



FORUM FOR SUSTAINABLE NEW VENTURE

# Health and Safety Policy

<b>Lead Responsibility</b>	Operations and Compliance Director	<b>Approved by</b>	Director
<b>Version</b>	1	<b>Reviewed</b>	July 2024
<b>Policy applicable to</b>	All Stakeholders	<b>Date of next review</b>	July 2025

Health and Safety Policy  
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## Purpose Statement

Forum For Sustainable New Venture (FFSNV) trading as Forum Apprenticeships is committed to providing a robust training and learning offer which will support the development of both young people and adults, with required skills necessary for preparing individuals to contribute towards a productive and a competitive economy.

Forum Apprenticeships is passionate about people skills development in broader perspective and also in encouraging innovativeness, talents, creativity, and resourcefulness.

Our focus will be on employability and learner's progression and also deliver required skills and qualifications that individuals, the employers, and the economy need. We offer a variety of qualifications.

Learners' health and safety is of prime importance to us. It is very important to make the learning environment a safe place. We believe that this can be achieved by agreeing a standard between us, the employer, and individual learners; with allocation of adequate resources and by encouraging efforts and commitments.

Consistently improving our safety performance is demonstrated through maintaining our benchmark standard, BSOHSAS18001 and also ensuring that we fully comply with ISO45001.

## Responsibility

While we take responsibilities to ensure we maintain the benchmark standard BSOHSAS18001 and ISO 45001; we also admit that the responsibility on health and safety rest with everyone including our employers, sub-contractors, employees, learners and clients. We need to all co-operate with each other to enable all statutory duties are complied with.

Forum Apprenticeships is strongly committed to providing employees, learners and any interested parties with systems, processes and meetings which allow open consultation, participation and communication on health and safety matters. The successful implementation of our policies requires total commitment from all levels. Health and Safety is an integral part of all functions and activities.

## Health and Safety Lead

Our Managing Director, Dr Busayo Ajayi, holds ultimate responsibility for the implementation of this policy. Our Curriculum and Quality Manager, is our Designated Health and Safety Lead. Our Operations and Compliance Director is responsible for the review and maintenance of this policy.

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The Health and Safety Lead has responsibility for maintaining the required standards of Health, Safety and Welfare. The responsibility encompasses ensuring consistent operation of the health and safety management system, to lower overall risk and a consequent reduction in injuries and ill health and the key elements of the key management system elements of:

- policy;
- organising;
- planning and implementation;
- measuring performance; and
- audit and review.

This is exercised by ensuring that all staff and learners are aware of their personal responsibilities and that they are given the necessary information and training for carrying them out. These responsibilities extend to anyone affected by the Centre's activities including contractors, members of the public, visitors etc. They are to implement the policy by:

- Having adequate knowledge and observing the requirements of the Health and Safety at Work Act 1974, relevant regulations, Approved Codes of Practice, and all other relevant legislation.
- Ensuring adequate resources are made available to provide safe systems of work as a matter of priority.
- Promoting greater Health and Safety awareness amongst subordinates by example and by ensuring that only experienced staff supervise training activities.
- Insisting that all staff observe safe working practices with particular reference to safety instructions.
- Monitoring Health and Safety standards during routine visits to employer's workplaces (and those of Forum Apprentices and reviewing health & safety reports.
- Advising the Management Team and all staff of good practices, training requirements and the standards required, to manage the implementation of Health and Safety efficiently.
- Liaising closely with all appropriate authorities to implement and maintain Health and Safety requirements.
- Investigating reportable injuries and incidents and advising on lessons to be learnt while liaising with authorities such as the Skills Funding Agency and the HSE.

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- Ensuring that COSHH and risk assessments are reviewed regularly and monitoring the effectiveness of safety management.
- Conducting safety inspections of Centre premises according to risk category.
- Advising staff, learners and their employers, and visitors as to the appropriate action to be taken to comply with the relevant regulations including:
  - Dust and Fume Control;
  - Manual Handling, Good Housekeeping;
  - Electricity at Work, Fire Prevention;
  - First Aid at Work, Display Screen Equipment (DSE);
  - Environmental (Working Conditions);
  - Accident Reporting in Accordance with RIDDOR, COSHH Assessment; and
  - Risk Assessment as appropriate.

## Legal Duties

Legal duties are made clear to all stakeholders. We emphasise the priority that we give to health and safety performance; we always include health and safety when we set our strategic objectives and always fit into our core values.

Forum Apprenticeships is strongly committed to health and safety. We aim to provide safe and healthy working conditions for the prevention of injuries or ill health that may arise as a result of our activities.

