

HEALTH AND SAFETY POLICY

Section One	Policy Statement
1	Safety Policy Statement of Intent

Section Two	Responsibilities
2.1	All employees
2.2	CEO
2.5	Employees
2.6	Organisation Chart

Section Three	Staff Arrangements
Sub-Section	
3.1	Communication & Consultation
3.2	Disclosure and Barring Service
3.3	Staff Training, Skills, and Competencies
3.4	Risk Assessments
3.5	Manual Handling
3.6	Working with Computers (DSE)
3.7	New or Expectant Mothers
3.8	First Aid & Accident Investigating and Reporting
3.9	Driving at Work
3.10	Lone working & Peripatetic Working
3.11	Alcohol and Substance Abuse
3.12	Electricity at Work

Section Four	Contractual Arrangements
Sub-Section	
4.1	Apprentice Induction and Monitoring
4.2	Safeguarding and Apprentice Support
4.3	Apprentice Accident Reporting
4.4	Employer Vetting
4.5	Employer Monitoring
4.6	Apprenticeship Agreement

Appendices	
Appendix 1	Apprentice Enrolment
Appendix 2	Renewal
Appendix 3	Incident Report Form

1 - Safety Policy Statement of Intent

It is the intention of Projecting Success, (the Company), to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

We will seek to ensure the health, safety, and welfare of all our people whilst at work and any other people who may be affected by our work activities. We will seek to comply with the requirements of health and safety legislation.

We will lead our industry by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the business and that effective health and safety actively contributes to our success.

To this end, proper implementation, and application of this Policy by everyone is paramount. Employees are required to comply with the terms of this Policy and any related arrangements to take all reasonable steps to protect their own safety and that of other employees; and co-operate with management in the implementation of this Policy.

Projecting Success firmly believes that all employees are its greatest resource and thus strives to achieve excellence by working to provide and maintain working conditions, equipment, safe systems of work both on and off the company premises.

The company works hard to promote wellbeing and continuing positive health benefits to all its employees, apprentices, and various stakeholders.

The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with Projecting Success Chief Executive Officer.

Signed: *M. Paver*

Date: *24/03/2023*

2 - Responsibilities

2.1 – All Staff

All employees are responsible for carrying out their work in a manner that will not put their personal health and safety at risk or that of their colleagues or anyone that may be affected by their actions or omissions.

All employees must seek to ensure that they plan and perform their work in accordance with the Health and Safety Policy and in compliance with current legislation. It follows, therefore, that all managers and employees have the right and the responsibility to refuse to carry out work or undertake any activity, which they consider to be unsafe.

2.2 Chief Executive Officer

The CEO will seek to ensure that:

- There is an effective and efficient approach to health and safety within all parts of the company.
- There is a suitable organisation structure for planning, implementing, monitoring, reviewing, and evaluating health and safety arrangements.
- Policies and procedures are developed to meet legal, moral, and best practice obligations.
- All levels of management understand, actively support, and implement the Company's Health and Safety Policy and associated procedures and documentation.
- Employees with specific responsibilities have the necessary authority, expertise, training, and resources to exercise their responsibilities effectively.
- All employees are consulted on health and safety matters, by ensuring that safety is included as an agenda item at each staff meeting.
- The necessary resources/budget are made available to provide competent safety management and for the continuous improvement of health and safety performance.
- There is a consistent approach to the implementation of policies and procedures within their area of accountability.
- All staff under their control understand their responsibilities for health and safety, as defined in the health and safety policy and can perform their duties to the required standard.

- All staff under their control are properly trained and supervised and receive adequate induction training and on and off the job training in appropriate aspects of health and safety.
- All staff accidents and incidents are reported to Designated Safeguarding Officer (DSO) within the organisation.
- The provision of safety specific advice, guidance and legislative updates where required to the business.
- The provision of advice and assistance where required during the investigation of accidents.
- That the health and safety policy is reviewed, evaluated, and updated and the arrangements for health and safety receive an annual audit and review.
- That they complete any other reasonable health and safety task, as requested by the Chief Executive Officer.

