
8POINT8 TRAINING

HEALTH AND SAFETY POLICY

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Contents Page

Section	Section Title	Page
1.	Introduction	3
2.	Statement of Intent and Scope	4
3.	Roles and Responsibilities	5
4.	Emergency and Welfare Arrangements	7
5.	Maintenance and Inspections	9
6.	Health and Safety Reporting	9
7.	Induction and Training	11
8.	Information and Communication	12
9.	Risk Assessment	12
10.	Employer Due Diligence	13
11.	Records	13
12.	Changes to this Policy	14
13.	Review of this Document	14

1. Introduction

This policy sets out 8point8 Training's arrangements to comply with the requirements of The Workplace (Health Safety and Welfare) Regulations 1992 and other relevant statutory and regulatory provisions. Our aim is to ensure, so far as reasonably practicable, a safe and healthy working environment for all.

Staff and learners/apprentices are asked to ensure that they read and understand the contents of this policy and that they remain aware of its contents and act accordingly. A copy of this policy can be accessed by learner/apprentices via their e-portfolio system, 8point8 Training website and staff have access to this policy via SharePoint.

1.1 Related Files / Documents

Reference	Document Title
POL-001	8point8 Group Health and Safety Policy
POL-210	8point8 Group Sickness and Absence Management Policy
POL-705	Data Protection and Privacy Policy
POL-706	Prevent Duty Policy
POL-707	Safeguarding Policy
POL-708	Professional Development of Employees
PRO- 015	Equipment Inspection Procedure
FRM-008	Good Catch Form
FRM-007	Accident Form
FRM-019	Site Attendance Record
FRM-012	Equipment Inspection Report

2. Statement of Intent and Scope

8point8 Training aims to provide a safe, healthy environment for all those who visit or work on our premises and accepts responsibility under the Health and Safety at Work Act and all other associated health and safety legislation. It is our policy to do all that is reasonably practicable to ensure the Health, Safety and Wellbeing of our staff, learners/apprentices, clients, visitors, and others who could be affected by our work activities. 8point8 Training is also committed to working with employers to help ensure the health, safety, and welfare of their apprentices.

Senior management firmly believes in and is committed to complying with all Health and Safety legislative requirements by:

- Fulfilling our legal and other occupational H&S requirements
- Eliminating hazards and reduce risks for employees and others who may be affected by our works
- Working in partnership and cooperation with our employers to ensure that health and safety measures are in place and maintained
- Providing health and safety information and training to our apprentices
- Providing financial resource for the effective management of health and safety
- Providing and maintaining safe Personal Protective Equipment (PPE), tools and equipment
- Maintaining emergency procedures, including evacuation in case of fire or other significant incidents
- Providing information, training, and instruction to all employees
- Maintaining safe and healthy working conditions
- Promoting a positive health and safety culture across the organisation

The organisation has a policy of promoting continual improvement and setting of health and safety objectives in line with the framework laid down within ISO 45001 Standard.

All employees have responsibilities for the effective implementation of this policy by participating and contributing to its success through their actions, suggestions, and compliance.

3. Roles and Responsibilities

Safety is an issue that 8point8 Training takes very seriously. We have a duty of care to maintain health, safety and welfare.

3.1 Executive Team

The Executive team hold overall responsibility ensuring health and safety processes and procedures are robust and consistently applied by:

- Ensuring suitable and sufficient resources for the effective management of health, safety and welfare
- Reviewing and approving policies, procedures, and associated documents
- Endorsing company policies, procedures, and strategies
- Ensuring Employers Liability, Public Liability Insurance and any other insurance arrangements are maintained that adequately cover liabilities to staff, learners, contractors, visitors, and members of the public in accordance with legislative requirements

3.2 QHSE Team

QHSE are responsible for the health, safety ensure that Health and Safety practice is effectively administered, monitored and implemented, establishing a safe work place and ensure that all staff receive Health and Safety training relevant to their duties.

QHSE are also responsible for report accidents, diseases and dangerous to the external enforcing authorities (eg. HSE)

3.3 Senior Management Team

The SMT recognise their role in engaging the active participation in staff, learner/apprentices and employers in improving health and safety by:

- The allocation of resources to effectively implement health and safety policies (including PPE)
- New staff and learners/apprentices are fully inducted
- Employees, learners/apprentices, and others receive any information, instruction, or necessary training to fulfil the requirements of the health and safety policies
- Trainers, assessors are provided with appropriate levels of health and safety training to enable them to fulfil their roles effectively
- Health and safety policies and procedures, and any revisions, are communicated to staff, apprentices/learners and employers
- Ensures the effective and safe operation and application of safe working practice
- Attends and contributes to monthly QHSE Operational Review meetings

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- Ensuring all equipment inspections are carried out following legislation and guidelines (e.g., LOLER, PUWER, PAT Tested) and where necessary ensure training for use is maintained/updated
 - Ensure that procedures are put in place to liaise with external safety and compliance organisations (e.g., ISO, Awarding Organisations, ICO) are instigated
 - Procedures are put in place to ensure that Hazardous substances are handled and stored in line with legislation and guidelines
 - Ensure all emergency procedures are tested and staff, learners/apprentices are aware of evacuation protocols.

3.4 All Staff

- Take reasonable care of themselves and others who may be affected by their acts and omissions while on 8point8 Training premises and external sites where learners/apprentices are working
- Provide learners/apprentices with any information, instruction, training, and supervision as is necessary
- Maintain knowledge and understanding of health and safety matters pertaining to their delivery area including current legislative requirements and best practice
- Undertake bi-weekly visual inspections of training structures and maintain appropriate and up to date records (where applicable)
- Undertake PPE pre and post-use visual inspections and follow quarantine reporting processes
- Provide appropriate and correct guidance to learners/apprentices and their employers in relation to health and safety matters
- Maintain compliance with health and safety requirements by effective monitoring and management of day-to-day conditions and practices
- Resolve health and safety problems and report to the SMT any unacceptable condition within their area of responsibility
- Respond to and report to the Designated Safeguarding Person any issues for which safeguarding action is required
- Issue/use PPE in accordance with risk assessment requirements and ensure its use
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health, Safety or Welfare
- Report all accidents, incidents, and defects in equipment/materials to the SMT and/or QHSE team whether persons are injured or not
- Make suggestions to improve Health and Safety

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- Inform SMT of any change to health (either temporary or permanent) that might affect their working ability or suitability to carry put any particular task.
 - Fully understand that disciplinary action may be taken against any employee violating the requirements of the Legislation or this policy
 - Do not undertake any work practice, procedure or operate any equipment for which adequate information, instruction or training has not been given

3.5 Learners/Apprentices

Learners/apprentices shall ensure that they:

- Fully understand and adhere to their personal obligations and any specific rules under the Health and Safety Policy POL-710
- Act in a manner that preserves their personal health, safety and welfare and that of others who may be affected by their activities whilst at work within 8point8 Training premises
- Use any equipment, material or substance in accordance with the information, instruction and training received and, under no circumstances, recklessly or intentionally misuse anything provided
- Do not undertake any work practice, procedure or operate any equipment for which adequate information, instruction or training has not been given
- Make proper use of any PPE or PFPE provided for their use and report any defects that may arise immediately on recognition
- Report any work practice, procedure, item of equipment or material or substance that may give rise to unacceptable risk either to themselves or to others
- Report any accident, ill health, 'near miss' or dangerous occurrence
- Declare any health condition that may affect their ability to perform their duties safely and without an adverse effect on their health

4. Emergency and Welfare Arrangements

4.1 – First Aid

8point8 Training have suitable and sufficient first aid trained personnel in case of emergency. Appointed dual role Fire Marshals / First Aiders are detailed on the QHSE Noticeboard and identifiable by hi visibility clothing stating, "Fire Marshal / First Aider". QHSE Emergency Responders are trained in:

- Emergency First Aid at Work

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- Fire Marshalling/Safety
 - Automated External Defibrillator (AED)

Training will be refreshed as required.

First Aid provisions are kept:

- Administration Office
- Theory Classroom
- Practical Training Area (First Aid Station inc, First Aid Kit, Emergency Eye Wash, AED and Bio Hazard kit)

4.2- Fire

In the Event of Fire Any Person Discovering a Fire should:

1. Raise the alarm
2. Dial 999 to call the emergency services (fire Brigade)
3. Attack the fire (if possible and trained to do so) using the correct firefighting equipment provided (Nearest equipment is displayed on the QHSE Notice Board)

On Hearing the Fire Alarm

1. Leave all personal belongings and exit the building in a calm and safe manner. Follow the emergency exit signs and leave by the nearest available fire exit.
2. Report to the designated fire assembly point (displayed on the QHSE Notice Board). The Fire Marshall will check all attendees using FRM-019 - Site Attendance Record and inform you when it is safe to re-enter the building.

4.3 – Welfare

8point8 Training premises provide suitable and sufficient welfare facilities to all of its employees, learners/apprentices and visitors. Facilities include separate male and female amenities (including disability access), access to hot and cold water, beverage, and food preparation area.

4.4 – Security

Our premises have high quality CCTV and alarm systems with a restricted area access ensuring staff and learners can be kept safe.

Staff are required to carry Photo ID cards at all times. All staff, learners/apprentices, visitors must sign in and off site as required. Visitors will be required to show identification upon arrival and will be issued a RED lanyards and a visitor badge.

No unauthorised personnel are permitted to enter the premises.

5. Maintenance and Inspections

QHSE and SMT are responsible for identifying maintenance for buildings and equipment. QHSE are responsible for ensuring Maintenance procedures are monitored with SMT responsible for implementation of maintenance works.

5.1 PAT Testing

PAT testing is carried out in line with current guidance. All electrical appliances will be tested and documented on the FRM-012 Equipment Inspection Report for audit purposes.

5.2 PPE Equipment

PPE and Working at Height Equipment is inspected every 6months following the appropriate legislation/regulations. Equipment is tagged in the appropriate colour to represent the inspection period. This is all processed PRO- 015 Equipment inspection Procedure.

5.3 Structures

Full inspections of structures are carried out 6 monthly with certification and issued with safe to climb tags, issued by a qualified equipment inspector.

6. Health and Safety Reporting

6.1 Good Catch

A good catch is an event/health and safety concern that had the potential to cause damage or injury but didn't occur due to timely intervention and/or corrective action. Good catches enable 8point8 training to be more proactive allowing us to implement control measures before they happen thus reducing the number of accidents/incidents

To report a good catch, the FRM-008 good catch form should be completed and submitted to SMT/QHSE. With details including:

- Date / Location
- Key Personnel
- Description of good catch
- Suggestions / Actions taken

6.2 - Accident/incident reporting

In the event of an accident / incident including ill health the first priority is the application of basic first aid and to secure the scene to prevent further harm. Once safe and secure contact SMT/QHSE who will investigate.

The following information will be needed to complete the Accident form (FRM-007) including:

- Date / Location
- Environmental Conditions
- Record of Injury
- Record of Damage
- Record of documentation
- Detailed description of event
- Witness Statements

6.3 Apprentice Accident / Illness

In the event of an accident or ill health whilst an apprentice is at their normal place of work whether undergoing apprenticeship training at the time or not, 8point8 Training would require to be notified and where required the details surrounding the accident or ill health. 8point8 Training will support the employer and the apprentice where required and maintain regular communication throughout the period of ill health providing any information, advice, and guidance along with support for both the apprentice and employer.

Whilst the employer bears the main responsibilities in relation to the health and safety of its employees, 8point8 Training recognises that it has an important role to play in ensuring the health and wellbeing of its apprentices. We are committed to assist and provide a supporting role to employers in their health and safety duties.

In the event of an accident or ill health whilst the apprentice is on 8point8 Training premises, we will follow internal accident reporting procedures, notify the apprentice's employer and where applicable the learners emergency contact.

8point8 Training would aim to fully support the employer and the apprentice where required as necessary. 8point8 Training will support the employer and the apprentice where required and maintain regular communication throughout the period of illness.

Following a report of an accident or ill health involving an apprentice, where possible, and if applicable, we will provide the necessary support and reasonable adjustments to enable the apprentice to fulfil and complete their apprenticeship.

6.4 Staff Accident / Illness

In the event of staff illness or absence please refer to POL- 210 Sickness and Absence Management Policy

7. Induction and Training

7.1 All staff

8point8 Training ensures its employees have the necessary skills, knowledge and experience to carry out their work activities safely and effectively. Health and safety training will be provided for all employees, as part of their induction and subsequently, repeated periodically as part of their mandatory training, in accordance with our Professional Development of Employees Policy (POL- 708).

