



Your Workforce Reimagined



Health and Safety Policy

Policy for Apprenticeships

The provisions in this document apply wholly and fully to Discovery's apprenticeship programmes. In addition to these provisions, Discovery's management team has adopted the following policies and procedures for its apprenticeship programmes:

- Discovery checks that the employer has done a full risk assessment on all aspects of the participant's job before they start, taking into account the participant's experience and the role for which they are being trained.
- Information on health and safety is provided at induction; the information is appropriate to the kind of work participants do.
- Health and safety is an integral part of the training that participants receive.
- The information and training provided to participants are regularly reviewed to ensure that they reflect current legislation and good practice.
- Participants are issued with appropriate protective clothing and equipment where needed.
- Employers are made aware of the requirement to inform Discovery if any incident related to Health and Safety occurs which affects participants.
- Discovery's management team review all apprenticeship programmes if there are any causes for concern around the health and safety of participants.

Statement of General Policy

Discovery fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. Discovery requires its directors to ensure that the following policy is implemented and to report annually on its effectiveness.

Management Organisation and Arrangements

This policy has been prepared and published under the requirements of the Health & Safety at Work legislation. 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, supervisors, and other employees through the normal line management processes.

Management Responsibilities

Overall and final responsibility for health and safety is that of the Chief Executive Officer. Day to day responsibility for ensuring this policy is put into practice is delegated to the Director of Programmes and Apprenticeship Learning.

Discovery's Directors are wholly accountable for the implementation and monitoring of the policy within the area of their specified responsibility. The Directors are responsible for:

- The production and maintenance of Discovery's policy and ensuring that Department Guidelines are consistent with policy.
- Its application.
- Monitoring and reporting on the effectiveness of the policy.
- The provision of general advice about the implication of the law.
- The identification of health and safety training needs. The Directors act as Discovery's formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies.
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within Discovery.

The Director of Programmes and Apprenticeship Learning will be responsible for the safety at any training venue.

The Director will ensure the health and safety arrangements are being applied effectively and they will ensure that all staff and apprentices are informed that Health and Safety is everyone's responsibility and that they should use their common sense to always stay safe:

- Apply the established company safety rules and procedures.
- Control the work of contractors who are on site in so far as the maintenance of the health, safety and welfare of staff, apprentices, and anyone else affected by the work being performed
- Review and, where applicable draft new, health and safety policy and present those revisions to the senior leadership team.
- Carry out risk assessments to effectively monitor the Discovery's health and safety performance against documented systems and procedures and legal requirements

The Programme manager will:

- Have sufficient skills, knowledge, and experience to provide competent advice
- Provide information, instruction, training, and supervision to all apprentices and facilitators
- Review accident reports and progress any actions
- Support in the investigation of all accidents reported

Health and Safety Management Process

Discovery 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 Discovery. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

Discovery requires everyone to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met as part of day-to-day management.

For major additional expenditure, cases of need will be submitted to the Directors.

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

Health, Safety and Welfare Guidelines

It is the policy of Discovery to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the organisation and the work organised within it.

It is the responsibility of the Directors to bring to the attention of all members of staff, the provisions of the guidelines. This includes:

- Regulations governing the work of the department.
- Clear reference to safe methods of working.
- Information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid.
- Training standards.
- Names of specialist advisers who can be approached about the work of the organisation.
- Accident reporting procedures.
- Departmental safety rules.
- Fire procedures.
- Policies agreed by Discovery.

Identification of Health and Safety Hazards: Audit and Risk Assessments

It is the policy of Discovery to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy
- departmental guidelines
- 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 information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by December of each year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Directors.

It is the Directors responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is everyone's responsibility to check all portable equipment including, electrical appliances in their area, and to ensure that all problems are immediately dealt with.

Employees have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; the 5 steps to follow are:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement the precautions
- Review the assessment and update when necessary

Accident/ Incident/ Near Misses Reporting

Discovery will ensure that:

- All accidents, no matter how minor, will be recorded with copies being stored.
- Accidents, dangerous occurrences and near misses, dependent on the severity will be investigated within 48 hours or less by the Performance Team.
- Where an apprentice, or a person of another company or organisation is involved in an accident, a copy of the reporting form shall be sent to their employer. Any accidents/incidents/near misses that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); are reported to the Health and Safety Executive.
- Accidents or incidents which occur on our premises relating to staff or an apprentice must be reported to their Line Manager, next of kin and the Performance team and entered into the accident book, available in the training room cupboard.

Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Records, Statistics and Monitoring

Discovery will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer in conjunction, where appropriate, with specialist advisory bodies for example local Environmental Health Departments; and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Directors.

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 Directors.

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, Directors may obtain this from expert individuals or bodies outside Discovery.

The Occupational Health Service

It is the policy of Discovery to provide Occupational Health Services. Such services are provided confidentially to the individual employee and include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

First Aid

It is the policy of Discovery to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the regulations are implemented and for identifying training needs.

Fire

The Directors are responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in all Company premises.

In addition, Discovery will nominate a Fire Officer, who will:

- Report and advise on the standard of fire safety in Discovery's premises and the standard of fire training of its staff.
- Undertake overall responsibility for fire training.
- Assist in the investigation of all fires in Discovery's premises and to submit reports of such incidents.

Lifting and Handling

Directors are responsible for informing staff of safe lifting techniques.

No Smoking on Company Premises

Discovery has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Company premises are available from the Head Office.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) require Discovery 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. Discovery must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction, and training for employees on all these matters. The Directors are responsible for implementing these regulations.

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. New employees who regularly use VDUs will be required to undergo sight screening.

Control of Working Time

Discovery 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) unless there are exceptional circumstances. 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 Discovery 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 under the Disciplinary Procedure. 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, it may be necessary to implement the formal stages of the Disciplinary Procedure.

People Working on Company Premises Not Employed by Discovery

Persons working in Discovery 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. This responsibility will be included in contracts or working arrangements. Similarly, seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

Visitors and Members of The Public

Discovery 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.

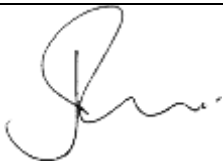
Any member of staff who notices persons acting in a way, which would endanger other staff, should normally inform a director. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Contractors

Discovery wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in Discovery'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.

Contractors must also observe Discovery's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff, who judges there is a risk where contractors are working, should inform their manager immediately.

Document details:

Version	Description	
1.0	Date Live:	2 nd December 2019
	Version Notes:	Updated policy content, branding & design of document.
	Reviewed by:	Raj Babber – 28 th November 2019
	Approved by:	Jonathan Evans – 29 th November 2019
2.0	Date Live:	15 th February 2021
	Version Notes:	Update to document control policy, which has been reflected.
	Reviewed by:	Raj Babber – 15 th February 2021
	Approved by:	Jonathan Evans – 15 th February 2021
3.0	Date Live:	15th February 2022
	Version Notes:	<p>Update to document control policy, which has been reflected throughout.</p> <p>Key areas have been made bold for auditing purposes.</p> <p>Page numbers have been inserted.</p> <p>Defined roles for the responsibility of H and S</p> <p>This policy is reviewed annually has been added and the CEO signature.</p>
	Reviewed by:	Raj Babber – 15th February 2022
	Approved by:	Jonathan Evans – 15th February 2022
	Signed by:	

This policy is reviewed annually. The next scheduled date to review this policy is: 15th February 2023.