health and safety.

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### Learner responsibilities are as follows:

- Fully understand and adhere to their personal obligations and any specific rules under their Employers Company Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and other persons who may be affected by the way in which they conduct themselves as part of their apprenticeship within their workplace.
- To co-operate fully with staff in relation to Health and Safety to enable them to carry out their statutory duty, and any Health and Safety inspection, monitoring or auditing programmes.
- To promptly report to staff any situation, working practice or procedure which they know is potentially hazardous or which has been reported to them as such.
- To promptly report to staff any accidents or dangerous occurrences.
- Use any equipment, material or substance in accordance with the information, instruction and training given by the Company and, under no circumstances, recklessly or intentionally misuse anything provided in the interests of health, safety or welfare.
- Refuse to undertake any work practice, procedure or operate any equipment for which adequate information, instruction or training has not been given and to make reasonable request to the Company management for this to be carried out.
- To use personal protective equipment or materials provided by the employer in accordance with the appropriate instructions and NOT misuse personal protective, equipment or materials in any way.
- Report any work practice, procedure, item of equipment or material or substance that may give rise to unacceptable risk either to themselves or to others to the relevant Manager.
- Report any accident, ill health, 'near miss' or dangerous occurrence, however minor, that could give rise to an accident to the relevant Manager without due delay.
- To comply with Health and Safety instructions, both verbal and written, which are issued to them.
- Declare any health condition that may affect their ability to perform their duties safely and without an adverse effect on their health.
- To use, handle and store substances in the prescribed manner.

## Health and Safety Policy and Procedures

### All employee responsibilities:

Due regard must be taken by all staff of the duties placed upon each individual under Section 7 of the Health and Safety at Work Act 1974 and the responsibilities of employees are as follows:

- It shall be the duty of all employees at work to take care for the Health and Safety of themselves and other persons who may be affected by his / her acts or omissions at work” and “as regards any requirement or duty imposed on his employer or any other persons by or under any of the statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed and complied with”.
- Whilst the overall responsibility for Health and Safety lies at Director level, all employees have to accept their roles and responsibilities in carrying out this Policy.
- Co-operate fully with managers to enable them to carry out their statutory duty, and any Health and Safety inspection, monitoring or auditing.
- Comply with the Davidson Training UK Ltd Health and Safety policies, standard operating procedures and instructions which are issued to them.
- Adhere to the requirements of the risk assessment process and also ensure they are aware that they have a legal duty to follow procedures issued by Davidson Training UK Ltd which are designed to protect their own and others health, safety and welfare.
- Comply with any statutory duties and inspections undertaken on equipment and tools and record them and ensure any defects are immediately reported to the manager. Any defective equipment must be taken out of service, clearly marked and kept aside for repair.
- Visually check all electrically operated items prior to using them or issuing them to another person and immediately after their use to ensure that there are no obvious defects. When defects are suspected the item must be removed from service and the matter reported to their manager.
- Promptly report to their manager any situation, working practice or procedure which they know is potentially hazardous or which has been reported to them as such.
- Use machinery, plant or equipment only when they have been authorised to do so, when the appropriate instructions and training has been completed ensuring all of the safety systems are in operation.
- Make full use of the appropriate equipment, personal protective equipment and be aware of the hazards within their workplace and familiar with safe systems of work.
- Ensure all accidents, incidents, dangerous occurrences or ill health are reported to their line manager who will investigate within 24 hours of the accident or incident occurring and provide details of the action required to prevent reoccurrence.
- Undergo the appropriate Health and Safety training were deemed necessary by their manager.
- To comply with all COSHH task based risk assessments.

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### First Aider

The First Aiders will ensure that:

1. Prompt attention is given to anyone requiring first aid treatment in accordance with the training received.
2. The First Aid Training Certificate is Valid.
3. The First aid kit contains the materiel prescribed in the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and related guidance (L74 2009).
4. Any First aid provided is recorded in the Accident book.
5. Any injury that is reportable under RIDDOR1995 is communicated to the Health and Safety Manager.

### Appointed Safeguarding Officer:

The Appointed Safeguarding officer will

1. Recognise learner welfare issues reported by staff that require safeguarding action.
2. Identify and initiate the intervention (e.g. referral to CPA, Social Services, and Police etc) necessary to resolve any reported Safeguarding issue relating to the welfare of a learner.

### Safety Training Policy

It is the opinion of the Management that health and safety training is an indispensable ingredient of an effective health and safety programme. It is essential that the training needs of every employee and learner in the organisation are assessed and that training to perform his or her job effectively and safely is provided.

