



Health and Safety Policy

Table of Contents

1	Mission Vision Values and Behaviours.....	2
1.1	Mission.....	2
1.2	Vision.....	2
1.3	Core Values	2
1.4	Behaviours	2
1.4.1	Be inspirational	2
1.4.2	Add value	2
1.4.3	Be inclusive.....	2
1.4.4	Be a learner yourself	2
2	Policy Statement	3
3	Purpose	3
4	Scope.....	3
5	Roles and Responsibilities.....	4
6	Policy Implementation	6
6.1	Dissemination and Implementation of Policy.....	6
6.2	Employees, Apprentices and Learners.....	6
6.3	Fire or Emergency	7
6.3.1	If a fire is discovered, you should:.....	7
6.4	Illness or Accident	7
6.5	Accident and Emergency Procedure.....	8
6.5.1	FOLLOWING AN ACCIDENT	8
6.5.2	REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS. 8	
6.5.3	REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCE REGULATIONS .. 8	
6.5.4	NOTIFICATION AND REPORTING OF INJURIES AND DANGEROUS OCCURRENCES	8
6.6	Areas and Frequency of review	9
6.7	Key Health and Safety Items	10
7	Monitoring and Review.....	10
8	Signature	10

1 Mission Vision Values and Behaviours

1.1 Mission

Aspire Procurement Training exists to provide UK businesses with the next generation of aspiring supply chain professionals

1.2 Vision

To be the supply chain training provider of choice for apprenticeships and commercial courses, by putting the apprentice and the learner at the heart of everything we do

1.3 Core Values

- The passion and commitment to provide quality supply chain training
- The freedom from discrimination for all apprentices, learners, skills teachers, skills coaches and employees
- Continuous improvement through compliance to standards, adoption of best practice principles, and measurement against all performance targets

1.4 Behaviours

1.4.1 Be inspirational

- Our apprentices and learners perform best when they are inspired. Our whole team is passionate about the learning experience and committed to provide the best supply chain training

1.4.2 Add value

- We are focused on the value to the apprentice and the learner
- Both our study material and our teaching will bring to life the core academic content provided by our qualifying institutions
- Our skills trainers will be respected supply chain practitioners from a variety of industries and organisations and all will be MCIPS qualified
- Our teaching methods will be interactive and promote ethical best practice

1.4.3 Be inclusive

- We are advocates of inclusivity across all apprentices, learners, skills trainers, skills coaches and employees

1.4.4 Be a learner yourself

- Feedback and shared experiences will make us better. We are passionate about improvement
- We understand that learners have different learning styles. We will deliver our teaching in different formats and at a pace to suit the individual apprentice and learner

2 Policy Statement

This document is a statement of Aspire Procurement Training's Health and Safety Policy. The details are below. This policy is not part of your employment contract and it is not legally binding except where it is a statement of the law. You must be aware of and apply this policy and procedure; failure to do so may result in disciplinary action being taken against you. You should consult your manager if there is anything that is not clear or you are unsure about any aspect of this policy.

It is a legal obligation for all businesses to apply all aspects of Health and Safety legislation. By reducing accidents in the workplace, we will have a healthier business all round. Aspire Procurement Training will be a place where employees, apprentices, learners and clients can work in a safe and healthy environment. We will do all that we can to reduce the damage caused both physically and to our reputation that unsafe and unhealthy working practices and environments can bring about.

Aspire Procurement Training is committed to maintaining the health and safety and wellbeing of all our Apprentices and learners.

We will ensure that the objectives of this policy are communicated to our employees, apprentices and learners initially through our induction training and our relevant handbooks. We will also monitor progress towards our health and safety and wellbeing objectives at senior leadership level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management organisation and responsibilities.

We are aware that senior leaders within the company are individually and collectively responsible for health and safety.

3 Purpose

The aims of this policy are manyfold:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with all employees, apprentices and customers on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for all employees, apprentices and customers;
- To ensure all employees are competent to do their tasks, and to give adequate training;
- To prevent accidents and cases of work-related ill-health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

4 Scope

This policy applies to all employees, apprentices, learners, stakeholders and the provision and services undertaken by Aspire Procurement Training.

5 Roles and Responsibilities

The **directors** have overall legal responsibility for health and safety. **Directors** are supported by members of the **senior leadership team** who are responsible for managing health and safety matters on a day-to-day basis; the **senior leadership team** may also be assisted by **employees** as delegated.

The **senior leadership team** will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our **employees, apprentices and learners**; therefore, we have established clear lines of communication and encourage our **employees, apprentices and learners** to cooperate with us in achieving our objectives.

We recognise that the key to successful health and safety management is to ensure each **employee, apprentice and learner** are competent to carry out their responsibilities. To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments.

