

HEALTH AND SAFETY POLICY

Policy Statement

Statement of intent

This is the health and safety policy statement of Pier Technology Limited trading as Pier Training.

Introduction

Pier Training is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy and supportive environment wherever learning takes place.

Pier Training being a provider of work-based learning recognises that it has a duty to ensure, so far as is reasonably practicable, the health and safety of apprentices and employees. The Managing Director of Pier Training has overall responsibility for health and safety and for ensuring that the designated Health and Safety Officer for Pier Training undertakes their responsibilities as per this health and safety policy.

Some of the information in this policy has been taken and adapted from the Education Skills Funding Agency document 'Apprentice Health, Safety & Welfare: Safe Apprentice Blueprint' and from the 'Health and Safety Executive (HSE)' <https://www.hse.gov.uk/>.

Our health and safety policy sets out to:

- Prevent accidents and cases of work-related ill-health
- Manage health and safety risks in our workplace
- Provide and maintain safe plant and equipment
- Provide personal protective equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including in case of fire or another significant incident
- Review and revise this policy twice yearly

Health and Safety Officer

Overall and final responsibility for health and safety at Pier Training:

Designated Health and Safety Officer: Marie Woodward

Email: marie.woodward@piertraining.co.uk **Mobile:** 07880 198003

Promotion of Policy

The Health and Safety policy is available to download from our website at <https://piertraining.co.uk/health-and-safety/>

The policy is readily available for all stakeholders. It is shared with employees, employers and apprentices at induction and annually when it is reviewed. At enrolment, apprentices complete an

induction workbook which includes information about how to keep themselves safe in the workplace and a link to this policy for reference.

Employees attend monthly standardisation meetings and fortnightly 'keeping in touch' team meetings. These meetings are used to promote health and safety updates which tutors share with apprentices.

All employees must:

- Co-operate with managers and Pier Training Health and Safety Officer on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to Pier Training Health and Safety Officer

Arrangements for Health and Safety

Risk Assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessment when working habits or conditions change.

Commitment, Training and Implementation of this Policy

The Employer Agreement and Commitment Statement which is signed by both employer and apprentice requests that Pier Training is informed of any changes in health which may affect learning and there is a requirement to report any accidents.

We consult with employees routinely on health and safety matters at monthly one to one supervision meetings, as they arise and more formally when we review the health and safety policy on an annual basis.

The Health and Safety officer is required to complete Health and Safety in the workplace refresher training on annual basis.

Training

- We provide employees and associates with a health and safety induction, which includes training on health and safety associated with this policy.
- We provide personal protective equipment (if applicable to the role).
- We make suitable arrangements for employees who work remotely; by providing display screen equipment (DSE) training and assessment (Health and Safety Regulations 1992).
- Tutors teach apprentices about health and safety as part of their induction, apprenticeship, and it is included routinely as part of the 8 weekly apprentice reviews (see below for full details).

Evacuation

- Escape routes in the head office building are clearly signed and evacuation plans are tested randomly during team meetings held in the building.
- Alarm testing is completed weekly.

Accidents and ill-health

Under health and safety law, a first aid box is available onsite. Accident and incident record templates are available on the staff SharePoint portal where we keep a record of injuries, incidents and cases of work-related disease. Staff must report any accidents or ill health immediately to their line manager or the Health and Safety Officer for a judgement to be made about appropriate support and specialist help such as Doctor / Hospital etc. In the case of apprentices' accidents and or ill health, the Pier Training Health and Safety Officer will be informed, however, it will remain the responsibility of the employer to offer help and support for the Apprentice whilst on work premises. All reports will be recorded on an Accident and Incident Report Form. Under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR), if it is a work-related accident, we may need to report on an accident which caused an injury. Full details of the requirements under RIDDOR can be found at <https://www.hse.gov.uk/riddor/report.htm>

Employees are informed at induction that they must report any work-related injuries or illness immediately to the designated health and safety officer at Pier Training.

Apprentices

The health and safety of apprentices is of paramount importance. The 'safe apprentice concept' is central to our policy and Pier Training will promote and expect those we work with to promote this always. We believe that apprentices are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise apprentices' experience and achievement.

Pier Training and those we work with have a primary duty of care for the health and safety of apprentices. We have a full expectation that this duty will be fully met.

We will apply four core principles:

- To expect, first and foremost, that Pier Training and employers will fully meet legal obligations and duty of care to apprentices
- Seek assurance that Pier Training and employers have suitable and sufficient arrangements for apprentice health and safety
- To take appropriate action where expected standards are not met or maintained
- To promote the raising of standards for apprentice health and safety through support, and challenge, as appropriate seeking assurance from employers for work-based training

Employer Responsibilities

Prior to the agreement of a training contract with an employer, Pier Training will request that the person responsible for the health and safety of any potential apprentices completes the Employer Health and Safety Assessment Record Checklist. The checklist is repeated every three years. A review of the checklist must be completed annually. The Health and Safety Officer is responsible for ensuring that the checklist and reviews are completed within the designated timescales. Apprentices will not be placed with an employer until the relevant checks are completed.

The purpose of these documents will be to assess the health and safety arrangements to ensure it is suitable for apprentices and to obtain a copy of the employer's Certificate of Employer Liability. It may be necessary to agree on an action plan to make improvements before a contract to deliver training can be agreed.

It is the responsibility of the employer to ensure that their employees and volunteers receive an adequate induction into health and safety, and ongoing information, instruction and training in matters relating to health & safety about their job role. The employer is responsible for ensuring that significant risks are identified, recorded and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals. Risk assessments for their workers must also be conducted. Pier Training is responsible for ensuring that employers have discharged these duties through the monitoring of the health and safety of remote employer workplaces.

Certain health and safety matters reside with the employer and will vary from site to site.

