



# Health and Safety Policy

<b>Distribution</b>	All Staff		
<b>Reference Number</b>	HASP	<b>Version</b>	3.1
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<b>Reviewed by</b>	Ben Waite, Associate Director of People		
<b>Authorised by</b>	Alison Dann, Group Director of Quality and People		
<b>Issue date</b>	30.09.2024		
<b>Review date</b>	30.09.2025		

## DOCUMENT CONTROL

Version	Name	Comment	Date
1.0	Alison Dann	New Issue	30.11.17
1.1	Alison Dann	Review	18.10.18
1.2	Ben Waite	Update	09.01.19
1.3	Ben Waite	Update	26.11.19
1.4	Alison Dann	Update	15.12.20
1.5	Ben Waite	Update	09.02.21
1.6	Faye Hand	Review	18.11.22
2.0	Andrew Simms	Accident report procedure added	12.12.22
3.0	Andrew Simms	Transfer to Group Policy	29.09.23
3.1	Ben Waite	Signed by CEO, updated front sheet minor amendments in terminology and job role references	30.09.2024

*For the purpose of clarity, the term "B2W" refers to the family of B2W Group organisations – Back to Work Complete Training, Just IT, BePro and ECTA*

## 1.0 Policy Statement

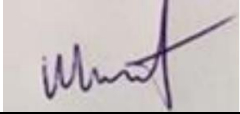
Back 2 Work (B2W) aims to implement safe systems of work, to reduce risk for all learners, staff and visitors to the business and to promote the health and well-being of all its learners and staff, by providing adequate and sufficient information, instruction, training and supervision.

## 2.0 Statement of Principles

B2W accepts responsibility for the health, safety and welfare of its learners, staff and visitors, under the terms of the Health & Safety at Work Act 1974.

As far as it is reasonably practicable, B2W will:

- provide a safe, secure and healthy working and learning environment;
- demonstrate an ongoing and determined commitment to improving health and safety throughout the business;
- embed safe working practice into courses to prepare Learners for the workplace;
- reduce risk in the learning and working environment;
- comply with relevant legislation, regulations and best practice;
- promote health and well-being for all students and staff;

<b>Signed</b>	
<b>Name</b>	Luke Muscat
<b>Position</b>	Group CEO
<b>Date</b>	30/09/2024
<b>Review Date</b>	30/09/2025

## 3.0 Implementation

**3.1** As far as it is reasonably practicable, B2W will provide and maintain buildings, resources and systems of work that are safe. The Health and Safety Risk assessment identifies the main hazards and associated level of risks. B2W will inform learners, students, contractors, visitors and stakeholders of workplace hazards. B2W will require contractors and stakeholders to identify health and safety hazards that may impact on business activities.

**3.2** Inspections and audits of locations where B2W operate areas will be undertaken with risk assessments checked and reviewed where necessary.

**3.3** B2W will ensure that there are effective channels of communication for the health, safety and welfare of its employees and representatives through meetings and the circulation of regular reports.

- 3.4** Adequate resources will be provided to ensure all staff, learners, contractors and stakeholders are aware of this policy and committed to its effective implementation.
- 3.5** To comply with legislation all notifiable incidents are reported to the Health & Safety Executive (HSE).
- 3.6** B2W will promote a safe learning environment for all learners, and ensure that appropriate arrangements are in place to protect staff and learners from harm.
- 3.7** B2W will establish a safe learning environment in which all learners can develop risk awareness. Involvement of learners in the risk management process will be encouraged.
- 3.8** All staff will be adequately instructed and trained on health and safety issues that affect them, and the safe working practices that should be followed. Training is regularly updated.
- 3.9** The business has a Safeguarding Policy with supporting procedures in place for the reporting of abuse and other risk factors.
- 3.10** The business operates an automated locked door policy, to support emergencies that may lead to an evacuation situation.
- 3.11** B2W have clear guidelines regarding evacuation procedures that are issued to all staff and visitors.
- 3.12** Any accident, incident, near miss, case of illness that may be linked to work, or other issue of significant concern with regard to health and safety standards or arrangements is reported using organisational national procedures and that appropriate investigations are carried out with a view to identifying causative factors and taking action to avoid recurrences. Concerns, incident and accidents must be reported to the health and safety advisor either directly or via a line manager.
- 3.13** Staff are to complete the online accident form using Microsoft Forms. A copy of this will be automatically sent to the Health and Safety Advisor and the appropriate action will be taken upon receipt of the form. Copies of accident forms will be kept securely on SharePoint. A central point of reporting is also available at [healthandsafety@b2wgroup.com](mailto:healthandsafety@b2wgroup.com).

