

Health, Safety and Wellbeing Policy

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Health, Safety and Wellbeing Policy

1.0 Purpose

Talented Training Ltd is committed to the management and continual improvement of Health, Safety and Wellbeing (HS&W) to enable us to meet our objectives of managing and conducting our work activities to ensure, so far as reasonably practicable, the health, safety and wellbeing of all employees, learners and others who may be affected by our activities.

Talented Training Ltd accepts its responsibilities under health and safety legislation, guidance and standards and that legislation is regarded as a minimum requirement and that it should strive to exceed this.

Furthermore, Talented Training Ltd is committed to encouraging fairness, inclusion, and respect when considering matters of health, safety, and wellbeing, and more generally amongst all employees, learners, and others who may be affected by its business activities.

1.1 Scope

This Policy covers all activities conducted by Talented Training Ltd. This includes office activities, hybrid and home workers, training activities, and mobile working at all Talented Training Ltd locations, external venues and/or sites, and activities contained within the physical boundaries of those locations, Talented Training employees and others who may be affected by our activities are duty bound to follow the requirements of this Policy, even when working at another's premises.

This Policy applies to all people who work for Talented Training Ltd, including permanent, fixed term or temporary employees, learners, visitors, contractors and interim employees under contract.

2.0 Roles and Responsibilities

The person(s) responsible for Health, Safety and Wellbeing is the Managing Director and Centre Manager. These will be referred to as the Health, Safety and Wellbeing Representatives for the purpose of this policy.

2.1 Managing Director

The Managing Director is responsible for achieving the objectives of this Health, Safety and Wellbeing Policy, including:

- Ensuring that managers know and understand their individual responsibilities regarding health, safety and wellbeing and that legislation is met
- Ensure adequate communication links are maintained to promote health, safety and wellbeing information
- Liaise with the Centre Manager to ensure all responsibilities of Health, Safety and Wellbeing Representatives have been fulfilled.
- Ensure that the health, safety, and wellbeing implications are considered at the time of any new projects or related issues.

- Ensure that legal requirements in relation to health, safety and wellbeing are appropriately funded to ensure that no breach of statute may occur.
- Ensure that when setting budgets, appropriate consideration is given to health, safety and wellbeing legislative requirements.
- Ensure that, as appropriate, suitable health, safety and wellbeing measures are properly incorporated within all activities.
- They are aware of the health and safety performance of Talented Training Ltd and that where issues are identified appropriate corrective action is taken.
- Ensure effective risk management processes are in place.
- Resources and information are available to enable compliance with the respective health, safety, and wellbeing duties of all colleagues.
- Provide leadership and coordination to ensure the delivery of the health, safety, and wellbeing plans for their area of responsibility.

2.2 Managers/Leads

Under the direction of the Managing Director, Managers and Leads are responsible for achieving the objectives of the Health, Safety and Wellbeing Policy. As part of their responsibilities, they will:

- Ensure all employees know and undertake their responsibilities regarding health, safety and wellbeing and all employees are adequately trained
- Promote the implementation of the health, safety and wellbeing policy
- Review the effectiveness of the health, safety and wellbeing policy.
- Ensure that all standards, safe systems, and methods of work are consistently adhered to via a planned and implemented workplace inspection regime.
- Ensure all people are sufficiently and appropriately trained, and that they receive information necessary to perform their duties in a safe environment.
- Facilitate appropriate time for appointed representatives to participate in health and safety joint consultation.
- Ensure arrangements are put in place to enable all necessary risk assessments to be relevant, by involving employees who possess appropriate knowledge and awareness of circumstances.
- Ensure all employees, and where appropriate students, are instructed, advised, and supervised regarding the outcome of both risk assessment and health, safety and wellbeing arrangements.
- Ensure all necessary health & safety training needs are addressed and recorded, and that relevant colleagues are allowed appropriate time to participate in health, safety and wellbeing training.
- Ensure they participate in safety management activities, responding to incident reports and contributing to health, safety and wellbeing monitoring audit and review.

2.3 Health, Safety and Wellbeing Representatives

Health, Safety and Wellbeing Representatives shall be required to:

- Support and assist occupational health activities.
- Coordinate the requirements of health, safety and wellbeing for Talented Training Ltd.

