

## HEALTH AND SAFETY POLICY

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**NB this Policy will be reviewed and monitored every 12 months.**

Section One	Policy Statement
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### **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, learners, and various stakeholders.

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

**Signed**

*M. Paver*

**Date: 6<sup>th</sup> January 2025**

Section Two	Responsibilities
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### **Responsibilities**

**2.1** 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 Management System 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 Safety Management System, 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, 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.

### **2.3 Head of HR, Learning & Development**

The Head of HR, Learning & Development will seek to ensure that:

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- They actively support and implement the Company's Safety Management System, Health and Safety Policy and associated procedures and documentation.
- 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.
- Risk assessments
- All staff accidents and incidents are reported to DSO within the organisation.
- All staff are consulted on health and safety matters, ensuring that safety is included as an agenda item at each staff meeting.

#### 2.4 **Apprenticeship Quality, Compliance, and Data Officer**

Apprenticeship Quality, Compliance and Data officer will seek to ensure:

- The provision of safety specific advice, guidance and legislative updates - where required by the business.
- They are a consistent approach to the implementation of the company Safety Management System, policies and procedures within their area of accountability.
- The development and design of the company Safety Management System, including the health and safety policy, arrangements, procedures, and associated documentation.
- The provision of advice and assistance - where required during the investigation of accidents.
- That the Safety Management System 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.

#### 2.5 **Employees**

All members of staff will seek to ensure that they:

- Take reasonable care of the health and safety of themselves and of other people at work.
- Understand their responsibilities for health and safety, as defined in the Company Safety Management System. The health and safety policy and associated procedures.
- Do not 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 Head of HR, Learning & Development of any work situation that represents a serious and immediate danger.

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- Are actively involved in consultation on health and safety matters with the Head of HR, Learning & Development.
- Co-operate with their manager in the completion of all relevant risk assessments.
- Report all accidents immediately and enter the details on the accident record.
- That they complete any other reasonable health and safety activity, as requested by their manager.

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### 3.1 Communication & consultation

- All new employees at Projecting Success will receive a minimum of a 3-month staff induction on boarding and will cover a variety of topics including Operations, Data and Quality Assurance.
- 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 take responsibility to ensure safe recruitment and employment practices are followed.
- Our recruitment and selection process advise all applicants that their recruitment is subject to a satisfactory DBS check.
- All new and existing staff who frequently or intensively work with children, young people and vulnerable adults in training, supervision, care, advice, treatment, and transport are checked

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through the Home Office for criminal record information (DBS enhanced checks): this is undertaken at Projecting Success and coordinated by our L&D Team.

- In accordance with the Safeguarding Children's Board guidelines, are re DBS checking staff once they have completed a period of three years' service with the company.
- 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 assessing 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.

### 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/](http://www.preventforfeandtraining.org.uk/) on Prevent duty, Safeguarding, for British Value ( Side by side ) [www.etflearners.org.uk](http://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

Apprenticeship Quality, data and compliance officer will seek to ensure that:

- Projecting Success will seek to, where reasonably practicable, 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 Health and Safety Advisor 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 a time any incident or accidents that may require such action.

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- The health and safety questionnaire and VDU questionnaire will need to be completed by all employees as staff are currently working at home.

### 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 toe caps; 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 centimeters 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 you suffer from a back problem.
  - Ask for help if necessary.
- The Apprenticeship Quality, data and compliance officer will complete risk assessments where required.

### 3.6 Working with Computers (VDU's)

- Any Employee who uses display screen equipment for a significant part of his/her normal work

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(for example, an Employee who on average and in total, uses a computer for 2 hours per day) (“VDU 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).

- VDU Employees are encouraged to take periodical breaks from using the equipment (e.g., 10 minutes every hour).
- VDU Employees shall be given written information and guidance on the safe use of display screen equipment. If necessary, VDU Employees shall attend training on the safe use of display screen equipment. Any VDU 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 a health and safety questionnaire

### **3.7 New/Expectant Mothers**

- Once an employee knows they are pregnant they will need to inform HR, who will then inform the Health and Safety Adviser as soon as possible and when it is due ideally the expected week.
- A risk assessment will be conducted by the Health and Safety Adviser to ensure all risks are identified and a specific action plan is compiled with the expectant mother and her manager
- The risk assessments will be reviewed during the length of time and Employees are 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 Accident investigating and reporting**

- Where staff have an accident- incident these are recorded on the corporate accident report form in and reported to them within 24 hours.
- If such incidents occur whilst they are working out in the field this must be reported to the Health and Safety Adviser immediately.
- To ensure future actions/recommendations can be highlighted if any such accident/incident occurs the Health and Safety Adviser will investigate and complete a written report within a realistic timeframe.

