

Health and Safety Policy

Professional Training Solutions (PTS) is an Independent Training Provider and SME. PTS operates from the following locations:

Surrey Head office and training facilities: Stoke Hills, Farnham, Surrey, GU9 7TD

London Office: 87 Blackfriars Road, London, SE1 8HA

PTS operates across Surrey, Hampshire, Sussex, London, Lincolnshire and Manchester delivering a range of qualifications at employer sites as well as at the main office location. The Managing Director is Jackie Denyer.

PTS employs 54 permanent staff, and contracting approximately 30 other home-based delivery staff across Surrey, Hampshire, Sussex, London and Lincolnshire, delivering a range of qualifications.

The office is open Monday to Friday 8am - 5.00pm.

This is a **statement of intent for PTS Ltd policy** on health and safety at work for the employees, as required by the Health and Safety at Work Act 1974.

Commitment

- PTS will ensure that premises used for PTS business are maintained in good decorative condition and that standards of furnishing, heating and lighting are such to enable employees and contractors to do their work well and without hazard to their health.
- PTS will ensure the Health, Safety, & Wellbeing of all apprentices and learners in it's care.
- Any employee or contractor who notices a potential health hazard must report it immediately to the Director who will take prompt action to remedy the matter.
- All employees must co-operate with the Director on health and safety matters. They should not interfere with anything that has been provided to safeguard their health and safety.
- No light or power point is to be used for any purpose other than that for which it is intended.
- All portable appliances, including heaters and fans, are to be switched off and disconnected from the mains electrical supply by removal of the plug when not in use.
- All visitors will be signed both in and out to ensure full evacuation in case of a fire.
- PPE (Personal protective equipment and clothing) will be provided where necessary.

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- PTS will implement emergency procedures, including evacuation in case of fire or another significant incident
- All employees will be provided with a thorough health and safety induction, including a work through of premises, complete an at home working risk assessment, and be provided with up dated information on Health and Safety matters in a timely manner.

Responsibilities for Health and Safety

Responsibility for the Health and Safety Policy lies with **Neil Hardie – Finance Director** (n.hardie@protrain-solutions.co.uk) who is always prepared to give help and advice to employees/contractors on these matters.

Day to day responsibility for ensuring this policy is put into practice:

Sam Black – Associate Director – Operations (From January 2022)

Chrissy Payne – Associate Director – Sales and Marketing

Neil Hardie – Finance Director

To ensure Health and Safety standards are maintained / improved, the following areas will be the responsibility of the above;

- Safety
- Procedure for dealing & reporting accidents or ill health of apprentices & learners.
- Risk Assessments
- Consulting employees
- Accidents, First Aid and work related ill health
- Monitoring and investigation
- Emergency procedures, fire and evacuation
- Maintaining equipment
- Information, Instruction, supervision and training of staff

*All Employees **MUST***

- Take reasonable care of their own health and safety and that of others who may be affected by their actions; including her apprentices & learners.
- Co-operate with management to meet the employer's legal duties and work in accordance with the Company's procedures;

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- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents, as well as committing to read the policy and sign to confirm their understanding;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.ghuj
- Cover apprentices in it's care.

Arrangements for Health and Safety

Risk Assessment

- PTS Ltd recognises and accepts that it has a duty to assess the risks arising from work activities and to record any significant findings.
- Risk assessment for the office will be carried out by the Director who is responsible for taking any action required to remove/control risks, ensuring that the action required is implemented and then checking that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed regularly or when the work activity changes.

Training

- PTS staff will be offered places on manual handling / health and safety training courses where applicable (including safe handling and use of substances) and will be provided with clear instructions and information to ensure employees are competent to do their work.
- PTS will give staff and subcontractors Health and Safety inductions and provide appropriate training.

Consultation

- PTS will consult staff routinely on Health and Safety matters as they arise and formally when we review Health and Safety.

Evacuation

- PTS will make sure escape routes are well signed and kept clear at all times
- Evacuation plans are tested from time to time and updated when necessary

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Health and Safety for Learners

PTS takes its responsibility for learner's safety very seriously and as such has a separate policy to ensure the Safe Learner Concept which is available within the Learner Handbook.

(Extracted information from Learner handbook)

Health & Safety

You are expected to take reasonable care and responsibility for your own health & safety and that of others. Do not intentionally or recklessly interfere with anything provided in the interest of health & safety.

