



## **HEALTH & SAFETY POLICY**

## Health and Safety Policy

<b>Scope:</b>	All learners (including apprentices), staff, directors and visitors to the operating sites
<b>Responsibility:</b>	The Directors, CEO/CEO, Designated H&SLead (HSL),H&S Committee (HSC)
<b>Policy Authorisation:</b>	SLT and HSC
<b>Date of Policy Update:</b>	May 2019
<b>Frequency of Policy Review:</b>	Annually
<b>Policy Author:</b>	Reena Gour

## Statement

1. Paragon Training Academy Ltd's Board "the Employer"; the Chief Executive with the Senior Management Team (SMT) and the Board shall ensure compliance with all relevant legislation. They will apply the principles of best practice in the discharge of this duty.
2. Paragon Training Academy Ltd will ensure the health, safety and welfare of all persons who may be affected by the organisation's activities. They will maintain safe and healthy working conditions and equipment for employees and provide a safe, healthy and supportive environment for learners, in so far as it is reasonably practicable.
3. Paragon Training Academy Ltd is committed, in partnership with the Education & Skills Funding Agency, to promoting the "Safe Learner" concept, to ensure learners understand the importance of Safety, and that learners develop the ability to identify hazards that may affect them and others, and to develop an understanding of the control measures used to minimise the associated risks.
4. Paragon Training Academy Ltd acknowledges its duty of care, to ensure that not only its employees but also those persons other than its employees, e.g. learners (including apprentices in the workplace), visitors, contractors, and members of the general public, are not put at risk as a result of the carrying out of its business operations, so far as is reasonably practicable.
5. A Health and Safety Committee, consisting of management and employee representatives shall meet on a regular basis to consult and discuss all aspects of health and safety within the organisation.
6. No employee shall be required to undertake any health and safety function without prior consultation and, where necessary, training.
7. Specialist consultants shall be engaged, where necessary, to advise on specific safety issues and/or hazards and the means of their control.
8. All employees shall receive adequate information, instruction and training, as appropriate, to enable the safe discharge of their contractual duties. Learners shall receive Health and Safety information at Induction into the Organisation and at appropriate intervals during their course.
9. Paragon Training Academy Ltd acknowledges the importance and contribution of all employees and learners in the formulation and implementation of health and safety procedures and systems and shall consult appropriately on all such issues.

## Organisation and Responsibilities

The legal responsibility for compliance with Health and Safety legislation cannot be devolved to others by the Chief Executive. The Board acknowledges its responsibility for ensuring that all statutory requirements are carried out and that the Organisation discharges its legal duties in an appropriate manner.

### Chief Executive

The CEO is accountable to the Board for the implementation of the Health and Safety Policy. He/she will, by delegating certain duties to Senior Managers, Managers and Supervisors, ensure that:

1. The Safety Policy Statement and General Policy Statement is brought to the attention of all employees, learners, and contractors.
2. Codes of Practice are available for each work activity carried out by the Board; a copy of each Code of Practice is made available to relevant employees and a record of distribution is maintained.
3. Other health and safety information is communicated to relevant employees.
4. Adequate first aid procedures exist including the provision of sufficient properly trained first aiders and that all employees and learners are aware of the arrangements.
5. Accidents and incidents are reported using the established procedures and appropriately investigated.
6. Safety representatives can carry out their functions including inspections and accident investigations and where appropriate, that consultation takes place.
7. Training needs are identified and appropriate arrangements are made for training.
8. Requirements under the Control of Substances Hazardous to Health Regulations (COSHH) are met.
9. New employees and learners receive appropriate health and safety information including details of the Health and Safety Policy, Codes of Practices, fire drill, emergency evacuation and other Health and Safety procedures.
10. The overall procedures for health and safety are monitored.
11. A copy of the General Policy Statement is displayed in all premises which are the responsibility of the Board.

