STAFFPOWER GROUP

RECRUITMENT & TRAINING

Health & Safety Policy

| Version 6.0 |

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Summary of Changes (Version 5.0 to 6.0)

This policy has undergone a comprehensive review and update to strengthen health and safety arrangements across the organisation and reflect current operational practices. The review has clarified key roles and responsibilities, including the responsibilities of the Health and Safety Officer, managers, employees and learners. Risk assessment arrangements have been enhanced through the introduction of formal review requirements and strengthened reporting expectations for hazards, accidents, incidents and near misses. Learner health and safety provisions have been expanded, including consideration of workplace-based learning activities and reasonable adjustments where required. Additional sections have been introduced covering home and hybrid working, lone working, violence and aggression, contractor and visitor management, and monitoring and continuous improvement. Accident reporting arrangements, wellbeing provisions, first aid arrangements and contractor controls have also been strengthened. The policy has been updated to improve clarity, reflect current organisational arrangements, align with related policies, and support continued compliance with health and safety legislation and best practice.

1. **Policy Statement**

Staff Power Training *(SPT)* places a fundamental importance on the health, safety and welfare of colleagues, learners and visitors/contractors. The SPT leadership team are committed to ensuring the highest standards of health, safety and welfare and the development of a positive health and safety culture.

SPT consider that all learners are entitled to learning that takes place in a safe, healthy and supportive environment. The 'safe learner' concept is central to our policy, and we consider health and safety to be an integral part of our quality delivery of training. SPT are committed to providing suitable and sufficient arrangements for learner health and safety as a critical element of our legal Health & Safety obligations. SPT see this as essential both to maximising a positive experience of learning and to promoting achievement.

SPT will take all reasonable steps to meet its responsibility under the Health and Safety at Work etc. Act 1974 and any associated regulations including:

- *Complying with all current health and safety and fire safety legislative requirements and approved codes of practice.*
- *Implementing and adopting this policy and all associated procedures and guidance.*
- *Allocating sufficient resources and ensuring access to competent specialist health and safety advice.*
- *Providing information, instruction, supervision and training for staff and learners to ensure they are competent to carry out work or learning activities.*
- *Communicating and consulting with colleagues, learners, trade unions and others with respect to their health, safety and welfare.*
- *Taking all reasonable measures to prevent and learn from accidents, near misses and work-related ill-health.*
- *Providing and maintaining safe plant, equipment and systems of work.*
- *Ensuring that the storage, handling and use of articles and substances are carried out in a manner which controls any health, safety and/or fire risks.*
- *Ensuring that all our locations meet the health, safety and welfare needs of all staff and learners including individuals with disabilities.*

This policy statement will be communicated to all colleagues. It will be reviewed at least annually or if changes are made due to deficiencies highlighted, new legislation or by business development, with any revisions being further communicated to all.

SPT aims to provide an excellent health and safety culture and a continuous improvement in performance. All colleagues and learners are required to play their part in making health and safety a top priority.

Martin Waller

Martin Waller
Managing Director

2. Responsibilities

2.1 Overall responsibility for health and safety at SPT rests with the company directors Anthony Hudson, Sean Lavender & David MacMillan.

2.2 The Health and Safety Officer, Lee Johnson, is responsible for the day-to-day implementation of this policy. The responsibilities of this role include:

- Monitoring compliance
- Coordinating risk assessments.
- Investigating incidents.
- Supporting training.
- Identifying trends.

2.3 All managers and team leaders are responsible for ensuring the health and safety of their team members and any learners they are responsible for.

2.4 All employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions. They must cooperate with management on all health and safety matters. Employees must report hazards, unsafe conditions, defective equipment, accidents, incidents and near misses promptly through the appropriate reporting process.

2.5 Learners are expected to follow all health and safety instructions and report any hazards they observe.

3. Key Procedures and Arrangements

3.1 Risk Assessments:

- *SPT will carry out and review risk assessments of our premises and work activities to identify hazards. Risk assessments will be reviewed annually, following any significant change, following an accident or near miss, or where there is reason to believe they are no longer valid.*
- *SPT will implement and maintain control measures to eliminate or reduce these risks to an acceptable level.*
- *Risk assessments will cover all aspects of our operations, including classrooms, offices, practical training areas, and any off-site activities.*

3.2 *Learner Health and Safety:*

- *Learners will receive an appropriate health and safety induction.*
- *Learners will be made aware of emergency procedures.*
- *Learners are expected to report hazards, accidents and near misses.*
- *Health and safety risks associated with learning activities will be assessed and controlled.*
- *Additional consideration will be given to learners who may require reasonable adjustments.*
- *Where learners undertake training, assessment or work-based activities within employer premises, SPT will seek assurance that*

appropriate health and safety arrangements are in place and will investigate any significant concerns identified.