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### 3.9 Driving at work

The following requirements apply always when using a company, hiring or owning vehicles for company business:

- All new staff must submit all driver information on the 'driver declaration form including car insurance, MOT and license. Where the car insurance is renewed, it is the responsibility of that member of staff to submit this document to HR at the earliest opportunity.
- Employees are responsible for ensuring that their own vehicles are insured for 'Business Use' and that the vehicle is roadworthy and satisfies all legal requirements, e.g., car insurance, MOT etc. Employees are also responsible for ensuring that the vehicle is maintained to a roadworthy standard and that it is serviced in accordance with the manufacturer's recommendations.
- Drivers are expected to drive safely, courteously and must comply always with all relevant and applicable legal provisions and requirements plus they 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 speed while driving for work will be regarded as a serious disciplinary matter. Employees who gain penalty points on their license 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's 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 Health and Safety Adviser in accordance with the provisions of this Policy's section on Reporting of Accidents. Authorization 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.

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### 3.10 Lone Working

As far as reasonably practicable, lone/after hours working

- Conduct a VDU home working review and health and safety questionnaire, as few workplaces stay the same, when there have been significant changes in working practice.
- To take breaks during the day where appropriate.
- Ensure that all staff calendars are fully up to date to reflect that activity that will take place for that day including teaching and learning.
- Employees also have a responsibility to conform to H&S measures adopted by the company to ensure the safe working of its entire workforce. It's the responsibility of field staff to:
- Ensure that the individuals' outlook calendar is updated to show their locations and times of visits. All outlook calendar entries must include travel times to and from the site.
- Ensure all electronic equipment is fully charged e.g. laptop, mobile device.

### 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 Visitors

- At present all staff work remotely, however any future face-to-face delivery all relevant staff who attend site will sign-in.

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### 3.13 Electricity at work

- Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosions. 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 them as soon as they discover it to Jill Hicks. 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, and instructions and (where appropriate) training provided
- All electrical equipment will be visually inspected and fully risk assessed.
- Out-of-date equipment must not be used.

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4.2	Safeguarding and learner support
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Appendices	
Appendix 1	Learner Enrolment
Appendix 2	Renewal

### 4.1 Learner induction and monitoring

- Projecting Success will ensure all learners who begin government-funded programmes will undergo an induction and as part of that induction we will cover Health and Safety, Safeguarding, the Prevent duty and Equality and Diversity.

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- This subject will be discussed whilst learners are on programme and learners will be required to gather evidence relating to health and safety to demonstrate competency, knowledge and understanding.
- Projecting Success will ensure as part of the induction all learners on government funded programmes are fully aware of the 'learner journey', assessment process and progression routes.
- Projecting Success will ensure any learner identified at the start of a programme as having special learning additional support between the learner, Projecting Success and the employer will be agreed.
- During progress reviews our Trainers encourage our learners to discuss/air their views on topics such as Health and Safety, British Values, Radicalization and Extremism.

#### 4.2 Safeguarding and learner support

- The Projecting Success Health and Safety Adviser is the Designated Safeguarding officer and will be assisted by other designated members of staff. Projecting Success will ensure learners are informed of our Designated-safeguarding officer during the induction.
- Projecting Success have in place safeguarding referral system in place by submitting a Referral Form here: <https://forms.office.com/e/Zt2tFxcjYX> where learners can contact Projecting Success confidentially on any issue or problem and only the DSO and designated members have access to this account.
- Learner/s aged 16–18 who begin a qualification with Projecting Success, we have duty to inform the parent/guardian of those said learner/s 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 a letter that is posted, and a copy is saved on each learner record.
- Projecting Success Co-Ordinator's with the support where required by the Health and Safety Adviser conduct health and safety vetting on learner premises prior to delivery starting and monitored regularly.
- If a learner is involved in an accident or incident that they are reported immediately to the Projecting Success Trainer who will inform the DSO who, with the support of the designated member for that region, comply with the accident reporting procedures within the Projecting Success accident procedures and ensure the relevant EFSA are informed.

