



HEALTH AND SAFETY POLICY

COVER SHEET

Document Control

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20.06.22	4		Head of Quality (Jane Richardson) / Onboarding Manager (Bally Kaur)	Managing Director (Idalina De Jesus)	20.06.22	
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09.01.20	1		Head of Apprenticeships (Cheryl Woods)	CEO (Ritchie Mehta)	09.01.20	

Location: C:\Users\Jane\School of Marketing Dropbox\Policies\Policies and Procedures\AGREED POLICIES

Key Contacts – Health and Safety Concerns

Health and Safety Lead Officer

Idalina@schoolofmarketing.co.uk

Idalina De Jesus – Managing Director



Health and Safety Officer

David@schoolofmarketing.co.uk

David Porter – Programme Manager

Health and Safety Lead Officer

- Has ultimate responsibility for the maintenance of policies on Health and Safety
- Will monitor any further legislative demands and introduce new practices where required
- Will hold quarterly meetings to review all issues relating to health and safety where minutes are to be recorded

Health and Safety Officer

- Is responsible for ensuring that safe recruitment practices are embedded and implemented across **School of Marketing**
- Ensure personnel records are accurately maintained and that all staff receive appropriate training and development
- Hold annual online training sessions to help train employees, create and share email communications to all employees, updating them with Health and Safety topics such as 'Wellbeing in the Workplace'.

First Aiders

- Report any incidents to our Trained First Aiders
- Is responsible to promote awareness and provide clear signposting of their location and contact information
- Ensure First Aid kits/Boxes meet regulatory satisfaction

Reporting Health and Safety Accidents/Concerns

If an apprentice has a concern over their own Health and Safety, **School of Marketing** employees must record all information on our Accident Reporting Form

Accident Reporting Form

Learner Name	
Learner Email Address	



Learner Contact Number	
Company	
Company Contact	
Contact Email Address	
Contact Phone Number	

Date	Update	Supporting Evidence	Action by
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Introduction

The **School of Marketing** is highly committed to ensuring we have the right standards of Health and Safety. As part of one of our core values we encourage our employees and learners to contribute to their own welfare. Under the Health and Safety at Work 1974 School of Marketing will ensure activities are reasonably practicable. The Policy will be promoted to employees through employee inductions, ongoing training and awareness raising campaigns. These activities will also underpin the commitment of employee to delivering the policy and embedding health and safety within practices and activities.

Training

School of Marketing will ensure all Senior Management, employees, Apprentices and Learners are trained in Health, Safety and Wellbeing. Senior Management team members are required to complete H&S ISOH Training or any other relevant training courses including legislation updates.

Training will be undertaken annually and cover all aspects of the policy, legislation updates and safe working practices. This will be recorded and monitored centrally by the Health and Safety Lead Officer to ensure ongoing compliance.

Health and Safety during Induction

School of Marketing employees, learners and Apprentices must complete Health and Safety training which will include the following:

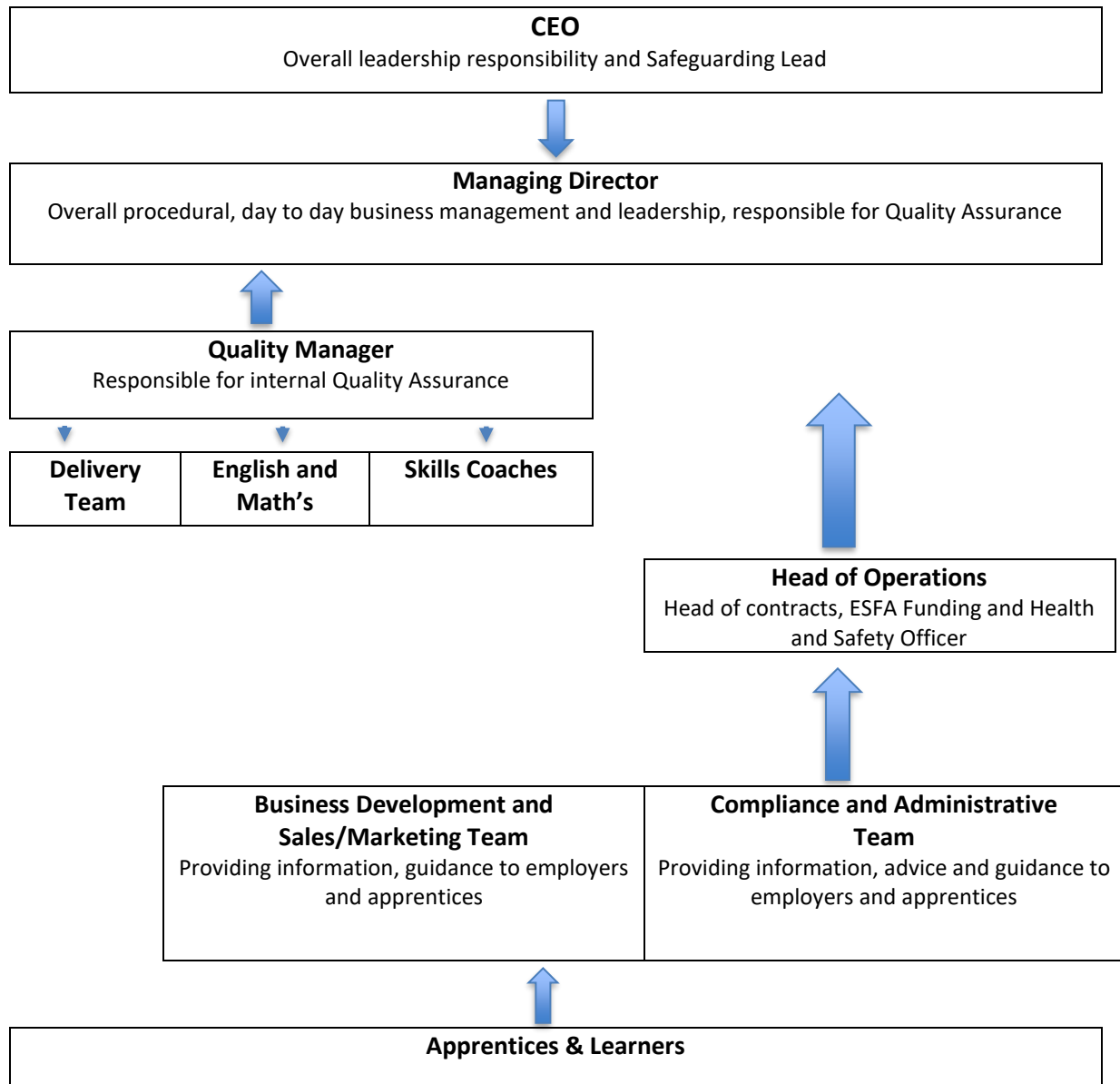
School of Marketing will:

