

Health & Safety Policy

Purpose

Skills Office Network (SON), including their training division Momentous Learning (ML), recognises that it has statutory obligations under both the 'Health and Safety at Work etc Act 1974' and 'The Management of Health and Safety at Work Regulations 1999' to provide a safe and healthy environment for its employees, learners, contractors and the public. In doing so it is observed that health and safety is the business of the entire our community.

Accordingly, there is a need for the delegation of health and safety responsibilities and the promotion of strategies and procedures to achieve compliance with this and related legislation.

Organisational Scope:

This is a SON/ML wide policy.

Definitions:

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Accident: An event that causes any person to be harmed.

Contractor: A person engaged by SON/ML to do any work for gain or reward under a Contract for Services.

Harm: Means illness, injury or both.

Hazard: An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that is an actual or potential source of harm.

Healthy: Means unharmed; and health has a corresponding meaning.

Incident: Any event that causes or could have caused harm to any person.

Safe: In relation to a person, means not exposed to any hazards; and in every other case, means free from hazards.

This policy includes how we:

- Promote the policy amongst organisations, visitors, learners and stakeholders.
- Gain ongoing commitment to the policy and train our employees to implement.
- Cover learners in our care and have procedure for ill health of learners.
- Have people responsible for Health and Safety and how we identify and manage health and Safety Concerns.

Policy Content and Guidelines:

Health and Safety Policy

SON/ML is firmly committed to the provision of a safe and healthy environment for its employees, learners, contractors and the public.

SON/ML recognise that this commitment will only be achieved with positive leadership, the provision of necessary resources and continued pursuit of best practice in occupational health and safety.

SON/ML expect every member of its community to accept personal responsibility for promoting the safety and well-being of themselves and those involved in, or affected by our activities.

Promoting and Implementing Policy

The Managing Director has overall responsibility for the overall implementation of the policy and procedures and the day-to-day running.

Employees have a responsibility for their own safety and that of their colleagues and must adhere to the procedures and directive issued. A wider description of responsibilities is given in the following paragraphs:

The senior management team will maintain and support the policy by actively promoting a positive Health and Safety culture throughout the company and ensure that all procedures and directives for Health and Safety are implemented, maintained, reviewed and improved wherever possible across the company.

To ensure the objectives of the policy are met and standards continually improved where necessary, this policy is reviewed annually (or in line with legislation).

The Managing Director will:

Health and Safety role

1. Ensure that our policy and procedures continue to meet the requirements of current Health and Safety legislation.
2. Update or produce new procedures as necessary.
3. Review the policy and procedures regularly or if conditions change.
4. Audit all aspects of the implementation of the policy and procedures throughout the company to ensure continued compliance with legislation.
5. Design and implement the management system for Health and Safety throughout the company and maintain its effective operation.
6. Record all information relating to accidents, incidents, near misses, staff training, evacuation drills and other safety inspections or records necessary to comply with company policy, procedures, and the law.
7. Act on behalf of SON/ML with external organisations e.g. The Health and Safety Executive, the Local Authority, and associated stakeholders.
8. Liaise with, instruct, and generally advise staff, learners and contractors on matters of Health and Safety.
9. Investigate all reportable accidents, to identify the causation factors and review and revise procedures to reduce the risk of a recurrence. Compile and file all reports for such accidents with the appropriate authority (RIDDOR 2013) and any stakeholders who may require the same. Ensure that effective local arrangements are in place for implementation of Health and Safety policies, procedures and codes of practice.
10. Promoting a positive Health and Safety culture by, for example, ensuring effective communication of Health and Safety information and including safety as an agenda item at all management meetings.

