

# Health and Safety Policy

---

## Introduction

It is the policy of Busy Bees Education and Training Limited (BBET) to conduct its activities in such a way as to ensure as far as is reasonably practicable the health, safety and welfare of any person employed (including volunteers) by the organisation and any other person who may be affected by our undertaking including Apprentices in our care, this policy is for all staff and learners (apprentices).

---



**Anthony Bromirski**  
Chief Operating Officer

## Policy

It is the policy of Busy Bees Education and Training Limited (BBET) to conduct its activities in such a way as to ensure as far as is reasonably practicable the health, safety and welfare of any person employed (including volunteers) by the organisation and any other person who may be affected by our undertaking including Apprentices in our care, this policy is for all staff and learners (apprentices).

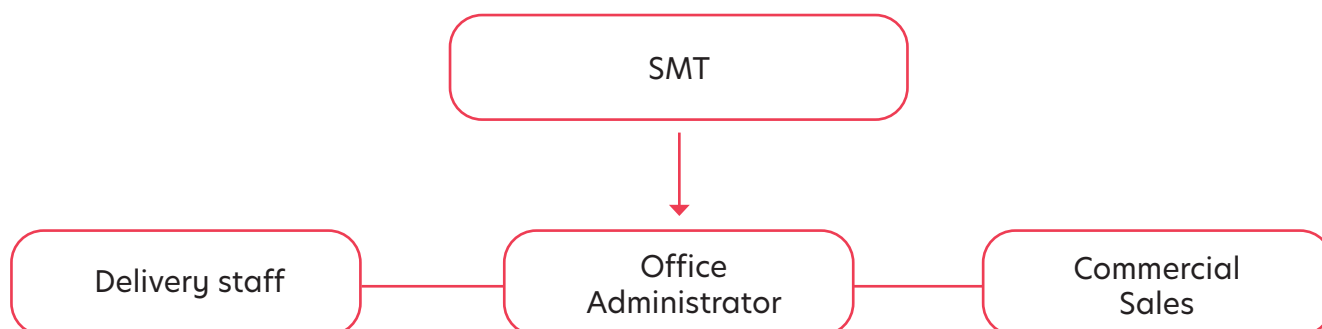
In particular our commitment shall extend to:

- The provision of such information, instruction, training and supervision as is necessary to achieve the policy objective;
- Effective communication channels are established and maintained throughout the organisation to promote all aspects of health, safety and welfare.
- Ensuring compliance with all relevant statutory health & safety requirements
- The provision and maintenance of plant, machinery, equipment and systems of work that are so far as is reasonably practicable safe and without risk to health;
- The provision and maintenance of arrangements for the handling, storage, transport, use and disposal of articles and substances that are so far as is reasonably practicable safe and without risk to health;
- Ensuring that the working environment of all employees is so far as is reasonably practicable safe and without risk to health and adequate facilities and arrangements are made for their welfare at work; and
- Ensuring that suitable and sufficient risk assessments are carried out, and the risk control measures identified as necessary are implemented within a reasonable time scale on a priority basis.

Whilst health & safety is primarily a management responsibility, the co-operation of all employees, contractors, and any other organisation with whom a workplace may be shared is vital to the achievement of the policy objectives.

Furthermore, each individual should remember that they have a personal responsibility for their own safety and for the safety of those around them. It is also the responsibility for all persons to promptly raise health & safety concerns, report all accidents and incidents and to contribute to the development of the health & safety standards within the organisation.

## Health and Safety Organisation



## **Responsibilities**

The overall and final responsibility for health and safety is that of The SMT which also includes the day-to-day responsibility for ensuring this policy is put into practice. The SMT will also ensure health and safety standards are maintained or improved with the support of all employees, and stakeholders.