All new employees to the Company and learners shall be formally inducted by means of a written check list to a formal training programme that will include suitable reference to general health and safety matters (e.g. work practices, fire evacuation, first aid, safety rules) and this will be kept on file.

All staff that have direct learner contact will be formally trained to respond to learner declaration and to recognise learner behaviour requiring Safeguarding action.

Competent staff shall assess needs and shall train all employees and learners in safe working practices and procedures prior to being allocated any new role. Training given shall include sufficient reference to all safety aspects in relation to the task being trained including the use and maintenance of any necessary personal protective equipment and any emergency contingency plans (e.g. fire evacuation, bomb threat) relevant to the task concerned as defined by Risk Assessment.

All learners are given specific Safety training as part of their training.

The Management shall keep records of all learners' and employees' training.

All training undertaken by employees will be evaluated for its effectiveness through competence assessment by observation.

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### Purpose of the Health and Safety Pre-Vet on employers for their apprentices

As part of the training that an apprentice receives they should be given health and safety training.

The content and amount of this will vary depending on the job role.

In some environments, such as factories or building sites, there will be more dangerous hazards than in places such as offices.

The apprentices' health and safety training should be comprehensive and give them a clear understanding of the dangers, processes in place to protect themselves and what they can do to keep safe.

We ensure a full risk assessment of the premises is carried out to identify any potential hazards and then work out how to prevent them. This information is recorded on a Pre-Vet Form and available to staff as well as training being given so that they understand it fully.

Within the risk assessment we also assess the Safeguarding risks.

### When an employer recruits an apprentice we assess the following areas within the Health and Safety check:

- Has the employer done a full risk assessment on all aspects of the apprentice's job role, taking into account the apprentice's lack of experience?
- Is health and safety covered in the induction training and is it appropriate to the kind of work that the apprentice will be doing?
- Are supervisors trained and competent to supervise a young person and are they given enough time to do so?
- Is health and safety an integral part of the training that the young person/apprentice receives?
- Is the apprentice issued with appropriate protective clothing and equipment?
- Is the apprenticeship training and any injuries relating to apprentices being monitored by the employer?
- Employers and Public Liability in in place and up-to-date.
- General health and safety (policy, prohibitions, training given, risk assessment and action plan)
- COSHH – Are there any hazardous substances that will be used, storage of COSHH related substances, training and safety measures provided.
- PPE – is there any PPE the apprentice is required to use. If so the supply of these, correct training on usage.
- The working environment – Temperature, lighting, ventilation, noise, space, washing facilities, restrooms, drinking water, areas for recreation and eating, safe walkways, safe fixtures and fittings, general housekeeping, safety signs.
- Fire Safety – Fire detection equipment, fire, ACCIDENT fighting equipment and its usage, emergency exits identified and are clear and free of obstructions, Fire alarm tests and drill and recording these, designated assembly point, nominated persons, bomb and security alert procedures, safety signage.
- Accident procedures – First Aid boxes and their location and content, accident reporting book and procedures, designated first aider or appointed person, safety notices, employer conversant with RIDDOR, accident reporting procedures required by the 'Education Skills Funding Agency'.

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- Machinery and equipment – Machinery and tools the apprentice will use, risk assessment on these, any safety guards required, maintenance, and emergency stop.
- Electrical safety/machinery/tools – Electricity at Work Regulations, PORTABLE Equipment Testing, working at heights and safety equipment provided, reporting defects, cleaning regimes, designated noise areas and protection supplied.
- Supervising and training – Training the employer will supply to ensure the health and safety of the apprentice. How is records apprentice induction to health and safety.
- Manual handling, Display Screen Equipment training if applicable.

### When an employer recruits an apprentice we assess the following areas

If the learner is classified as vulnerable by age or other disclosure (this could refer to Prevent Duty)

- Detail any disclosures that are relevant to their safety whilst at work.
- Assess the risks to the learner/young person taking into account their age, inexperience, immaturity and lack of awareness of risks.
- Assessments to take into account any other special needs or circumstances including any learning difficulty, disability and/or medical/health condition.
- Ensure that the learner been advised of the employer and training provider contact details in the event of exposure and pressure with regards to extremism and radicalisation if this is applicable.
- That the employer put in place control measures for learner/young person as a result of the assessments and have they informed the learner and their supervisor(s).
- Detail any necessary prohibitions and restrictions identified by the risk assessments that apply to the learner/young person.

### Action Plan

Following on the assessment where there is action required and action plane will be implemented. We will take into account the fitting-out and layout of the workplace; what types of work equipment will be used and how this will be handled; how the work and processes involved are organised; the need to assess and provide health and safety training.