- *Where learning or assessment activities are undertaken within a learner's workplace, SPT will take reasonable steps to identify and respond to any significant health and safety concerns that may affect the learner, staff or others involved in the delivery of training.*

3.3 Fire Safety:

- *Fire risk assessments will be maintained for all premises occupied or used by SPT.*
  - *Fire alarms are tested weekly, and emergency lighting is tested regularly.*
  - *Fire extinguishers are provided and maintained, and relevant staff are trained in their use.*
  - *Fire evacuation procedures are clearly displayed, and a fire drill will be conducted at least once a year.*
  - *All employees and learners will be made aware of the evacuation procedure on their first day.*

3.4 First Aid:

- *Details of first aid arrangements and equipment locations are displayed at each SPT location.*
- *Details of all appointed and trained first aiders are displayed at each SPT location.*
- *All accidents and incidents of work-related ill-health must be reported and recorded in accordance with the SPT accident reporting procedure.*
- *Appropriate first aid provision will be determined through risk assessment.*

3.5 Work Related Stress:

- *SPT recognizes that mental health is as important as physical health and is committed to promoting positive wellbeing for employees and learners.*
- *The organisation will identify and manage workplace factors that may contribute to work-related stress , promote a supportive culture, encourage early intervention and provide access to appropriate support.*
- *Further information can be found within the Mental Health and Wellbeing Policy.*

3.6 Accident Reporting (RIDDOR):

- *All accidents, incidents and near misses must be reported as soon as practicable and normally within 24 hours of occurrence to the Health and Safety Officer.*
- *Certain injuries, diseases and dangerous occurrences will be reported to the Health and Safety Executive (HSE) in accordance with RIDDOR.*

3.7 Display Screen Equipment *(DSE)*:

- *All employees who use DSE as a significant part of their work will have a workstation assessment.*
- *SPT will provide information and training on the safe use of DSE and will provide eye tests on request.*
- *Our DSE Policy provides further details on our procedures.*

3.8 Electrical Safety:

- *All portable electrical appliances will be regularly tested (PAT).*
- *The fixed electrical installation will be inspected and tested by a competent electrician every five years.*
- *Staff and learners are required to report any faulty electrical equipment immediately.*

3.9 Manual Handling:

- *Manual handling tasks will be avoided where possible.*
- *Where manual handling is unavoidable, a risk assessment will be carried out, and appropriate training will be provided.*

3.10 Control of Substances Hazardous to Health *(COSHH)*:

- *SPT will assess the risks from any hazardous substances used on our premises (e.g., cleaning materials).*
- *Safety data sheets will be obtained and made available.*
- *Appropriate control measures, including personal protective equipment (PPE) where necessary, will be implemented.*

3.11 Safeguarding and Prevent Duty:

- *SPT is committed to safeguarding and promoting the welfare of learners, including vulnerable adults, and any young people who may engage with the organisation.*
- *SPT will maintain a designated Safeguarding team.*
- *All staff will receive appropriate safeguarding and Prevent duty training to enable them to identify and report any concerns.*
- *Our Safeguarding/Prevent Policy provides further details on our procedures.*

3.12 Home and Hybrid Working:

Employees working remotely are expected to maintain a safe working environment and complete any required workstation assessments. Managers will provide appropriate support and guidance regarding health, safety and wellbeing.

3.13 Lone Working:

Suitable arrangements will be implemented to protect employees who undertake lone working activities. Risk assessments will be conducted where appropriate and staff will be expected to follow agreed lone working procedures.

3.14 Violence, Aggression and Personal Safety:

SPT will not tolerate violence, threatening behaviour, harassment or abuse towards employees, learners or visitors. Incidents will be investigated and managed appropriately.

3.15 Contractor and Visitor Management:

Contractors will be selected, managed and monitored to ensure they are competent to undertake work safely. Where appropriate, SPT will obtain relevant risk assessments, method statements and evidence of competence before work commences. Contractors and visitors must comply with site health and safety arrangements and any instructions provided during visits to SPT premises.

3.16 Monitoring and Continuous Improvement:

SPT will monitor:

- *Accidents and incidents*
- *Near misses*
- *Health and safety training*
- *Risk assessment reviews*
- *Corrective actions following investigations.*

Health and safety performance data will be reviewed periodically by the Senior Leadership Team and reported to Governance as appropriate.

4. Information, Instruction, and Training

4.1 All new learners will receive a health and safety induction on their first day.

4.2 All new staff will receive health and safety induction training within their first week.

4.3 Ongoing health and safety training will be provided as required by an individual's role and responsibilities.

4.4 This policy will be made available to all staff and learners and will be displayed on our premises.

5 Consultation with Employees

5.1 We will consult with our employees on matters affecting their health and safety.

5.2 Employees are encouraged to raise any health and safety concerns with their line manager or the Health and Safety Officer.

6 Related Policies

This policy should be read in conjunction with:-

- Mental Health and Wellbeing Policy
- Display Screen Equipment Policy

- Safeguarding Policy
- Prevent Policy
- Online Safety Policy
- Equality, Diversity and Inclusion Policy
- Reasonable Adjustments Policy
- Critical Incident and Lockdown Policy
- Business Continuity Policy
- Staff Code of Conduct
- Safer Recruitment Policy

7 Policy Review

7.1 This Health and Safety Policy will be reviewed at least annually, or more frequently if there are significant changes to our operations or to legislation.