



17. RE:geon Training Limited Health and Safety Policy 2023

Policy Group: General Policy
Procedure: Health and Safety Policy
Author: Andy Fordham
Date and current version: January 2023 version 1
Review Date: January 2024

RE:geon Training Ltd recognises that the effective management of health, safety & well-being is an important part of operating a successful business. The Company is committed to ensuring that its activities do not adversely affect the health & safety of its employees, associates, learners on all RE:geon Training programmes, employers, partners, clients, or visitors.

At RE:geon Training we comply with all relevant UK law and, as far as is reasonably practicable, we will:

- 1 Follow recognised codes of practice and funding body requirements and develop our own standards for performance.
- 2 Eliminate hazards and reduce risks in the workplace.
- 3 Control the impact of the work environment and work activities on our employees, associates, and learners on all RE:geon Training programmes.
- 4 Protect the health and safety of our learners on all RE:geon Training programmes, partners, clients, visitors and all third parties.
- 5 Provide appropriate information, instruction, and training to enable employees, associates, learners on all RE:geon Training programmes and others to work safely.
- 6 Encourage positive contribution and participation by all employees and associates to develop a positive safety culture.

- 7 Define clear responsibilities for employees at all levels to ensure that everyone can contribute effectively.
- 8 Actively monitor our health & safety performance and seek to make continuous improvement in our standards.
- 9 Regularly review our strategy to maintain continuous improvement.
- 10 Provide adequate resources to ensure that this Policy can be fully implemented.

It is only through the commitment and teamwork of all those who work for RE:geon Training that the health and safety of everyone is assured. All employees are expected to assist the Company and its managers to meet its health & safety commitments and to contribute to the effective implementation of this Policy.

This policy will be reviewed at least on an annual basis and in line with legislative, business, vocational or geographic requirements and changes.

FOREWORD BY NADIA SCOTT - MANAGING DIRECTOR

"Managing health & safety effectively is important for RE:geon Training Limited for a number of reasons:

- 1 We owe it to our employees, associates, and learners on all RE:geon Training programmes (and others who may be affected by what we do) to provide, as far as we are able, a workplace that is safe and which presents minimal risks to health or well-being.*
- 2 It makes good business sense. When health & safety matters are properly controlled the workplace is more efficient and our business will run more smoothly.*
- 3 There are many laws in the UK/Europe that require us to manage health & safety effectively.*
- 4 The funding bodies with which we work require us to operate to high standards.*

We are committed to ensuring that high standards of health & safety management contribute to a successful business, but we must continue to work hard at maintaining and improving those standards. The management team will continue to drive improvement, but for us to be successful, everyone within the Company must contribute.

This Policy document outlines the Company's commitment to improving health & safety standards and the responsibilities and obligations that each person in the Company has and it is important that employees at all levels are aware of our objectives and their own responsibilities for helping to achieve them.

The Policy is implemented through our management standards, through employee safe working practices and through the general rules contained within the RE:geon Training Safety Management System.

In order that we continue to provide a safe and healthy working environment and control the hazards and risks from our activities it is vital that everyone contributes by ensuring that the management standards are fully implemented, and that health & safety rules and procedures are always followed by everyone.

Any director, manager, employee, or associate found to be persistently, or wilfully disregarding company health & safety rules will be subject to disciplinary action.

Remember: health & safety is everyone's responsibility, and we all have a duty to contribute to ensuring the safety and wellbeing of themselves and others working with and around them".



Nadia Scott

Managing Director

RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH, SAFETY & WELL-BEING

Managing Director

The Managing Director is responsible and accountable for all standards of health and safety within RE:geon Training. The Managing Director will:

- Ensure compliance with the requirements of RE:geon Training health and safety management system, policy, procedure, and standards.
- Monitor the Company's health & safety performance.
- Ensure the provision of adequate resource to enable compliance and health & safety objectives to be achieved.
- Demonstrate visible commitment to this Policy on health & safety and set a good example to others within the Company.