### Managing Director/CEO

The Managing Director/CEO will:

12. Be responsible for the day-to-day management and implementation of the Paragon Training Academy Ltd Health and Safety Policy.
  1. Be responsible for carrying out delegated duties in the absence of the CEO. his/her absence.
  2. Ensure that all new employees receive all appropriate Health and Safety information/training including policy statement.
  3. Ensure that relevant Health and Safety information is communicated to all employees.

4. Secure sufficient funds to meet and deliver health and safety training identified for implementation of the Policy Statement.
5. Chair the Paragon Training Academy Ltd Health and Safety Committee and ensure minutes/records of the meetings are retained.
6. Promote awareness of welfare and health and safety issues.

#### Operations Manager

Curriculum - The Operations Manager(Curriculum) will:

Ensure that all learners are given appropriate Health and Safety Induction at the start of their course.

1. Ensure that accidents to learners are reported using the established reporting procedures and copies are forwarded to the Environmental Services Office.
2. Ensure that Health and Safety training needs for academic staff are identified and requirements are forwarded to staff development.
3. Ensure that the overall procedures for the health, safety and welfare of learners are monitored.
4. Ensure that specialist equipment used to instruct learners is maintained in accordance with legislative requirements and/or manufacturers' instructions as appropriate and records kept.
5. Ensure that where engineering controls are impractical, Personal Protective equipment is readily available to both academic staff and learners and is maintained, stored and used correctly.
6. Ensure that written safe systems of work are in place and followed for all learning activities where appropriate.

#### Designated Officers

The Designated Officer(s) will be directly responsible to the Senior managers for the following specific duties:

Establishing arrangements for dealing with health and safety matters such as:

1. The dissemination of health and safety information to all employees.
2. First aid.
3. Accident reporting to comply both with HSE and LSC procedures.
4. Emergency evacuation procedures.
5. Fire procedures.
6. Ensuring accidents are investigated.
7. Ensuring health and safety matters raised by employees are dealt with.
8. Maintaining a central Health and Safety information database.
9. Ensuring compliance with COSHH assessment regulations and maintaining registers.
10. Co-ordinating all aspects of Health and Safety Policy and practice.
11. Ensuring health and safety issues are dealt with or, if this is not possible, for ensuring they are raised with the Senior managers.
12. Attending the Health and Safety Committee.

13. Ensuring that the implementation of the Health and Safety Policy is monitored.
14. Ensuring competent persons or specialists are consulted as necessary, to advise on Health and Safety matters.
15. Maintaining a list of approved work placements providers.
16. Ensuring that all engaged employers have been through appropriate H&S checks and risk assessments completed and properly recorded and followed up as appropriate.
17. Ensuring that all engaged employers are compliant with H&S law and are aware of their responsibilities as a work experience (Traineeships, Study Programmes, Programmes for the Unemployed and the forthcoming T-Levels) placement provider and/or Apprenticeship employer.
18. Ensuring that the training and updating of staff is implemented.
19. Be available to give technical advice on health and safety matters which may arise during Management inspections of the work premises.
20. Maintaining a record of all risk assessments and ensuring appropriate actions are taken.

They will also be responsible to the Senior managers for the following specific duties:

1. Ensuring compliance with all property related Health and Safety regulations and procedures.
2. The emergency evacuation of Paragon Training Academy Ltd's owned or leased premises.
3. Ensuring third parties on site comply with the Health and Safety Policy.
4. Compiling and regularly updating a "Buildings Register" identifying known hazardous substances and materials.
5. Ensuring that any premises related defects and hazards are swiftly dealt with, or if this is not possible for ensuring they are raised with the Senior managers.
6. Attending the Paragon Training Academy Ltd's Health and Safety Committee.

