



Bespoke Professional Development and Training Limited

Health and Safety Policy

Updated: June 2021

Next renew due: June 2022

| Version Number | 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 and Standard Review | 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 |

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 as 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 processes.

Director Responsibilities

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

The Directors are responsible for:

- co-ordinating effective health and safety policies and controls across the organisation
- the production and maintenance of the Company's policy
- monitoring and reporting on the effectiveness of the policy
- the identification of health and safety training needs.

Responsibilities for Specific Workplaces

| Workplace | Person Responsible |
|---|---------------------------|
| BePro Head Office (Stokelsey) 33 High Street, Stokesley, North Yorkshire TS9 5AD | 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 etc Act, associated Codes of Practice and E.C. Directives will be adopted as required 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.

March 2020 COVID-19 Update

COVID-19 As a result of the rising cases of the virus the current processes adapted by BePro are as follows:

- a. All head office related tasks will be performed remotely to adhere to lockdown restrictions and avoid any unnecessary travel. All Head Office staff will therefore work from home until further notice.
- b. No visits to apprentice workplaces.
- c. All coaches have been equipped with hand sanitiser and antibacterial wipes.
- d. All workshops and assessment visits to continue online

All of the above to be reviewed September 2020

September 2020 COVID-19 Update

COVID-19 As a result of the ongoing virus the current processes adapted by BePro are as follows:

- a. Risk assessment completed at Head Office (Appendix 1) and as a result, all COVID-19 recommendations from the government have been implemented. These include: no more than 3/4 to a room, 2 metre social distancing implemented, cleaning of equipment daily, no visitors apart from senior management and scanning of QR to check in as per track and trace guidelines.
- b. No visits to apprentice workplaces unless completely necessary, in the case of functional skills tests as an example. In this case masks must be worn and social distancing respected.
- c. All coaches have been equipped with hand sanitiser and antibacterial wipes.
- d. All workshops and assessment visits to continue online
- e. All of the above to be reviewed January 2021.

January 2021 COVID-19 Update

COVID-19 As a result of the rising cases of the virus the current processes adapted by BePro are as follows:

- a. All head office related tasks will be performed remotely to adhere to lockdown restrictions and avoid any unnecessary travel. All Head Office staff will therefore work from home until further notice.
- b. No visits to apprentice workplaces.
- c. All coaches have been equipped with hand sanitiser and antibacterial wipes.
- d. All workshops and assessment visits to continue online

All of the above to be reviewed following latest lifting of lockdown restrictions.

April 2021 COVID-19 Update

COVID-19 As a result of the ongoing virus the current processes adapted by BePro are as follows:

- f. Risk assessment completed at Head Office (Appendix 1) and as a result, all COVID-19 recommendations from the government have been implemented. These include: 2 metre social distancing implemented, cleaning of equipment daily, no visitors apart from senior management and scanning of QR to check in as per track and trace guidelines.
- g. No visits to apprentice workplaces unless completely necessary, in the case of functional skills tests as an example. In this case masks must be worn and social distancing respected.
- h. All coaches have been equipped with hand sanitiser and antibacterial wipes.
- i. All workshops and assessment visits to continue online
- j. All of the above to be reviewed again later in 2021.

It shall be the responsibility of managers and tutors to bring to the attention of all members of his or her staff and learners, the provisions of these guidelines. This includes:

- clear reference to safe methods of working, for example wire trip hazards
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid
- training standards
- the role and identity of the Managing Director, who acts as Health and Safety Representative
- Where accident reporting procedures can be found (direct them to BePro policies)
- fire procedures.

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 activity is 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 and learning environment, and should carry out risk assessments as necessary.

Safety Concerns

Any employees, learners or third parties with concerns are encouraged to discuss these with their tutor, 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 taken or be given a reason why further action cannot be taken.

Training

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

Three areas of need shall 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 implication, the main features of this policy and key safety rules.

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.

Specialist Advisory Bodies

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

The 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.

First Aid

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

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 and embedded throughout the apprenticeship).

Food Hygiene

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

Lifting and Handling

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

Non-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.

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.

Computer Installations 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.

Control of Working Time

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). Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

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 himself 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 should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, the Directors will decide what further action to take.

People Working on Company Premises Not Employed by The Company

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 the 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.

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.

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.

Appendix 1

Risk Assessment Template



Health and Safety
Executive



| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider <u>to control</u> the risks? | Who needs to carry out the action? | When is the action needed by? |
|-----------------------|------------------------------|----------|--|------------------------------------|-------------------------------|
| | | | | | |

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 2021 and is due for review June 2022
The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

A handwritten signature in black ink, appearing to read 'Tracey Carter'.

Tracey Carter
Head of Quality and Compliance