2.3 Employees

All members of staff will seek to ensure that they:

- Take reasonable care of the health and safety of themselves and of other persons (where applicable) at work.
- Understand their responsibilities for health and safety, as defined in the health and safety policy and associated procedures.
- Do not to interfere with, or misuse, equipment provided in the interest of health and safety.
- Use equipment, procedures and documentation provided for their work as they have been trained.
- Inform the DSO of any work situation that represents a serious and immediate danger.
- Are actively involved in consultation on health and safety matters with the DSO.
- Co-operate with their manager in the completion of all relevant risk assessments.
- Report all accidents immediately using the [Internal Accident/ Incident Investigation Form](#) .
- That they complete any other reasonable health and safety activity, as requested by their manager.

3 – Staff Arrangements

3.1 – Communication & Consultation

- All new employees at Projecting Success will receive an induction onboarding and will cover a variety of topics, including Health and Safety, safeguarding, prevent duty and equality and diversity.
- Projecting Success is responsible for ensuring all employees have access to its Health & Safety policy and are communicated any changes to the company Health & Safety arrangements.

3.2 – Disclosure & Barring Processes

- As a company, we are responsible to ensure safer recruitment and employment practices are followed as outlined in our Safer Recruitment and Selection Policy.
- Our safer recruitment and selection process advise all applicants that their recruitment is subject to a satisfactory enhanced DBS check.
- Staff not engaging in regulated activity will require an enhanced check, but do not require a barred list check.
- The enhanced DBS check gives details of any previous convictions or cautions, we do review these as in certain cases, e.g., timescales, spent convictions and seriousness of the conviction will risk assess the individual to see suitability to work for us.
- We ensure our partners undergo the same checking requirements, which is monitored during regular stakeholder meetings.
- It is company policy to complete re-checks on staff every 3 years and will be encouraged to subscribe to the [DBS Update Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-update-service)
- All checks are undertaken at Projecting Success and coordinated by our L&D Team.

3.3 – Staff training, Skills and Competencies

- A Internal training programme covering the policies, systems, procedures and processes Online training session www.preventforfeandtraining.org.uk/ on Prevent duty, Safeguarding, for British Values (Side by side) www.etflearners.org.uk and Health and safety as well as mental health training.

- All new staff that start employment with Projecting Success as part of the Induction process will be required to read a selection of policies including the health and safety Policy.
- All certificates will also be submitted to the relevant awarding bodies to ensure approval to assess and tutor Projecting Success provision of qualifications, any qualifications where the awarding body declines approval then additional training will be in agreed.
- Staff qualifications will be recorded on the staff competency and training matrix and any qualifications that are time bound will be monitored and updated where necessary to ensure that they are aware of how to implement the requirements of the above.

3.4 – Risk Assessments

- Projecting Success will seek to, where reasonably practicable, to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.
- Risk Assessments are to be carried out by the DSO in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, where they have identified the need for action those such actions will be placed in order of importance and severity.
- The risk assessments are reviewed annually or at such time any incident or accidents that may require such action.
- Health and safety/DSE questionnaire will need to be completed by all employees on commencement of their employment and quarterly thereon.

3.5 – Manual Handling

- Manual handling is defined as the moving of any load. This includes any task which involves lifting, moving, and supporting loads through physical effort.
- As far as reasonably practicable, manual handling operations shall be avoided, e.g., by eliminating or redesigning the task or by using handling equipment (e.g., a trolley or castors).
- Where a manual handling operation must be carried out, it ought to be assessed and risks of injury identified. All reasonably practicable safety measures must be taken, including informing the relevant employee of the weight of the load to be carried; altering or splitting

of the load; providing and using mechanical aid equipment; and changing the task layout or design.

