



Health and Safety Policy

The main requirement of the Management of Health and Safety at Work Regulations is that employers must carry out risk assessments to eliminate or reduce risks.

Employers with five or more employees need to record the significant findings of a risk assessment. Reach 4 Skills carry out an annual risk assessment which is owned by the owners of the business and shared with staff for information and to carry out remedial action.

It is the policy of Reach 4 Skills (R4S) to ensure as far as is reasonably practicable, the health, safety and welfare of all of its employees, trainees, apprentices and contractors and other persons who may be affected by its operation, as outlined in this document and in accordance with current Health & Safety legislation. Reach 4 Skills has measures in place to ensure that the Policy will be applied equally and fairly and without exception.

All necessary information, training and supervision will be provided to R4S staff, apprentices and wider learner base to ensure implementation of this policy. All R4S staff undertake mandatory Health & Safety training at induction and at least annually thereafter. Apprentices, will at IAG be given Health & Safety specific training as well as, formal checks and re-enforcement at formal reviews.

Risks on employer sites will be identified through an employer Health & Safety visit which will be checked and validated for compliance with legislation at engagement and a time limited action plan created to monitor any areas requiring improvement.

Management and employees are required to observe and comply with current health and safety legislation within the workplace and should do all that is reasonably practicable to avoid and/or reduce health and safety risks. The main provisions of regulations require Reach 4 Skills to provide: adequate lighting, heating, ventilation and workspace (and keep them in a clean condition); staff facilities, including toilets, washing facilities and refreshment; and, safe passageways, i.e. to prevent slipping and tripping hazards. Staff feed-back is sought to ensure compliance within the head-office site.

R4S Policy aims to achieve this by providing and maintaining places of work and equipment which are safe, by the operation of systems of work which are safe and free from risks to health and also to provide suitable arrangements for the welfare of employee's learners and stakeholders.

The policy will be reviewed annually and revised if necessary.

Reach4Skills Ltd, health and safety policy runs in conjunction with the specific employer premises / site's own health and safety policy, which is checked for compliance and attached to the individual apprentice file. The majority of Reach 4 Skills activity is carried out in the employer workplace.

Outdoor and indoor space, furniture and equipment must be safe and suitable for purpose.

If any member of staff or learners notice anything unsafe or dangerous, they should take action. If they cannot put this right, they should report it to their line manager in the first instance.

Staff are legally, morally and contractually responsible for the safety of the learners in their care, legally, everyone has a 'duty of care' to each other.

Ensure your own actions or lack of actions does not put yourself or others at risk.

At the start of each session a health and safety check will be carried out. Any damage to the building or equipment will be reported to the manager and appropriate officers i.e. the caretakers.

Staff must notify head office of any serious accident, illness or injury.

Fire/evacuation procedures for each venue should be explained to learners as part of their employee induction.

All electrical and fire protection equipment is tested by external qualified organisations and forms part of a business health & safety risk assessment plan.

Accidents relating to apprentices regardless of where they occur must be reported immediately to the Director responsible for Health & Safety, who will take the necessary action including reporting to the ESFA and the Health & Safety executive if relevant and serious.

All incidents of any nature will be recorded on the learner file together with the corrective action taken.

In cases of apprentice continued absence or sickness or continued absence a formal intervention review will take place, which may include referrals to external bodies if required.

This policy was adopted by: Charlotte White, Centre Manager, Reach4Skills	Date: 14.05.19
To be reviewed: Annually	Signed: 