#### **All Second and Third Tier Managers/Members of Senior Management Team**

1. Second and Third Tier Managers are responsible, in so far as is reasonably practicable, for implementing the Health and Safety Policy within their areas of activity.
2. In particular they are responsible for:
  - Ensuring that activities under their control are carried out, as far as is reasonably practicable, safely and without risk to health.
  - Monitoring the implementation of the Health and Safety Policy in their area of responsibility.
  - Carrying out inspections of the workplace and equipment.
  - Ensuring that all engaged employers' workplaces are risk assessed and appropriate for learning activity and records kept.
  - Ensuring that individual employees are aware of their responsibility for health and safety.
  - Making suitable arrangements for consultation with employees' safety representatives.
  - Ensuring that employees and learners under their control are adequately trained, informed, instructed and supervised.
  - Ensuring that Codes of Practice appropriate to their areas of activity are brought to the attention of all employees in the group.

- Ensuring that Codes of Practices are complied with and appropriate safety signs or notices are displayed.
- Ensuring that relevant health and safety information is communicated to employees and learners.
- Ensuring that first aid procedures are complied with.
- Ensuring that all accidents occurring in their areas of activity are reported, that an accident report form is completed and a copy forwarded to the Environmental Services Office.
- Ensuring that reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
- Identifying training needs of employees within their areas of activity.
- Ensuring that employees and learners are aware of fire procedures and emergency evacuation procedures.
- Ensuring that new employees receive all appropriate health and safety information/training including Faculty/Departmental safety procedures.
- Carrying out regular risk assessments in their areas of activity to comply with EU directives, reporting if appropriate to the Organisation's Environmental Services Officer any practice, premises, equipment etc which gives rise to risk to health and safety.
- Ensure that all hazards identified by the risk assessments within their area of responsibility are adequately controlled, so far as is reasonably practicable.
- Ensuring that specialist equipment, within their area of control, is maintained in accordance with legislative requirements and/or manufacturers' instructions as appropriate and records kept.
- Ensuring that Personal Protective equipment, within their area of responsibility, is readily available for both staff and learners and is maintained, stored and used correctly.

All Line Managers and Supervisors below Third Tier Level - All Line Managers and Supervisors are responsible for ensuring that the Health and Safety Policy arrangements that have been made are implemented in their areas of activity. As a general rule, Managers' direct responsibility for health and safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

### **All Employees and Learners**

All employees and learners are reminded of the need to report any accidents that occur at Paragon Training Academy Ltd. Failure to do so may lead to difficulties when employees claim industrial injury benefit, or when learners claim the equivalent benefit under the analogous industrial injuries scheme.

Any employee having or identifying a problem about health and safety must raise the matter with his or her Line Manager or Supervisor. Employees who, during the course of their duties, are required to visit premises other than their normal place of work, they must comply with those health and safety instructions in force at those individual establishments. Learners should report Health and safety concerns to their Tutor/Assessor.

The attention of all employees is drawn to the following:

Section 7 of the Health and Safety at Work Act 1974 -This requires employees to take reasonable care for their own health and safety and that of other people who may be affected by their acts or omissions. To co-operate with the Organisation in meeting its responsibilities towards health and safety at work.

Section 8 of the Health and Safety at Work Act 1974 -This states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Any breach of the foregoing sections of the Act will be treated as a breach of the conditions of service, misconduct or gross misconduct, depending on the circumstances, and disciplinary action may be taken.

All employees have responsibilities under the Management of Health and Safety Regulations 1999 to report any possible hazards or defects to their Line Manager or Supervisor.

All employees and learners will be given access to the Paragon Training Academy Ltd Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the organisation.

Safety Representatives and Safety Committee - The Board recognise the importance of establishing a Health and Safety Committee in accordance with the Safety Representatives and Safety Committees Regulations. (See appendix B. Health & Safety Committee terms of reference)

Signed on behalf of the Board by:

Name ..... Signed.....

Status: Chair of Board Date .....



## Further Arrangements

The Health and Safety Policy is incorporated, together with other relevant information, procedures, codes of practice and statements, in the Health and Safety section of the [www.pnbt.co.uk](http://www.pnbt.co.uk) and are also available by emailing on [info@pnbt.co.uk](mailto:info@pnbt.co.uk)

A General Policy Statement will be posted within the reception/entrance to each Organisation building. The notice will be signed and dated by the Chief Executive on an annual basis.