- No Employee should be asked or attempt to lift a load that is too heavy.
- Any Employee who carries out a manual handling operation is required to:
 - Check that the area through which and to which the load is carried is clean and tidy.
 - Wear shoes which have a good grip and, if reasonably practicable, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment.
 - Stand close to the load and plant feet firmly with legs approximately 30 centimetres apart.
 - Squat with bent knees, keeping his / her back straight and chin tucked in.
 - Grip the load firmly and stand up slowly with the load kept near the body - the load should not be lifted above chest height.
 - Use smooth movement; avoid jerking, twisting, jumping etc.
 - Lower the load slowly by bending the knees and letting the legs take the strain.
 - Take extra care if suffering from a back problem.
 - Ask for help if necessary.
- The DSO will complete risk assessments where required.

3.6 – Working with Computers (DSE's)

- Any Employee who uses display screen equipment for a significant part of his/her normal work (for example, an employee who on average and in total, uses a computer for 2 hours per day) (“DSE Employee”) shall have his/her display screen equipment workstation assessed (and where necessary, adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrists aches. Adequate chairs, work surfaces and equipment shall be provided (e.g., footrest or back roll).
- DSE Employees are encouraged to take periodical breaks from using the equipment.

- DSE Employees shall be given written information and guidance on the safe use of display screen equipment. If necessary, DSE Employees shall attend training on the safe use of display screen equipment. Any DSE Employee who wishes to get information relating to health and safety aspects of display screen equipment should contact the health and safety officer.
- All employees are required to complete health and safety/DSE questionnaire.

3.7 – New or Expectant Mothers

- Once an employee knows they are pregnant they will need to inform HR, who will then inform the DSO as soon as possible and when it is due ideally the expected week.
- A risk assessment will be conducted by the DSO to ensure all risks are identified and a specific action plan is compiled in conjunction with the expectant mother and her manager.
- The risk assessments will be reviewed during the length of time an employee is pregnant ensuring the risks are monitored and they are adhering to the action plan and changes can be made.
- These assessments will be reviewed every month by the expectant mother's manager up and until the employee finishes their employment to go onto paternity leave.

3.8 – First Aid & Accident Investigating and Reporting

- Any employee who sustains an injury or becomes ill due to workplace conditions must immediately inform their line manager and HR.
- A record of the incident will be recorded and logged through the [Internal Accident/Incident Investigation Form](#)
- All incidents will be reviewed and followed up the DSO.
- When attending events Projecting Success will identify First Aiders and Safeguarding Officers.

3.9 – Driving at Work

The following requirements apply always when using company, hire or own vehicles on company business:

- Drivers are expected to drive safely, courteously and must comply always with all relevant and applicable legal provisions and requirements plus are fully aware of the Highway Code. These include, but are not limited to, wearing seat belts, parking restrictions and road signs. The capacity of a vehicle must not be exceeded.
- When driving for work purposes, employees must never drive faster than conditions safely allow and must obey posted speed limits always. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter and gross speeding while driving for work will be regarded as a serious disciplinary matter. Employees who gain penalty points on their licence may be required to take further driver training.
- The use of handheld mobile telephones whilst driving is prohibited unless you are using hands free however if you are using hands free it will be the choice of the person driving the car and Projecting Success will not be liable if any incident or accident occurred.
- Employees must never drive under the influence of alcohol or illegal drugs or if they consumed any alcohol up to 8 hours before the start of the journey. Alcohol must not be consumed or stored/carried within the driver's car.
- Employees should advise us if they are taking any medication, prescribed or non-prescribed, or suffer from any medical conditions where this could affect their ability to drive a vehicle. Failure to advise us will render an employee liable to disciplinary action.
- Employees may only drive a vehicle for work purposes when it is considered safe to do so. Employees must not drive a vehicle for work purposes, in dangerous or hazardous conditions.
- We will not be held responsible for any loss or damage caused to an employee own vehicle during the vehicle's use for business purposes. Any policy excess is also an employee's responsibility.
- We cannot, under any circumstances, accept responsibility for parking or other fines incurred by an employee whilst driving a vehicle on our business.
- All transport-related accidents must be reported as soon as practicable to the DSO in accordance with the provisions of this Policy's section on Reporting of Accidents. Authorisation to drive on behalf of Projecting Success may be withdrawn from employees