11. Training staff to comply with the Health and Safety Policy and procedures and assist in the effective management of Health and Safety and in particular to undertake risk assessments.
12. Reviewing and updating risk assessments and submitting them to relevant staff for approval.
13. Inspecting the areas to ensure that equipment, storage of combustible materials, and the condition of the workplace is maintained safely.
14. Ensuring that, where necessary and when identified to reduce risk, personal protective equipment is available, sufficient, and suitably supplied and maintained to those who might need it.
15. Ensuring that appropriate induction training is provided for all staff, learners, employers, visitors and contractors.
16. Ensuring that all accidents and incidents are recorded and examined and that all reasonable steps are taken where possible to prevent a similar occurrence.
17. Ensuring that materials, consumables, and equipment purchased for use at SON/ML are recorded, evaluated, and assessed to reduce any risk from hazards they may present.
18. Ensuring that there is proper coordination, cooperation, and communication with other users of shared and/or adjacent space.
19. Suspending activities where Health and Safety is being, or is likely to be, compromised or the environment damaged.
20. Taking appropriate disciplinary action where staff, learners or contractors have breached the SON/ML Health and Safety Policies and Procedures.
21. Ensuring that arrangements are in place for the regular monitoring, auditing and review of Health and Safety performance.
22. Being available to any member of staff, Trade Union Safety Representative, apprentice, learner or employer to discuss or resolve Health and Safety matters.
23. Ensuring that adequate resources are allocated to mitigate Health and Safety risks.
24. Adhere to evacuation drills and fire alarm testing, as set out in relevant procedures.
25. Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings.

Facilities

The Managing Director is responsible for Health and Safety matters relating to Head Office and Training locations (unless these are the responsibility of the training location site manager, where due diligence will be conducted to ensure compliance).

This will include:

1. Heating and ventilation equipment.
2. Hot and cold-water systems.
3. Fixed wiring, lighting and portable appliance testing and certification.
4. Firefighting equipment, signage, and escape routes.
5. General maintenance of office and contents to maintain a safe working environment.
6. Ensuring that contractors working within the office conduct appropriate risk assessments to reduce all risks to themselves, employees, learners and visitors.
7. Manage staff communication to ensure that breakdowns or request repairs or assistance is provided and monitored.
8. Ensure that all premises remain safe for staff, learners, and visitors.

All Staff

All staff have a responsibility for ensuring that all colleagues within their control are aware of their duties and responsibilities to one another and to learners and visitors to SON/ML and that staff adhere to the procedures set out in the management system for Health and Safety.

They must ensure that fire-fighting equipment, storage of combustible materials, lighting and the condition of the workplace and traffic routes are maintained safely throughout the areas within their control.

They should report any incident or breach of conduct and actively seek to redress any shortfalls by bringing them to the notice of the Managing Director

In particular they should:

- Understand the organisation and arrangements for Health and Safety at SON.
- Be aware of their responsibilities for Health and Safety.
- Know of and comply with statutory requirements and appropriate codes of practice relevant to their role.
- Organise and implement the delivery of any necessary information, instruction, training and supervision to ensure the Health and Safety of those affected by what they themselves do or by what they ask others to do, including learners and employers.
- Set a high standard of safety by personal example so that staff, learners and employers at SON/ML come to accept good safety practice as normal.
- Seek assistance from senior managers to resolve matters of Health and Safety beyond their experience or control.
- Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings and promptly report them to the Managing Director or Head of Centre for repair or replacement.
- Immediately stop any actions, or practices within their areas that in their opinion are unsafe.
- Report to the Managing Director or Head of Centre any situation or condition that may compromise safety.
- Co-operations in auditing processes at the request by senior managers.

Section 7 of the Health and Safety at Work Act 1974 places a duty on all employees while at work to take reasonable care for themselves and of anyone who may be affected by their acts or omissions. They also have a duty to co-operate with us in order that it can comply with its own duties under the Act and associated legislation.

Section 8 requires that no one shall interfere with or misuse anything provided by SON/ML in the interests of Health and Safety (e.g., fire alarms, extinguishers, first aid boxes).

Staff should report to their line manager any accidents, unsafe circumstances, or work-related ill health of which they become aware.

Where a member of staff is not confident that he or she is competent to carry out a work activity safely, their line manager should be informed and rather than compromising their own safety or the safety of others the staff member should not proceed with the activity.

Delivery Staff

Delivery staff have a duty to take reasonable care of their own Health and Safety and that of all other staff, learners, apprentice employers and visitors that may be affected by their teaching and other work-related activities, they must ensure that:

- Safe systems of work are taught to apprentices and learners.
- Sufficient information, instruction and training is given to all learners, and employers to enable them to work safely and provide a safe and suitable working environment for apprentices.
- Equipment and substances are used in a manner which will not adversely affect their Health and Safety and that of learners or other staff.
- They understand all company procedures that govern Health and Safety of their area of delivery, particularly relating to emergency evacuation and accident procedure.
- Sufficient information, instruction, induction and training for learners, and employers to enable them to work safely, particularly during work, training, and demonstrations.
- Instructions on the use of equipment and substances in a manner which will not adversely affect their Health and Safety and that of learners, or other staff, when required for course work, research and consultancy undertaken by SON/ML.

