



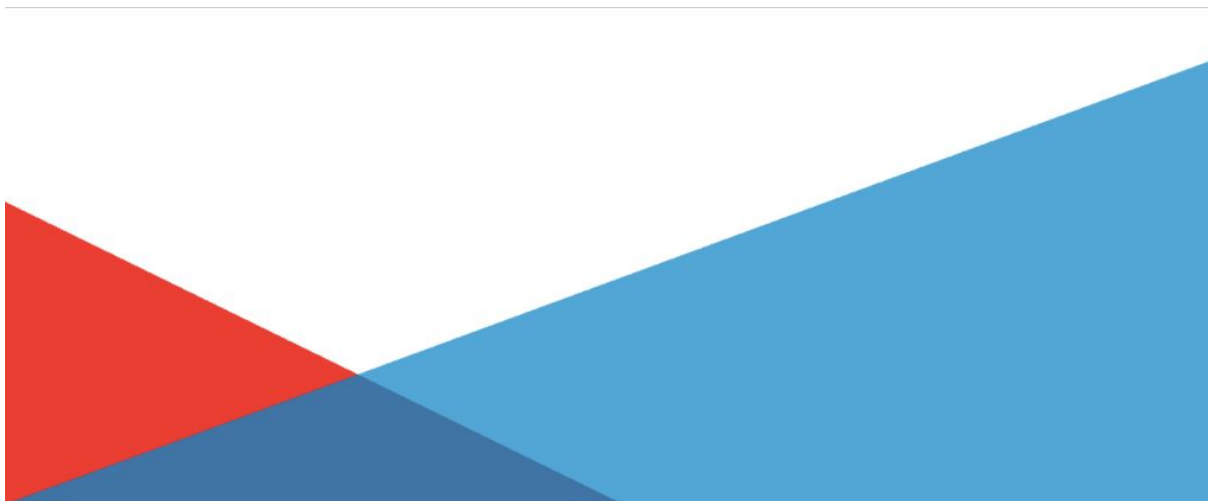
Bespoke Professional Development and Training Limited

Health and Safety Policy

Reviewed: June 2023

Annual Review: June 2024

Version No	Last Amended	Reason for Revision	Amended By
v1	July 2019	Standard Review	Tracey Carter
v2	March 2020	Covid-19 update	Georgina Selmi
v3	September 2020	Covid-19 update	Georgina Selmi
v4	January 2021	Covid-19 update	Georgina Selmi
v5	April 2021	Covid-19 update	Georgina Selmi
v6	June 2021	Standard Review	Tracey Carter
v7	June 2022	Standard Review	Bev Harland
v8	November 2022	Removal of Covid guidance, inclusion of DSE	Paula Matthews
v9	June 2023	Standard Review	Lindsey Holland



Statement of General Policy

BePro fully accepts the obligations placed upon it by the various Acts covering Health and Safety. The Company requires its Directors, Val Swales and Georgina Selmi, to ensure that the following policy is implemented and to review and improve it where necessary.

The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers and other employees through the normal line management process.

Director Responsibilities

The Managing Director, Val Swales, has overall responsibility for the implementation of this policy and is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

The Directors are responsible for:
Coordinating effective health and safety policies and controls across the organisation.

The production and maintenance of the Company's policy.

Monitoring and reporting the effectiveness of the policy.

The identification of health and safety training needs.

Responsibilities for specific workplaces

Workplace	Person Responsible
BePro Head Office (Stokesley) Springboard Centre, 24 Ellerbeck Way, TS9 5JZ	Val Swales
Other venues	Venue staff/tutor on duty

Health and Safety Management Process

The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required to standards within the Company.

The Company requires Managers and Tutors, where applicable, to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results.

For major additional expenditure, cases should be submitted to the CEO, Georgina Selmi (georgina@beprodevelopment.co.uk)

If unpredictable health and safety issues arise during the year, the Managing Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Computer Installation and Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

Contractors

The Company wishes to ensure that as far as is reasonably practicable, the health, safety and welfare of contractors working in the Company's establishments will be of the highest standards. In addition, contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances.

No substances that fall under COSHH have been identified.

Fire

The Directors are responsible for ensuring that staff and learners are familiar with fire safety procedures. Staff will be informed at induction and students at taught classes will also receive information at induction (on the first workshop embedded throughout the apprenticeship).

First Aid

It is the policy of the Company to make provision for First Aid. Directors will ensure First Aid is available in all office locations. At teaching venues, the venue management will be responsible for this provision.