who attain 9 or more penalty points. If it is a requirement of the employee's job duties that they need to drive a vehicle, the loss of such a license because of a motoring conviction or on health grounds, may, if we are unable to provide suitable alternative employment, lead to the termination of their employment.

3.10 – Remote & Lone Working

- Projecting Success is a fully remote company that values its employees and recognises the importance of providing a safe and comfortable work environment, even in a remote setting. It's comprehensive [Remote & Lone Working Policy](#) outlines the expectations, guidelines, and procedures for remote working, and is applicable to all Projecting Success employees.

3.11 – Alcohol and Substance Abuse

- Alcohol and drugs may have significant detrimental effects on individuals' health and safety at work. Employees must not consume any alcohol or drugs (including certain medication) whilst at work and during the 8 hours before they start work.
- An employee who, it is suspected or recognised has an alcohol or drug dependency problem will be given the opportunity to seek diagnosis and treatment. Provided there is evidence of a genuine desire to overcome the problem, the employee may take time off work to receive appropriate treatment.
- Certified absence from work during such treatment shall count as sick leave. During any such treatment, the Employee may have to be re-deployed, to ensure his/her safety and that of other employees / visitors.
- Where help is refused, or ignored, or where impaired performance continues, or there is gross misconduct then the Company reserves the right to take disciplinary action.

3.12 – Electricity at work

- Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as

required by law and Projecting Success has devised safe systems for working with well-maintained electrical equipment.

- Employees must report any fault or defect which they notice in any electrical installation or equipment to the as soon as they discover it to HR and the equipment must not be used until fully repaired.
- All electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, instructions and training provided (where appropriate).
- All electrical equipment will be visually inspected and fully risk assessed. Out of date equipment must not be used.

4 – Contractual Arrangements

4.1 – Apprentice Induction and Monitoring

- Projecting Success will ensure all apprentices who begin government-funded programmes will undergo an induction and as part of that induction we will cover Health and Safety, safeguarding, prevent duty and equality and diversity.
- Projecting Success will ensure as part of the induction all apprentices on government funded programmes are fully aware of the 'apprentice journey', assessment process and progression routes.
- Projecting Success will ensure that all learners with Special Educational Needs or that have highlighted the requirement for additional Learning Support will receive quality support, education, and development around all skills – learning, soft and personal/social skills.
- During progress reviews our tutors encourage our apprentices to discuss/air their views on topics such as Health and Safety, British Values, Radicalisation and Extremism.

4.2 – Safeguarding and Apprentice Support

- The Projecting Success Designated Safeguarding officer will be assisted by other designated members of staff to ensure apprentices are informed of our Designated Safeguarding Officer and wider safeguarding team during the induction.

- Projecting Success have in place a safeguarding referral system where apprentices can contact Projecting Success confidentially on any issue or problem and only the DSO and designated members have access to this account. For the full information regarding this process, please view the [Safeguarding Policy](#).
- For apprentices aged 16–18 who begin a qualification with Projecting Success, we have duty to inform the parent/guardian of those said apprentices of our continued commitment to protect young people and our members of staff are fully aware of their role and responsibility to this. We do this via an electronic letter, and a copy is saved on each apprentice record.
- Projecting Success administrative support team will conduct health and safety vetting on apprentice premises prior to delivery starting and monitored regularly.
- All Projecting Success’s staff will have Prevent duty training at the beginning of employment that gives them the knowledge and confidence to identify apprentices at risk of being drawn into terrorism, and to challenge extremist ideas that can be used to legitimise terrorism. All Projecting Success staff are given refresher training during their employment with the company. The training also includes Safeguarding and refresher as part of continued CPD. The full details of this training can be found in the [Prevent Policy](#) and [Safeguarding Policy](#).
- Projecting Success’s Tutors will discuss internet and online safety with apprentices monthly if they feel that the apprentice is showing some signs of radicalisation or extremist views that they follow the referral process or alternatively email to vickye@projectingsuccess.co.uk.
- All guest speakers will only attend events and speak on non-regulated courses and therefore will be always supervised during their visit by at least one member of Projecting Success Staff.
- All staff must be able to access the [‘Keeping children safe in education: For school and college staff \(Part 1\)’](#) document and have it available if it is needed.