Arrangements

The purpose of this section is to identify and outline what practical arrangements are in place for ensuring safe working practices that allow the aims of the general policy statement to be realised.

Accidents, Incidents, Ill Health and Injury Reporting

A procedure is in place for the recording and reporting of accidents which also describes the arrangements in respect of the reporting of diseases and dangerous occurrences (RIDDOR) which may occur at SON. Other reporting is undertaken, when requested, to stakeholders associated with SON.

First Aid

There is a first aid box at head office and an appointed person/first aider. Consequently, they will provide first aid to any person injured at work. In the event they are not available to do so or in the event of an accident, injury or illness that requires medical attention the emergency services must be called and when it is safe and practical to do so contact a senior manager who can also assist with contacting the emergency services.

In the event of an accident away from the office, emergency services should be called and notification to the office of the accident as soon as it is practical to do so.

Procedures to be followed if an accident or sudden illness occurs (i.e. learner)

Employees need to:

- Take any action required to deal with the immediate risk.
- Contact the emergency services if necessary.
- Contact a senior manager and make them aware of the situation.
- Ensure the incident is properly recorded in accident book.

Reporting an accident in the workplace or training environment

We require staff, learners, and employers to report accidents so that we can thoroughly investigate the matter and take steps to prevent them from recurring in the future. There are various types of workplace accidents that must be reported, and these include deaths, major injuries, injuries that require an employee or learner to miss work for more than a seven-day period, work-related diseases, dangerous occurrences, and incidents where a member of the public is taken directly to hospital for treatment.

If an Accident or Incident Occurs at head office or on a training site, the Managing Director will need to:

- Assess the kind of investigation needed.
- Report the incident as required to the enforcing authorities.
- Investigate (what happened and why?)
- Take action to stop something similar happening again.

A manager will complete the Accident/Incident Report Form and record details pertaining to the accident. An entry should be made in the accident book as soon as possible after the accident/incident but in an event no later than the end of the day.

The accident book is kept in head office, and is analysed regularly to identify any patterns, so that appropriate action can be taken to make the situation safe again.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (updated in 2013) RIDDOR

These regulations place responsibility on employers to report accidents at work (dangerous occurrences) and diseases to the Health and Safety Executive including those which may be infectious or contagious and those which may develop because of work (industrial/occupational diseases). Employers can be fined if they fail to report them.

- If someone is off work or not able to do their usual work tasks (whether an employee or self-employed) for over seven consecutive days after an injury, then it must be reported within 15 days of the accident taking place.
- Accidents must be recorded, but do not need to be reported where a worker is unable to work for three or fewer consecutive days.
- Accidents which do not result in death must be reported if they result in an injury and the person is immediately taken to hospital.
- All deaths in workplace must be reported.

All accidents, dangerous occurrences, and hazardous conditions must be brought to the attention of a senior manager.

The Managing Director will ensure that all accidents and dangerous occurrences are recorded in the company accident book and are appropriately investigated with the aim of preventing re-occurrence. They are also responsible for reporting any qualifying accidents, diseases, and dangerous occurrence to the enforcing body.

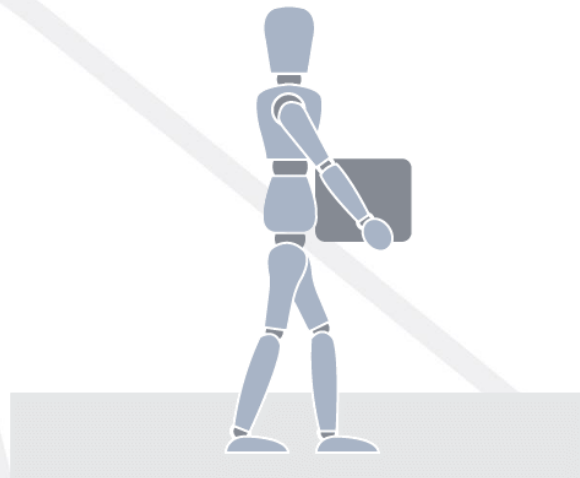
Manual handling

- Lifting incorrectly can cause injury.
- Staff must ensure that they only lift or move heavy or bulky objects after proper consideration.
- Study the manual handling guidelines and seek advice if unsure.

