

HEALTH AND SAFETY POLICY

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Version Control

Version	Date	Editor	Comments
V3	Feb 2022	Katie Fowler	Inclusion of version control. Delayed review due to Ofsted inspection and COVID.
V4	22/02/2023	Lisa Entwistle	Rebrand policy to LearnTech

Summary of Changes

Page number	Change

Policy Review Schedule	Full review every 12 month
Next Review Date	October 2025

Statement of Intent

LearnTech embraces the obligations set out within Acts of Parliament pertaining to health and safety. LearnTech aims to provide a safe, healthy environment for its employees and clients. LearnTech, therefore, manages its business in a way that is designed to aim for the highest standards in health and safety, which are reasonable to achieve throughout its operations. LearnTech is a remote working organisation, therefore, we are committed to supporting staff with their health, safety and wellbeing whilst working from home.

LearnTech is also committed to collaborating with employers to help ensure the health, safety and welfare of apprentices whilst in employment. LearnTech will not put apprentices at risk by placing them in work situations where health and safety are not satisfactorily addressed. LearnTech will undertake due diligence to ensure employers have their own health and safety policies in place.

LearnTech's commitment to health and safety includes the following:

- Having processes, procedures and governance arrangements in place to identify, evaluate and control relevant health and safety risks which may arise within its operations (including where working remotely)
- To ensure all employees have access to our health and safety information relevant to their roles and working from home including mental health support
- To work in partnership and cooperation with our employers to ensure that health and safety measures are in place and maintained
- Provide clear instructions, information and adequate training to ensure employees are competent to do their work in a safe manner
- To provide health and safety information and training to our learners including embedded training during their learning
- Aim to consult with our employees on matters affecting their health, safety and wellbeing including stress and mental health
- To provide and maintain safe equipment for employees for working from home
- To ensure safe handling and use of substances
- To maintain safe and healthy working conditions
- To maintain emergency procedures, including evacuation in case of fire or other significant incidents
- To seek to prevent accidents and cases of work-related ill health
- To ensure all health and safety incidents are properly and promptly recorded, reported and investigated in order, amongst other things, to prevent reoccurrence

We expect anyone working for or with LearnTech to maintain the highest health and safety standards for themselves and others and adhere to any instruction our policy provides.



Martin Burr
Director

Date: 10/10/2024

Scope

This policy applies to all service users of LearnTech.

LearnTech primarily delivers its provision remotely. Employees operate from their own homes. Offices are provided for the purposes of occasional meetings and inspections. These are in a managed services building. Therefore, whilst attending offices we observe their health and safety policies which are shared with employees before relevant meetings.

All employers with apprentices on programme with LearnTech have their own obligations to comply with Health and Safety Legislation, as defined by their own policies and the ESFA Funding Regulations, which are not set out in the scope of this policy. However, LearnTech will conduct appropriate due diligence for all new employers with the aim to ensure that employers of apprentices comply with the legislation and all apprentices are safe whilst at work. This policy will set out LearnTech's aims to complete due diligence and the actions that will be taken to provide satisfactory facilities whilst working from home, in any offices used and working environments for our apprentices.

Policy Ownership

Policy Owner: Martin Burr, Company Director

Related Documentation

The Health and Safety policies should be read in conjunction with the following policies:

- Mental Health Policy
- DSE Forms (with HR)
- Data Policies
- Induction and Orientation Policy
- Equality, Diversity and Inclusion Policy
- Safeguarding Policies

Implementation

All employees have health and safety responsibilities within the organisation and for LearnTech learners.

The Board:

The Board of Directors has overall responsibility for the implementation, communication and effectiveness of this policy.

Staff:

All staff should:

- Co-operate with the leadership team and HR on Health, Safety and Wellbeing matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to a leadership team member

Arrangements for Health and Safety

Risk assessment – Internal

- LearnTech will complete relevant risk assessments and take actions
 - This includes DSE assessments for staff
 - Mental health action plans and risk assessments where appropriate
- LearnTech will review risk assessments when working habits or conditions change
- LearnTech will use the relevant risk assessment templates from HSE in completing a risk assessment, recording and reviewing findings.