Paragon Training Academy Ltd will establish such further arrangements and procedures as from time to time are necessary to enable compliance with this Policy.

## Systems and Procedures

The Organisation will continue to develop, maintain and monitor suitable and appropriate systems and procedures to ensure that there is compliance with legislative requirements. These systems and procedures enable hazards to be identified and control measures put in place to reduce the risks from those hazards to an appropriate and acceptable level.

All systems and procedures are incorporated in the Health and Safety section on the Organisation Paragon Training Academy, 102, Cranbrook road, Ilford, London, IG1 4NH.

First-Aid - A duty rota of Organisation First-Aiders, trained and certificated to "First-Aid at Work" standard, is maintained and a Duty First-Aider is available at all times when the Organisation is in operation. A First-Aid Room, First-Aid Kits and suitable supplies are available at all appropriate times.

Fire Alarm and Detection systems and appropriate Fire-Fighting equipment are maintained in serviceable condition, tested at appropriate intervals and certificated in accordance with legislative requirements.

Fire Evacuation procedures are maintained, monitored and evaluated at appropriate intervals for effectiveness via practice drills.

Fire Risk Assessments in compliance with the Regulatory Reform (Fire Safety) Order 2006 are completed and reviewed for all Organisation premises.

Accident Investigation -The Accountable Officer in accordance with HSE guidelines will investigate all accidents involving staff and learners. Where applicable, recommendations will be forwarded to the appropriate line manager to ensure that risk assessments are reviewed and control measures improved as required.

Signage -All signage within the Organisation is monitored to ensure that there is compliance with current legislative requirements.

## **Apprenticeships**

Apprenticeships and any other workplace-delivered programmes will have additional considerations based on location and occupation.

All employers and placement providers will undergo a full H&S audit, based on the industry standard HASP model. Findings are recorded, fed back and a remedial action plan put in place prior to any apprentice starting their programme.

If the subsequent action fails to remedy the issue(s), the Apprenticeship programme will not commence. Any serious breaches will result in a report being submitted to the HSE.

All learners will have a full workplace H&S induction, in addition to their programme induction, along with modules relating to wellbeing.

The apprentice(s) will be taught how to effectively complete a risk assessment; and will be set a task to risk assess and action plan their working environment, in conjunction with their tutor/assessor and their line employer manager/mentor

Health & Safety, along with Safeguarding, Prevent, British Values and Employment Rights will be delivered as cross cutting themes during the duration of the programme. Online learning resources are also available to supplement the on and off-the-job training.

Personal Protective Equipment (PPE) shall be supplied by the employer as appropriate and the apprentice will ensure that PPE is worn/used at all times as required.

Engaged employers workplaces are routinely audited for and risk assessed H&S compliance and records updated

All employers are to be given an "Employer Pack", which comprehensively covers their responsibilities as an apprentices' employer and/or a work experience placement provider.

All staff, learners and employers must be fully conversant with the procedure for reporting and dealing with accidents or ill health of apprentices and other learners falling under Paragon Training Academy Ltd's duty of care.

Information, Instruction and Training - Appropriate information, instruction and training is given to all employees and such other persons as necessary to ensure that no-one is put at unacceptable risk as a result of attending the Organisation's premises or any activity associated with its business operations.

Copies of all relevant documentation and guidance on legislative requirements are held, up-dated and added to as appropriate.

A register of safety professionals and safety organisations is maintained to enable the Organisation to access advice and information as necessary.

Membership of appropriate organisations is maintained to enable the Organisation to participate in meetings, discussions and conferences with similar businesses and operations with the intention of ensuring that the best ideas, systems and procedures are implemented to the benefit of the Organisation, its employees, its learners and others who may be affected by its operations.

