



Health and Safety Policy

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Health, Safety and Environmental Arrangements

Scope

This document sets out the arrangements for Total People to ensure continued compliance with health, safety and environmental legislation and regulations relating to all aspects of training provision including apprenticeships, traineeships, adult learning and 16-19 provision.

The management system is aligned to ISO 45001 which enables the Business to control risks and improve performance. It supports the organisation to achieve the intended outcomes through the Management System, which provides value for Safety, Health, and Environmental, the Company, and interested parties.

The intended outcomes are.

- Senior leadership, commitment, responsibilities, and accountability
- Senior leadership developing, leading, and promoting a culture that supports the intended outcomes of the Management System
- Communication, consultation and participation of employees and their representatives
- Effective process for identifying hazards, controlling OH&S risks, and taking advantage of opportunities to improve processes and reduce business risk.
- Prevent or mitigate adverse and enhance beneficial environmental impacts
- Enhance customer's satisfaction
- Continual performance evaluation and monitoring of the Integrated Management Systems to improve our Health, Safety and Environmental performance
- Ensure our objectives align with our policies and take into consideration our hazards, risks, and opportunities
- Compliance with its legal and other requirements

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Introduction

Total People will ensure necessary preventative controls and resources, including time, personnel, equipment are made available to implement this Policy. The Company also recognise the need to effectively communicate our Policy and ensure our employees, apprentice/learners, contractors and visitors are competent to fulfil health and safety roles and responsibilities.

The effective delivery of this Policy also requires each employee, apprentice/learner, contractor and visitor to accept responsibility for their own health and safety and that of others and to collaborate and cooperate where applicable.

The Company will achieve a good health and safety performance by:

- providing and maintaining a safe and healthy working environment.
- providing a framework for the setting of health and safety objectives
- providing information, instruction, training, and supervision, enabling all to work safely and without injury or ill-health.
- identify and implement control measures to eliminate hazards or mitigate risk, so far as is reasonably practicable.
- communicate hazards and risks associated with work activities.
- continual improvement of our health and safety management system.
- providing safe plant, equipment, and systems of work.
- implementing arrangements for the safe use, handling, storage and transport of equipment, materials, and substances.
- complying with all applicable legal and other requirements for health & safety.
- monitoring and measuring our performance through inspections, observations, self-assessments, and internal audits.
- consult with and encourage the participation of colleagues and their representatives
- incorporating health and safety requirements into our supply chain management process to ensure contractors and suppliers are engaged.

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Definitions

- Company means Total People
- Learners means all apprentices, trainees, adults, or other individual on a Total People programme
- Processes means Processes, Procedures, Guidance and Templates.
- Site means a location where work is being carried out and includes all company premises, including third party premises where our people, apprentices/learners may be working or learning. In such circumstances employees have dual responsibility for compliance with remote-working policies of the Company whilst abiding by local policies active in third party premises.
- SHE means Safety, Health, and Environment.
- Worker means person performing work or work-related activities that are under the control of the Company
- Works means the tasks undertaken in support of the execution of a contract by the Company

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Roles and Responsibilities

The purpose of this document is to outline the top-level management structure and provide adequate detail regarding the relevant responsibilities for each management tier.

Board of Governors	<p>Total People Board of Governors carry ultimate responsibility for health and safety and for ensuring that the company allocates sufficient resources in terms of staff, training, and funding to fulfil its legal obligations. Their principal responsibilities include:</p> <ul style="list-style-type: none">• Approve objectives and targets, ensuring they take account of stakeholders• Monitor and evaluate performance against objectives• Approve Health and safety Policy• Conduct an annual review of Health and Safety Performance.
Managing Director	<ul style="list-style-type: none">• Accountable to Board of Governors for:<ul style="list-style-type: none">○ implementation of Health and Safety Policy○ monitoring performance• Has executive authority to set specific health and safety policy• Agree performance standards for management of health, safety, and welfare matters• Where responsibilities are shared, ensure coordination and cooperation<ul style="list-style-type: none">• Ensure communication channels are present to resolve matters or allow escalation to leadership.• Appoint health and safety champions to oversee implementation of health and safety policy• Provide clear and visible leadership on health and safety matters• Challenge unsafe and unhealthy behaviours
Directors and Heads of Business Areas	<ul style="list-style-type: none">• Provide clear and visible leadership on health and safety matters.• Ensure:<ul style="list-style-type: none">○ health and safety arrangements are implemented○ employees, apprentices/learners, contractors, and visitors receive health and safety training○ colleagues are held accountable for health and safety performance.○ the same management standard is applied to health and safety matters as to other management functions.• Monitor and review health and safety performance with area of responsibility.• Agree health and safety objectives and targets with line management• Health and safety matters are considered when planning and budgeting• Seek advice on health and safety matters, concerns, or areas of best practice.• Deputise for line manager where required.
Operations and Cluster Managers	<ul style="list-style-type: none">• Provide clear and visible leadership on health and safety matters• Ensure employees under your direct supervision:<ul style="list-style-type: none">○ receive health and safety training○ are set health and safety objectives and targets○ are held accountable for health and safety performance