## **4.0 Health and Well-being**

- 4.1** B2W will promote health and well-being for all students and staff.
- 4.2** To support this aim, smoking (including e-cigarettes) is not permitted inside any building and is only permitted in the designated smoking shelters at all sites. The 'no smoking' regulations support this policy.
- 4.3** B2W will encourage healthy lifestyles by providing information, raising awareness, and where appropriate, providing support to help learners and staff take positive measures to improve their health and well-being.
- 4.4** B2W will take measures to manage stress for employees in the workplace.
- 4.5** B2W will assess occupational health risks. All staff should be made aware of the occupational health risks that affect their work. B2W will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health. Health surveillance will be conducted where appropriate to comply with health and safety legislation.

## 5.0 Management Systems

**5.1** B2W has a Health and Safety Management System in place in compliance with the HSE guidance and Good Working Practice.

**5.2** B2W will record all accidents, incidents and near misses to drive improvement in health and safety management and investigate when appropriate. Any lessons learned from such events will be used to take corrective and preventative action to avoid recurrences.

**5.3** B2W will actively and openly review and report on health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

**5.4** B2W will engage and collaborate with contractors to ensure their:

- Health and Safety capability and competence fulfil B2W expectations;
- Health and Safety performance is monitored; and
- Work activities have minimal Health and Safety impacts on B2W activities.

**5.5** Implementation of health and safety contacts on each site who will liaise with the Health and Safety Facilities Manager to report any issues within each office space. This may be through on site Office Leads or directly with the Health and Safety Estates Manager.

## 6.0 Responsibilities and Duties

**6.1** Staff, learners and visitors have a responsibility to:

- comply with 'safe systems of work' or any other health and safety instructions that will safeguard themselves and others;
- report accidents, incidents and near misses to the Health and Safety Estates Manager.
- co-operate and promote safety at work and report any defects in plant, machinery, equipment, tools or systems of work;
- make use of and take care of protective and safety equipment;
- consider their own and others health and well-being.
- Report any apparent cases of serious or imminent danger, other situations with significant health and safety implications, or shortcomings in organisational arrangements to an appropriate management and/or organisational Health and Safety representative.
- Ensure that, if working from home, they are working in a suitable, safe environment and have a safe workstation with the correct equipment. If this is not possible then B2W will provide access to the nearest B2W office for completion of work duties.

**6.2** They should not:

- undertake any action or activity which could place themselves or others at increased risk of injury or harm;
- willfully damage B2W property that could endanger themselves and others;
- smoke in B2W buildings or its grounds unless in a designated area

**6.3** The Health and Safety Estates Manager: The Health and Estates Manager:

- reporting all incidents to the enforcing authority in line with RIDDOR 2013. In general, incidents are reportable under RIDDOR when there has been an accident which caused the injury, the accident was work-related and the injury is of a type which is reportable - <https://www.hse.gov.uk/riddor/specified-injuries.html>



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<b>Issue Date: 10.11.2023</b>	<b>Page 5 of 5</b>

- Maintaining a record of all incidents whether reportable under RIDDOR or not and keeping a log of actions implemented to reduce the chance of reoccurrence.
- Ensuring that adequate risk assessments are carried out in line with company Risk Assessment Policy.

**6.4** SMT and Area Managers have a responsibility and duty to support the implementation and monitoring of this policy.

**6.5** The Health and Safety Estates Manager, HR Team, Directors and Area Managers are responsible for assisting the Group CEO in the implementation and monitoring of this policy. They will manage and co-ordinate the health, safety and welfare system in the business, according to legislation, reporting to the Senior Management Team. The Health and Safety Estates Manager will implement an annual review of this Policy, which will be monitored by the Board of Directors.

**6.6 The Group CEO** has overall responsibility for ensuring compliance with health & safety legislation.

The Directorship recognises and accept their responsibilities for health, safety and welfare at work.

The Directorship/HR/Quality Executive approve the Health & Safety Policy and ensure that it is reviewed annually.

### **6.7 Monitoring Arrangements**

This Policy will be monitored and reviewed by the Health and Safety Estates Manager, Board of Directors informed by area managers and the Health and Safety Estates Manager will ensure implementation of the Policy.

This policy has immediate effect and replaces all previous versions. This policy will be reviewed at least annually or earlier if there are any fundamental changes to the business Operation or Practice.

Copies of all approved Policies can be found on the all of the Group businesses SharePoint sights.

The impact and currency of all B2W Policies are reviewed annually by the originators and relevant consultation groups.

The latest version is identified, with the date of issue.