Food Hygiene

No food or refreshments are provided by BePro for staff or learners. Employees and learners wishing to consume their own food or refreshments while on BePro premises are responsible for their own acquisition, storage, processing and serving.

Health and Safety and the Individual Employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with as a disciplinary matter. In normal circumstances counselling of the employee would be sufficient. With a continuing problem, or where an employee leaves themselves or other persons open to risk or injury, the Directors will decide what further action to take.

Identification of Health and Safety Hazards

It is the policy of the Company to require a thorough examination of health and safety performance whenever a new teaching venue or office is sourced. Regular audits will take place, at least annually, this includes a review of each office or venue and should include:

- Standards laid down in this policy
- Relevant regulations
- Environmental factors
- Staff attitudes
- Staff instructions
- Methods of work
- Contingency plans
- Recording and provision of information about accidents and hazards and the assessment of risk

The responsibility for ensuring that audit activities are carried out as part of this policy rests with the CEO. It is the Directors' responsibility to ensure that any deficiencies highlighted are dealt with as efficiently as possible.

In addition to carrying out safety audits, it is the responsibility of the Directors to ensure that all electrical equipment has been PAT tested where required by law.

Directors have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and should carry out risk assessments as necessary.

Lifting and Handling

Directors are responsible for informing staff of safe lifting techniques. This is covered within the employee induction.

Occupational Health Service

It is the policy of the Company to provide Occupational Health Services. Such services are provided confidentially to the individual employee and include investigation of hazards and accidents and health interviews where appropriate.

Records, Statistics and Monitoring

All accidents, incidents and reports will be monitored. This includes information about accidents, hazardous situations and untoward occurrences. These occurrences will be discussed at team meetings, as well as reviewed annually to discuss where improvements need to be made.

Reports to The Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Operations Director.

Safety Concerns

Any employee, learner or third parties with concerns are encouraged to discuss these with their Tutor, Coach, Line Manager or the Directors at Head Office. They may also formally report hazardous or unsafe circumstances to Directors and will be formally notified of the remedial action or be given a reason why further action cannot be taken.

Smoking on Company Premises

There will be no smoking in BePro's buildings. Venues where teaching takes place have their own rules and staff and learners must follow these at all times. Smoking inside is a serious breach of health and safety and could result in a summary dismissal.

Specialist Advisory Bodies

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health and Safety Executive, or Local Health and Safety Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.

Training

Health and Safety training shall be incorporated within the induction for each employee and taught class.

Three areas of need should be given special priority:

- Training for Managers, to equip them with an understanding of the manager's responsibilities under this policy.
- Briefing for new learners on aspects relevant to them.
- Training for all members of staff to acquaint them with the main provisions of the law and its practical implications, the main features of this policy and key safety rules.

Visitors and Members of the Public

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff should normally inform their line manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Working on Company Premises

Persons working on company premises, who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as general public if appropriate) and their method of work. Similarly, seconded company employees working in other venues will be expected to follow the venue's Health and Safety Policy.

Working Safely with Display Screen Equipment

The Health and Safety (DSE) regulations can apply to workers who:

- Work regularly using DSE as a significant part of their normal work
- Work at home on a permanent or long term basis
- Routinely split their time between their workplace and home

Some employees may experience fatigue, eye strain, upper limb problems and backache from overuse / improper use of DSE. In order to control the risks, you will be asked to carry out a self-assessment on your workstation. You may also find this [video](#) useful in providing your with basic advice on how to set up a workstation.

BePro will provide an eyesight test for DSE users if required. You can arrange the standard eye test via an optometrist of your choice and reclaim the costs through expenses to a maximum cost of £25. If the test results in a need for special glasses prescribed for the distance the screen is viewed at, please contact the Director of Operations.

Working Time Regulations

The Company is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) on average (averaged over 17 weeks). You can choose to opt out for a certain period or indefinitely voluntarily and this must be in writing. This agreement can be cancelled whenever you choose giving a minimum of 7 days notice. Similarly, all other requirements of the regulations e.g., in relation of breaks, night workers etc. will be complied with.

Breaks for workers contracted to more than 6 hours per day will take a 30 minute unpaid, uninterrupted break during the working day.

There will be a minimum of 11 hours rest between working days and a minimum of 24 hours without work each week.

Appendix 1

[Risk Assessment Template](#)

Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2023 and is due for renew in June 2024. The policy may also be reviewed in legislation changes or if monitoring information suggests that policy or practices should be altered.



Georgina Selmi
CEO