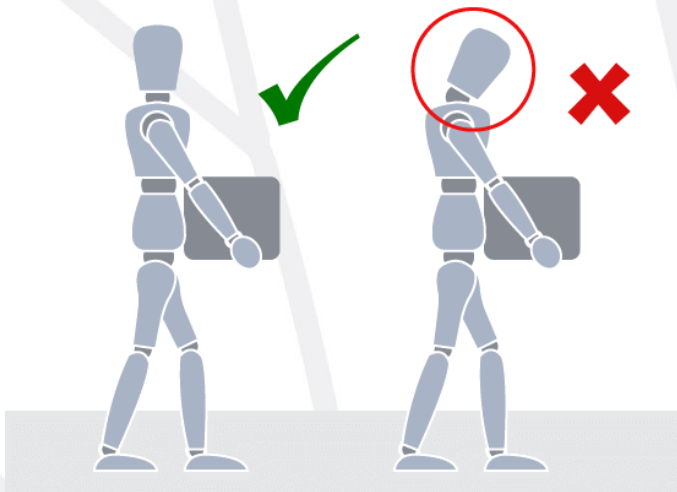
- Seek help if necessary.
- Special care should be taken when lifting from the floor, or from above shoulder height.



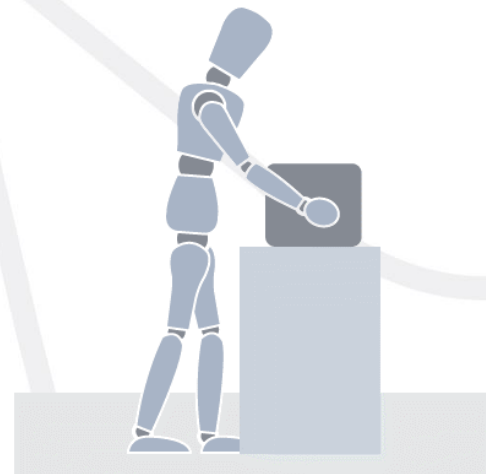
**Adopt the correct posture
- lift through the legs, not
the back**



Carry close to the body



**Keep head straight when
walking**



**Put object down first
then adjust its position**

Visitors

Visitors are always the responsibility of their hosts and must be made aware of any relevant company procedures.

Contractor and Subcontractors

All contractors / subcontractors working on site will be required to comply with all relevant company procedures and provide evidence of their competence and compliance with health and safety matters.

Fire and Other Emergencies

Alarm systems are checked weekly and fire evacuation drills are held at a frequency determined by a relevant procedure. Effective fire alarm and extinguishing systems are regularly maintained.

Any deficiency found when checks on fire detection, fire alarm or firefighting systems and equipment are undertaken are recorded and immediately reported to the Managing Director.

Evacuation Procedures at Head Office

Each day an evacuation marshal will be present on site. In the event of an emergency that requires evacuation, such as fire, smoke, intruders in the building or bomb threat, the alarm must be triggered, and all staff, learners and visitors must evacuate via the nearest exit, which are clearly marked. If safe to do so the marshal is responsible for checking that all areas are clear and collecting the signing in book. The assembly point is at the front of the building in the parking area. The evacuation marshal will check that all are present and accounted for. All staff are responsible for telephoning the emergency services.

If training is being delivered at other premises away from the main site, in the event of an emergency the delivery staff, learners and visitors must follow the evacuation procedures for that setting.

No one may reenter the building until the emergency services have said that it is safe to do so.

