



## 1.2 Health and Safety Policy

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<b>Applicability:</b>	All academic and business functions

#### Document Control

Version	Date	Reason for Update
1.0	August 2013	Creation of document
	September 2014	Review – no changes
	August 2015	Review – no changes
1.1	August 2016	Review – update to include ‘staff training’
	August 2017	Review – no changes
	August 2018	Review – no changes
1.2	September 2019	Review – to include employer due diligence and update risk assessment
	August 2020	Review – no changes
	Sept 2021	Review – no changes
2.0	December 2021	Review – no changes



## STATEMENT OF INTENT

EMA Training Limited is dedicated to providing a safe and healthy environment for all its employees, clients, and apprentices that attend its buildings for work, meetings and training.

We aim for standards of the highest in health and safety, and we work hard to collaborate with employers to continue to ensure that throughout their employment the apprentices that we train, continue to be safe within their own work environments.

EMA Training Limited check the Health and Safety of all employers, making sure that due diligence is in place and we are not placing anyone at risk from unsafe practices.

We are committed to Health and Safety as follows:

- 🕒 EMA Training Limited ensure all employees, apprentices and visitors have access to our health and safety information.
- 🕒 EMA Training Limited will continue to work with employers and apprentices to ensure that health and safety measures are in place and maintained.
- 🕒 EMA Training Limited will provide clear instructions, information and adequate training to ensure employees are competent to do their work in a safe manner.
- 🕒 EMA Training Limited will provide clear health and safety information and training to the apprentices we train and promote continued training during their apprenticeship journey.
- 🕒 EMA Training Limited will consider and aim to consult with our employees on matters affecting their health and safety.
- 🕒 EMA Training Limited have Health and Safety processes and procedures in place to identify and reduce any risk within our sites and operational procedures.
- 🕒 EMA Training Limited will maintain safe and healthy working conditions.
- 🕒 EMA Training Limited will maintain emergency procedures, including evacuation in case of fire or other significant incidents.
- 🕒 EMA Training Limited will seek to prevent accidents and cases of work-related ill health.
- 🕒 EMA Training Limited will ensure all health and safety incidents are properly and promptly recorded, reported and investigated in order, amongst other things, to prevent reoccurrence.
- 🕒 EMA Training Limited will provide Personal Protective Equipment/ Clothing where and if required.
- 🕒 EMA Training Limited will provide and maintain safe equipment.
- 🕒 EMA Training Limited will ensure safe handling and use of substances.

As EMA Training Limited holds our own Health and Safety Standards in such high regards, it is expected that all parties that work with us or for EMA Training Limited, also maintain the highest of health and safety standards, for themselves and all those around them. They are to abide by all our Health and Safety policies and rules.



## **SCOPE**

This policy applies to all service users of EMA Training Limited.

EMA Training Limited is a Training Provider for Apprenticeships, it's offices therefore cater for employees, apprentices (apprentices) and visitors.

For this policy EMA Training Limited will set out how we will complete due diligence and any actions needed to provide satisfactory facilities in our offices for our apprentices and employees. All employers with apprentices that learn through EMA Training Limited will have their own obligations for Health and Safety Legislation (defined by their own policies and the ESFA Funding Regulations) which are not set out in the scope of this policy. EMA Training Limited do always conduct appropriate due diligence on all new employers to ensure employers comply with legislation to keep apprentices are safe whilst at work.

## **Responsibilities**

Leadership in health and safety is one of the responsibilities of the EMA Training Limited Director and whilst the Board of Directors have the overall responsibility for the implementation, communication and effectiveness of the Health and Safety policy and what it wants to achieve, on a day to day basis, they will work with the Health and Safety Officer to promote and manage how the processes are running and how safety is achieved daily. The Health and Safety Policy is to be review annually, from the first draft of this addition.