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- Verify:
 - tasks, work environment, tools and equipment are risk assessed.
 - health and safety arrangements are implemented
 - Communicate health and safety information, including:
 - Performance against objectives and targets
 - Known hazards and their controls
 - Roles and responsibilities
 - Monitor the health and safety performance of department or Lot
 - Challenge unsafe and unhealthy behaviours
 - Include health and safety performance as an agenda item at all meetings
 - Suspend activities where employee or apprentice/learner safety or health is likely to be compromised
 - Consider health and safety requirements when business planning and budgeting.
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Teaching Staff

Accountable for health and safety performance across their area of responsibility. They shall:

- Communicate control measures in place for minimising risk to colleagues, apprentice/learners, contractors and visitors.
 - Complete behavioural observations, inspections, and audits.
 - Report potential concerns, incident reports and accidents promptly.
 - Suspend activities where safety, health or the environment is being, or is likely to be compromised.
 - Ensure:
 - work is being carried out in accordance with specified controls.
 - activities involving risk to the safety, health or well-being of employees, apprentice/learners and others are appropriately risk assessed and controlled.
 - effective arrangements are in place for responding to emergency situations, providing first aid and reporting incidents.
 - Inform their line manager of any dangers or shortcomings in the health and safety arrangements, even if there is no risk of immediate danger.
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Technicians, Compliance Officers, Premises and Support Staff

Accountable for health and safety performance across their area of responsibility. They shall:

- Follow control measures implemented to minimise risk to employees, apprentice/learners, visitors, and contractors.
 - Participate in the completion of behavioural observations, inspections, and audits.
 - Report all potential concerns, incident reports and accidents promptly.
 - Inform their line manager of any dangers or shortcomings in the health and safety arrangements, even if there is no risk of immediate danger.
 - Ensure programmes for statutory testing of equipment such as local exhaust ventilation, pressure systems, portable appliances and lifting equipment etc. are carried out.
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All Employees

Employees have a responsibility to look after their own health, and safety and that of others with whom they are working. All employees shall:

- Always work safely.
 - Ensure work areas do not create hazards for themselves or others.
 - Report any concerns, incidents or learning opportunities immediately.
 - Complete all induction and health and safety training.
 - Not misuse, disable or interfere with any equipment provided to protect people from hazards or to control risk.
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- Assess risk and implement controls prior to the completion of a task or activity.
 - Use personal protective equipment correctly.
 - Assist in the investigation of injuries, incidents and near misses;
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Health and Safety Manager

Accountable for promoting a positive health and safety culture throughout the Company by:

- Communicating conditions, practices or arrangements for health, safety and welfare at work that may expose others to risk or cause harm.
 - Attending health and safety committee meetings.
 - Assisting with the investigation of potential hazards, dangerous occurrences, and complaints; and examine the causes of accidents in the workplace.
 - Assisting with inspections of the workplace.
 - None of the above functions impose any duties on Safety Representatives.
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Employers of Apprentices/learners

- Provide a safe, healthy, and supportive environment for the apprentice/learner.
 - Ensure that health and safety arrangements are implemented and that the work environment, tools and equipment are regularly risk assessed and monitored within the workplace.
 - Provide apprentice/learners with effective supervision, training, information, and instruction
 - Suspend activities where an apprentice/learner safety or health is likely to be compromised

