

HEALTH AND SAFETY POLICY

Statement of Intent

This is the Health and Safety Policy Statement of Pier Technology Limited trading as Pier Training.

Pier Training is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, apprentices, contractors, visitors and other persons who may be affected by our activities.

The organisation recognises its duties under the Health and Safety at Work etc. Act 1974 and associated regulations and is committed to maintaining a safe, healthy and supportive environment wherever learning takes place. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[legislation.gov.uk\]](https://www.legislation.gov.uk)

The Managing Director has overall responsibility for health and safety and for ensuring that the designated Health and Safety Officer fulfils the responsibilities outlined within this policy.

Pier Training aims to:

- Prevent accidents, incidents and cases of work-related ill health.
- Identify, assess and control health and safety risks.
- Provide and maintain safe equipment and systems of work.
- Ensure the safe use, handling, storage and transportation of substances.
- Provide suitable information, instruction, training and supervision.
- Promote positive physical and mental health and wellbeing.
- Provide and maintain safe working environments, including remote and hybrid working arrangements.
- Implement effective emergency procedures.
- Monitor, review and continually improve health and safety performance.
- Review this policy annually or sooner where significant changes occur.

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 the Policy

The Health and Safety Policy is available on the Pier Training website and is accessible to all stakeholders.

The policy will be:

- Shared with employees during induction.
- Shared with apprentices during enrolment and induction.
- Made available to employers.
- Reviewed and reissued following any significant update.

Health and Safety updates will be communicated through:

- Monthly standardisation meetings.
- Team meetings.
- Staff communications.
- Apprentice progress reviews.

All employees must:

- Co-operate with managers and the Health and Safety Officer.
- Take reasonable care of their own health and safety and that of others.
- Report hazards, incidents, accidents and health and safety concerns promptly.
- Follow health and safety procedures and safe systems of work.

Arrangements for Health and Safety

Risk Assessments

Pier Training will:

- Carry out suitable and sufficient risk assessments.
- Implement appropriate control measures.
- Review risk assessments annually or when circumstances change.
- Maintain records of significant findings.

Training and Competence

Pier Training will provide:

- Health and safety induction training for all employees.

- Role-specific health and safety training where required.
- Annual refresher training for the Health and Safety Officer.
- Ongoing training and information updates.
- Appropriate personal protective equipment where required.

Tutors will ensure apprentices receive appropriate health and safety information throughout their apprenticeship programme.

Remote and Hybrid Working

Pier Training recognises its responsibility to employees working remotely or in hybrid arrangements.

The organisation will:

- Provide Display Screen Equipment (DSE) assessments where required.
 - Support employees in maintaining safe home-working environments.
 - Promote regular breaks and good workstation practices.
 - Consider wellbeing and mental health risks associated with remote working.
 - Assess and manage risks associated with lone working activities.
-

Health, Wellbeing and Mental Health

Pier Training recognises that good mental health is an integral part of overall health and safety.

The organisation will:

- Promote a positive and supportive working environment.
 - Monitor workplace factors that may contribute to stress.
 - Encourage employees and apprentices to seek support when needed.
 - Provide appropriate wellbeing support and signposting to specialist services where necessary.
-

Fire Safety and Emergency Evacuation

- Emergency escape routes will be clearly identified.
- Fire evacuation procedures will be communicated to all employees.
- Fire alarm testing will be conducted regularly.
- Emergency evacuation drills will be undertaken periodically.

- Remote workplaces remain the responsibility of the employer, who must ensure appropriate fire safety arrangements are in place.
-

First Aid, Accidents and Ill Health

Pier Training will maintain appropriate first aid arrangements in accordance with legal requirements.

Employees must report accidents, incidents, near misses and work-related ill health immediately to their Line Manager or the Health and Safety Officer.

Accident and incident records will be maintained.

Where required, incidents will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[hse.gov.uk\]](https://www.hse.gov.uk)

All apprentices and employers are required to notify Pier Training immediately of:

- Serious accidents.
 - Dangerous occurrences.
 - Occupational illnesses.
 - Significant health and safety concerns.
-

Apprentices

The health, safety and wellbeing of apprentices are of paramount importance.

Pier Training adopts the principles of the Safe Apprentice model and expects employers to demonstrate the same commitment.

Pier Training will:

- Ensure learners are informed of their rights and responsibilities.
- Monitor learner welfare and safety throughout programmes.
- Act promptly when concerns are identified.
- Promote a culture of safe and healthy learning.

The organisation will continue to apply the four core principles already outlined regarding legal compliance, assurance, intervention and continual improvement.

Employer Responsibilities

Prior to engagement, employers must complete the Employer Health and Safety Assessment Checklist.

The assessment will:

- Be completed before apprentices are placed.
- Be reviewed annually.
- Be fully refreshed at least every three years.
- Include evidence of Employer Liability Insurance.

Employers remain responsible for:

- Workplace health and safety.
- Risk assessments.
- Employee and apprentice induction.
- First aid arrangements.
- Fire safety arrangements.
- Provision of PPE.
- Safe systems of work.
- Reporting and investigating accidents and incidents.

Pier Training Responsibilities

Pier Training will:

- Provide health and safety advice and guidance to employers.
- Assess the suitability of employer workplaces.
- Monitor employer compliance through ongoing reviews.
- Record actions and recommendations arising from assessments.
- Ensure significant concerns are escalated appropriately.
- Support employers to improve health and safety standards where required.

Any member of staff identifying a risk to an apprentice or employee must report it immediately to the Health and Safety Officer and relevant Director.

Apprentice Reviews and Monitoring

Health and safety will remain a standing item during progress reviews.

Tutors will:

- Discuss workplace health and safety.
- Check learner understanding.
- Review any accidents, incidents or near misses.

- Discuss wellbeing and welfare.
- Identify any safeguarding concerns.
- Record all relevant actions and outcomes.

Apprentices will be encouraged to raise concerns relating to:

- Health and safety.
- Bullying.
- Harassment.
- Discrimination.
- Wellbeing.

Concerns will be acted upon promptly and in accordance with safeguarding and health and safety procedures.

Policy Review

The Health and Safety Officer is responsible for implementing, monitoring and reviewing this policy.

This policy will be reviewed:

- Annually.
- Following significant legislative changes.
- Following significant incidents or near misses.
- Following organisational or operational changes.
- Where monitoring identifies the need for improvement.

Following review, the policy will be presented to the Quality Assurance Manager and Senior Management Team before final approval by the Managing Director.

Document Title:	Health and Safety Policy
First Created:	March 2018
Updated:	May 2025
Version:	10
Checked by Senior Management Team:	July 2026
Final Approval by Managing Director:	July 2026
Signed by Managing Director:	