Risk assessment – Apprentices

- A risk assessment will be completed in collaboration with the employer, for each apprenticeship programme job role, as part of the apprentice's induction.
- This risk assessment will take into consideration age and vulnerability where required, or a separate risk assessment will be undertaken
- It is the responsibility of the employer to conduct their own risk assessments on their sites, however, LearnTech conducts due diligence which checks employer's completion of relevant risk assessments and reporting of control measures to LearnTech
- Job role specific risk assessments will be revisited when changes in circumstances are identified

Training

For all staff training please refer to the **Induction and Orientation Policy** and **Training and Development Policy**.

Learner Training

- All learners will be given health and safety training as part of their induction onto programme, for apprentice's risk assessments are completed with the employer
- Learners will be directed to and given access to this policy during their enrolment
- It is the responsibility of learner's employers (apprentices) to conduct their own staff induction including health and safety and give their staff access to health and safety training. LearnTech check employers' induction and training processes meet the relevant standards as part of the due diligence and enrolment process including supervision of apprentices whilst at work.
- Mentors and Student Development Officers provide apprentices with ongoing health and safety support and training throughout their learning journey and recorded in progress reviews

Ill health and accidents for apprentices on programme

In the event of an accident or ill health whilst the apprentice is at their normal place of work, whether undergoing apprenticeship training at the time or not, LearnTech would seek to be notified of such event and, where required, the details surrounding the accident or ill health. LearnTech will fully support the employer and the apprentice, where required. LearnTech would continue regular communication throughout the period of ill health or until the apprentice is recovered from any accident providing any information, advice and guidance along with support for both the apprentice and employer. In the event of a break in learning to cover any period of ill health or because of an accident; as and when the learner and employer are ready for return to work, LearnTech will assist in preparing both parties for this. Whilst the employer bears the main responsibilities in relation to the health and safety of its employees, LearnTech recognises that it has an important role to play in ensuring the health and wellbeing of its apprentices. LearnTech is committed to assist and provide a supporting role to employers in their health and safety duties.

In the event of an accident or ill health whilst the apprentice is not at their normal place of work, LearnTech would seek to be notified. We expect our staff to recognise visible signs of ill health or injury with their apprentices and notify the leadership team. LearnTech would notify the apprentice's employer of the matter with the apprentice's permission, following an assessment of the impact the ill health or injury may have on both their ability to continue with the apprenticeship and their ability to complete their duties at work. LearnTech would aim to fully support the employer and the apprentice where required as necessary. LearnTech would continue regular communication throughout the period of issue or until the apprentice is recovered enough, to provide information, advice and guidance along with support for both the apprentice and employer.

Following a report of an accident or ill health involving an apprentice, LearnTech will continue to monitor the apprentice's progress in all outcomes for a period of time and provide the necessary support and reasonable adjustments to enable the apprentice to fulfil and complete their apprenticeship.

Monitoring of apprentices whilst in employment

- The level of monitoring may depend on a range of factors including:
 - Awarding body requirements
 - Length of programme
 - Ability of apprentice and/or any special needs or other circumstances, including any disability and/or medical/health condition
- All visits should be arranged in advance by email & visiting employees should be known to the apprentice
- Any issues identified during monitoring must be addressed immediately
- If the apprentice is identified to be at health and safety risk, we work with employers to remove the risks, or work with the apprentice to find alternative employment
- If supporting with alternative employment LearnTech will endeavour to keep the apprentice on programme whilst aiding them in seeking alternative employment

Recording and reporting of health and safety

LearnTech will ensure systems and procedures are in place for incident reporting, escalation, investigation and, where applicable, notification to the local authority.

It is the responsibility of apprentice's employers to record and report incidents regarding health and safety, however, it is the intention of LearnTech to work in collaboration and cooperation with all its employers and expect that all health and safety incidents would be reported to LearnTech as soon as possible to ensure the safety and welfare of our apprentices.

Health and Wellbeing

LearnTech aims to recognise the importance of both physical and mental wellbeing of its employees and learners. LearnTech acknowledges that to recognise, predict and adapt to the changing needs of its people are an important and valuable contribution and example to uphold. LearnTech provides employees and apprentices with confidential assistance where required.

For more information, see our Mental Health Policy.

Monitoring & Review

LearnTech will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

This policy including its procedures set out within will be monitored and reviewed annually or in response to changes in legislation.