 - Ensure apprentices/learners employed by you and under your direct supervision:
 - Receive health and safety training
 - Understand their roles and responsibilities
 - Are held accountable for health and safety performance
 - Challenge unsafe and unhealthy behaviours
 - Reporting:
Notify Total People immediately of an incident/accident / ill health or a Health and Safety incident whilst the apprentice is at their place of work (place of work being their normal place of work or third-party premises) with full details of the incident/accident/ill health being sent to the relevant Learning Coach and Health and Safety Manager
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Apprentices and Learners

All Apprentices and learners are responsible for looking after their own health and safety and that of others affected by their academic and leisure activities. Apprentices/learners have the following specific responsibilities:

- Comply with all policies, guidance and procedures which are in place to control health and safety risk as well as risk to wellbeing.
 - Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
 - Attend appropriate induction and training.
 - Report any accidents, unsafe circumstances, or work-related ill-health.
 - Not interfere with any equipment provided to protect people from hazards.
 - Where an apprentice/learner is not confident of their ability to complete a task or leisure activity safely, inform the tutor person in charge of the activity rather than compromise their own safety or the safety of others.
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Contractors

Total People has a duty under the Health and Safety at Work Act 1974 to provide a safe environment for contractors working on Group premises, or premises controlled by the Company. Contractors must be informed of all relevant or emergency procedures in order that they are able to take the correct action in an emergency. Where there are known hazards, these should be clearly communicated to contractors for inclusion in their risk assessment process.

- Ensure the Contractor has received a site induction, which includes:
 - emergency procedures.
 - site specific risk assessment and method statement:
 - permit to work etc.:
 - access arrangements:
 - welfare facilities:
 - PPE.
- Ensure no work commences without the Risk Assessment & Method Statements.
- Contractors are required to:
 - provide a description of their method of work so that there is an effective dialogue on safety issues before work commences.
 - ensure no work commences without risk assessment and method statements
 - ensure required information is recorded (Contractor name, project description).
 - Complete the Permit to Work

Visitors

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- Visitors to premises owned or controlled by the Company have a responsibility to look after their own health and safety and that of others with whom they come into contact.
 - They must comply with warning signs and reasonable health and safety directions and instructions given to them by their host.
 - Visitors are expected to inform their host of any accidents or unsafe circumstances of which they become aware.
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Processes

An 'Organisation's Health and Safety Review' form must be used to determine that the employer can provide a safe, healthy and supportive environment in which the apprentice/learner will receive training. This review **MUST** be carried out before an apprentice/learner commences training and monitored and reviewed regularly thereafter. The completion of the form is embedded in the apprentice/learner start up process.

The partnership agreement with the employer comprises:

1. Provide 'on the job training' as agreed with the Training Adviser and detailed on the Job Description/Risk Assessment.
2. Adhere to the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.
3. Have a Health and Safety Policy (a written policy statement where there are 5 or more Employees).
4. Have assessed risks and put in place control measures to prevent or reduce (recorded for 5 or more employees).
5. Have made adequate arrangements for dealing with accidents and incidents including the provision of first aid (the employer to notify Total People Ltd immediately of all RIDDOR/Non RIDDOR reportable accidents and occupational diseases involving apprentice/learner(s)/young person(s).
6. Provide apprentice/learner(s) with effective supervision, training, information and instruction.
7. Provide and maintain suitable and appropriate equipment and machinery which is safe and without risk.
8. Have made arrangements for the provision and use of the necessary personal protective equipment's and to health.
9. Have made arrangements for fire and other foreseeable emergencies.
10. Provide a safe and healthy working environment.
11. Manage Health and Safety.
12. Manage apprentice/learner(s) / young person(s) health, safety and welfare (the employer has assessed the risks to any apprentice/learner / young person taking account of his / her age (inexperience, immaturity etc.) and any other special needs or circumstances including any disability and / or medical / health condition).
13. To provide induction training during the first day with particular attention to Health and Safety.
14. To nominate an employee/mentor who shall be responsible for the apprentice/learner's health, safety and welfare.
15. To operate a policy of Equality of Opportunity in relation to apprentice/learners.