- Support and assist in all other risk assessment activities conducted and advice regarding suitability of the methods employed.
- Implement and support the production of Talented Training Ltd and local health and safety and wellbeing standards and arrangements for the effective management of health, safety, and wellbeing legislation within Talented Training Ltd.
- Ensure legal registers for health, safety and wellbeing are updated where appropriate.
- Where professionals may have multiple roles, suitable and sufficient time and resources are made for the effective management of health, safety, and wellbeing.

2.4 All staff

All staff of Talented Training Ltd shall:

- Adhere to the Health, Safety and Welfare Policy
- Ensure all individuals interacting with Talented Training Ltd are made aware of any appropriate health and safety requirements and that adequate procedures are in place to ensure their safety during building evacuation, or other foreseeable emergencies that may arise.
- Follow all safety instructions and safe working practices, feeding back to line management any areas for concern or difficulties that arise.
- Refrain from misuse or interference with anything provided in the interests of health, safety, and wellbeing, and from any act or omission that may endanger themselves or others.
- Ensure all safety equipment and facilities provided in the interest of health and safety at work are held and maintained in the correct manner, at all times.
- Report irresponsible behaviour, unsafe equipment, hazards or working practices as well as all incidents or near misses immediately to line management.
- Take reasonable care for the health, safety and wellbeing of themselves and others.
- Co-operate fully with Talented Training Ltd to enable the organisation to comply with all legal duties.
- Ensure they engage and commit to ongoing training regarding workforce development for health, safety, and wellbeing.

2.5 Learners and Visitors

Learners and Visitors will:

- Take reasonable care to ensure the health, safety and wellbeing of themselves and others who may be affected by their actions.
- Cooperate regarding health, safety, and wellbeing matters.
- Ensure that they are familiar with, and act in accordance with, procedures or instructions issued to them, or which may have been brought to their attention.
- Report any:
 - Accident resulting in personal injury or ill health, however minor.
 - Dangerous occurrence, including fire, using the approved reporting mechanisms.
 - Near-miss incidents which have the potential to cause injury or ill health.

- Not proceed with any activity if they feel it poses a threat to their health, safety, and wellbeing, or to that of others.
- Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay.

3.0 Arrangements and Procedures

3.1 Safety

- Colleagues are adequately trained and competent to carry out their assigned tasks.
- Suitable and sufficient risk assessments are undertaken, and control measures implemented; thereby providing instruction and information when briefed.

3.2 Health and Wellbeing

- Building, improving, and maintaining positive and supportive working and learning environments.
- Embedding wellbeing in our Health and Safety and People Development policies and practices.
- Encouraging and promoting healthy lifestyles.
- Encouraging and supporting colleagues and students to maintain good mental health and manage problems should they arise.
- Removing mental ill-health stigma by creating a culture where more people feel able to talk openly about their mental health as they do physical health.
- Culture and behaviour change by embedding workplace health promotion to foster the culture enabling support and encouragement of health behaviour change.

3.3 Risk Assessment

Talented Training Ltd will ensure that risk assessments are completed and reviewed for all significant hazards arising out of or in connection with the activities undertaken in accordance with relevant standards.

Managers will be responsible for ensuring that risk assessments, as required under health and safety regulations, have been undertaken and that the hazards identified together with the preventative and precautionary control measures have been considered and recorded.

The findings of the risk assessment will be passed to employees to safeguard their health, safety or wellbeing.

3.4 Monitoring Health, Safety and Wellbeing Performance

Managers will prioritise and deal with safety matters within their own area of responsibility and decide to rectify matters relating to health and safety.

Where the matter cannot be dealt with locally then the issue must be reported to their line manager immediately.

Managers will carry out active monitoring of health, safety and wellbeing by regular inspection and checking to ensure that standards are being maintained, and appropriate controls are working

Any items for remedial action should be reported and actioned appropriately.

Reactive monitoring will also take place if things go wrong, this will include investigating injuries, cases of illness, property damage and near misses.