4.3 – Apprentice Accident Reporting

- If an apprentice who is funded by the Education Skills Funding Agency is involved in an accident, Projecting Success will complete an [Apprentice Accident/Incident Investigation](#)

Form as part their duty of care. Projecting Success will inform the Education Skills Funding Agency contract manager only if the accident is fatal.

- All apprentices receive information on Projecting Success health & safety procedures during the induction process and apprentices are made aware of the DSO at the regular progress review meetings carried out by Projecting Success Tutors.

4.4 – Employer Vetting

- To ensure Projecting Success adhere to the Education Skills Funding Agency contractual requirements, all new employers will be expected to complete a Health and Setting Vetting form and completed forms stored securely in Company sharepoint.
- Forms include Safety Management, Insurances, Fire Safety Management, First Aid Provision & Accident Reporting, Training & Supervision and Work Environment.


4.5 – Employer Monitoring

- All health and safety monitoring documentation once submitted is audited. This information can be used to give additional training or support to the Projecting Success Tutors.
- Employer insurance details will be updated/recorded annually on the H&S vetting form in line with employer renewal policies.
- Employer vetting will be carried out every 4 years.

4.6 – Apprenticeship Agreement

For Education Skills Funding Agency funded apprentices on the Apprenticeship:

- Projecting Success will have evidence that an apprentice has an Apprenticeship agreement at the start and throughout their Apprenticeship between the employer and the apprentice.
- The contracts will be signed for LEVY, co investment and small employers.
- Projecting Success must keep a copy of any changes in the apprenticeship agreement resulting from a change in circumstances in the enrolment pack.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	7	- Added Version Control - Updated Formatting	Vicky Emerson	

Appendix 1 – Apprentice Enrolment

Below are the procedures to follow regarding completing and sending health and safety documentation: Vetting and Monitoring for Apprentices.

Enrolment & Eligibility

Eligibility Form will be sent to Apprentice to complete including relevant checks on Public Liability and H&S arrangements



L&D Team ensure that the following information is obtained and checked to include:

Date Checked
Liability Insurance expiry date
Next Monitoring date



Informational recorded and stored internally

Appendix 2 - Renewals

L&D Team reviews Health & Safety worksheet to identify any site that is due for Liability Renewal



L&D Team:
Contact employer for updated information



Details updated and saved internally

Appendix 3 – Incident Report Form

Employer Details			
Employer's Name:		Number of Employees:	
Date:			
Nature of Business:			
Workplace Address:		Main Contact: (Name & Tel No)	
		Health and Safety Contact:	
Apprentice Name Involved in Accident			
Job Role			
Supervisor(s) Name(s):			
Employer Explanation of Accident			
Is the Accident RIDDOR Reportable / Actions			
What Support has been Given to the Apprentice by the Employer			

Actions / Measures in Place to Ensure Accident Doesn't Happen Again	
Has a New H&S Vetting been Conducted – Give Feedback on Findings	
Date of Next H&S Monitoring	
Any Additional Support / Advice been Given by Projecting Success	

Photographic Evidence	

Employer Name:	Employer Job Title:	Employer Signature:
Projecting Success Staff Name:	Job Title:	Projecting Success Staff Signature: