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| <b>BCTG Health, Safety and Welfare Policy</b> |                     |
| <b>Reviewed by</b>                            | <b>Nick Holland</b> |
| <b>Advisory Board sign off by</b>             | <b>A Phillips</b>   |
| <b>SLT Signature</b>                          | <b>A Hackett</b>    |
| <b>Date</b>                                   | <b>April 2025</b>   |
| <b>Review date</b>                            | <b>April 2026</b>   |

## **Health, Safety and Welfare Policy**

### **Introduction**

BCTG recognises and accepts the responsibility and duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as an employer and as a company falling within the requirements of the legislation.

BCTG will provide a safe and healthy workplace and as far as is reasonably practicable, will cause no harm or ill health to employees, stakeholders, learners, or visitors by the work, working environment or other undertakings of the company.

BCTG will be guided by the recommendations in the appropriate Codes of Practice published by the Health and Safety Executive (HSE). It will always endeavour to have policies relevant to the current activities seeking to eliminate or minimise the risks arising from such activities.

### **Policy Aim**

BCTG is committed to ensuring high standards of health & safety. It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well.

It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. To derive these benefits, the Governance and Advisory Boards and the Senior Leadership Team (SLT), commit to providing the necessary leadership and resources to implement, maintain and continuously improve safety management processes and procedures.

### **Policy Purpose**

BCTG is committed to ensuring, as far as is reasonably practicable, the health, safety, and welfare at work of its employees, stakeholders, visitors, and learners and will eliminate and avoid, where possible the risk of injury and ill-health to all persons affected by the activities in our centres. Where not possible to eliminate/avoid risks they will be reduced to the lowest levels reasonably practicable.

### **Our Objectives**

BCTG as a training provider has a responsibility to ensure:

- Adequate resources are available to maintain health and safety.
- Risk assessments and reviews when necessary are completed (As required under the Management of Health and Safety at Work Regulations 1999)
- Employees, stakeholders, visitors, and learners are provided with such information, instruction, and training as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- That all sub-contractors, delivery sites and learner work placements have health and safety assessment in place and are reviewed, and at a minimum annually if same environments are consistently used.
- Each delivery site attended by learners will need to evidence that there is a current health and safety assessment in place and is reviewed when the delivery site is changed.
- Sub-contractors' complete daily checks of the environment used to deliver programmes of learning.
- Health and safety are within the delivery curriculum for learners.

## **Scope**

This policy relates to all its employees, stakeholders, visitors, and learners. Sub-contractors are expected to have similar policies and procedures.

## **Leadership and Governance**

Health and Safety will form part of the SLT agenda and will be reported on as part of the Governance and Advisory Board meetings.

The Governing and Advisory Board will be responsible for ensuring that BCTG complies with the appropriate health, safety and welfare legislation and regulations and that BCTG take all reasonable steps to ensure employees, learners and other are safe and reasonable steps are taken to reduce risks, and that the SLT are actively involved in the administration and implementation of the policy. The SLT Health and Safety Lead will be suitably trained.

## **The Senior Leadership Team (SLT) will:**

The SLT will implement and champion this policy, ensuring that all employees, learners, and stakeholders, apply its guidelines in all situations. Conduct regular training sessions to ensure all members of staff are aware of their responsibilities, as well as to develop their skills and knowledge. Receive and be actively involved with health and safety incidents and risk assessments required. Identify an SLT member who is responsible for audit and reporting on current arrangements, and ensuring all required health and safety assessments are in place and within date. The identified SLT member will be suitable trained and support staff in the administration of the processes.

## **Staff will:**

Follow the policy and engage in safe practices and take reasonable care of their own health and safety. To take reasonable care not to put other people, fellow employees, and members of the public at risk by what they do or don't do in the course of their work. To co-operate with BCTG as their employer, making sure they get proper training and understand and follow the company's health and safety policies. Not to interfere with or misuse anything that's been provided for their health, safety, or welfare and to report any injuries, strains, or illnesses they suffer because of doing their job. To tell BCTG if something happens that might affect their ability to work (e.g., becoming pregnant or suffering an injury), where a risk assessment can be completed to identify risk reduction strategies. To inform their employer if they take medication that makes them drowsy which could increase risk of driving safely.

## **Staff Training**

Staff will receive relevant training on the provisions of this policy during their induction. Staff will be updated through organisational communications, and yearly training.

## **Health and Safety Arrangements for BCTG Head Office**

Office facilities will be provided and maintained in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 and any other relevant legislation. As tenants to allow access to Voestalpine to complete safety checks as required.

- Measures to control the outbreak and spread of fire are covered in the emergency arrangements section.
- Toilet provisions will be available for both male and female staff. There will be a rest area designated for food and relaxation. There will be a provision for drinking water.
- These facilities will be regularly cleaned, and employees will be required to use them properly and ensure they are left clean and tidy. Good hygiene practices will be observed.

- All electrical equipment and installation will be in accordance with the IEE Regulations for the Electricity at Work Regulations and will be installed, tested, and maintained by an authorised, competent electrician.
- It will be the responsibility of the SLT Health and Safety Lead, to ensure a yearly health and safety risk assessments is carried out at BCTG to ensure that the location, staff, and resources comply with the above regulations.
- The health and safety lead is to ensure staff are briefed on the health and safety procedures, such as reporting and recording, emergency procedures, First Aid, and welfare provisions
- There are identified First Aiders on site, and a well maintained and stocked first aid box is available.
- There are fire wardens in place who understand the fire procedures and act fire marshall in response to alarms.

BCTG Health and Safety Lead: Nick Holland

BCTG Qualified First Aider: Kayley Hogg, Jake Smith, Sue Stevens and Keira Southall

BCTG Fire Wardens: Jake Smith and Sue Stevens

### **Reporting and Investigating of Accidents and Dangerous Occurrences**

It is the responsibility of all employees and volunteers to report all accidents, dangerous occurrences and near misses immediately to the SLT Health and Safety lead as soon as possible after the event.

- All accidents, near misses and dangerous occurrences will be investigated within 24 hours.
- The health and Safety Lead is responsible for reporting and recording accidents, diseases, and dangerous occurrences to the enforcing authority.
- Risk Assessments Current legislation demands that for all work activities, the risks to the health and safety of employees and other people should be identified and assessed. PET-Xi will assign competent people in all areas to carry out risk assessments. Written records will be produced and means of control, if necessary, will be identified. Generic assessments may be produced for specific work types. Employees will be consulted regarding the content of risk assessments.
- All accidents must be logged. If accidents are recorded, they can be investigated and analysed, and action can be taken to prevent similar accidents happening in the future.
- The health and safety lead is responsible for reporting accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

RIDDOR requires that injuries, diseases, and occurrences in specified categories to be notified to the relevant authorities. It is also possible to report to the Incident Contact Centre. This is a National Centre set up for the purposes of receiving details of all incidents in the UK. They can be contacted by telephone on 0845 300 9924. If the injuries result in death, specified injury or condition/injury which results in more than 3 days off work or are classed as a Dangerous Occurrence, these must be reported to the enforcing authority immediately for investigation and a written report must be sent within 10 days. Injuries and incidents that have to be reported to enforcement bodies immediately for investigation include:

- Fatal accidents
- Fractures (not hand and foot fractures)
- Amputations
- Loss of sight
- Any injury that results in immediate hospitalisation for more than 24 hours

- Collapse of a wall at workplace
- Dangerous occurrences, such as fires, which prevent work in an area of the workplace for more than 24 hours.

### **Lone Working**

BCTG recognises that although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work Act and Management of Health and Safety at Work Regulations still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks. When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place. Where a lone worker is working at another employer's workplace, that employer should inform BCTG of any risks and the control measures that should be taken. This will help BCTG as the lone worker's employer to assess the risks. Risk assessment should help decide the right level of supervision. Lone workers should not be at more risk than other employees, this may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies e.g., fire, equipment failure, illness, and accidents.

### **Welfare**

Health, safety, and welfare are concepts that refer to well-being, protection and benefit of individuals and the public. As an employer welfare facility and a working environment that's health and safe must be provided for everyone, including those with disabilities. Some basic levels of promoting welfare:

- The building is well maintained and safe.
- The building is well ventilated and offer comfortable conditions of heat, lighting, and space.
- Sanitary conveniences and washing facilities.
- An adequate supply of high-quality drinking water
- Facilities for rest and to eat meals.

