HEALTH AND SAFETY POLICY

Purpose

To ensure that all Wise Origin (WO) activities are carried out in a safe and healthy manner, in a safe and healthy environment, in accordance with the Health & Safety at Work Act 1974, and the Health & Safety (Management) Regulations 1999.

Scope

Section 1

All WO properties and operations, including employees, apprentices/learners, visitors, contractors and members of the public.

Section 2

All WO apprentices/learners employed by other employers.

Comment:

Health & Safety is the responsibility of everyone and should be proactive rather than reactive. This policy also covers work placements and visits. For any advice or guidance contact the Designated Health and Safety Officer (DHO) on 0116 2425557.

Section 1

All WO properties and operations, including employees, apprentices/learners, visitors, contractors and members of the public.

Statement of policy

WO will seek to ensure that learning takes place in a safe, healthy and supportive environment which meets the needs of learners. WO will promote good practice, and in particular, the concept of the “SAFE LEARNER”.

Where part of the learning takes place outside WO, WO will assess the health & safety suitability of that environment prior to learning being delivered.

The policy of WO is to take all reasonably practicable steps to ensure the health, safety and welfare of all employees while at work and to protect its visitors, contractors, consultants, course candidates, learners and general public from injury due to its work activities.

WO will therefore comply with all statutory requirements, regulations and approved codes of practice dealing with Health & Safety where applicable to the business.

WO has its own expertise to continually strive to improve the Health, Safety and Wellbeing of all employees, learners, visitors, contractors, consultants, course candidates and learners with the support of the Senior Management Team and Director.

The policy statement will be regularly reviewed and added to or modified as necessary and is supplemented by further statements relating to the activities of particular departments.

All employees and particularly those with supervisory responsibilities must recognise the need for and accept responsibility for safe systems of work. The adequate delegation of these responsibilities in case of absence from work must be ensured. It is the responsibility of everyone to help to make this policy work and assist in maintaining a safe and healthy working environment for all.

Employees' Responsibilities.

All WO staff have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any Health, Safety and welfare concerns using the required procedures. We expect all WO staff to promote good practice by being an excellent role model, contribute to discussions and to positively involve people in developing safe practices.
Safety will always be the first consideration in all matters relating to the WO's work activities. All employees will:

1. To comply with the Health and Safety Policy of the WO.
2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
3. To observe the correct systems of safe working and to take any precautions necessary.
4. To use the correct tools/resources and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.
5. To make use of safety aids, appliances, equipment and protective clothing where necessary.
6. Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
7. To report immediately to their line manager any unsafe conditions
8. To understand the emergency procedures.
9. To co-operate with the management to enable them to carry out their duties under the Health and Safety at Work etc Act 1974 and associated legislation.
10. To seek advice, if uncertain, from their line manager or WO Health and Safety Lead.

Responsibility of Health and Safety

The Senior Management Team (SMT) are responsible for the Health, Safety and Welfare of its Staff, apprentices, and other learners and of any others affected by its activities, as being of prime importance and obligatory requirement. The Senior Management Team is committed to do whatever reasonably practicable to ensure high standards of Health & Safety in accordance with the Health & Safety at Work etc. Act 1974, and any other relevant legislation and codes of practice is implemented as follows:

- The Senior Management Team is responsible for ensuring that adequate Health & Safety policies, procedures and systems are in place.
- The SMT is responsible for ensuring that Health & Safety policies, procedures and systems are implemented and followed.
- It will be the responsibility of the Director and of those members of his/her staff to whom specific responsibilities are delegated together with those responsibilities or the care and maintenance of the premises, to ensure safe condition of work all WO employees and for other such persons who, although not employees of the Company, are engaged in lawful business on WO premises and to obtain competent technical advice on Health & Safety matters where necessary.
- The Director will have overall responsibility for the successful implementation of this policy. This safety policy shall be reviewed at regular intervals and any targets shall be to continuously review in order to improve Health and safety within the business.
- Senior Management Team for ensuring the safe implementation of this policy is cascaded through the organisation Senior Managers. Designated H&S / Safeguarding leads representatives are responsible for ensuring the parameters of this policy are adhered to within the organisation, ensuring advisors and support staff exercise the policy in all aspects of their job role.
- The Designated H&S Officer (DHO) and Safeguarding Lead (DSL) are responsible for investigating and acting upon concerns raised by other members of the organisation or any external third party where it involves a concern about any current WO customers or members of staff. The DHO / DSL are also responsible for making any relevant RIDDOR reports and liaising with HSE and the Local Authority / Safeguarding Children Board (LSCB) where appropriate. The DSL are responsible for ensuring all concerns are logged on the appropriate paperwork and for producing and submitting reports at regular intervals, no less than once a year, to the Senior Management Team.