8point8 Training will ensure that:

- All employees will have access to training resources and ongoing legislative updates
- All employees receive initial health and safety related training with refresher training at least every three years and/or following the introduction of new procedures and or legislation

7.2 Learners/Apprentices

- Learners/Apprentices are given health and safety awareness as part of their induction onto apprenticeship programmes
- Health and safety training is embedded into all training programmes
- It is the responsibility of the learners/apprentices' employer to conduct their own staff induction including health and safety and give their staff access to health and safety training

8. Information and Communication

Health and Safety advise, and information is displayed on entrance to the premises. Staff have access to policies and procedures via SharePoint. Apprentices have access to Policies via their e-portfolio systems and the 8point8 Training website. Housekeeping

and evacuation are reinforced at the start of the delivery sessions. Quarterly QHSE meetings are in place and staff receive detailed notes along with monthly QHSE alerts and notifications.

- Health and Safety Poster
- Premises Floorplan
- Fire Evacuation plan
- First Aid Plan
- Fire Marshall List
- First Aider List
- Fire Risk Assessment
- Premises risk assessment
- Health and Safety Representatives

9. Risk Assessment

9.1 General Risk Assessment

Risk assessments will be undertaken by QHSE with any necessary assistance from SMT covering:

- Fire Evacuation
- Wiring
- Lighting
- Display Screen Equipment
- Welfare

Findings, actions, and controls will be documented to all staff. The Senior Management Team are responsible for the implementation of Risk assessments (Actions and Controls)

9.2 Staff/Apprentices at Increased Risk

Some members of staff and or learners/apprentices may be at increased risk of injury or ill health resulting from work/learning activities. We therefore require all staff and learners/apprentices advise us if they become aware of any change to their personal circumstances which could result in them being at increased risk. This could include:

- Medical Condition
- Permanent or temporary disability
- Taking Medication
- Pregnancy
- Mental Health and Wellbeing

Learners/apprentices must inform their employer of any increased risk.8point8 Training has access to inhouse medical and wellbeing professionals who can provide further support where required.

10. Employer Due Diligence

As part of our Employer onboarding process all employers are issued with a copy of our:

- Health And Safety Policy
- Safeguarding Policy
- Prevent Duty policy
- Equality and Diversity Policy
- Complaints Policy

It is an expectation that all employers will hold the correct levels of insurance and knowledge in relation to Health Safety. This will be checked as part of our employer due diligence and copies retained for audit purposes which could include:

- Contract for Services
- Commitment Statement
- Apprenticeship Agreement
- Health and Safety Vetting
- Employer Insurance
- Employee Contract of Employment

Should an employer identify that they do not have essential insurance and policies in place, the employer application will be deemed ineligible.

Employers are notified of any Health and Safety Hazards which may arise and are provided with a copy of this policy, to ensure that they are aware of their Health and Safety duties in relation to their apprentice(s)/learner(s).

11. Records

8point8 Training will keep clear, comprehensive records of any incident reporting and/or escalation. The company will comply with the requirements of the Data Protection Act 1998, which allows for disclosure of personal data where this is necessary to protect the interests of a learner.

It is the responsibility of the employer to record and report incidents regarding health and safety, however, it is the intention of 8point8 Training to work in collaboration and



cooperation with all its employers and expect that all health and safety incidents be reported as soon as possible to ensure the safety and welfare of our apprentices.

12. Changes to this Policy

8point8 Training will review this policy at regular intervals and we reserve the right to update or amend it at any time and from time to time. We will circulate any modified policies.

13. Review of this Document

This document will be reviewed by Jenny Atkinson (Training Manager) 12 months from the date of implementation and then every 12 months thereafter, unless minor adjustments are required in the interim.

Version	Release Date	Release Notes	Author	Signature
1.0	01/09/2020	Initial Release	Jenny Atkinson	
2.0	06/09/2021	Updated full document	Jenny Atkinson	
2.1	06/05/2022	Update to include learner commitment in Introduction section	Jenny Atkinson	