

Health and Safety Policy

Seta regards Health and Safety as being a major management concern. The Company accepts the final responsibility for ensuring that the necessary arrangements exist to provide, as far as is reasonably practicable, the safest and healthiest working conditions possible for all our employees, learners using the Centre and for others who may be affected by our work activities.

This responsibility will be discharged by the Chief Executive, who will provide and maintain safe, healthy working conditions, arrange appropriate training to enable employees and learners to work safely, provide such safety equipment as is required and ensure its effective use, actively seek the co-operation of all employees and actively endeavour to encourage learners to adopt safe working practices at all times.

All employees and learners of Seta have a part to play in the implementation and successful operation of this policy. Employees and learners must work in accordance with safety instructions, be responsible for their own behaviour, use the protective equipment provided, and report any unsafe conditions which may arise, and must not do anything that will put others at risk.

The Chief Executive will review the effectiveness of this policy, monitor health and accident statistics and consider any health and safety matters of particular concern at that time. This will be an annual review at a minimum or as required by changes to the business or incident.

This policy has been produced with specific reference to the guidance outlined in the Health & Safety Executive's Successful Health & Safety Management HSG65 and associated legislation.

Intent:

- Ensure that all learners on programme and staff work and learn in an environment that is safe but replicates real life working conditions.
- Equality of opportunity is available for all on programme learners that allows them to learn safely and have access to equipment for their safety regardless of their situation.
- Teaching, learning and support is planned, to prioritise safety and to meet the needs and circumstances of all learners.
- Curriculum content has a core of health and safety which is educated through a variety of topics, set out in induction.

Implementation:

- Implementation of this policy will be reviewed regularly by the Management team.
- Continuous training and updates will be available throughout the year to both staff and learners.
- Seta will provide continuous support throughout the apprentice and learners journey, protecting and providing confidentiality to sensitive matters around Safety.
- Managers will provide on-going support for all staff, providing required resources for health and S
- Provide a quality control process that checks quality and health and safety delivery
- provide a curriculum that has a robust health and safety training programme regardless of what apprenticeship the learner is enrolled upon.

Impact:

- Quality assurance cycle with capture health and safety and continuously improve reflecting our performance annually in our SAR.
- Statistical analysis of data capture from accident data, learner voice improvements and OTLA reports.

Roles and Responsibilities

SETA Employees

All Seta employees are expected by law to take reasonable care of the health and safety of their apprentices / learners, fellow workers and visitors under their immediate supervision.

All Seta employees are expected to remain vigilant to hazards and accidents involving injury should immediately be reported to Seta's Admin department.

All Seta employees must acquaint themselves with the rules governing health and safety. In addition, they shall:

- Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- Not attempt to repair faulty electrical equipment.
- Report all accidents involving injury to the DHSM.
- Keep all emergency exits, stairs and corridors free of obstructions.
- Observe all rules and procedures relating to evacuation of premises during an emergency.

Employers (of our apprentices)

- The apprentices' learners' employer has the primary responsibility for the health and safety of their apprentice / learner in the employer's workplace. As the training provider, SETA will take reasonable steps to satisfy ourselves that the employer is doing this.

Apprentices

- Within their place of work, apprentices will be provided with information about their responsibilities for health and safety and reporting lines for health and safety matters. It is expected that apprentices will act in accordance with this.
- As part of Seta's apprenticeship programme induction session, apprentices will be provided with information concerning health and safety matters and who to contact within Seta. This will be found in the Apprenticeship Induction Handbook that is provided to all apprentices
- Whilst on Seta's premises, apprentices must act in accordance with the information provided and report accidents, incidents and hazards that they observe in their own workplace or whilst on Seta's premises.
- If on a third-party site, apprentices must act in accordance with that site's health and safety policies, procedures, etc.

Risk Assessment

The centre manager is responsible for carrying out risk assessments as follows:

Risk Identification The manager will identify the hazards that may be encountered wherever a Seta employee or apprentice / learner is required to operate. Hazards refer to both the general working environment and the area in which the individual will operate. This will be done by, for example,

visiting a location and sitting at a desk or crouching on the floor, by observing an individual “in action” or by speaking to individuals.

Not every hazard will affect everyone so the manager needs to be specific in determining who may be affected and in what way.

Risk Evaluation and Management Arrangements

Once risks have been identified the manager will assess each of them in terms of their likelihood of occurrence and their potential impact.