In greater detail The SMT Health and Safety responsibilities are to ensure that:

- The policy is effectively administered, monitored and implemented and that necessary alterations are made to the policy to reflect changes in legislation or BBET development. This also includes that of our Business Partners who have learners on site.
- The Company and The SMT recognise their roles in engaging the active participation of employees, learners and Business Partners in improving health and safety.
- Adequate resources are made available to meet the requirements of the policy. The appropriate insurance cover is provided and maintained.
- All employees understand the requirements placed upon them by this Policy.
- All employees receive adequate and appropriate training in their tasks and for any equipment they use or come in to contact with and any pertinent information is distributed to the appropriate persons.
- Procedures are put in place to ensure that disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents.
- Procedures are put in place to ensure that liaison with external safety and health organisations are instigated.
- Procedures are put in place to ensure that all work equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination such as PAT testing. We request this evidence from all Business Partners before learner placement
- All learners are in a safe environment and have the required H&S needs.

### **All employees have a duty to:**

- Understand our Health and Safety Policy and appreciate the allocated responsibilities.
  - Co-operate with their employer to comply with the requirements of Health and Safety legislation.
  - Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
  - Conform to all safety instructions given by those with a highest responsibility for health and safety. Report all accidents, incidents and damage to a People team, whether persons are injured or not.
  - Make suggestions to improve health and safety within BBET to SMT. Only use the correct equipment for the task.
  - Only use equipment, which is in good condition.
  - Report all defects in equipment and materials, or any obvious safety or health hazards.
  - Do not endanger themselves or other persons through their actions or failures to act.
  - Avoid improvisation.
  - Do not abuse the welfare facilities.
  - Set a good personal example.
  - Inform their line manager or People of any change to their state of health, either temporary or permanent,
-

which might affect their working ability or their suitability to carry out any particular task or tasks.

- Fully understand that Disciplinary action may be taken against any employee contravening the requirements of the legislation or BBET's Safety Policy.
- Support all learners in our care and ensure all training activities are done in accordance with all required laws.

### **Risks arising from our work activities and those of our business partners**

Risk assessments will be completed by line managers with any necessary assistance from People Team and SMT and the findings of the risk assessments will be communicated to employees where necessary. Any action required to remove, or control risks will be approved by People Team in consultation with employees.

The SMT will be responsible for ensuring that any actions required are implemented and these actions will be re assessed by our Busy Bees Group's Safety Director to ensure the risks have been removed or reduced. This also applies to our any Business Partners we work with, who are required to have adequate risk assessments in place for the tasks and duties they carry out to ensure the safety of the apprentices they employ.

**Assessments will be reviewed depending on the time line given within the risk assessment or when the work activity changes, whichever is soonest.**

### **Employees/Apprentices at special risk**

We recognise that some members of staff or learners may from time to time be at increased risk of injury or ill-health resulting from work activities. We therefore require that all employees and learners advise us if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. They must also inform their placement employer.

### **Consultation with employees and apprentices**

The SMT will ensure all staff are aware of any health and Safety issues raised. Consultation with employees is provided by People Team, and this may be directly with employees, through display, or issue, of appropriate communication. All learners will be consulted with by their Delivery staff.

### **Safe Equipment**

Delivery staff will ensure that all identified maintenance is carried out within our Business Partners premises. We will ensure that Portable Appliance testing is carried out in compliance with current guidance within our business and those of our Business Partners through the completion of a Health and Safety questionnaires.

Any problems found with the building or equipment should be reported to their line managers which will ensure that all new equipment meets health and safety standards before use, contract start, or purchase.

### **Safe Handling and use of substances**

The SMT will be responsible for ensuring that all appropriate actions identified in any assessments are implemented.

Any assessments carried out will be reviewed as identified within the assessment or when work activity changes, whichever is soonest.

Through the completion of our Health and Safety questionnaire with all Business Partners we aim to identify any substances which an learner may use and that adequate controls have been implemented to ensure that COSHH assessments have been carried out and that the learner will be properly trained and instructed on the risks and use of.

---

### **Information, instruction and supervision**

We ensure all our Business Partners display the Health and Safety Law poster and are legally compliant in terms of providing adequate supervision to our learners and have access to professional advice and support to meet their legal obligations under Health and Safety legislation

### **Competency for tasks and training**

Safety training is an integral part of an effective health and safety programme. It is essential that every employee and apprentice in our care is trained to perform their job safely. All employees will be trained in relevant safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Induction training will be provided for all employees and job specific training will be provided by the relevant staff.

We will ensure that all learners under our care who are placed with our Business Partners receive induction training and also job specific training. No learner will be expected to carry out duties which are beyond their abilities.

Specific jobs requiring special training are first aiders and fire wardens which will be provided by relevant trainers.

Training records are kept in the relevant employee's VLA account. All training needs will be monitored by the company and should a need be identified all staff will be consulted where necessary. All identified training will be arranged for the relevant employee after authorisation has been given by People Team or a line manager.

### **Accidents, First Aid and Work-Related Ill Health**

All accidents and cases of work-related ill health are to be recorded through our online forms. The online form is stored in shared drive within People and saved in compliance with the General Data Protection Regulations.

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is the Chief Operating Officer.

All Business Partners who we place an learner with are required to inform us of any accidents or ill health relating to that apprentice. We will ensure an entry is made within our accident book and records kept in compliance with the General Data Protection Regulations. We will also undertake investigations / risk assessment where required.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will actively monitor our emergency and disaster plans and record any findings. We will reactively monitor and report near-misses, accidents and ill health and investigate any accidents and ill-health.

The person responsible for investigating accidents will be a member of the SMT with assistance the Group's Safety Director and they will also be responsible for investigating work-related causes of sickness absences. The Chief Operating Officer and the Group's Safety Director will be responsible for acting on investigation findings to prevent a reoccurrence.

We will also ensure we carry out any necessary investigations where required should an incident or near miss occur regarding an apprentice. All findings will be communicated with our Business Partner.

---

## **Workplace Provisions Policy**

It is our policy to provide a safe place of work for our employees at all times. To help us do this we completed yearly DSE assessments due to the workforce working from home. Within the the health and safety assessments the learners workplace will be reviewed.

Our legal duties concerning the provision of a safe place of work are covered by the Workplace (Health, Safety and Welfare) Regulations 1992. These Regulations require that we provide:

- safe access and egress
- suitable sanitary and washing facilities
- buildings that are maintained in a safe condition
- inspected as necessary
- suitable lighting

## **Provisions for learners workplace or learning space**

- To comply with our legal duties, we shall:
- Ensure that access to and egress from the workplace is maintained in a safe condition, where this is affected by weather conditions, we shall take appropriate steps.
- Provide sufficient toilet facilities for the use of male and female employees with washing facilities and appropriate sanitary disposal units.
- Ensure that the building is maintained in good condition, both internally and externally.
- Ensure that the workplace temperature is maintained at a minimum temperature of 16oC, or 13oC where manual tasks are undertaken, and that provision is made to keep the temperature to a reasonable level, where reasonably practicable.
- Provide clean drinking water and appropriate facilities for employees to make hot drinks and heat food.
- Ensure that work areas are cleaned regularly and provide suitable disposal units for waste and rubbish.
- Ensure that all corridors, stairways and doors are maintained in a safe condition.

## **Employees Duties**

Employees must ensure that they:

- Use the facilities provide for their intended use.
- Keep their learning space in a clean and tidy condition.

## **Review**

This policy is reviewed annually, agreed and signed off by our COO. During the year, if any legislative changes are published, then the policy would be updated earlier than the annual review date.

## **Training and Roll Out**

This policy will be made available via our website ([busybeestraining.co.uk](http://busybeestraining.co.uk)) and SharePoint. Training will be made available via our Virtual Learning Academy (VLA) and during Face-to-Face or Teams meetings as part of ongoing staff development, along with our commitment to this policy.

---