### **The Curriculum**

A "safe learner" will, through the quality of their learning experience gain an understanding of the importance of health and safety, understand how hazards are identified and risks assessed and understand the principles of control measures. We believe that a safe learner should be able to demonstrate hazard awareness of the environment, understand the concepts of hazard, risk, and control measures. Learners should have confidence to challenge and speak out, contribute to ideas, and develop behaviours that have transferable skills to the workplace or personal lives.

### **Engagement with External Partners**

All sub-contractors will be made aware of BCTG's Health, Safety and Welfare Policy and processes and their duty by means of meeting the various requirements for responsibility, reporting, training, and curriculum.

Where the sub-contractor has been required to report accidents with BCTG learners under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, they are to inform the Contract Manager immediately, who will follow up in the contract review to ensure a preventative risk assessment has been put into place.

The Contract Manager during contract review meeting will be responsible for assuring sub-contractors meet their obligations and duties by providing requested information:

- Reporting accidents, incidents, or injury to BCTG learners
- Complying with health and safety assessment and risk management
- Ensuring all SWAP staff are suitably trained.

- A first aider and health and safety lead are identified and are suitable trained.
- Premises used for delivery are suitable and have been assessed in accordance with health and safety.
- Employer and work experience premises are suitable and have been assessed and potential risks identified, and control measures are in place.
- Policies and practices are current and up to date.

### **Referral Pathways**

If a learner, employee, or stakeholder has health, safety, or welfare concerns about themselves, they should contact BCTG Head Office, and raise a concern with the Health and Safety Lead or the Designated Safeguarding Lead. The Health and Safety Lead or DSL should record this concern on the concerns tracker and identify a suitable SLT member to investigate. The investigation should be completed and actioned either immediate based on risk to learner, employee, or another stakeholder.

### **Monitoring and Review**

This policy will be reviewed by the Quality Team, SLT and Governance and Advisory Board annually and updated where appropriate – any amendments will be duly communicated to staff

## Procedure for Health and Safety Assessments

### Sub-Contractor

- Full Health and Safety Assessment (Appendix 1) of the organisations head office completed by the Contract Performance Manager
- Information from the assessment to be included in the Due Dilligence process
- The Contract Manager to identify sector specific risk assessment used by sub-contractor and retain samples
- Health and Safety Assessment must be dated and stored in the MIS system used by BCTG

### Annually

- BCTG to complete re-assessment Health and Safety Assessment (Appendix 2) for BCTG Buildings, if the previous assessment has **lapsed more than 1 year** a Full Health and Safety Assessment **must** be completed
- BCTG to complete re-assessment Health and Safety Assessment (Appendix 2) for Sub-contractors head office, if the previous assessment has **lapsed more than 1 year** a Full Health and Safety Assessment **must** be completed

### Delivery Sites

- Any new site that the sub-contractor uses for delivery must provide a full health, and welfare assessment
- **Option 1:** For serviced buildings provide the building Health & Safety Assessment and a completed declaration of suitability. to submit with cohort approval. (Appendix 4)
- **Option 2:** Complete Health and Safety Re-Assessment (Appendix 2) and submit with cohort approval

### Daily Checks

- Complete Classroom Health and Safety Checklist : housekeeping health, safety and welfare checks in accordance with the guidance (Appendix 3) on day 1 of the cohort.
- Complete daily housekeeping health, safety and welfare checks and document on SWAP Online Register
- Completed by: Deliver tutor in the classroom.
- Submit at the end of the cohort.

### Employer Health and Safety

- For work experience:
- **Option 1:** Provide the building Health & Safety Assessment and a completed declaration of suitability. to submit with cohort approval per employer (Appendix 4)
- **Option 2:** Complete Employer Health and Safety Assessment (Appendix 5)

### Authentication

- When conducting quality activities, learner interviews, work scrutiny the quality team will validate the health, safety and welfare considerations within the environment, curriculum and learner responsiveness
- Risk Assessments will be reviewed by the Contract Manager, queries will be supported by the quality team
- The Contract manager will review policy, processes, documentation and reporting during contract reviews

### Documentation

- Appendix 1 - Health and Safety Assessment Document
- Appendix 2 - Re-assessment Health and Safety Document
- Appendix 3: Guidance document for house keeping checks
- Appendix 4: Health and Safety Declaration
- Appendix 5: Employer Health and Safety Assessment
- Health and Safety Tracker (Completed by the Contract Manager)