



Learner Health and Safety Policy

V1.2

March 2019

LEARNER HEALTH & SAFETY POLICY STATEMENT

The management of Accipio Limited is aware of the importance of controlling and monitoring Health and Safety at work, and is fully aware of its responsibilities as a guardian of public funds to provide a safe working environment for all its learners particularly young people on any of our government funded programmes (levy and non-levy).

We recognise that we have a duty of care for any learner who is under our supervision or control whilst on our premises or on training courses and/ or training secondments which take place on premises that we do not own such as sub-contracted partners and employees on our learning programmes.

This document outlines the way we work with our employers to ensure that our learners are not put at risk whilst undertaking their programme of learning. We require all of our employers to take all reasonable steps to meet our Health and Safety obligations under both the:

- *Health and Safety at Work Act 1974*
- *Management of Health and Safety at Work Regulations 1999*

Which includes providing:

- *Safe equipment and working methods*
- *Systems for the safe transporting, storage, handling and use of dangerous materials*
- *Emergency procedures*
- *Systems to meet the fire regulations*
- *Personal protective equipment*
- *Risk assessment (including fire risk assessments)*
- *Learner Welfare*
- *Training in all the above*

Accipio will undertake continuous reviews of health and safety to minimise risk to our learners. We require the management of the organisation to give appropriate support and the necessary power and authority to those implementing the policy, in order to ensure its requirements are followed.

Promotion of this policy

Accipio will promote this policy at all stages of an apprentice's journey with us. We will ensure employers have a copy of this policy and learners and staff are given adequate training on the policy to ensure compliance with it. Accipio have designed training modules for staff and apprentices to complete at induction (with annual and update training when needed). We will promote this policy through:

- Health and Safety eLearning
- Welfare eLearning
- Managing wellbeing in the workplace eLearning

- Promoting a health and safety culture eLearning
- Awareness and compliance quiz
- Discussions and additional resources on the Hub and direction from coach

Employee Training

- Health & safety training
- Safeguarding training
- Wellbeing and wellness training
- Mental Health at Work First Aid Training (designated person)
- Train and provide updates to this policy document to ensure compliance
- Health and safety training and induction (during induction)
- Completing health and safety checks and risk assessments (training)
- Staff health and safety policy and procedures (contained with your staff handbook)

ORGANISATION OF LEARNER HEALTH & SAFETY

HEALTH AND SAFETY ARRANGEMENTS

Contracting

Accipio requires all employers to commit to and undergo a detailed health and safety check to ensure that our learners are working and learning within a safe and secure environment during their programme of learning with us.

Accipio staff will require the following documentation to be presented prior to any learner starting on provision as part of our due diligence process:

- *Health and safety policy*
- *Copies of employer and public liability insurance (in date)*
- *Equal opportunities policy*
- *DBS checks for staff working with young people or vulnerable adults*
- *Safeguarding procedures*
- *Induction procedures*
- *Supervision policy*
- *Risk assessments*

Accipio staff subsequently will visit the premises of the employer to carry out a detailed health and safety check to ensure that the management and supervision of the learner and the environment minimises the risk to our learners.

The check will examine the following aspects of health and safety:

- *Health and safety policy*
- *Insurance (s)*
- *Equal opportunities policy*
- *Safeguarding*
- *Supervision, training, information and instruction*
- *Risk assessments and control measures (incl PPE and COSHH)*
- *Accidents, incidents and the provision of first aid*
- *Fire safety and evacuation processes and provisions*
- *Learner welfare provision*
- *Provisions to meet the personal requirements that are particular to the learner e.g. if they are below the age of 18 years old.*

Health and safety policy

All of our employers are required to have a written health and safety policy. The policy must set out the statement of intent, the organisation of details and the arrangements for health and safety within the organisation. The health and safety policy must be signed by the most senior person within the organisation and reviewed annually.