- Protect the Health and Safety and Wellbeing of its employees and others affected by its activities



- Provide and maintain safe working environments and practices that limit risks to health, safety and wellbeing of others
- Comply with standards and formulate robust policies that meet regulatory requirements related to health and safety and wellbeing
- Promote a positive health and safety culture through good practices, which is underpinned by Safeguarding and Prevent (please refer to our policy)
- Ensure these objectives are fulfilled through auditing activities, either internally, through senior leadership, or by external consultants
- Safeguard employees, learners and all others from foreseeable hazards with regard to health, safety or the environment, in current processes, practices and working systems
- Ensure that, when new substances, plant, machinery, equipment, processes or premises are introduced that this is implemented with adequate guidance, instruction and supervision provided for safe methods of work
- Train employees to be aware of their own responsibilities in respect of health, safety, welfare and environmental matters, and to ensure they actively participate in good practice that leads to the prevention of accidents and occupational and non-occupational injuries and diseases.
- Monitor, review and update this policy annually

Roles and Responsibilities



Employees, Tutors and Line Manager Responsibilities

The following specific roles and responsibilities apply to this policy and in addition to the general role and responsibilities placed on all Line Managers and Employers outside of School of Marketing.



Through thorough Employer induction School of Marketing will carry out necessary checks to ensure employers have in place a Health and Safety Policy. School of Marketing enter into a triparty agreement outlining its full commitments and responsibilities to its apprentices and employers which is monitored and updated throughout the programme.

Report all accidents/incidents/near misses using the Accident Reporting Form arising out of or in connection with work. This will include reporting through RIDDOR processes as appropriate inline with HSE guidance (<https://www.hse.gov.uk/riddor/>) . These incidents are catergorised into the following:

- Verbal or physical assault
 - Mental Health concerns/illnesses
 - Minor Injury
 - Injury/ill health
 - Road Traffic incident
 - Near miss/Dangerous Occurrence
 - Environmental
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- All employees have responsibility for observing safety rules, policies and best practices to ensure they limit any risk to health and safety towards themselves and others
 - Employees **must** complete full Health and Safety training during their Induction programme
 - Employees are to ensure they are responsible for the health and safety and wellbeing of learners or visitors on company premises
 - All employees undergo appropriate pre-employment checks, including DBS checks for learner facing roles to ensure employees understand the principles of safe working practices
 - Promotion of effective participation by all employees in joint consultation on health and safety matters

Learners, Apprentices and Visitors

- Are required to comply with this policy and its procedures. All learners, Apprentices and visitors will be registered at our premises upon their arrival and departure (when attending site)
- All new learners and Apprentices will receive a full induction session, with access to this policy as well as our safeguarding and prevent practices
- Encourage learners to be aware of strategies to keep themselves safe in work or learning online



- All learners and visitors are given the opportunity to give feedback to further promote and maintain health, safety and well-being practices
- Safe learning is protected within the following policies: quality assurance, safeguarding and prevent, malpractice and administration and as appropriate HR policies and procedures