The **Quality Manager** is responsible for ensuring that all new **employees** are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures.

The **Quality Manager** is responsible for investigating all accidents and for leading a review into investigating how to prevent similar accidents in the future and changing policies and procedures accordingly.

First aiders are responsible for, in addition to any duties set out in this document or elsewhere assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
- Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
- Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
- Checking that appropriate and sufficient first-aid boxes are sited about the premises, and they are properly stocked and maintained.
- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
- Recording details of all accidents and treatments in the appropriate incident log.
- Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

Following the Accident and Emergency Procedure (below)

All **line managers** must ensure:

- that this policy in his or her own department and bringing it to the attention of all **employees, apprentices and learners**.
- that all risks which are presented by the work for which they are responsible are assessed and recorded, with suitable controls implemented.
- compliance with safety precautions that apply to his or her department.
- that no person is permitted to work at any kind of machinery or hazardous task unless they have been properly and fully instructed.
- that all **employees** are aware of the location of all firefighting equipment and alarm call points in the department and are conversant with their effective use.
- that any legal requirements relating to the operation of the department are fully complied with, including (but not limited to):
 - (a) Inspection of all firefighting equipment
 - (b) Safe use of electrical equipment
 - (c) Maintenance of all appropriate records
 - (d) Necessary safety training of staff
 - (e) Statutory inspections of plant and equipment
 - (f) Provision of first aid equipment and a trained first aiders.
 - (g) Accident investigation
 - (h) Arrangements for maintenance and cleaning
- that any responsibilities delegated to subordinate **employees** are clearly identified.
- that access to the premises by customers or other members of the general public is strictly limited to safe areas.
- that suitable arrangements are in place to safeguard the premises against intruders.
- that their area of responsibility is kept in a safe state in good repair and inspected on a regular basis.

All employees:

- are responsible to take reasonable care for their own acts or omissions and the effect that these may have upon the safety of all
- must use safety equipment or clothing provided in a proper manner and for the purpose intended
- who intentionally or recklessly misuse anything supplied in the interests of health and safety will be subject to disciplinary procedures
- must work in accordance with any health and safety procedures, instruction or training that has been given
- may not undertake any task for which they have not been authorised and for which they are not adequately trained
- are required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment
- are under a duty to familiarise themselves with this policy
- must ensure that their area of responsibility is kept in a safe state and is in good repair and inspected on a regular basis

This document is a statement of the relevant law where appropriate together with Aspire Procurement Training policies on the subject. Aspire Procurement Training reserves the right to amend any non-statutory parts of this policy.

6 Policy Implementation

6.1 Dissemination and Implementation of Policy

- Employees will be made aware of our Health and Safety policy and procedures through employee inductions, employee handbook and annual training.
- Learners and Apprentices will be made aware of our Health and Safety policy and procedures through the induction programme, handbook and health and safety working practices across all our training environments.
- Employers will be made aware of our Health and Safety policy and procedures through employer apprenticeship handbook and health and safety working practices across all our training environments.

6.2 Employees, Apprentices and Learners

It is the duty of all employees, apprentices and learners to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties.

In particular, they must:

- Comply with the training, information and instruction they have been given.
- Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
- Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
- Check tools and equipment before using them, and not to use equipment which they know to be faulty.
- Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
- Not bring any equipment, tools, radios, etc. onto premises without first obtaining permission from their supervisor/manager.
- Conduct themselves in a responsible manner while on the Aspire Procurement Training business, be alert for hazards and refrain from any form of horseplay.
- To prevent accidents and cases of work-related ill health;
- Comply with the arrangements for reporting accidents and ill health.
- Comply with the arrangements for emergencies and fire as they have been instructed.
- Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
- Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
- Keep their work areas tidy and clear of hazards.
- Report accidents, incidents and hazards they observe to their manager/supervisor.

6.3 Fire or Emergency

We are all responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures.
- Taking appropriate and effective action if a fire or emergency occurs.
- Identifying hazards in the workplace and recording and report their observations.
- Ensuring that escape routes and doors are kept clear and are available for use.
- Ensuring fire doors are kept closed.
- Checking suitable and sufficient notices are displayed.
- Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
- Ensuring fire alarms and emergency lighting is checked and serviced.

6.3.1 If a fire is discovered, you should:

- Ensure that the alarm has been raised.
- Evacuate from the building or area involved and check that any staff or apprentices or visitors with disabilities are assisted as planned.
- Ensure the fire service has been called.
- Go to the designated assembly point.
- Conduct a roll call.
- Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
- Report to the senior leader to confirm all persons are accounted for and report any persons missing.

6.4 Illness or Accident

Aspire Procurement Training has made adequate arrangements and reporting procedures for dealing with accidents, incidents and serious illness of all service users, including employees, apprentices and learners.