Security

- Do not let anyone into the workplace who is not known to you. Refer unknown callers to reception or a senior member of staff who will check their identity and issue a visitor's badge if appropriate.
- Always ensure that the office door is shut firmly after you let someone in or go out yourself.
- Staff should try not to visit the workplace out of hours without first advising their line manager.
- Always ensure that the office door is locked whenever you are alone in the building.
- If you see anyone in the building or training area who is not known to you and who is not wearing an official visitor's badge, you should politely challenge them and establish their identity. They may need to be escorted to reception or a senior member of staff for a badge.
- Staff should not bring valuables or large amounts of cash to work. If this is essential, arrange for it to be locked in a secure place.
- A senior member of staff should be advised if anyone is observed loitering or acting suspiciously in or close to workplace premises.

Security Incidents

All doors are constantly secure to the building. In the event of a security threat all staff, learners and visitors must make their way to a central point in the building and wherever possible stay away from windows and doors. Wherever possible all windows must be secured. SON/ML adopts the governments Run Hide Tell procedure and all staff undertake ACT awareness training at

induction and update annually. All are responsible for telephoning the emergency services to report the incident.

Lone Working

Office staff may be required to spend periods of time alone in the office. Delivery staff may be required to spend time alone working in training locations or travelling to workplaces.

In these events, staff should take all necessary precautions to keep themselves safe including:

1. Locking all doors and windows - being mindful of an emergency escape route in case of fire etc.
2. Having all appropriate emergency contact numbers and a telephone to hand.
3. If walking alone, to or from a vehicle, ensuring that the vehicle is parked in a well-lit area that is as close as possible.

SON in turn will participate by:

4. Minimising the occurrence of lone working
5. Providing panic alarms for general use if desired.

Mobile employees are expected to keep regular contact by phone with the head office / local office and must be contactable during working hours.

If an employee knows they will not be contactable for a period, such as their being no signal on their mobile phone, as a result of working in an isolated area, they should pre-warn the office of the expected duration of this and if any necessary special arrangement should be made. These may include utilising the client's land telephone line.

Employees should also always advise on-site staff of their whereabouts, particularly when meeting new clients.

Staff and Learners Using Public Transport

When using public transport staff and learners will be advised: to be aware of the people around their environment. If at any time you do not feel safe, leave the area, and find somewhere safe to contact head office. Staff and learners should ensure that they have planned their journey, keep to populated and well-lit areas. Where they must wait for buses or trains, wait in lit areas and where possible with others so that they are not alone. Fares should be ready so they are not trying to find cash whilst waiting as this could make them vulnerable. Possessions should be kept hidden and carefully stored so as not to draw attention. All should be aware of the environment and the people around.

Staff and learners will also be advised, when using their car, to ensure that they park in well-lit areas of a car park or on street areas. Be aware of the environment when getting out of the car or returning to it. Think about personal belongings when getting in or out of the car.

For more information on personal safety please visit

<https://www.met.police.uk/cp/crime-prevention/personal-safety-how-to-stay-safe/travel-safe/>

Risk Assessments

SON examines all aspects of its activities involving staff, learners, employers and visitors to establish what hazards exist and to evaluate the risks presented by them. When significant risks are identified, actions are taken to reduce these risks to the lowest level practicable.

Information about risk reduction is published in the form of risk assessment and control measures. These are recorded and controlled by the Managing Director.

Hazard Substances and Dangerous Equipment

All substances used at SON/ML are subject to hazard identification and subsequent risk assessment with the objective of reducing risk to the lowest level reasonably practicable.

Safe storage, handling, transport, and disposal are included in these assessments.

Dangerous equipment is either enclosed, its use is restricted to specific individuals who have been trained and are deemed competent to use it or contained in a secure area.

Training for Staff, Learners and Workplace Employers

All staff are given Health and Safety induction training. Existing staff are also subject to refreshers on modules identified as relevant to their roles annually. During inductions and training, the Health and Safety Policy and Procedures of SON/ML are explained and reviewed, including:

- Roles and responsibilities.
- Reporting Health and Safety risk, issues, or concerns, including those in the apprentice or learner's place of work.
- First Aid and accident procedures and reporting.
- Reporting broken or faulty equipment.
- Maintaining and ensuring Health and Safety in the workplace.

All staff, learners, and employers are given access to the Health and Safety policy and procedures. All training is recorded either in the induction record or in individual CPD records. If specialist training is required or requested by individual staff members, learners, or employers these will be assessed by the Managing Director or Centre Manager and appropriate training will be provided.

