

## Health & Safety at Work Policy

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<b>Originator:</b>	Director
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<b>Responsible Person:</b>	Centre Manager
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## Health & Safety at Work Policy

### Policy Statement

Ginger Nut Training recognise that overall accountability for health and safety rests with the Directors. However, every member of staff, including contractors and consultants, has a responsibility for their own and others safety and their commitment to the policy and best practice is vital.

Non-compliance with health and safety may result in a disciplinary action.

Ginger Nut Training will work in partnership with employers to ensure learners are managed in a safe environment. All learners will be provided with a copy of this policy and must confirm receipt and understanding as part of their commitment statement. It is also available on OneFile and via our website – [www.gingernuttraining.co.uk](http://www.gingernuttraining.co.uk).

Our Health & Safety Lead is Tanya Murphy – Centre Manager - 07921 814310 – [tanya.murphy@gingernuttraining.co.uk](mailto:tanya.murphy@gingernuttraining.co.uk)

### Working with Apprentices and Employers

Ensuring the health and safety of apprentices in their working environment is paramount. As part of signing up a learner in a new location, a Workplace Safety assessment must be carried out by a trained member of staff and an employer representative, and details recorded in the embedded file before the signup takes place. This is now a remote process.

Ginger Nut Training, will ensure, as far as is practicable, that all learners receive good Health and Safety Training and that the employer has the relevant policies and procedures in line with current legislation.

This includes taking details of the employer's liability insurance, including the policy number. Where possible we should request a copy of the certificate itself. Where the insurance expires during the apprenticeship a note is taken of the expiry date and a new copy is requested when required. Some vocational areas have restrictions such as Security, social care.

The assessment also identifies any significant risks for the learner such as:

- Risk assessments – the employer identifies what are the risks and how are they managed. The employer is expected to have formal risk assessments in place that are reviewed according to their policy and procedure. The learner is monitored and supervised in line with current legislation
- Fire escapes/fire drills – the employer is expected to have clear sign posting and follow current legislation and have planned fire drills
- RIDDOR and COSHH(REACH) regulations – are these accessible in all the employer's locations.
- Harmful substances – employer has identified and procedures in place to manage risk along with appropriate PPE. <http://www.hse.gov.uk/coshh/basics.htm>
- Adequacy of supervision – how is the apprentice supervised/frequency should be highlighted by the employer with clear guidelines and responsibilities
- Machinery and equipment – training records available/ PPE supplied. The employer will provide an induction to learners and record exact training/induction provided. It is the learners' responsibility to ensure that they only carry out work where they have received appropriate training.
- Health & safety inductions and training- and whether the employer has a formal, written Health and Safety policy
- Electrical Equipment – PAT Testing Schedule in place in line with employers' policy and procedure reflecting current legislation
- First Aid – locations clearly identified on the premises and poster indicating First Aiders and having appropriate number of trained Fire Marshalls
- Accident reporting – employer to have adequate accident reporting in place with clear guidelines and procedures
- Display Screens - employer has provided health and safety guidance and risk assessed the learner and has provided adequate equipment

Where areas are identified for improvement, Ginger Nut Training will create an action plan with the employer to put any necessary improvements in place before the next visit. If low risk/paperwork issue then passed to Lead Administrator who tracks progress and follows up regularly. If high risk and deemed unsafe for learner, we would stop sign up and raise with manager for immediate rectification. Only when resolved satisfactorily can we commence training.

For low-risk workplaces health and safety assessments should be refreshed every year, for medium risk workplaces reviews should take place every six months and for high risk on a quarterly basis. However, if the tutor notices areas of concern during between reassessments, they should raise these as action points to the nominated employer representative and if an incident occurs then a new health and safety assessment should take place at the next visit.

## Procedure

Ginger Nut Training comply with current industry requirements for Health and Safety and how we ensure that staff, sub-contractors, apprentices and employers work with us to ensure Health and Safety is monitored and actioned.

When engaging with learners, apprenticeship assessors carry out H&S checks using current government documentation alongside Ginger Nut Training requirements.

It is the responsibility of the Apprenticeship Support Tutor to ensure that learners are aware of their responsibilities and this is done by:

- Accident reporting – Apprenticeship Support Tutors ensure that apprentices are fully aware of employer requirements when reporting an accident or incident by embedding this in training and reviewing employer procedures with the apprentice
- Good Housekeeping – Apprenticeship Support Tutors ensure that the learning environment is a safe place. Assessors are required to complete a Health and Safety discussion with their apprentices at every review to monitor and improve awareness and responsibility. Where a Health & Safety is identified as part of this review then the Workplace Safety Review will be brought forward to gather more information.
- Risk assessments – Apprenticeship Support Tutors carry out a risk assessment with the learner and employer if there are changes to the workplace or changes to the learners' physical needs, for example pregnancy or injury.
- Protective Equipment – Apprenticeship Support Tutors ensure that learners are wearing the correct PPE in relation to their job roles.
- Induction and training – Apprenticeship Support Tutors ensure that learners receive induction and training to be able to carry out their duties.

Health & Safety reporting documentation is found in the SharePoint folder at:

Ginger Nut Media\Ginger Nut Media Document Library -  
Training\Main\_folder\2.Policies\Word docs and Appendices\Health & Safety Policy - July 22

All health & safety incidents must immediately be reported using the form at [Health & Safety Incident Report Form.docx](#) and sent to the Health & Safety lead.

This will then be tracked via the Health & Safety reporting sheet and any investigations or actions required will be carried out.

## Ginger Nut Training – Staff

All staff receive annual updates on Health and Safety or as and when legislation changes. They also discuss Health and Safety in regular standardisation meetings.

Ginger Nut Training utilises up to date documents from the HSE website <http://www.hse.gov.uk> for staff, learners and employers to use.

For further guidance relating to some specific Health and Safety areas, please refer to the below, this list is not exhaustive, and all staff can access via the HSE website for updates. <http://www.hse.gov.uk/guidance/index.htm>

## Appendices

- Driving for Work arrangements
- Lone working
- Display Screen (DSE) Usage
- New and expectant mothers
- Assessment of repetitive tasks
- Assessment of manual handling