These arrangements include:

- The provision of first aid
- Adequate arrangements for first aid materials have been made.
- Adequate arrangements for first aid personnel has been made.
- All accidents and first aid treatments rendered are recorded.
- Arrangements exist for employees to report to management accidents/near misses and so on to enable suitable remedial action.
- All legally reportable accidents, incidents and ill-health are or will be reported to the enforcing authority and investigated.
- Accident, incident, ill-health and first aid arrangements are made known to all employees, employers and apprentices through the employee handbook and induction process, apprentice handbook and apprentice induction programme and progress reviews and employer handbook and health and safety risk assessment.

6.5 Accident and Emergency Procedure

- Do not leave the patient alone and render first aid if possible, but only if you are trained to do so.
- Contact the first aider
- They will arrange help for the patient or organise transport to the Accident & Emergency Department if required.

6.5.1 FOLLOWING AN ACCIDENT

Complete an Accident, Incident or Dangerous Occurrence Reporting Form and submit to Health and Safety Lead, and relevant member of the Senior Leadership Team.

Report the accident immediately to a member of the Senior Leadership Team.

6.5.2 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS

The Health and Safety Lead must be informed immediately in the event of a serious accident or incident, including a near miss and also when an employee, apprentice, learner or self-employed person working under Aspire Procurement Training's control remains absent for more than seven consecutive days, following an accident at Aspire Procurement Training or if they have been detained in hospital.

Following an accident, a member of staff must complete an Accident, Incident or Dangerous Occurrence Reporting Form, which must be submitted to their line manager and then the Health and Safety Lead immediately.

When completing an Accident, Incident or Dangerous Occurrence Reporting Form regarding an accident to an apprentice or learner. If an apprentice or learner is funded through an external contract, this fact must be recorded on the form. All Accident forms must be completed in full.

The apprentice's or learner's line manager must be notified.

6.5.3 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCE REGULATIONS

All injuries, diseases and dangerous occurrences as specified within the above Regulations shall be reported without delay to the Health and Safety Lead or in their absence the Managing Director, who shall advise the Health and Safety Executive within the specified time schedule.

The Health and Safety Lead will take the appropriate reporting action in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR 2013.

6.5.4 NOTIFICATION AND REPORTING OF INJURIES AND DANGEROUS OCCURRENCES

The Regulations require that the relevant enforcing authority is notified 'by the quickest possible means e.g. telephone', and subsequently an official F2508 report will be generated either by the enforcing authority or by the Safety, Health and Environment Advisor regarding incidents including:

- The death of any person as a result of an incident arising out of or in connection with work
- Any person at work suffering a **specified major injury*** as a result of an accident arising out of or in connection with work

- Any person who is not at work suffering an injury as a result of an accident arising out of or in connection with work and where that person is taken from the site of the accident to a hospital for treatment in respect of that injury
- Any person who is not at work suffering a specified injury as a result of an accident arising out of or in connection with work at Aspire Procurement
- Where there is a dangerous occurrence
- Incidents of non-consensual physical violence

Where, as a result of an accident arising out of or in connection with work a person is absent from work for more than 7 consecutive days.

The Health and Safety Lead must also report as soon as practicable, and in any case within 10 days of the accident/incident, using the approved form, any situation where a person at work is incapacitated for work of a kind, which they might reasonably be expected to do.

*A specified injury is defined as:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

6.6 Areas and Frequency of review

Risk Assessments will be carried out by line managers every 6 months or following a recorded accident.

The Quality Manager shall keep an audit record of all risk assessments, accidents and near misses. All accidents and near misses, along with their relevant accident investigation forms, shall be kept in a register on the Quality Manager's desk.

Emergency and Evacuation procedures shall be carried out by the Quality Manager every 6 months.

The First Aid kits will be checked by the Quality Manager every 4 weeks. Any items used will be re-ordered immediately.

All firefighting equipment will be tested annually, by a qualified company.

All electrical equipment will be PAT tested annually, by a qualified electrician.

Recorded accidents and near misses shall be the first point on the Senior Leadership Team meeting agenda.

6.7 Key Health and Safety Items

The First Aid kit is located in each Aspire Procurement Training teaching location.

The appointed First Aiders for each location are as detailed in each centre.

Firefighting equipment is kept in each Aspire Procurement Training teaching location.

7 Monitoring and Review

This policy will be reviewed annually to ensure that it is up to date and compliant with the latest legislation.

The policy was last updated in September 2021 and is due for renewal in September 2022.

This policy may also be updated before the renewal date if legislation changes or if monitoring and review of performance suggests that practices should be altered.

8 Signature

A handwritten signature in black ink that reads "M.A. Parker". The signature is written in a cursive, slightly slanted style.

Mark Parker
Director