Based on this assessment the risks which require the greatest level of management can be identified, i.e. those with a high likelihood of occurrence and a major impact.

This will be done using a risk matrix which scores both the likelihood of occurrence and the severity of impact. The following scoring is system used:

Score	1	2	3	4	5
Likelihood of occurrence	Very low	Low	Medium	High	Very High
Impact	Very low	Low	Medium	High	Very High

The overall risk assessment is the two scores multiplied together. For example, if a risk is assessed as a high likelihood but low impact, the score will be 8, i.e., 4 x 2. It follows that the higher the score out of a maximum of 25 the more important it is to ensure that effective risk management arrangements are in place.

Depending upon the nature of each identified risk, and the risk assessment score, suitable and appropriate actions will be identified in order to remove the risk, reduce the likelihood of it occurring and / or lessen the impact that it will have.

Record Findings and Implementation

Once the previous stages of the risk assessment have been completed, the manager will clearly document the findings and make notes of any changes implemented. These will be communicated to all those individuals who may be affected by the risk(s) and their understanding of this will be verified.

Making Employers Aware of Their Responsibility for Health and Safety

As a minimum, an apprentice's employer should:

- Ensure the company's Health and Safety Policy is brought to the attention of the apprentice.
- Offer information, advice, training and instruction on Health and Safety and safe working practices to apprentices.
- Keep a complete record of all safety training given to apprentices.
- Investigate all incidents and accidents involving an apprentice and take appropriate remedial action.

SETA makes employers aware of their health and safety responsibility and what their minimum responsibilities are prior to starting an apprenticeship programme. During the contracting meeting, the employer's responsibilities are discussed and SETA's manager carries out a short health and safety assessment in which the employer provides:

- a Certificate for Employers Liability Insurance.
- evidence of how they inform their employees about the Health and Safety at Work Act 1974.
- a written policy on equality and diversity, safeguarding and health and safety.

In addition to this, the employer, apprentice / learner and SETA sign a commitment statement which includes the health and safety responsibilities of all 3 parties.

Any concerns regarding Health and Safety should be reported immediately (including near miss occurrences) to the persons responsible below;

David Jones

Head of operations

Email : dave.jones@seta.co.uk

Tel: 01914162860

Robin Lockwood

CEO

Email : robin.lockwood@seta.co.uk

Tel: 01914162860

Accident and incident reporting and investigation

Seta operates a 'no blame policy' in respect to accident and injury reporting. We also actively encourage the reporting of all accidents, incidents and near-misses. Injury accidents and high potential incidents and occurrences are reported immediately to the Health and Safety lead who then conducts a full and detailed investigation to maximise awareness and engender a 'safe culture'. This involves group input into direct and root causation and recommendations for the changes or improvements needed to prevent recurrence.

All investigations are carried out immediately following an accident, injury or incident. Learning points are widely communicated and appropriate corrective action taken by the relevant person(s).

Seta is fully conversant with its statutory duties under RIDDOR; and also its contractual reporting duties to the Education and Skills Funding Agency. (ESFA). Learner data will be captured via progress reviews and learner voice surveys to provide consultations and continual improvements.

Accident/ill health procedure

All learner ill health or injury must be dealt with immediately when reported. Seta will maintain a significant number of trained first aiders and mental health first aiders to be the first point of contacts. If the apprentice cannot be supported by first aid, then they should be referred to a medical drop in centre or Accident and Emergency facilities. The Head of Operations and or CEO must be informed if this step is required. Learners employer and parent should be contacted and informed of the required action. First aid form to be completed as soon as possible after incident to capture details. The learner/incident must be reviewed the next working day to seek information and fed into any accident investigation. Outcome from investigation then feeds into risk assessment review if required. Any outcomes to be fed back to staff for learning opportunities and opportunities for improvements.

Personal protective Equipment (PPE)

It is required that all learner and staff wear the required PPE required for the designated sections as identified in the risk assessments. PPE will either be provided by the Apprentices employer or Seta. For equity and equal opportunities for all then Seta may provide specific PPE free of charge to apprentices where identified. PPE must be maintained by the learners and staff and replaced when required. This must be kept in good condition and not intentionally damaged.

Last review date: 24th January 2022**Date for next review: 23rd January 2023****Reviewer:** Robin Lockwood, CEO**Signature:**A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.