Consultation with Employers

During the enrolment stage School of Marketing will conduct enquiries relation to the Apprenticeship Eligibility Criteria and consult with all employers on what requirements there are. Employers will be included and invited to take part in an interview, submit share company information and divulge any additional learning support needed. All employers will be required to complete a risk assessment, confirmation of their Health and Safety measures and/or details of how they support apprentices if lone working. This initial consultation will also include a Health and Safety check for the apprentices work location including checking relevant insurances are in place and that they have a safe working environment and appropriate Health and Safety procedures._

Employers Due Diligence

School of Marketing records and keeps a full database of all Apprentice Employers. Health and Safety Standards are met by conducting employer due diligence prior to the Apprentice enrolling. It is the responsibility of the apprentice's employer to conduct their own Health and Safety training. School of Marketing will check through their own due diligence, this may include:

- Contract of Services (including mandatory policy section)
- Commitment Statement
- Risk Assessment for vulnerable groups and young learner
- Controlled risk assessments of businesses catergorised into low risk, medium risk and high risk as part of enrolment process
- Safeguarding and Prevent
- Bullying, Discrimination and Harassment
- Employer Liability Insurance



- Employers must comply with their COSHH and the RIDDOR duty in the event of a workplace accident or injury incurred by an apprentice
- Equality, Diversity and Inclusion
- Employer Handbook
- Apprenticeship Agreement

Ongoing Monitoring of Learner's and Apprentices whilst in employment

School of Marketing will provide ongoing support depending on a range of factors including:

- As per ESFA requirements H&S is discussed during 1:1's and Progress Reviews, throughout full duration of the programme
- Ability of apprentice and/or any special needs or circumstances, including disability and/or medical/health condition
- All visits/meetings where remote will be planned in advance by email communication or telephone to prevent stress and aid time good management
- Any issues identified during monitoring must be addressed immediately documented through our Cause for Concern Form and referred to H&S Officer
- If the apprentice is identified as at risk of health and safety the placement must be escalated to Senior Management

Identifying and managing Health and Safety Concerns

- Mental Health (including Stress)
- Absence
- Ill health
- Accidents (reporting through RIDDOR)
- Poor H&S measures
- Sexual Harassment
- Harassment and Bullying & Discrimination
- Environmental
- Manual Handling
- First Aid facilities
- Emergency evacuation routes and procedures



All identified Health and Safety issues or concerns will be, where possible, addressed by the person identifying the issue to ensure that restorative action is taken quickly and effectively. Once initial action have been taken the issues will be reported to the Health and Safety Lead Officer for monitoring and further action as required.

Ill Health and Accidents for Apprentices on Programme

School of Marketing recognises that it has an important role to playing 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 such an event of illness or accident **School of Marketing** will need to be:

- Notified of such an event and where required details surrounding the accident or ill health
- Continue communication until the apprentice is recovered
- Offer a break in learning to cover any ill health or note any accident-related absence
- Report any serious incidents or accidents to the Police and/or local authorities
- Where appropriate SoM will work with the employer health and Safety lead to ensure that any accidents do not reoccur and that apprentice safety is ensured

How we Protect Health and Safety of our Apprentices

Through our Induction and regular training of our apprentices will be kept updated of Health and Safety responsibilities and roles. **School of Marketing** provide the following support to ensure all apprentices are kept safe:

- Taking proactive actions to protect apprentices
- Promoting our commitment to all employees, learners and apprentices
- Training all new employees to implement the policy
- Providing welfare support to the apprentice in the event of a workplace accident or injury
- Reviewing an employer's health and safety arrangement
- Sending out targeted advice, guidance and support messages if a specific event is identified
- Share and promote guidance on DSE checks, lone working and regular eye health checks

Health and Wellbeing



School of Marketing recognises the importance of both physical and mental wellbeing of its employees and apprentices. **School of Marketing** acknowledges its approach to predict and adapt to the changing needs of its people is an important value to uphold. Private and confidential support to available where required.

Lone Working

The Health and Safety at Work 1974 requires employers to ensure the health and welfare of its employees (including lone workers). Therefore, **School of Marketing** will ensure so far that is reasonably practicable that it's employees, learners and apprentices who are required to work alone or unsupervised are protected from risks to their Health and Safety.

Arrangements include:

Carrying out risk assessments carried out under the Management of Health and Safety at work Regulations 1999 will confirm whether the work can be done safely by one unaccompanied person

- Must take considerations of remote locations
- Carrying out risk assessments
- Open communication methods, including visual interactive workshops, dedicated email inboxes, WhatsApp group chats, Mentor support and tutor 1:1 session(s)
- Trained First Aid Support
- DSE Checks on equipment where required or concern raised

Monitoring and Review

This Policy on Health and Safety at work and of the organisation and arrangements for carrying out this policy. This Policy is made under Section 2(3) of the Health and Safety at Work etc. Act 1974. This policy will be reviewed annually.

Further reading and Links

<https://www.hse.gov.uk/lone-working/employer/index.htm>

<https://www.hse.gov.uk/youngpeople/apprentices.htm>