We will:

- Identify the risks
- Identify what the risks pose to the apprentice.
- Identify measures have been taken to reduce the risk.
- Agree further measures that will be taken if needed to reduce or eliminate the risk with the employer
- Create an Action plan with agreed timescale.

If the risks are too severe and pose an imminent danger to the apprentice then we will refrain from placing the apprentice with the employer until the risks have been addressed in full.

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### Procedures for accident or ill health of an apprentice

Davidson training UK Ltd shall provide information to the ESFA, as and when specifically requested, to give assurance that adequate arrangements exist for Apprentice Health, Safety and Welfare. Any injury at work - including minor injuries - should be recorded in the employer's 'accident book'. Any sickness or absence must be accounted for and recorded as specified in the Apprentices' contract of employment. If the Apprentice is absent from work for 3 consecutive weeks, dependent on the circumstances, the Apprentice may have to leave the programme or take a planned break in learning.

Employers are advised that Davidson Training UK Ltd must be made aware if any accidents which happen within the workplace involving apprentices.

The reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 1995 states that "if you are an employer, self-employed or anyone in control of work premises, you are required to report some work-related accidents, diseases and dangerous occurrences.

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities to identify where and how risks arise and enables them to investigate serious accidents.

As an employer, you must report all of the following:

- Death or major injury
- An injury which lasts over 7 days. This is applicable when an employee, Apprentice or self-employed person has an accident at work and is unable to work for over 7 days but does not have a serious injury. Please note that the 7 days includes weekends and public holidays.
- A work related disease
- A dangerous occurrence. This is applicable when something happens that does not result in a reportable injury but which clearly could have done.

Davidson Training UK Ltd will inform the ESFA of the death of any Apprentice which is a result of work undertaken whilst in employment and who is undertaking an Education and Skills Funding Agency related Learning Programme. This will be done by informing the ESFA's representative by telephone or email immediately upon becoming aware of the event.

Davidson Training UK Ltd shall report all RIDDOR reportable incidents in line with the Regulations, and shall investigate or assess the circumstances of all Apprentice incidents within the scope of RIDDOR and follow HSE guidance 'Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals' (HSG245) ISBN 0717628272. Davidson Training UK Ltd will only use persons competent to investigate/assess Apprentice incidents with a view to identifying the causes of any incident and lessons to be learned

Davidson Training UK Ltd shall also monitor, and act on, any other harm to Apprentices to the extent that Davidson Training UK Ltd could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience. Harm includes (but is not limited to) incidents that cause absence from learning, any loss to the Apprentice of any physical or mental faculty or any disfigurement and incidents of bullying and harassment.



## Health and Safety Policy and Procedures

### COVID-19 Policy Statement

#### COVID-19: POLICY STATEMENT FOR THE MANAGEMENT OF COVID-19 (CORONAVIRUS)

This Policy Statement has been prepared in response to the Coronavirus (COVID-19) global pandemic; Davidson Training UK Ltd is required to undertake a risk assessment of the workplace and to implement control measures to reduce COVID-19 related risks for transmission.

The Policy sets out the measures Davidson Training UK Ltd has put in place to minimise the risks to apprentices, staff, contractors, visitors and members of the public. The general health, safety and wellbeing responsibilities detailed in the Davidson Training UK Ltd Health & Safety Policy remain in force.

At all times during the pandemic, the Davidson Training UK Ltd is fully committed to:

**1. Continuing to comply with all legislative and statutory health & safety and fire safety requirements:**

Legislative and statutory health & safety requirements will be reviewed to ensure that we continue to comply with all current legislation including the Health & Safety at Work etc. Act, the Management of Health at Work Regulations, and all subordinate legislation, as well as the Regulatory Reform (Fire Safety) Order, and that such requirements take into account the transmission risks from COVID-19.

Display Screen Equipment Regulations: Davidson Training UK Ltd has a duty to ensure each member of staff working at home using a computer has the DSE equipment needed to complete the tasks being asked of them. Staff members will complete a home working risk assessment to establish their DSE requirements.

**2. Complying with all advice from governmental bodies:**

Advice and guidance from governmental, professional and advisory bodies will be reviewed, to ensure we take account of such advice and guidance when putting measures in place to minimise risks from COVID-19.

Such bodies would include, but are not limited to the Health & Safety Executive (HSE), Public Health England (PHE), NHS England, Higher Education Occupational Practitioners (HEOPS), Society of Occupational Medicine (SOM) and the Faculty of Occupational Medicine.