Insurance

All of our employers must hold appropriate employer and public liability insurance to cover the learners whilst they are with the organisation for the whole duration of the learning programme. Insurances must cover our learners may they become injured whilst on the premises or become ill as a result of being on the premises. The total value of both insurance policies must be at least £5million sterling and must be with an authorised insurer (companies working under the Financial Services and Markets Act 2000). Accipio will check the insurance company, value, date of insurance issue/expiry, insurance number, and notification of young people. Accipio will require a new insurance certificate to be provided within one month of expiry of the existing certificate.

Equal opportunities policy

All of our partners and employers are required to have a written equality and diversity policy and action plan. The policy must confirm that the organisation will provide equality of opportunity and will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, caring responsibilities, trade union activity or political beliefs – or any other grounds. We require organisations to demonstrate this commitment by:

- *promoting equality of opportunity and diversity with all our learners*
- *aiming to build an organisation which reflects our learner base, within the diverse communities in which we work, with the aim of having parity of representation across the workforce*
- *encouraging recruitment from groups currently under-represented and their career progression once employed*
- *treating our learners fairly and with respect*
- *promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this*
- *recognising and valuing the differences and individual contribution that people make*
- *providing support and encouragement to learners to develop their careers and increase their contributions to the organisation through the enhancement of their skills and abilities*
- *building in legislative requirements and best practice into service delivery and employee policies and procedures, and supporting these with appropriate training and guidance*

Accipio will measure and report on the effectiveness of delivery and policies and processes, in relation to these principles. The policy must be signed by the most senior person within the organisation and reviewed annually.

Safeguarding

Accipio is committed to providing young people and adults at risk of harm, with a safe, supportive environment which they can prosper and are protected from abuse and exploitation. In the first instance we require organisations to provide their safeguarding policy. We require any individual who is working with our learners in line with the Disclosure and Barring Service (DBS) eligibility guidance to undergo an

enhanced DBS check. A robust record of all relevant employees, their references and DBS checks must be available for review by Accipio. We reserve the right to ask for the removal of an individual working with our learners.

Any safeguarding incident must be reported to the Accipio safeguarding officer immediately on 020 7117 2690 and follow the Accipio safeguarding policy.

Accipio will measure and report on the effectiveness of delivery and policies and processes, in relation to these principles. The policy must be signed by the most senior person within the organisation and reviewed annually.

Supervision, training, information and instruction

We require all learners to know how to work safely and without risks to health. Organisations are required to provide clear instructions, information and adequate training for our learners. We require organisations to comply with the following requirements:

- *Have clear information and training that is in a form that is easy to understand.*
- *The learner to have undergone a detailed induction detailing their health and safety responsibilities and yours as an employer or training partner delivered by a trained health and safety person.*
- *A named supervisor for each learner.*
- *Comply with the employer and learner agreement in all aspects of health and safety training including induction.*

Provide as a minimum training on:

- *Emergency procedures, e.g. fire, first aid, reporting accidents*
- *Safe use of equipment and personal protective equipment*
- *Electrical safety*
- *Manual handling*
- *Safe use of display screen equipment*
- *Possible exposure to asbestos*
- *Stress management*
- *Personal safety*
- *Risks and control measures in relation to harmful chemicals and other dangerous substances.*
- *Make specific arrangements for the provision of supervision, training, information and instruction for young learners.*

Accipio reserves the right to observe any supervision, training, information and instruction in relation to our learners and requires appropriate records to be maintained of training and instruction.

Risk assessments and control measures

Accipio requires all organisations to complete a careful examination of what, in the workplace, could cause harm to our learners, and to have taken preventative action

to eliminate, reduce or control the risk. Records of risk assessments including COSHH and DSE assessments are required to be available for examination by Accipio on an annual basis. Risks pertaining to young people must be particularly assessed where learners are under the age of 18 years.

Where control of risk requires the use of PPE the learner must receive training and the equipment must be properly looked after and stored. The use of PPE must be monitored and reviewed. Records of the use of PPE must be maintained and be available on request for Accipio.