If the accident results in a death, major injury it is also required that the employer reports this under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This can be done by contacting the Incident Contact Centre on **0845 300 99 23**. For all other reportable work-related injuries and incidents reportable under RIDDOR are to

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be reported via [www.hse.gov.uk](http://www.hse.gov.uk)

- All Projecting Success's staff will have Prevent duty training at the beginning of employment that gives them the knowledge and confidence to identify learners at risk of being drawn into terrorism, and to challenge 'extremist' ideas that can be used to legitimize terrorism. All Projecting Success staff are given refresher training during their employment with the company, which is specific to the region they work in, the sites they work in and the diversity of learners that deliver/assess to. The training also includes Safeguarding and refresher as part of continued CPD.
- Projecting Success's Trainers will discuss internet and online safety with learners monthly if they feel that the learner is showing some signs of radicalization or extremist views that they follow the referral process or alternatively email DSO [rebeccabf@projectingsuccess.co.uk](mailto:rebeccabf@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 ensure they have the following information to hand if called for the document is 'Keeping children safe in education: For school and college staff (Part 1).

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

#### **4.3 Learner accident reporting**

- Learners who are funded by the Education Skills Funding Agency if they are involved in an accident Projecting Success will complete an accident/incident report as part their duty of care and inform the Education Skills Funding Agency contract manager only if the accident is fatal.
- All learners receive information on Projecting Success health & safety procedures during the induction process and learners are made aware of health and safety at the regular monthly assessment visits carried out by Projecting Success Trainers with questions on the progress review and the use of naturally occurring evidence for the Education Skills Funding Agency.

#### **4.4 Employer Vetting**

- To ensure Projecting Success adhere to the Education Skills Funding Agency contractual requirements no funded learning is to begin their programme prior to the vetting be completed by the Projecting Success Trainer.
- Vetting and monitoring documentation, an audit will be conducted, a report completed and fed back to the relevant members of staff.

#### **4.5 Employer Monitoring**

- All health and safety monitoring documentation once submitted is audited. This information

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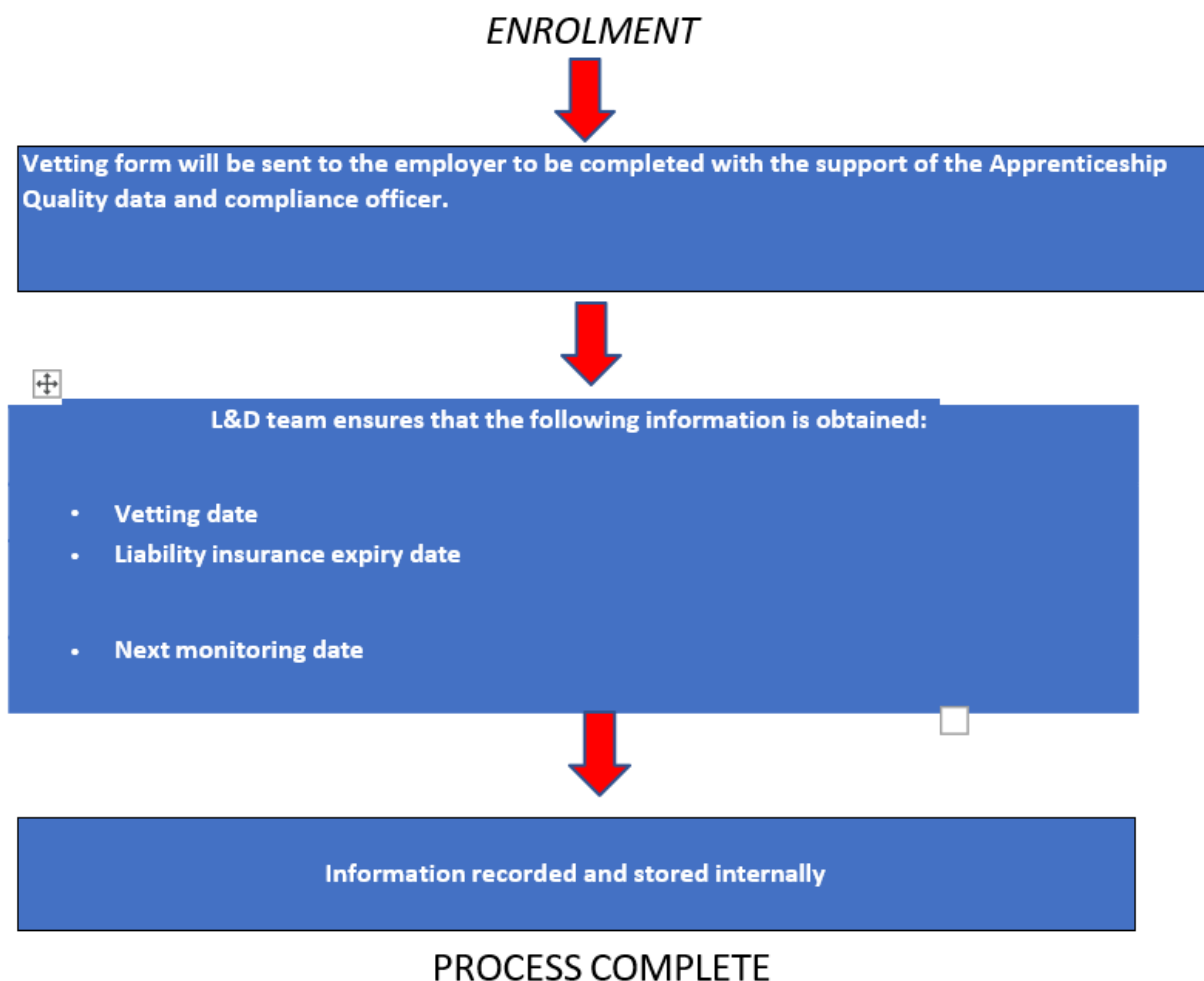
can be used to give additional training or support to the Projecting Success Trainers.