Alongside this, all employees, apprentices and visitors are expected to:

- 🕒 Co-operate with the leadership team on Health and Safety matters;
- 🕒 Take reasonable care of their own health and safety
- 🕒 Report all health and safety concerns to a leadership team member

## **Implementation**

### **Risk assessment – Internal**

- 🕒 EMA Training Limited is to complete all relevant risk assessments and take actions (including for all apprentices under 18 attending training or completing examinations within EMA Training Limited sites).
- 🕒 EMA Training Limited are to review risk assessments when working habits or conditions change
- 🕒 EMA Training Limited are to use all relevant Risk Assessment templates from HSE in completing Risk Assessment, recording and reviewing findings.

### **Risk assessment- apprentices**

- ❑ EMA Training Limited will complete a risk assessment in collaboration with the employer, for each apprenticeship programme job role. It will be part of the apprentice's induction and will consider age and vulnerability and where it is needed a separate risk assessment will be completed.
- ❑ EMA Training Limited understand that whilst it is the responsibility of the employer to conduct their own risk assessments for their premises, we have to conduct due diligence to understand that they are compliant
- ❑ EMA Training Limited will put in place controls for to allow for job role specific risk assessments to be revisited when changes in circumstances are identified.

## Training

### Staff Training

- ❑ All EMA Training Limited employees will complete mandatory health and safety induction training within the first week as part of their induction to the team, this is carried out with the Health and Safety Officer.

<https://ematraining.sharepoint.com/Shared%20Documents/Health%20and%20Safety/Staff%20H&S%20forms/New%20Staff%20HS%20induction%20form.docx>

- ❑ Health and Safety will be a regular agenda point throughout team meetings to maintain constant updates and training for all staff members.

### Apprentice Training

- ❑ All EMA Training Limited apprentices will complete mandatory health and safety induction training within the first week as part of their induction to the site, this is carried out with the trainer.

<https://ematraining.sharepoint.com/Shared%20Documents/Health%20and%20Safety/New%20Apprentice%20Student%20H&S%20induction%20form.docx>

- ❑ It is the responsibility of the apprentice's employer to conduct their own staff induction including health and safety and give their staff access to health and safety training. EMA Training Limited check employers induction and training processes meet the relevant standards as part of the due diligence and enrolment process.
- ❑ A guide on how to complete the Health and Safety Induction is also available:

<https://ematraining.sharepoint.com/Shared%20Documents/Health%20and%20Safety/Step%20by%20Step%20guide%20to%20Apprentice%20&%20Student%20Hub%20Induction%20Form.docx>

- ❑ EMA Training Limited trainer and mentors will continue to provide the apprentices with continued health and safety support and training throughout the apprenticeship journey and this is recorded on OneFile.

## Consultation

- EMA Training Limited wants to and will continue to consult with our employees on health and safety situations when they occur. If needed there will be formal Health and Safety Reviews.

## Employer Due Diligence

At EMA Training Limited we hold all the information of the employers of the apprentices we train on a database. EMA Training Limited will then aim to ensure all health and safety standards are met through conducting employer due diligence prior to apprentice enrolment. This may include:

- Contract for Services
- Commitment Statement
- Verification of the following policies in place:
  - Health and Safety (Including Risk Assessment that includes for young persons and vulnerable groups)
  - Safeguarding and Prevent
  - Equality and Diversity
  - Bullying, Discrimination and Harassment
  - Employer Liability Insurance
  - Employee Handbook
  - Employee Contract of Employment
  - Apprenticeship Agreement
- Induction into employment

Should an employer identify that they do not have these in place, an apprentice cannot be enrolled on programme.

## Ill Health and Accidents for apprentices on programme

- If an apprentice has an accident or becomes unwell whilst at their place of work, EMA Training Limited would ask to be notified of such event and if needed any information on what happened regarding the accident or illness. EMA Training will always support both apprentice and employer.
- EMA Training Limited would communicate regularly with the apprentice and employer whilst they were not working due to ill health until recovered and back to work and training. This will be to offer support, information, advice and guidance.
- EMA Training Limited will be the conduit for apprentice and employer to aid in a smooth transition back to learning if there has been a Break In Learning, due to ill health or accident.
- If the accident or illness is not in their normal place of work, EMA Training Limited expect to be notified, as we would if they were in their work place.

- ❑ EMA Training Limited feel and expect from their training that our employees are able to recognise visible signs of ill health or injury when they are with their apprentices and we expect them to notify the leadership team and health and safety officer.
- ❑ EMA Training Limited will then advise the apprentice's employer of the situation once permission from the apprentice has been given and depending on the assessment of the illness or accident and depending on their ability to continue to the apprenticeship or duties at work.
- ❑ EMA Training Limited would communicate regularly with the apprentice and employer whilst they were not working due to ill health until recovered and back to work and training. This will be to offer support, information, advice and guidance.
- ❑ EMA Training Limited will be the conduit for apprentice and employer to aid in a smooth transition back to learning if there has been a Break In Learning, due to ill health or accident.
- ❑ If the accident or illness is not in their normal place of work, EMA Training expect to be notified, as we would if they were in their work place.

#### **Monitoring of apprentices whilst in employment:**

- ❑ EMA Training Limited will continue to monitor all the apprentices we train, however the amount of monitoring may be different depending on the following requirements:
  - Awarding body requirements
  - Length of programme
  - The ability of an apprentice, if they have any special needs and/or other circumstances (including disability or health condition)
- ❑ EMA Training Limited will address any issues that are identified during any monitoring and any Health and Safety risk that is found that is not resolved to satisfaction immediately, will lead to the removal of the apprentice from that employer. This terminated placement, will lead to the apprentice and EMA Training working to find a new employer for them.

#### **General Health And Safety Information**

##### **Good Housekeeping**

Safe and efficient learning and working are greatly helped by clean and orderly environments. EMA Training Limited will ensure that:

- Corridors and passageways are sufficiently wide and free from obstruction
- Floors are clean and dry, and rubbish is removed daily ensuring classrooms are kept tidy
- Emergency exits and signs are legible and clear
- There is appropriate heat and lighting, ventilation and dust/fume extraction
- Shelving is not overloaded, and heavy items are kept low

## Electrical Equipment

- ✔ EMA Training Limited will ensure that:
  - Only authorised and qualified people install, maintain and repair electrical equipment
  - Equipment is tested annually by a qualified person
  - Faulty equipment is secured beyond use
  - Multi-socket adaptors are not used
  - Private electrical equipment is not used on EMA Training Limited premises.

## Harmful Substances

- ✔ EMA Training Limited will ensure that:
  - Materials are assessed in accordance with the regulations of Control of Substances Hazardous to Health (CoSHH), and substances are safely and properly stored
  - Training is provided in the use of hazardous substances
  - Hazardous substances are not used without appropriate protection.

## First Aid

- ✔ EMA Training Limited will ensure that:
  - First aiders will be trained, qualified and regularly updated, in appropriate numbers
  - Names of first aiders will be clearly displayed
  - First aid materials and equipment will be readily available in all areas where hazards may be

## Accident Reporting

- ✔ EMA Training Limited will ensure that:
  - Accidents and incidents are recorded on forms which match Health and Safety guidelines
  - All incidents are investigated by Health & Safety Officer and reported to the director
  - A summary of accidents, incidents and remedial action is made every year to the Board for inclusion in an annual report.
  - RIDDOR requirements are met (injury, diseases and dangerous occurrences' register).

## Fire

- ✔ EMA Training Limited will ensure that:
  - Fire exits are kept clear and are clearly marked
  - Evacuation routes and assembly points are clearly identified and marked
  - Appropriate fire extinguishers are provided, well maintained and clearly marked
  - All visitors to EMA Training Limited are notified on arrival of fire evacuation procedures
  - Smoking is not permitted on EMA Training Limited premises.

## Safe Access





- EMA Training Limited will ensure that:
  - Where possible, there is secure access to vehicle parking
  - Convenient access is provided for people with disabilities, and wherever possible learning is facilitated for people with disabilities or impairments
  - Apprentices under the age of 16 are clearly identified so that they can be safeguarded.

**Signed by Tracey Mosley, CEO**

A handwritten signature in black ink that reads 'T Mosley'.

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