## **HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE**

### **1. Aims and Objectives**

1.1 The Committee will seek to promote and secure the health, safety and welfare of all persons having resort to Organisation premises, through the co-operation of all employees and the publication of a Health and Safety practices and procedures

### **2. Establishment**

2.1 The Committee will comprise of representatives from each department and service provider and from accredited staff Health and Safety Representatives. The size of membership of the Committee will be jointly agreed and may vary from time to time. The Committee will meet at least quarterly. The quorum for decision-making must be 50% of the group membership; advisors and ex-officio members are not included in the quorum.

2.2 The Organisation is ultimately responsible for the regular and effective checking of Health and Safety precautions and for ensuring that its declared Health and Safety Policy is fulfilled. The work of the Committee must be seen as supplementing the arrangements introduced by the Organisation for ensuring the continued wellbeing of all. Where necessary, persons with specialist knowledge or skills may be co-opted to the Committee in an ex-officio capacity.

### **3. Operational Function**

3.1 The main function of the committee is to:

- Advise on the development of the Health and Safety policies, procedures and safe working practices contained therein,
- Monitor and review all reportable incidents (RIDDOR) and all incident investigation reports,
- Review incident statistics and trends in order that reports can be made on unsafe conditions and practices, together with recommendations for corrective action,
- Consider Health & safety Audit reports which Health and Safety Representatives may wish to submit,
- Monitor inspections of workplaces in the form of Health & Safety Tours,
- Monitor the arrangements for Learner work place assessments
- Consider reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act 1974.
- Submit committee minutes to other functional committees within the risk management structure as required,
- Produce and submit an annual report to the Board

#### 4. Committee Membership

4.1 Membership of the Committee is as follows:

**\*\*TO BE COMPLETED\*\***

#### 5. Review

5.1 These terms of reference will be reviewed at least annually.

### HEALTH & SAFETY AT WORK ACT 1974

#### 1. General Policy Statement

1.1. **Paragon Training Academy Ltd** recognises that occupational safety and health is an integral part of its core business strategy. It believes in cost effective improvements to enhance the environment for staff, students, tutors and visitors. The organisation commits to ensuring that its statutory obligations are discharged and that a process of continual review and improvement will be fostered within the organisation.

1.2. This policy applies to all operating faculties and departments within **Paragon Training Academy Ltd**. A copy, which is Head Office/training centre specific will be held at each unit and is to be used as a working document by Organisation personnel to manage health and safety at each unit in a manner commensurate with the responsibilities outlined below.

1.3. All staff are reminded that adherence to the requirements of this policy is a legal requirement, and that any failure to do so may invalidate the organisation's insurance cover or may render them individually liable to prosecution.

2. **Paragon Training Academy Ltd** will develop and set objectives for safety performance and will strive to achieve these through the application of principles of risk assessment and risk management. The safety objectives will be publicised within the business and communicated to staff via the usual communication channels. The responsibilities of all managers and staff will be detailed within the policy as will standard operating procedures.

3. **Paragon Training Academy Ltd** will provide adequate resources to ensure that the objectives of the policy and its safety arrangements are met. All levels of staff and managers will receive appropriate training to ensure that they act competently.

3.1. Safety equipment and PPE will be provided where the risk assessment identifies the need and the organisation expects the equipment to be used.

4. **Paragon Training Academy Ltd** recognises that the achievement of safety is a partnership between the organisation, representative bodies and the employees. The organisation states its objectives and aspirations within this policy and it expects the employees to match this with a commitment to work and conduct their activities in a safe manner. It is vital that the employees

report safety defects and concerns to the Senior Management, to enable **Paragon Training Academy Ltd** to meet its stated objectives.

5. **Paragon Training Academy Ltd** will review and audit the effective management of and adherence to the policy and the safety arrangements. The Organisation's Directors and Senior Management Team will review reports on safety performance.

Signed : ( Signed copies are posted at the entrance to each Organisation building.)

**Reena Gour**

**Managing Director**

Date :

This Health & Safety Policy document and associated statements was reviewed by the Audit Committee on the XXth XX 2019 and approved by the Board on XXthXxxx 2019