### Legal duties on yourself as an employee and your employer:

- Take reasonable care of your own health and safety and the health and safety of anyone else that may be affected by what you do or fail to do, including members of the public.
- Cooperate with your employer in matters of health and safety.
- Not interfere with, or misuse, anything provided, for safety.
- Learn how to work safely and obey safety rules.
- Use all equipment and protective clothing provided.
- Report to your supervisor/section head/manager all accidents, near misses, injuries, and violent incidents immediately or as soon as possible.
- Report things that seem dangerous, damaged, or faulty.
- Only use tools, machinery, or substances after you have been trained and given permission to do so.
- Never play practical jokes – they can kill.

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## **Legal Duties Forum Apprenticeships Centre must Provide to an Apprentice:**

- A safe, healthy and supportive environment.
- A workplace induction to health and safety when starting your programme.
- Full information on relevant health and safety policies, responsibilities, and procedures.
- Information on supervision arrangements and any risks associated with your programme.
- Provision of suitable personal protective equipment from your employer.
- Information on restrictions which apply, for example restrictions on the use of certain machinery or vehicles.
- Training on health and safety and appropriate use of equipment.
- Advice in the event of an accident at work.

## **Responsibilities of employer:**

- To ensure the health, safety, and welfare of employees whilst at work.
- To provide and maintain plant and systems of work that are safe and without risks to health and safety.
- To ensure safety and absence of risks to health in connection with, handling, storage and transport of articles and substances.
- To provide information, instruction, training, and supervision as is necessary to ensure health and safety at work.
- To provide a place of work that is safe and has safe means of access and egress.
- To provide adequate welfare facilities at work.

## **Risk Assessments**

### **Identifying Risks**

According to the Management of Health and Safety at Work Regulations 1999; A risk assessment is a careful examination of what, in your work, could cause harm to people.

Risks will be identified through an annual risk assessment of the main working and learning environments, carried out by our Designated Health and Safety Lead. This will be signed off by our Designated Health and Safety Lead, reported to our Director and filed each year for every delivery location.

The assessment will cover:

- First Aid;
- Accidents at Work;
- Hazard Signs;
- Personal Protective Equipment (PPE) - Ear Protection, Eye Protection, Head

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- Protection, Respiratory Protective Equipment (RPE) and Skin Protection;
- Lifting and carrying;
- Personal Safety;
- Tidiness and Hygiene;
- Moving about in the Workplace;
- Equipment and Machinery;
- Transport and Vehicles;
- Using Safety Signage;
- Working at Heights;
- Hazardous Substances;
- Working with Computers;
- Fire;
- Alcohol, Smoking and Drugs.

## Taking Action

All Health and Safety risks discovered should be addressed by the trainer/tutor to remove the risk. This may include reconfiguration of the environment or relocation to another area. A detailed report of all observed Health and Safety risks will be completed describing actions taken at the time and recommendation for further actions or investigation. Risk assessments in employer premises will be undertaken in liaison with the employer to ensure apprentices and tutors/trainers are protected in the learning environments.

An organisational risk register will be held by the Designated Health and Safety Lead, reported to Senior Management Team on a monthly basis, with key risks being identified and mitigating actions reported upon. Each risk will be RAG rated dependent on the likelihood of the risk occurring and the impact it will have should it occur, with regular updates to reduce the impact should a risk occur.

## Key Risks & Possible Actions Fire Safety

All staff and learners should follow these steps to help prevent fire:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc. are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your manager or a member of staff and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins and ensure that your waste bin is accessible for emptying when necessary.

### **Action to take in the event of a fire alarm:**

- Immediately stop what you are doing and walk (do not run) to the nearest available safe exit.
- Make your way to the fire assembly point – the front of Unit 7 (building on the right side of the Centre)
- Once you are at the assembly point you should report to the manager or lead tutor in attendance, so that they can account for everyone.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the manager in attendance.

### **Action to take if you discover a fire:**

- Raise the nearest alarm on the premises.
- The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available, do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a wastepaper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

### **Electrical Safety**

Our Designated Health and Safety Lead will arrange:

- Testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992);
- Appropriate precautions to reduce the risk of ignition by electrical equipment or otherwise in areas where combustible dusts, flammable liquids or gases are used or stored;
- For staffs' personal electrical equipment intended for use on Centre business to be inspected and tested by a competent person before use and at regular intervals thereafter.

### **Lifting and Handling**

Our business provision does not currently engage in lifting operations or manual handling of loads. However, Managers are responsible for informing staff of safe lifting techniques,

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the need to complete specific training if lifting and handling may occur frequently within their role, and to use appropriate assistive equipment or services for heavy or complex lifts.

## Procedure For Accidents and Work/Learning Related Illness

In the event of an accident or incident of work/learning related illness involving a learner during training activities on our or any employer premises in which we carry out training, the following actions must be taken:

- The incident must be reported to the allocated Trainer soon as possible, either by the learner or the responsible person at the premises.
- First aid must be carried by competent staff or call 999 if required.
- The incident must be recorded in an accident book.
- Staff and learners who are absent following an accident or illness must complete a self-certification form, which clearly states the nature and cause of the injury, on their return to work;
- Where an incident takes place at employer premises involving a learner or apprentice, the Trainer/Tutor must ensure that the employer is aware of the incident and that their own procedures are followed, in addition to following the procedures outlined in this policy.
- All incidences and procedures are to be reported to our Designated Health and Safety Lead for recording and monitoring purposes.
- Any investigation and report of a learner accident must consider if these points have been addressed and recommend steps to prevent recurrence.