Normally these include:

- Fire instructions
- Evacuation procedures and assembly points
- Fire-fighting appliances
- Fire drills and tests
- Information on key people e.g., supervisor, first aider, fire warden, safety advisor or representatives
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment
- The risks identified by risk assessments, and the measures in place to prevent or control the risks for all the tasks to be undertaken
- Arrangements for reporting an accident, incident or illness and for obtaining first aid assistance
- Arrangements for the provision, use and wearing of personal protective equipment and clothing
- Precautions and instructions for the safe use of hazardous substances
- Measures in place for preventing or reducing risks associated with manual handling or lifting
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of workplace transport
- The importance of good housekeeping, keeping the work area tidy and safe storage of materials
- Arrangements for personal safety, welfare and personal hygiene
- Details of any prohibited or restricted tasks, activities, areas or work equipment
- Specific or additional requirements related to the employer, e.g., Company rules or procedures, Employer Health & Safety Assessment Procedure and Monitoring Arrangements

Pier Training Responsibilities

Pier Training will provide information, advice and guidance to employers about health and safety and other legal responsibilities.

In consultation with Pier Training Health and Safety Officer, the Corporate Partnership Manager (CPM) will make recommendations as to whether training and assessment can proceed in the workplace and will communicate any recommendations to the employer. The CPM will identify if the workplace is acceptable and agree or reject an action plan to rectify any issues prior to the training. Where the CPM accepts the employer with an action plan, the action plan will be clearly communicated to the employer, Pier Training's Directors, and the tutor. All objectives/actions will be documented with a timescale and a review date will be agreed.

The CPM will also identify if there are any significant risks presented to Pier Training staff and will document the risk control measures.

All staff working on the premises of remote employers will report any concerns or hazards which could put themselves or apprentices at risk to the Directors of Pier Training.

Reporting of Accidents and Incidents of Apprentices

Employers are required to keep records of all accidents, incidents, 'near misses' and reports of bullying and harassment involving apprentices on funded apprenticeship programmes. It is a requirement that any incident is immediately reported to Pier Training Health and Safety representative.

Supervision

Supervision levels must be appropriate to the risk identified and the individual's capability, needs and experience.

Apprentice induction, training, assessment and monitoring procedures

Pier Training will ensure that apprentices are informed about their rights and responsibilities as part of their induction onto their learning programme. Additionally, apprentice initial assessment will be carried out and will consider the individual's training and support needs in relation to health and safety and safeguarding. This will be documented in their Individual Learning Plan (ILP).

The tutor will ensure that the apprentice has received an induction into working safely by their employer before the assessment takes place. The induction will consist of ensuring that the apprentice is aware of their own organisation's policies and procedures and establishing their current level of understanding and identifying any training they may require.

The tutor must ensure that apprentices demonstrate a good understanding of health and safety as well as demonstrate safe practice and safe behaviours in their work and learning. It is the responsibility of the tutor to identify any additional training or support needs and arrange this with the employer throughout the learning programme.

The tutors will ascertain at review meetings with apprentices if they have been involved in any accidents or incidents at work or if they have been absent from work with an illness. They will check the reported and relevant documentation has been completed in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR) and will discuss with the manager any investigation carried out and the outcomes. It is, however, expected that employers and apprentices will notify Pier Training immediately of any accidents, illnesses and incidents.

The tutor will also check the apprentice's understanding of health and safety and the concept of the safe apprentice during the formal progress reviews by asking specific questions and will document their responses. The tutor will also ask the apprentice how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject. The tutor will identify if the apprentice needs further training, advice or guidance in relation to health and safety and safeguarding. Any concerns about health and safety or safeguarding must be reported immediately to the Designated Safeguarding Officer and appropriate action will be taken.

Apprentices will be invited to complete induction and final evaluation which helps Pier Training to monitor the effectiveness of learning programmes in providing information, advice and guidance

about health and safety and in establishing if apprentices' understanding of health and safety has been raised.

On-programme interviews will also be carried out with apprentices randomly and questions are asked about how safe apprentices feel in their environment, if their concerns on health and safety have been raised and what could be improved. They are also asked if they have experienced any form of bullying and harassment in their workplace. This information is analysed and reported half-yearly. Results will be fed into the self-assessment report (SAR).

Once the learning plan is in place, the apprentice will receive ongoing information, instruction and advice.

A safe apprentice will demonstrate:

- **Hazard Awareness**

Safe apprentices will be aware of the hazards within their environment, their activities and the work being carried out around them and their responsibilities to others.

- **Understanding**

Safe apprentices will understand the concepts of hazard and risk and the measures that are required to control risks.

- **Confidence**

Safe apprentices will be confident not only in their ability to learn and work safely but also to challenge any situation or instruction that could be unsafe to them or other people. Safe apprentices will know their limitations and when to seek further advice.

- **Contribution**

By developing these skills and knowledge, safe apprentices will be able to contribute ideas and input into their learning and work, and become more involved in the day-to-day operation of the organisation and their learning activity.

- **Behaviours**

Safe apprentices will have developed a set of behaviours to enable them to play an active part in the learning process and acquire practical, value-added and transferrable skills from their experiences.

POLICY REVIEW

How will this policy be reviewed?

The Health and Safety Officer is responsible for the implementation and review of this policy. A review of this policy is completed annually or when considered necessary to remain effective and legally compliant. The date of review is recorded within the footer of the document and includes the date of the next review required. This supports the Health and Safety Officer to track when the last review was completed, ensuring the policy is relevant and up to date.

Following a review by the Health and Safety Officer, it is shared with the Quality Assurance Manager and Directors (SMT). The senior management team (SMT) read the policy, make any suggestions for amendments and then it is finally approved by the Managing Director.

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