The Senior Leaders Team

The members of the SLT are responsible and accountable for ensuring that standards of health & safety are maintained and improved across the business. The SLT will:

- Ensure compliance with the requirements of RE:geon Training Health and Safety Policy, procedure, and standards.
- Ensure that the SLT/heads of department are fully aware of their responsibilities for compliance with health, safety, and welfare across the business.
- Demonstrate visible commitment to this Policy on health & safety and set a good example to others within the Company.

Appointed Health & Safety Person

The Appointed Health & Safety Champion, Andy Fordham is responsible and accountable for ensuring that standards of health safety and wellbeing are maintained and improved across the business, ensuring that managers and directors actively promote our health safety and wellbeing culture with all partners working with RE:geon Training, on a day to day basis.

In particular, the Health & Safety Champion will:

- Work closely with the SLT/heads of department to ensure they drive and promote with staff within their areas of responsibility, to take responsibility for health, safety, and wellbeing and that it is embedded within delivery, teaching and training practices with learners, employers and colleagues and partner organisations.
- Ensure that this Policy is brought to the attention of all employees and associates by the SLT within their area of control.
- Ensure that the Policy and associated management standards are implemented

effectively.

- Ensure that risks are assessed on and that appropriate risk reduction measures are developed for all work tasks and activities.
- Ensure that the SLT takes responsibility for auditing and assessing of partners and associates' health & safety practices and that appropriate risk reduction measures are in place for staff, and learners on all RE:geon Training programmes.

Senior Leaders Team/Heads of Department/Managers

All members of the SLT/heads of department are responsible and accountable for ensuring that standards of health, safety and wellbeing are maintained and improved within their areas of responsibility and control.

Directors, SLT managers must:

- Ensure that this Policy is brought to the attention of all employees and associates within their area of responsibility and control.
- Ensure that the Policy and associated management standards are implemented effectively.
- Ensure that risks are assessed and that appropriate risk reduction measures are developed for all work tasks and activities.
- Ensure that employees, associates, and learners on all RE:geon Training programmes are provided with:
 - Safe equipment to use.
 - A safe and healthy workplace and working environment.
 - Appropriate safe working methods and procedures
 - Appropriate supervision, instruction, training, and development to enable them to fulfil their health & safety responsibilities and to work safely.
 - Access to the health & safety policy, documentation, and the safety management system either in paper form or by intranet access
 - Appropriate protective clothing and equipment
- Monitor the performance of their own staff to ensure Policy requirements and Company standards are being met.
- Ensure that all accidents, incidents, and cases of work-related ill health are advised to the Human Resources Manager and the Health & Safety Champion to ensure that a full investigation can be carried out and that corrective actions are implemented efficiently to prevent reoccurrence.
- Ensure that all reported hazards are recorded and clearly documented, and that effective action is taken to address health & safety risks identified by employees, or learners on all RE:geon Training programmes.
- Set a good example and promote responsible attitudes among employees, and learners on all RE:geon Training programmes.

IQAs and Tutors

IQAs and tutors are responsible and accountable for the effective implementation of this policy and associated arrangements and procedures within their own areas of responsibility and control. They must:

- Ensure adequate supervision is available for all learner activities.
- Ensure that learners on all RE:geon Training programmes are made aware of relevant RE:geon Training health & safety rules and procedures.
- Ensure that and learners on all RE:geon Training programmes have an adequate supply of protective equipment.
- Ensure that and learners on all RE:geon Training programmes always comply with relevant health & safety rules and safe working practices.
- Ensure that and learners on all RE:geon Training programmes are provided with copies of the Learner Handbook and all information they need to work safely.
- Ensure that that appropriate risk assessments are carried out for all and learner placements and activities.
- Ensure that all accidents, incidents, and cases of work-related ill health are advised to their immediate manager in the first instance, and to human resources/the Health & Safety Champion so that a full investigation can be carried out and that corrective actions are implemented efficiently to prevent reoccurrence.
- Ensure that all reported hazards are recorded and dealt with effectively.
- Set a good example and promote responsible attitudes among and learners on all RE:geon Training programmes.
- Inform their own manager of any problems and difficulties that they are unable to resolve successfully.

All Employees, Associates and Learners on all RE:geon Training Programmes

All employees, associates, and learners on all RE:geon Training programmes are responsible and accountable for looking after their own safety and the safety of those around them. They must:

- Comply with the Health & Safety Policy and all appropriate legislation.
- Always follow health and safety rules.
- Follow any training or instructions they have been given.
- Use correctly, any protective equipment or clothing provided.
- Keep their own work areas clean and tidy.
- Cooperate with directors, managers, and tutors on matters of health & safety.
- Act in a safe and responsible manner always
- Report all accidents, incidents, cases of suspected work-related ill health and any concerns promptly to line manager.
- Not do anything that may put themselves or anyone else in any danger.

First Aiders

First Aiders will be provided with appropriate training and facilities to allow them to carry out their function effectively. Accordingly, they must:

- Provide first aid for any employees, associates, or learners on all RE:geon Training programmes suffering an accident or injury at work.
- Advise the SLT about any necessary improvements to first aid provision on site.
- Complete associated paperwork – such as the **Accident, Incident and Ill Health Reporting and Investigation Form**, in a timely manner and ensure these are passed to the Health & Safety Champion and the Human Resources Manager as soon as possible.
- Ensure the first aid box in their area of responsibility is checked regularly, maintained, and stocked.

Fire Wardens

Fire Wardens will be provided with appropriate training and facilities to allow them to carry out their function effectively. They must:

- Carry out regular checks of their area to ensure that fire safety is not compromised – check that fire exits are not blocked, broken or wedged doors, missing equipment.
- Ensure that learners on all RE:geon Training programmes, staff and associates in their area are aware of the fire and evacuation procedures, in particular the means of raising the alarm, and the assembly point and carry out inductions for new people in the area.
- Checking the adequacy of means of evacuation if a disabled person is in their area.
- Checking that fire safety equipment in their area has been tested as required and is present and not obscured or otherwise compromised.
- Advise Health & Safety Champion in the first instance of any problems or defects in the fire safety precautions or procedures in their area of responsibility.
- Ensure problems or defects in the fire safety precautions or procedures are documented in the appropriate health and safety paperwork.

ORGANISATION OF HEALTH & SAFETY

To encourage employee participation and to monitor the effectiveness of procedures, directors, SLT/heads of department, and staff within RE:geon Training make up a working group who are responsible for health and safety. They have specific responsibilities for aspects of health & safety management in addition to their line management responsibilities.

Relevant training and instruction will be provided to the members of these groups to ensure they are able to operate effectively.

Team Meetings

SLT will meet regularly to discuss matters of health, safety, and well-being. Health & safety will be an agenda item at all regular Team Meetings.

Team meetings will be used to:

- Provide and examine information relating to health & safety matters at both local and company level.
- Provide and examine information relating to performance at both local and company level.
- Discuss and resolve local safety related problems.
- Maintain a regular line of communication on health & safety issues.
- Monitor the effectiveness of the RE:geon Training safety management system at local level.

Health & Safety Champion

The Health & Safety Champion will:

- Provide appropriate advice and guidance on:
 - Legal requirements and compliance
 - Relevant standards and good practice
 - Assessment and control of risks
 - Recording information in appropriate formats.
- Work closely with the Board, and HR Manager to monitor and report on the overall effectiveness of the safety management system.
- Chair the Health & Safety meetings.
- Ensure the health & safety management system is kept up to date and reviewed on a regular basis and in line with changes in legislation, business, vocational or geographic requirements and changes.
- Ensure that appropriate documentation and records are maintained.
- Liaise with enforcing authorities and all appropriate bodies on matters relating to health & safety.
- Ensure representation at regional and national health & safety forums as appropriate.