**3. Ensuring that plant, equipment and substances on site remain safe to use:**

Davidson Training UK Ltd will ensure that we continue to comply with all health and safety regulations such as the Workplace Regulations, the Provision and Use of Work Equipment Regulations and COSHH Regulations as well as guidance such as Portable Appliance Testing, ensuring that COVID-19 risks of transmission have been adequately assessed.

**4. Working with contractors:**

Davidson Training UK Ltd manager who authorises any contractor works will ensure that the contractors' risk assessments, method of work statements and other procedural documents have included adequate arrangements regarding the risks from COVID-19 before allowing the works to proceed.

**5. Ensuring that all emergency arrangements are maintained:**

Fire safety systems will all be maintained in accordance with Regulations. Fire evacuation procedures will remain in place, ensuring the building is safely evacuated. First Aid provision and arrangements for summoning the emergency services will remain in place.

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### **6. Enhancing cleaning and disinfection regimes:**

Davidson Training UK Ltd will continue to provide essential cleaning in all areas. Enhanced cleaning will be undertaken in communal areas to include more regular cleaning and disinfection of high touch points.

Where a member of staff or apprentice has been identified as being COVID-19 positive, and the work area cannot be left fallow for 72 hours, deep cleaning protocols will be implemented.

### **7. Information and guidance for staff, apprentices and employers:**

All staff, apprentices and employers will receive frequent information and guidance on the COVID-19. In addition, signage describing current prevention measures will be in place. The information and guidance will include advice on personal measures that each member of staff, apprentices and employers should be taking, such as social distancing, self-isolating (when symptomatic or living with others symptomatic) and hand washing.

### **8. Ensuring that all activities are reviewed in light of the risk of COVID-19:**

All staff are responsible for ensuring that risk assessments relating to activities where COVID-19 may bring additional risks are reviewed and amended where necessary, unless a COVID-19 specific risk assessment is in place. Any amendments will be communicated to the staff and other persons to whom the assessments apply.

### **9. Providing training to staff, apprentices and employers on the prevention of contracting COVID-19:**

Training on H&S responsibilities for reducing the transmission risk of COVID-19 (whilst COVID-19 continues to present a risk in the community) will be provided for all staff, apprentices and employers.

Specific training on reducing the risks of COVID-19 transmission infection control will be provided to relevant members of staff where there is an increased risk of COVID-19 transmission.

Where a risk assessment has identified the need for additional PPE, training on the correct use and disposal of such PPE, as well as Face Fit Testing of Personal Protective Equipment (PPE) will be provided.

### **10. Promoting the wellbeing of staff and students:**

During periods of home working and furlough, staff and apprentices will be able to access support through a range of wellbeing resources. Davidson Training UK Ltd will continue to offer support and safe systems of work will be strictly adhered to.

### **11. Ensuring that staff and apprentices self-isolate when symptomatic:**

Clear guidance will be provided as to the symptoms and situations which indicate that a member of staff or apprentice should self-isolate. All self-isolations involving staff should be reported to the Managing Director, as well as the NHS (by contacting 111) to report their symptoms and arrange for a COVID-19 test. Staff should only return to work when they have been symptom free for seven days. Support will be given to any apprentice having to self-isolate.

### **12. Monitoring sickness levels and reporting:**

Davidson Training UK Ltd will continue to monitor sickness levels among staff. If a member of staff tests positive for COVID-19, the Training Operations Manager should be advised immediately, so that appropriate action can be taken.

### **13. Providing the necessary Personal Protective Equipment (PPE) to prevent ill-health:**

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Davidson Training UK Ltd will review risk assessments of all activities which require the provision of additional or enhanced Personal Protective Equipment (PPE). Advice regarding the level of PPE required can be obtained from the Training Operations Manager.

### 14. Returning to the workplace:

Davidson Training UK Ltd will review working practices to ensure that relevant governmental, PHE and NHS advice will be applied and reviewed as necessary, to ensure that we remain flexible with regard to updated advice regarding social distancing, hand washing and the wearing of face coverings. Davidson Training UK Ltd will keep under review the Government Guidance 'Working safely during coronavirus (COVID-19)' and plan to comply with relevant recommendations.

### 15. Reviewing this Policy:

Davidson Training UK Ltd is constantly monitoring the situation, and this policy, along with our COVID-19 Business Continuity Plan, will be reviewed, as necessary.

Davidson Training UK Ltd  
Health and Safety Policy and Procedures 2022-2023-2024  
Reviewed October 2023

Reviewed by: Lorraine Bunyard

Position: Managing Director

Date:

Signature: