
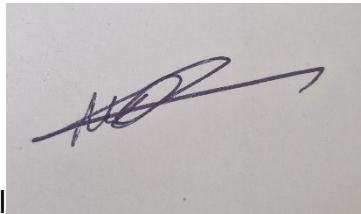




Health and Safety Policy

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 contact details of Safeguarding officer who anyone can contact
- Health and Safety to be discussed during employer induction

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 awareness training regarding Health and Safety as part of the enrolment and 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.

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 policies are reviewed and updated.

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 policy
- Respond and action on any Health and Safety issues raised (within reason).
- 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.

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.

Senior Management Team

Have the responsibility for making sure all procedures are regularly reviewed, monitored and updated. Specifically, they should aim to:

- 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 policy is available to all apprentices and employees at all times.
- 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 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, LMS and the website.

Coach/Trainer

Have the following responsibilities as well as looking after their own Health and Safety:

- Complete apprentice reviews which show Health and Safety awareness and competence.
- Ensure all apprentices have an appropriate induction
- Report any Health and Safety risks to the SMT
- 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.

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.

Health and Safety Officer Contact Details

Name: Mitchell Goodall

Position: The Marketing Trainer Director

Phone: 07386 679512

Email:

✉ Mitch@themarketingtrainer.co.uk

Health and Safety Incident Reporting Log

Please use the below to report any incidents, including near misses.

<https://forms.office.com/e/0niAP7rtKm>

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>

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. The Marketing Trainer 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.

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.