





Health and Safety Policy

Monitoring and Version Control

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Health and Safety Policy Statement

The aim of this policy is to ultimately provide a healthy and safe learning and working environment for all staff, apprentices and anyone associated with The Marketing Trainer. This includes aims to:

- Ensure and maintain a healthy environment throughout all premises.

- Establish safe working procedures and maintain them.
- Ensure all work conducted does not adversely affect the Health and Safety of anyone.
- Maintain and provide relevant information, training, instruction and supervision to all staff and apprentices to help them avoid hazards within the workplace.
- Ensure that any equipment provided is safe and does not pose a risk to anyone's health.
- Provide appropriate PPE and safety equipment (when applicable).
- Maintain effective procedures for evacuation of the employment premises in the event of emergencies. Also, ensuring the availability of trained staff (such as first aid).
- When working with other organisations, The Marketing Trainer will ensure that they follow and promote safety working guidelines.
- Constantly review, develop and update the safety policy and inform all employees and apprentices of any changes.

Scope/Objectives

This policy is applicable to all associated with The Marketing Trainer and all contracts agreed with regards to Government Funded Apprenticeships.

The objective of this policy is to ensure that all apprentices, staff or anyone associated with The Marketing Trainer are provided with relevant information to ensure they remain safe whilst at a venue facilitated by The Marketing Trainer. This will include, but is not limited to:

- Risk assessment findings.
- Fire safety procedures.
- Emergency procedures.
- How to report any Health and Safety concerns.
- How to report any accidents or incidents.
- Where to raise any concerns.

Definitions

The standard definition for Health and Safety is: 'regulations and procedures intended to prevent accident or injury in workplaces or public environments'. All of The Marketing Trainer's procedures outlined below will help ensure the environments are safe for all those associated.

Promoting the Health and Safety Policy

The Marketing Trainer recognises there are various channels that they can utilise in order to communicate and give regular updates around Health and Safety. They are as below:

- Available on website under 'policies', for any stakeholders to access at any time.
- Health and Safety Policy in apprentice handbook, this will include all the details as above.
- Health and Safety awareness training in Apprentice induction.

- Health and Safety discussions in progress reviews with apprentice and line manager.
- Health and Safety training for all staff (as a minimum annually).
- LMS to have banners on the homepage which have the contact numbers of the Health and Safety officer and any other relevant authority.
- Health and Safety learning material to be given to employers.

Commitment to the Policy

Commitment is required from all Staff members of The Marketing Trainer.

All Staff, contractors, apprentices and associates must adhere to the Health and Safety Policy to ensure all remain safe within the workplace. The Marketing Trainer will use staff and key stakeholders to contribute to improving Health and Safety procedures, this is to ensure that The Marketing Trainer still has operational effectiveness in all Health and Safety processes.

Everyone above must:

- Know who to contact if they have any Health and Safety concerns.
- Know what to do in case of incidents.
- Be aware of how to record incidents and know the review process.
- Identify any Health and Safety issues that may arise.
- Complete all relevant training in regard to Health and Safety.

Everyone associated with The Marketing Trainer must make sure Health and Safety is a top priority and adhere to all Health and Safety procedures.

The Marketing Trainer aim to keep apprentices safe and will always adhere to the following:

- Listen, respect and value all feedback.
- Appointing a Health and Safety Officer.
- Ensuring all staff are familiar with the policy and procedures.
- Ensuring that inductions and mandatory online training is completed by apprentices and employers within the agreed timescales.
- Confirming staff are recruited safely and all relevant checks are made (e.g. CRB).
- Making sure all staff complete a Health and Safety induction course when starting within the organisation.
- Making sure all staff and apprentices have access to The Marketing Trainer's updates around Health and Safety.
- Implementing and developing an e-safety Policy and any related procedures.
- Providing training, support, supervision and quality assurance for all staff through effective management.
- Applying Health and Safety measures in accordance with the law to ensure a safe physical environment for all apprentices and staff.
- Sharing The Marketing Trainer Health and Safety procedures with authorised parties who need to know. Including agencies involved with apprentices and any parents or carers appropriately.
- Ensuring regular reviews of the policy, procedures and recording forms take place in order to keep the policy robust.

Annual Review of the Policy

The Marketing Trainer Board of Directors are responsible for implementing and monitoring the Health and Safety Policy. The number of Health and Safety cases will be reviewed on a regular basis. Game On Coaching will liaise with any relevant governing bodies, employers and apprentices to ensure the Health and Safety Policy is robust and competent.

The Marketing Trainer will adhere to the following process:

The process comprises policy monitoring, review, planning, implementation, and periodic evaluation. This will be repeated annually at a minimum, unless needed to change immediately due to a new risk.

Reports from monitoring and review activities regarding Health and Safety will be reviewed by the Board and presented monthly. An annual report will also be compiled for stakeholders to see the impact of the policy.

This policy and the associated guidance and procedures document will be reviewed annually by the Board within four weeks of a review of any serious Health and Safety incident.

This policy and the associated guidance and procedures document is to be made available to all staff and apprentices in various formats appropriate to The Marketing Trainer audiences, e.g. in Apprentice Handbooks, on the website etc.

The Marketing Trainer will record all Health and Safety incidents, using the referral form, and keep them on file. On a monthly basis, the Health and Safety Officer will look at the data collected to identify any themes or trends and look to improve the policy in order to mitigate the risks.

Possible Actions:

- Training could be required for all staff members in order to combat a new risk.
- Policies are updated/new policies created.

Senior Management Team Meetings

As part of all SMT meetings, Health and Safety will always be a point on the agenda to discuss any concerns. Any immediate concerns will be dealt with initially without requiring an SMT meeting to take place.

Training

Employee Training

All employees must undergo training which includes reviewing the Health and Safety Policy and all other associated policies with The Marketing Trainer. This will occur on an annual basis, and it is a requirement that every employee completes this. This may be conducted by an external Health and Safety expert, or by a Health and Safety Officer from The Marketing Trainer. Anyone applicable will be required to complete an annual Health and Safety certificate.

Any Health and Safety incidents that occur will result in an immediate review and training session to ensure the risk is minimised for future incidents.

Apprentice Training (looking after apprentices in our care)

All apprentices will undergo training regarding Health and Safety as part of the induction process. This will include a review of the policies set out by The Marketing Trainer. All apprentices will be provided with any Health and Safety documents by their employer or place of work prior to completing the apprenticeship.

For a full Health and Safety briefing regarding the premises, please see the section later on in this policy. This will cover the Health and Safety protocols for the building. All apprentices who visit the premises will be provided with a full Health and Safety briefing, this includes evacuation procedures such as in the event of a fire.

Apprentices that fall ill at The Marketing Trainer's venue, such as the training centre, will follow the procedure below:

If an apprentice is ill, they will see the first aider, if the first aider deems they need hospital treatment, they will be transported to the nearest medical facility, or an ambulance will be called, depending on the severity.

If the apprentice is unwell, but doesn't need hospital treatment, the Health and Safety Officer will check they are okay to travel home, if they are not, a next of kin will be informed to come and pick them up, or a suitable transport method will be arranged. The apprentice's employer will also be informed. A Health and Safety Incident Reporting Log will need to be completed (see Page 15).

Employer Training

When training is conducted at the employer's place of work, the ultimate responsibility for Health and Safety lies with the apprentice's employer. However, The Marketing Trainer has a duty of care to ensure anyone will not be put at any undue risk. Employers will be provided with all of The Marketing Trainer Health and Safety documents and will have to refer to these documents. Employers must also provide their own Health and Safety documents to The Marketing Trainer that includes a robust Health and Safety procedure. The Marketing Trainer will carry out periodic checks to ensure Health and Safety is a top priority.

Responsibilities

Everyone has the responsibility of making sure Health and Safety is a top priority. See below responsibilities.

The Marketing Trainer

- Engaging only with employers that have a robust Health and Safety Policy and have procedures in place to mitigate any relevant risk.
- To make sure employers have an appropriate level of Health and Safety that matches the level of risk.
- Obtain a copy of the employer's Health and Safety procedures.
- Respond and action on any Health and Safety issues raised (within reason).
- Implementing the policy to all aspects of the work undertaken.
- Ensure any venues used by The Marketing Trainer have a Health and Safety Policy which can be communicated by The Marketing Trainer staff to any apprentices or associates attending that training. This will ensure going through evacuation procedures and highlighting any escape routes, fire exit doors and assembly points.

The Employer working with The Marketing Trainer

- Taking prime responsibility for the Health and Safety of apprentices.
- Having a written Health and Safety Policy in place that sets out a firm commitment to managing the Health and Safety of the apprentices.
- Having a clear action plan for reporting any Health and Safety concerns whilst also being clear when reporting any findings back.
- Providing an appropriate Health and Safety induction (this includes: site intro, PPE, training, first aid, fire precautions and procedures, emergency evacuations, reporting accidents or any other Health and Safety concerns).
- Ensure insurance is in place to cover any incidents.
- Ensure any accidents are reported to The Marketing Trainer.

Apprentices

- Following Health and Safety procedures.
- Cooperating with both employers and The Marketing Trainer with all Health and Safety aspects.
- Informing the employer or The Marketing Trainer of any changes in personal circumstances which may hinder any Health and Safety aspects.
- Reporting ALL Health and Safety concerns.

All Staff

- Understand the role and responsibility of all involved.
- Working together to ensure safety is paramount.
- Record any outcomes and evaluate feedback of any Health and Safety concerns.

Directors

The Directors have the overall responsibility for Health and Safety. The Directors will also organise training requirements for Apprentices and Staff.

Health and Safety Officer and Staff

The Health and Safety Officer has the responsibility for making sure all procedures are regularly reviewed, monitored and updated. Specifically, they should aim to:

- Arrange general safety provisions and risk assessments.
- Make sure all staff understand their responsibilities with regard to Health and Safety Procedures and all legal requirements (Health and Safety at Work Act 1974 and the Management of Health, Safety and Welfare Regulations 1999).
- Provide any protective clothing and equipment, if applicable.
- Investigate any accidents that occur to staff, apprentices or within The Marketing Trainer premises.
- Make sure relevant safety literature is available to all apprentices and employees.
- Report and submit an apprentice incident report forms.
- Maintain responsibility for firefighting equipment, drills and the maintenance of the accident books.
- Make sure first aid kits are up to date and available.
- Complete medical risk assessments and expectant mother risk assessments.
- Complete all risk assessments.
- Work with the Directors to make sure any hazards are minimised or completely removed.
- Ensure risks are minimised when staff, apprentices or visitors come to the company.
- Provide apprentices and employers with updates on Health and Safety policies via training, newsletters and the website.
- Arrange the yearly Health and Safety inspections in placements by making sure coordinators have appropriate qualifications and updates.
- Maintain and update the welfare database, which includes carrying out a specific risk assessment for those identified with health needs.

Training Officers

Training Officers have the following responsibilities as well as looking after their own Health and Safety:

- Complete apprentice reviews which show Health and Safety awareness and competency.
- Ensure all apprentices have an appropriate induction when attending their placements or college.
- Monitor and review apprentices on an ongoing basis.
- Report any Health and Safety risks to the Health and Safety Officer.
- Report any health-related issues of any apprentices.
- To follow up on any concerns regarding Health and Safety that are minor as a result of an inspection.

Administration Responsibilities

Admin is required to upload the following information to the database and the ongoing updating:

- Make sure apprentice reviews are completed.
- Keeping the database up to date with apprentice reviews.
- Reporting any accidents to the Health and Safety Officer.
- Ensuring DBS checks are completed for staff.

Admissions Team

Admissions are required to complete the following:

- Ensure all induction material is up to date and make sure apprentices are aware of current practices and requirements.
- Make sure online induction forms are completed by all apprentices.
- Make sure apprentices' suitability is assessed for the role.
- Help find suitable placements (safety being a key element).

Staff Induction

Any new member of staff that joins the company will receive a workplace induction to make sure they are aware of all Health and Safety policies, evacuation procedures, hazards and safe working practices. This will be conducted by the Health and Safety Officer. All new staff will complete a Health and Safety form and provide this to the Health and Safety Officer and if required the company will complete a risk assessment to reduce any risks that the individual. This will be kept on the employee's file.

Health and Safety Officer Contact Details

Name: Mitchell Goodall

Position: The Marketing Trainer Director

Phone: 07908 376 271

Email:

✉ Healthsafety@themarketingtrainer.co.uk

✉ Mitch@themarketingtrainer.co.uk

Prior to Undertaking an Apprenticeship

The Marketing Trainer has a duty of care in which we are to confirm that any employers engaged with apprenticeships all have the relevant arrangements in place to make sure Health and Safety is managed.

All employers must complete the below prior to any apprenticeship taking place

Name of Employer

Address of Employer

Main Contact details (Name/Tel/Email)

	Yes	No	N/a
Does your organisation have a Health and Safety Policy written down? (this needs to include a commitment to the Health and Safety of apprentices)			
Does your organisation have relevant insurance in place that covers all apprentices? (public liability and employers liability insurance). If yes, please forward to The Marketing Trainer			
Does your organisation have an induction process that includes the following (fire safety, emergency evacuation, Health and Safety reporting, first aid, supervisory and any other relevant arrangements)			
Does your organisation have a process which involves completing risk assessments involving the apprentice's workplace, equipment used or activities undertaken?			
Does your organisation have a process which records findings or any Health and Safety related issues, including providing feedback?			
Is training provided for the use of any equipment?			
Is PPE provided? (if relevant)			
Does your organisation maintain the working environments and ensure they are in line with the Workplace Health, Safety & Welfare Regulations?			
Does your organisation have a process for monitoring and reviewing its Health and Safety arrangements that includes the needs of the apprentices?			

In the last 3 years, has your organisation been subject to any enforcement action from either the Health and Safety Executive or fire and safety service? Details required if answering yes (please email details to the The Marketing Trainer Health and Safety Officer)

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Employer confirmation:

I can confirm all of the above information is correct and can provide any subsequent documentation.

I am authorised to sign this document

Name

Signed

Date

The Marketing Trainer to complete

Yes	No	N/A
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Do the answers indicate that a robust Health and Safety procedure is in place?			
Have the necessary insurance documents been provided?			
Do any concerns arise from the questionnaire?			
If subject to any enforcement action, does the remedial action suit?			
Employer is Approved			
Employer is rejected			

Name
Signed
Job title
Date

Risk Assessment

To complete a risk assessment, you must adhere to the following:

Identify Hazards

Firstly, go through the workplace and look for any potential hazards (from different perspectives). This includes identifying any areas or methods that could cause issues. This refers to both the working environment and workplace of the individuals.

Decide Who May Be Harmed

Not all risks affect every person. So, when conducting a risk assessment, it is important to consider all types of individuals. This includes lack of understanding for equipment usage.

Evaluate Risks and Decide on Precautions

It is important to establish the severity of the risk and how to handle this risk.

Recording Findings and Implementation

Any findings must be documented and reported to the Health and Safety Officer. Any changes must also be portrayed to the apprentices themselves, so they understand any changes.

Review and Update

Any important findings must be updated.

Risk Assessment Template

Company name:

Assessment carried out by:

Date of review:

Date of next review:

What are the Hazards?	Who could be harmed and how?	What is in place to control the risks?	What further action needs to take place?	Who needs to carry out the action?	When is the action needed by?	Is the action completed ?

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Health and Safety Incident Reporting Log

Incident/Accident Report Form

Report Number:

Details of person concerned:

- Name:
- Occupation:
- Address: Postcode:

Person who completed this form:

- Name:
- Occupation:
- Address: Postcode:

Person concerned account of the accident or incident:

- Date of accident / incident:
- Time of accident / incident:
- Room and place accident / incident occurred:
- How did the accident / incident happen:
- If the person suffered an injury what was this:

Witness account the accident or incident:

- Date of accident / incident:
- Time of accident / incident:
- Room and place accident / incident occurred:
- How did the accident / incident happen:
- If the person suffered an injury what was this:

First Aid Provision:

- Was first aid provided:
- Name of first aider:
- Address of first aider:

Were any of the following contacted: Family/Parents/Carers, Police or Ambulance

What happened following the incident: E.g. carried on with session, went home, went to hospital etc.

Classification: Fatal / Major / Injury or emotional shock requiring first aid, out-patient treatment, counselling, absence from work (record number of days) / Feeling of being at risk or distressed

Date this form was completed:

Does person involved in the accident / incident consent to disclosing their detail if required:

If this is a reportable incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 please confirm that you called the ICC on 0845 300 9923 and that this has been reported: Yes / No

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Step 1: Check there is no immediate risk of danger

- You must decide whether there is risk of further damage or injury. Do not put yourself in any danger. Your own health is very important so don't act if it is not safe to do so. Only act if safe to do so. Not all accidents occur in high risk environments. Risk can also include exposure to biological agents (ie blood exposure). In these cases it may be appropriate to refer to a trained professional (ie a nurse).

Step 2: Ensure that the colleague receives the appropriate medical assistance as necessary

- A qualified first aider must look at the injured person. The first aider should be able to determine if the situation requires further medical care.
- Call 999 for serious accidents or 111 for non-emergency.

Step 3: Report to a manager or supervisor

This must be reported to a manager. It is their responsibility to report under RIDDOR.

Step 4: Record the incident in the company's log

All details must be recorded in the company's accident book or Occupational Health records. This is necessary so the company can identify what accidents are common. Future actions can be taken place to prevent any further incidents.

Step 5: Report the incident under RIDDOR

There is a legal duty to report any incidents that fall under RIDDOR. You need to send the report asap (it must be received within 10 days of the incident or as soon as a diagnosis is received in case of illness).

A report must be submitted online via the HSE website ([How to make a RIDDOR report - RIDDOR - HSE](#))

The report must include:

- Date of the recording.
- Personal details (name, job title, phone number).
- Details of their company (name, address, email).
- Location, date and time of the incident.
- Personal details of the person(s) involved (name, job title, etc.).
- A description of the injury, illness or incident.

Step 6: Carry out an investigation

An investigation must be carried out. This needs to determine how the accident happened and if it was preventable and then measures need to be put in place to prevent future accidents

Please see below an example of a template which can be used

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

Policy Review

This policy will be reviewed on an annual basis to ensure its continued relevance and effectiveness. Any updates or changes to this policy will be communicated through our official channels and will be recorded on our version control tracker.