Health and Safety vetting is undertaken with all employers as part of our due diligence to ensure the safety and well-being of apprentices in the workplace, and to take reasonable steps to ensure that the employer is doing so.

All of our meetings will include Health and Safety as a part of the agenda to reinforce the policy and procedure and ensure that any emerging risks are identified and controlled or removed.

Apprentice and Learner Places of Employment

All apprentice or learner workplaces will be subject to a Health and Safety risk assessment conducted by trained staff, which will be conducted prior to commencement of the course or apprenticeship. The risk assessment may identify actions that the employer must take to ensure the safety of the apprentice or learner. These will be risk rated, and a timely date set to ensure that the action has been completed. This will be reviewed and reassessed by a member of the senior leadership team to ensure compliance. Red risk ratings will result in a delay in the apprenticeship or learner start date and will need to be remedied before commencement of the apprenticeship or programme.

If the place of employment is still deemed unsafe by the review date, then the apprentice or learner will be advised of the risks to their safety and informed that they cannot commence their training at this place of work. IAG will be provided to support learners to find an alternative safe place of work to commence training, however, wherever possible, we will support the employer to remedy any risks to Health and Safety to ensure the place of work is safe to commence training.

The risk assessment will be formally reviewed annually, however, when delivery staff visit their place of work, they must pay due care to Health and Safety requirements and report any concerns to the employer at the workplace and the Managing Director. If the visiting delivery staff have immediate concerns, they must notify the workplace manager to ensure that safety of the learner and leave the premises. This includes informing the learner to also leave the premises if it is unsafe to remain. In this instance, the Managing Director must be contacted immediately and may be required to pass on Health and Safety concerns to the relevant inspectorate for SON and the workplace.

During learner progress reviews, the welfare and health and safety of the learner will be discussed, and advice and guidance may be given to support knowledge and understanding, and issues must be reported to the employer and the Managing Director. This is to ensure that any Health and Safety issues can be investigated and rectified to ensure continued commitment to safeguarding learners, staff and stakeholders.

Contact Person:

The following person may be approached on a routine basis in relation to this policy:

James Neilands: hello@momentouslearning.co.uk

EMERGENCY PROCEDURES**Emergency Alarms**

The emergency evacuation alarm is a continuous siren.

Action to be taken by a member of staff discovering a fire:

Immediately activate the nearest fire alarm by breaking the glass cover.

If it is safe to do so, ensure all doors leading to the fire are closed.

Leave the area by the nearest exit and (where safe to do so) report the fire to reception next to the front entrance. Meet at the fire assembly point in the Car Park of the YBN Offices.

Call the fire brigade at the earliest opportunity.

When the fire officer arrives at the assembly point, give clear details of location and the nature of fire.

Do not attempt to fight the fire unless:

1. You have already operated the fire alarm.
2. You are absolutely sure that you have a safe means of escape if you are unsuccessful.
3. You are absolutely sure that the fire is immediately controllable.
4. You are absolutely sure of the source of the fire.
5. If you are absolutely sure that you are using the correct appliance and how to use.
6. If none of the above apply make a safe escape.
7. Follow general evacuation instructions.
8. Do not use the lift.

9. Do not take holdalls or briefcases or any other bulky items which might impede evacuation. Do not go searching for personal belongings.
10. Report to the assembly point irrespective of the exit by which the building was evacuated. Do not congregate in any area which is not an assembly point. There are no internal assembly points.

If you are concerned that a member of staff or other person was unable to evacuate the building, advise the fire officer of that person's last known location.

Do not leave the assembly point and, in no circumstances, re-enter the building without the specific permission of the fire officer.

Emergency Exits

If danger is imminent, always use the nearest available exit and report to the designed assembly point irrespective of where you leave the building.

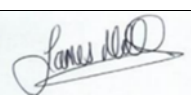
Otherwise use the emergency exit which gives the nearest access to the front of the building.

Assembly Points

It is vital that staff / visitors / students report to the correct assembly point.

Do not congregate elsewhere or wander away from the assembly point for any reason until authorised to do so. This could lead to absentees being treated as missing and the waste valuable time / danger to life for the emergency services.

This policy is reviewed annually to ensure it remains fit for purpose, compliant with regulatory requirements, and reflective of current practice.

Approved by (Director Name)	James Neilands
Director Signature	
Date	April 2025