3.5 Accident and Incident Reporting

All accidents, health, and safety related incidents, work-related ill health, violent incidents or dangerous occurrences that occur at, or as a result of, work for Talented Training Ltd must be reported immediately following the accident and incident reporting standard.

All incidents, accidents, ill health, or dangerous occurrences will be reported verbally to their line manager and confirmed by the completion of an incident and accident report form within the Accident Book located in Talented Training's Office.

3.6 First Aid Arrangements

Training Talented is a "low hazard" location with fewer than 25 staff and thus is required to have one appointed person. However, we currently have two First Aiders – Philip Ibbetson and Aimee Easey.

All treatment must be recorded in accordance with the accident reporting procedure.

First Aiders must follow best practice for all treatments and only render First Aid as outlined in the First Aid regulations.

First Aiders must protect themselves against coming into contact with injured persons' body fluids such as blood and saliva. Protective gloves and non-reactive cleaning wipes are available from the First Aid Box.

A First Aid Box is provided. The Health, Safety and Wellbeing Representatives will be responsible for ensuring the adequate supply and replenishment of materials.

3.7 Portable Appliance Testing (PAT)

The Health, Safety and Wellbeing Representatives are responsible for the implementation of the following procedure:

- All portable electrical appliances will be regularly inspected and tested where appropriate to ensure electrical safety.
- Any defective electrical appliances will be repaired or withdrawn from service.

Staff are discouraged from bringing personal electrical equipment to work. If they do, they should inform the Health, Safety and Wellbeing Representatives so that the equipment can be tested to ensure it is electrically safe.

The company does not accept any liability in respect to any damage or injuries that may be sustained by personnel using their own equipment.

3.8 Manual Handling

The company is committed to reducing the risks from manual handling so far as it is reasonably practicable.

The Health, Safety and Wellbeing Representatives are responsible for the implementation of the following procedure.

- An assessment should be made of all Manual Handling operations which could involve significant risk or injury.
- Manual Handling operations should be avoided so far as it is reasonably practicable. Where Manual Handling operations cannot be avoided the risks should be reduced so far as is reasonably practicable.
- Manual Handling assessments shall be regularly reviewed by the Health, Safety and Wellbeing Representatives.

3.9 Fire Drills/Evacuation

Fire drill practices will be conducted on a regular basis, and at least twice per year.

It is the responsibility of all staff to read and understand the following instructions so that, in the event of a fire, the building can be evacuated quickly and safely.

Any member of staff discovering a fire should immediately alert colleagues in the immediate vicinity by shouting 'Fire' and activate the fire alarm.

On hearing the alarm all staff and visitors should evacuate the building immediately and make their way to the assembly point. The assembly point is located diagonally across from 11 York Place, under the archway.

Staff should ensure that any disabled visitors or members of staff are escorted out of the building by capable members of staff.

Staff should not endanger themselves or others with the use of fire extinguishers. If safe to do so, fire extinguishers should be used as follows:

Fire extinguisher - water: suitable for fires involving wood, paper and fabric.

Fire extinguisher - carbon dioxide: suitable for electrical fires

4.0 Health, Safety and Wellbeing Audit

The Health, Safety and Wellbeing Representatives will ensure that a Health and Safety audit of all locations takes place at least annually.

The Health, Safety and Wellbeing Representatives will review the Health, Safety and Wellbeing Policy annually, and where this does not conform to current law, best practice, or where it is thought to be invalid, revise it. All revisions to the policy or procedures will be discussed and agreed with the Director, prior to inclusion in the

policy.

Where problems are identified during an audit the action taken to rectify the problem is also to be recorded.

The Health, Safety and Wellbeing Representatives are responsible for drawing up and maintaining a Health and Safety plan.

5.0 Document Control

Below is the change history and document 'sign off' information.

5.1 Version Control

Record of Amendments		
Version Number	Date of Issue	Detail of Change
V1.0	Mar 2024	Policy Re-write and issue.
V2.0	Apr 2025	Policy Re-Written.

5.2 Next Review Date

The next scheduled review of this document will be April 2026 or earlier if there is a need for an additional review.

5.3 Document Authorisation

Document Authorisation		
Name and Position	Signature	Date
Laura Jambawai Quality and Adult Skills Lead	LJambawai	2 April 2025