PTS will ensure that the learner, through the quality of their learning experience

- *Gains an understanding of the importance of health and safety*
- *Understands how hazards are identified, risks are assessed and the principles of control measures*
- *Develops a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.*

Statutory Requirements

For all workplace learners PTS staff will ensure the induction stage reflects the legal requirement under the Management of Health and Safety at Work Regulations 1999 (HMSO, 1999) in relation to providing information, instruction and training on recruiting new employees.

Workplace Induction

During your induction theoretical and practical health and safety aspects are covered:

- *to all new learners and employees when they start a learning programme*
- *each time there are significant changes, such as changes in location or job.*

By Employers

- *when the learners start a work placement/experience*
- *each time there are significant changes, such as changes in location or job.*

Statutory Requirements

The induction stage reflects the legal requirement under the Management of Health and Safety at Work Regulations 1999 (HMSO, 1999) in relation to providing information, instruction and training on recruiting new employees.

Objective

By the end of their first day of their learning programme (or shortly after in certain circumstances), each learner should understand:

- *emergency arrangements*
- *any significant risks that may affect them*
- *control measures for the risks*

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- *supervision arrangements and the contact person for any health and safety concerns*
- *any restrictions or prohibitions that apply to the*
- *any personal protective equipment or clothing that they must wear*
- *welfare arrangements*
- *the safety policy*
- *employer and employee rules (“dos” and “don’ts”)*

Workplace Tour

Learners need to be shown around the workplace premises. Health and safety matters that relate to the above items should be pointed out to them.

For learners who are already in employment at the workplace, the funded organisation will need to make sure that the learners understand the above matters. If learners do not understand funded organisations must address this as part of any action or development plan agreed with the learner and employer.

Good Practice

For internal induction, it is good practice for learners to be provided with an entitlement statement.

E-Safety

Professional Training Solutions is committed to E-safety and raising awareness of how you can be a victim of an activity that utilises ICT to endanger your personal safety, mental health or financial well-being, or that of another individual.

Internet safety depends on all staff, tutors, assessors and learners taking responsibility for the use of internet and other communication technologies such as mobile phones.

The purpose of internet use within PTS is to raise educational standards, to promote learner and staff achievement, to support the professional work of staff and to enhance management information and business administration systems.

Infringements of our policy may include;

- *Accessing inappropriate content*
- *Cyberbullying or harassment*
- *Fraud or identity theft*

It is important to keep safe, respect others and report any incidents of concern to a member of PTS staff.

Absence/Sickness/Accident Reporting

*PTS are required to monitor and record your attendance at work as part of your apprenticeship. If you are absent from work, you must also inform your PTS tutor or PTS **Head Office 01252712945** as well as reporting this to your employer in line with your company’s absence reporting procedure.*

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Your attendance will be registered during your monthly progress reviews. Concerns relating to high levels of absence will be addressed by your tutor and may result in disciplinary procedures taking place through PTS.

Should you have an accident at work or whilst on site at PTS, this needs to be reported into the onsite accident book and you need to ensure your tutor is informed. If the incident falls under RIDDOR Regulations, it must also be reported using the online RIDDOR reporting system within 10 days of the incident.

- All tutors delivering training will carry out a venue health and safety check and ensure key points are highlighted at the beginning of every course during the **First day in learning**. The learner is questioned and asked to identify things such as Fire Exits, Fire extinguishers and accident reporting procedures. A risk assessment of any equipment and an up-to-date liability certificate are stored on file with PTS Sharepoint and on the learner's portfolio. Administration procedures ensure details are updated annually or every 6 months at settings deemed to be high risk. Copies of these checks are held in the course files in the office and overseen by the Quality Manager and Head of Operations.
- At every learner's induction and within all courses Health & Safety is delivered as part of the assessment of competence within the workplace and therefore embedded Knowledge and understanding is underpinned throughout their learning.

Reporting To RIDDOR

Who should report?

Neil Hardie is the 'responsible person' who will submit reports under RIDDOR, via their online reporting.

Instances where this will be used are:

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

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Telephone reporting

For fatal and specified injuries only – PTS will use the telephone to report: Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Full detailed NatWest Mentor policy folder on Health and Safety is held at PTS Offices.

Signed: -



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