#### 4.6 Apprenticeship Agreement

- For Education Skills Funding Agency funded learners the on an 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 apprentices as defined Apprenticeships, Skills, Children and Learning Act 2009.
- And those contracts have been 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.

#### Appendix 1

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



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## Appendix 2

### RENEWALS



Apprenticeship Data and compliance officer reviews health and safety spreadsheet to identify any site that is due a monitoring visit:

- Contact employer, sends the monitoring form, and supports with completion.
- Updated liability insurance certificate



On receiving the information saves the form internally



Updates the spreadsheet

PROCESS COMPLETE

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## Appendix 5

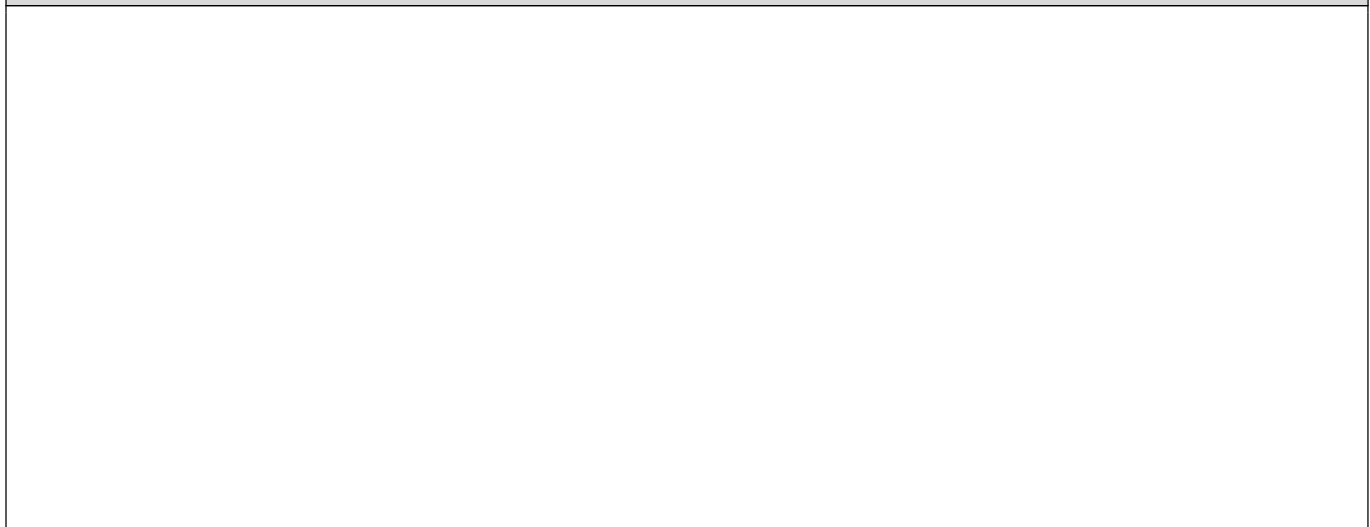
### Learner accident investigation report

Employer Details			
Employer's name:		Number of employees:	
Date:			
Nature of business:			
Workplace address:		Main contact: (Name & Tel No)	
		Health and safety contact:	
Learner 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 learner by			



the employer	
Actions/ measures in place to ensure accidents don't happen again	
Has a new h and s vetting been conducted – Give feedback on findings	
Date of next h and 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:

To whom it may concern:

I can confirm as a member of the Senior Leadership Team that I fully agree with the content of this policy as part of the annual review.

Name: David Matthews

Position: Apprenticeship Operations Manager

Signature:

