Busy Bees.
Education and Training

Health and Safety Policy

Introduction

It is the policy of Busy Bees Education and Training Limited (Busy Bees Training) 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).

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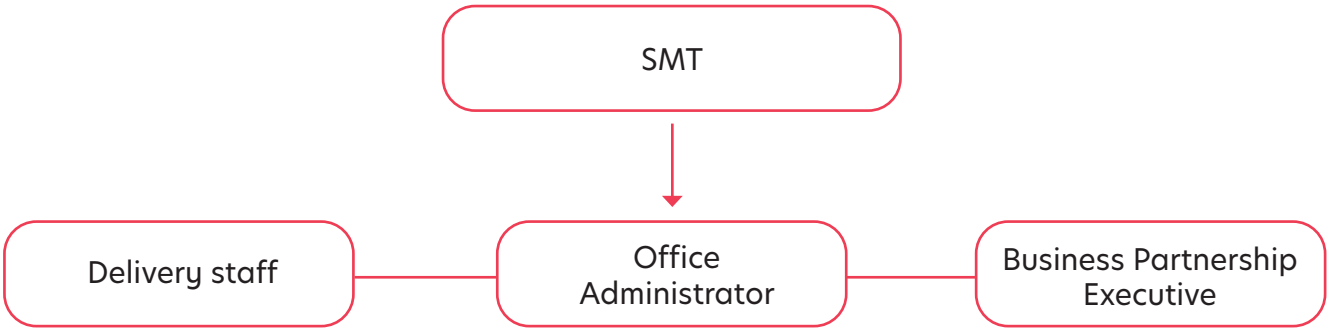
In particular our commitment shall extend to:

- 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 Business partners.

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 Busy Bees Training development. This also includes that of our Business Partners who have Apprentices on site
- The Company and The SMT recognise their roles in engaging the active participation of employees, apprentices 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 Apprentice placement
- Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures.
- 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 Director, whether persons are injured or not.
- Make suggestions to improve health and safety within Busy Bees Training to a Director.
- 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 HR 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 Busy Bees Training'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 HR 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 HR 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 Head of Safety 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 every year or when the work activity changes, whichever is soonest.

Employees/Apprentices at special risk

We recognise that some members of staff or apprentices 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 apprentices 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 by either the Safety Advisor or Busy Bees Group's Head of Safety. Consultation with employees is provided by HR, and this may be directly with employees, through display, or issue, of appropriate communication. All apprentices will be consulted with by their Delivery staff.

Safe Equipment

The designated Safety Advisor at our offices will be responsible for identifying any maintenance which may be required for all equipment or buildings. The Busy Bees Group's Head of Safety will also be responsible for ensuring effective maintenance procedures are drawn up, implemented. 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 the Health and Safety Advisor, line managers will ensure that all new equipment meets health and safety standards before use, contract start or purchase. Building maintenance is arranged by the Group Property Director at Latchford House.

Safe Handling and use of substances

The Safety Advisor will be responsible for identifying all substances which need a COSHH assessment within Busy Bees Training. They will also be responsible for undertaking COSHH assessments and for ensuring that all relevant employees are informed about the COSHH assessments.

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

The Safety Advisor will check that new substances can be used and stored safely before they are used or purchased. They will also ensure that up to date and relevant data sheets are available where applicable.

Any assessments carried out will be reviewed every year 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 apprentice may use and that adequate controls have been implemented to ensure that COSHH assessments have been carried out and that the apprentice will be properly trained and instructed on the risks and use of.

Information, instruction and supervision

The Health and Safety Law poster is displayed on the door within our office. Health and safety advice is available from the Group's Head of Safety. Their contact details are available on the Health and Safety Law poster. 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 apprentices 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 apprentices under our care who are placed with our Business Partners receive induction training and also job specific training. No apprentice will be expected to carry put duties which are beyond their abilities.

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

Training records are kept in the relevant employee's personnel files. 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 HR or a line manager.

Accidents, First Aid and Work-Related Ill Health

The first aid box is kept in our main office. Our policy is to ensure first aid provision is available to staff while working at our office.

All accidents and cases of work-related ill health are to be recorded in our accident/incident book. The forms from this book are then kept in the relevant persons personnel file in compliance with the General Data Protection Regulations.

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is the Managing Director.

All Business Partners who we place an apprentice 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 Head of Safety and they will also be responsible for investigating work-related causes of sickness absences. The Managing Director and the Group's Head of Safety 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 have introduced a policy to cover the provision of maintained buildings, welfare facilities and a healthy working environment on our premises. This policy also applies to the workplaces of the apprentices we place.

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

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Provisions

- 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 work area in a clean and tidy condition.
- Report any problems to a Director immediately.

Maintenance

Should there be a requirement for any part of the premises to be repaired, this will be arranged by Busy Bees Group's Estates and Facilities Department. Repairs will be undertaken by approved contractors following a screening process, therefore, there may be a short time between reports being made and the repair being made but we shall ensure that this time is kept to a minimum.