Accidents, incidents and the provision of first aid

Accipio requires that organisations have appropriate accident and incident reporting procedures in place. The organisation where learning will take place must contain as a minimum, the following:

- *First aid box*
- *Named first aider*
- *Accident book*

Accipio requires that all learners who have an accident must be recorded within the accident book and reported to Accipio immediately. Accipio reserves the right to investigate any accident or incident in relation to our learners.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain accidents that occur on or off-site (e.g. during learning activities) must be reported to the Health and Safety Executive or the local authority, whichever is in the circumstances the enforcing authority and Accipio who will notify the funding body (e.g. ESFA).

Organisations must report the following accidents if they:

- *prevent the injured person from continuing his or her normal work for more than seven consecutive days (excluding the day of the accident); or*
- *result in death or 'specified injuries'.*

Specified injuries include:

- *fractures, other than to fingers, thumbs and toes*
- *amputation of an arm, hand, finger, thumb, leg, foot or toe*
- *any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes*
- *any crush injury to the head or torso, causing damage to the brain or internal organs*
- *any burn injury (including scalding)*
- *any degree of scalping requiring hospital treatment*
- *any loss of consciousness caused by head injury or asphyxia*
- *any other injury arising from working in an enclosed space.*

Accidents to learners are work-related if they are attributable to:

- *work organisation (such as supervision on a school or trip)*
- *the conditions of the premises*
- *plant or substances (e.g. machinery, equipment, etc)*
- *acts of physical violence*

The organisation is responsible for reporting accidents and must have a nominee. All accidents will be reported on www.hse.gov.uk/riddor where a form will be completed to report the accident.

Fatal accidents, major injuries and dangerous occurrences must be reported by telephone without delay by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). (e.g. by telephone). This should be followed by a report in writing within 10 days, using form F2508. The advice of the HSE can be sought if there is doubt as to whether the accident is reportable (www.hse.gov.uk).

HSE has an out of hours duty officer, to report accidents out of hours visit www.hse.gov.uk/contact/outofhours.htm.

Fire safety and evacuation processes and provisions

Accipio requires that all organisations carry out a fire risk assessment and review this annually. The risk assessment will determine the appropriate training and fire safety measures that need to be put in place to ensure the safety of our learners. As a minimum we expect that the organisation will:

- *Ensure learners receive appropriate training on procedures they need to follow, including fire drills*
- *Keep sources of ignition and flammable substances apart*
- *Avoid accidental fires, e.g. make sure heaters cannot be knocked over*
- *Ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn*
- *Consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells*
- *Have the correct fire-fighting equipment for putting a fire out quickly*
- *Keep fire exits and escape routes clearly marked and unobstructed at all times*

Accipio will check the location and expiry date of all firefighting equipment and expects that all organisations will undertake an annual inspection of all equipment.

Welfare at work

Accipio requires that organisations have adequate provisions in place for our learners. This includes, but is not limited to, the following:

Facilities for:

Document No: LHSP_001
Version No: V1.2
Owner: G McMullan
Date: 14th March 2019
Last Review: 3rd August 2021
Next Review: 4th August 2022

Authorised by: 
S Benson-Cooper, CEO

- *Drinking*
- *Sanitation*
Washing
- *Rest*
- *Eating*
- *Security of personal belongings*
- *Ventilation*
- *Lighting*
- *Cleanliness*
- *Workstations*

Where Accipio determines that provisions are inadequate recommendations will be made which must be addressed within one month. If the welfare of the learner is determined to be at significant risk then the learning programme will be suspended until Accipio is satisfied.

Reporting ill health and accidents to us

We require our employers to notify us immediately by calling our safeguarding officer, Graham McMullan of any illness or accident of any learner on programme with Accipio. Please email safeguarding@accipio.com and also call 07809573799 (during and out-of-hours). We will then work with you and keep records of the accident/ill health (according to our organisational health and safety policy) and follow up with you and our apprentice to see what support we can put in place for them.

Persons with responsibility for Health & Safety at Accipio

Sascha Benson-Cooper (CEO) has overall responsibility for Health and Safety within the organisation with **support from the senior management team and the board**. It is noted that health and safety is **everyone's responsibility** to ensure they are working safely and to report any concerns/accidents or illness immediately.