## Maintaining Standards

We will always ensure continuous improvement in management and overall performance of occupational health and safety to minimise any liability possibilities. We will maintain safe systems at work, including safe plant, equipment and working, both in and out of our premises.

We practically work on improving and assisting in health and wellbeing through provision of wellbeing information to learners and staff. We fully accept responsibility for learners and other stakeholders affected by our activities.

We ensure that our learning activities take place in a safe, healthy, and supportive environment. We strongly believe that safe learning is essential to maximise our experience and achievement. We adopt a 'best practice' approach with special regard to hazards utilising the hierarchy of control in reducing occupational risks to as low a level as practicable.

We fully meet all the relevant law and regulation and requirements we subscribe to in terms

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of meeting duty and care to staff and learners including child protection responsibility, safeguarding and prevent duty.

We can assure that we have suitable arrangements for learner's health and safety and take appropriate steps whenever we think actions are not met or not maintained. We also support and raise learner's health and safety through adequate support in cases of health challenges.

## Training

All employees and learners receive appropriate training to achieve a high level of awareness, motivation, and knowledge. Elements that are identified as safety critical are routinely revalidated to ensure that competency is maintained. Employees and learners are informed of any hazards to health or safety which may be inherent in the workplace or during training session.

It is the policy to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). Our Designated Health and Safety Lead is responsible for ensuring the Regulations are implemented and for identifying training needs.

## Employers

The employer must sign the Contract of Services and be directed to the subsections pertaining to our health and safety regime. Upon the signing of the contract, the employer will be provided a copy of this policy and be made aware of their health and safety duties.

The training provider shall promptly notify the employer of any health and safety hazards which may arise or of which it becomes aware in connection with the performance of its obligations under the contract agreement. The employer shall promptly notify the training provider of any health and safety hazards which may exist or arise at the employer's premises, and which may affect the training provider in the performance of its obligations.

The employer will be subject to our health and safety assessment of their premises and implement any changes requested by Enter Provider Name in order to ensure safeguarding of apprentices.

## Display Screen Equipment

This applies to all learners, teaching, and non-teaching staff where display screen used to carry out learning, teaching/coaching and administrative work. In compliance with the Display Screen Equipment Regulation 1992, we create awareness on the implementation of the regulation, ensure all staff is aware of taking 5 – 10 minutes break at every one hour of using DSE.

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During virtual teaching/coaching, tutors have responsibilities to allow 5 – 10 minutes break for learners at every one hour of the teaching. Adherence to the procedure protects eyes, tutor/coaches will constantly apply this during virtual classes with learners.

Administrative staff are required to ensure checking the screen is well positioned and properly adjusted, ensure lighting conditions are suitable and take regular breaks from screen work to protect their eyes.

## **Work-Related Stress**

Stress is the adverse reaction people have to excessive pressure which, in certain circumstances, can lead to mental and physical ill health. It is the responsibility of all Centre staff to ensure that neither they, nor any of their colleagues, are made ill by their work through stress. To this end, line managers should constantly be alerted to work pressure that could cause high and long-lasting levels of stress, who might be harmed by these pressures and also what could be done to prevent the potential harm. Staff are also encouraged to be alert to the symptoms of stress in their colleagues (for instance, changes in a person's mood or behaviour, irritability, indecisiveness, or absenteeism) and to discuss this with their line manager.

## **Monitoring and Review**

This policy statement, of our Health and Safety infrastructure and its subsequent arrangements, shall be reviewed regularly to ensure that it reflects changing needs and circumstances and is kept up to date. Its effectiveness will be monitored and acted on by the Managing Director in the workplace and the Forum Apprenticeships Curriculum and Quality Director.

## **Updating the Policy for Health and Safety and Awareness**

All new staff shall undergo a mandatory course in health and safety to learn more about the health and safety activities to be carried out. Staff are expected to be certificated upon completion of the course. The certificates last for a year and these qualifications are monitored to ensure they are still valid. During the induction, new staff should read the health and safety policy and sign-off.

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Staff are to carry out health and safety activities for continuous safety within the working environment.

**Updated Policy Communication** – Updated policy contents will be shared with all the staff during the departmental/Team meetings. Staff constantly to refer to the policy while performing their normal duties and reading about the latest updates

## Review of Policy

This policy was last reviewed in February 2024. The next review date is February 2025, and this will be completed, reviewed, and signed off by the Operations and Compliance Director.

### Policy Reviewed

**Director's Name: Peter Langley**



**Director's Signature**

**Date: 10/07/24**