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16. To take an active role in the 'on the job' training process as agreed on the job description / risk assessment form.
17. Ensure Employers Liability insurance is current and other insurances is in place, as appropriate to the business undertaking.
18. To allow Total People Ltd staff onto the premises for monitoring purposes.
19. Any 'Actions to be Implemented' detailed in the attached Development Plan will be addressed within the timescales indicated.

Reporting and Recording Health & Safety accidents, Incidents, ill health, and concerns

All accidents/incidents must be reported and recorded. If any member of staff has had an accident/incident or has been made aware of an accident/incident regarding an apprentice/learner, they must immediately complete the **Health and Safety Incident Form** available electronically on the Company Intranet. This will be sent directly to the Health and Safety Manager who will take any appropriate action that may be needed, this may involve an accident/indecent investigation.

In the event of an accident/incident happening whilst the apprentice is at their place of work (place of work being their normal place of work or third-party premises), Total People will need to be notified immediately by the employer and/or the apprentice/learner with full details of the accident/incident being recorded and sent to the relevant Learning Coach and the Health and Safety Manager. The Health and Safety Manager will take any appropriate action that may be needed, this may involve an accident/indecent investigation.

If any member of staff, apprentice/learner has a health and safety concern, the information is recorded, and an email notification sent to the Health and Safety Manager. The concern is actioned by the Health and Safety Manager who will provide information, advice, support, and guidance as required to ensure that any concerns are mitigated and rectified. The Health and safety Manager will conduct follow up visits/testing as deemed necessary.

In the event of ill health whilst the apprentice is at their place of work (place of work being their normal place of work or third-party premises), Total People will need to be notified immediately by the employer and/or the apprentice with full details being sent to the relevant Learning Coach / Health and Safety Manager. Total People will continue with regular communication throughout the period of ill health or until the apprentice is recovered providing any information, advice, and guidance along with any support for both the apprentice and the employer.

The employer is responsible for the health and safety of its employees and Total People recognises that it has an important role to play in ensuring the health and wellbeing of its apprentices and learners.

Promoting and gaining Commitment to the Policy

Total People will ensure that this Health & Safety Policy is promoted and commitment via the following activities. This is not an exhaustive list, as other mechanisms will be used as and when the situation arises.

This policy will be agreed by the Total People board of governors with promotion and commitment to this policy gained through:

- Staff Induction/Training/CPD/Online learning modules
- Intranet section on Health and safety, and what it means for staff and apprentices/learners
- Visible media in and around office and employer locations
- Learning resources for all apprentices and other learners
- Learner reviews – carried out on a 6-weekly basis.

We will ensure that we measure the promotion and commitment within Total People to this Health & Safety Policy by:

- Monitoring the outcomes from online and interactive training for both staff and apprentices/learners
- All staff and apprentices will be asked to sign that they have seen and understood relevant training and updates
- Managers will produce evidence (e.g. meeting notes) staff training and 1-2-1 reviews, that this policy has been discussed
- Monitoring of apprentice/learner review documentation
- Monitoring specific responses to Health & Safety in apprentice/learner and employer surveys
- Through our use of internal Health and Safety checks and reviews and through audits checks

Policy Awareness, Implementation and Training

Colleagues

- Mandatory training module as part of colleague induction
- Refresher mandatory training on an annual basis
- Read and understand this policy at induction (confirmed through colleague induction checklist), and following a policy review
- Reminders and CPD at regular all colleague briefings
- Documents available on the Company Intranet
- Notice board in all delivery sites

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Health and Safety is a standing agenda item at Total People board meetings and at monthly SLT Business Support meetings, with the Health and Safety Manager in attendance to report on any incidents, issues, or training required.

Signatures & Review:

This policy will be reviewed annually. The review date of this policy may be brought forward if there are any changes in legislation, national or local guidance before this date that are relevant to this policy. The policy will be communicated to all colleagues via I-Learn as well as being published on the Hub, on the Total People website and in the staff e-booklet issued on offer of employment.

	Name	Position	Signature
Approver:	Melanie Nicholson	Managing Director Total People	
Board Approver:	Barry Lynch	Total People Board Chair	
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