Risk Assessments and Risk Eradication/Minimisation Procedures

At WO we understand both our legal and professional duties to carry out thorough risk assessments throughout its functions and activities.

We undertake risk assessments of all identified hazards related to work undertaken by our staff. We eliminate these risks wherever possible. Where we cannot achieve this we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our staff and apprentices and others. Our risk assessments are reviewed periodically and new work activities are risk assessed, as above.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary. The results of all significant and completed risk assessments have been made known to our employees and are available for their reference. Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

WO ensures that in order for all of its services to be safe, effective arrangements are put in in place to carrying out risk assessments for all operations that are wholly their responsibility. Where a significant risk is identified this will be recorded and the risk reduced to the lowest practicable level by implementing and maintaining suitable controls

Reviewing risk assessments at least annually or when it is suspected the risk assessment may no longer be valid. Maintaining risk assessments in electronic format in a shared location on the WO Network.

Further a detailed Health and Safety vetting of the employer placement takes place before an apprentice/learner commences their training under the young person's act.

All WO premises will go through a detailed fire risk assessment fulfilling both its legal duties and business needs.

Once a detailed risk assessment is carried out, careful monitoring procedures takes place to ensure implementation of all actions as a result of risks identified.

Accidents, Riddor

(reporting of Injuries, diseases and dangerous occurrences regulations) and Investigation

All Employees and Apprentices are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures for a safer system of work are implemented. We ensure the First Aid/medical aid is provided to the injured person(s) without delay. We understand our duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book. Line Management will make RIDDOR reports to HSE where appropriate.

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. By law it is required for employers, as well as people who are self-employed and people who are in control of a premises, to report specified incidents in the workplace. These can include a wide range of things such as dangerous occurrences (when a serious accident was luckily avoided) all the way to work related deaths.

As an employer, it is a legal requirement to report all incidents, no matter how big or small, as well as ill health at work. In order to be legally compliant, a record must be kept of all incidents. Keeping RIDDOR records includes:

- Recording all reportable accidents, injuries, illnesses, dangerous occurrences, work-related deaths and specific injuries lasting more than seven days
- Keeping all records in a file, accident book, on a computer or a written log
- RIDDOR reporting is done through an online reporting system via the HSE website for those incidents which there is a legal obligation to report.
- Understanding and patterns in injuries and/or accidents to be considered when undertaking risk assessments
- Keeping all records organised and up-to-date. In the event of a work related claim, the insurance company will need to see your records.

All employees' RIDDOR records must be kept strictly confidential and are stored away securely. Records will be kept confidential and stored properly and being GDPR compliant.
You must report ALL accidents and you must enter ALL accidents into the Accident Book. Line Management must also be informed of any accident on 0116 242557, incident or 'near miss' using the WO incident reporting process and reporting forms. WO also encourages visitors, course candidates and learners to report any Health, Safety and Wellbeing concerns to centre staff.

First Aid

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements. We have one trained first aider on site at all times.

Fire

We have nominated trained staff fire wardens to take responsibility for coordinating fire and emergency arrangements and for the regular review of our fire risk assessment. The DHO is a competent person responsible to identify fire risks, potential emergency situations and people who may be affected.

We have completed action on all the issues raised in that assessment. The assessment remains current. We have provided firefighting equipment, emergency lighting, emergency signs, and adequate means of escape and evacuation procedures in accordance with our Fire Risk Assessment. We review our fire procedures and precautions every year and make sure that our Fire Risk Assessment remains valid.

Employees and Apprentices receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly. Details of the action we take to maintain our fire safety equipment, arrangements and procedures are kept in our Fire Safety log-book. Visitors receive information on fire safety on first coming to the WO training sites and a Fire Exit Floorplan is displayed around the premises. Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is

developed with their input and communicated to fire wardens and those that need to know. Any persons required to assist in their evacuation receive suitable training. Ensure that Fire Doors are unobstructed and kept closed at all times.

Report any faulty safety equipment or Fire Doors to the Business Manager or designated officer immediately.

WO operates a No Smoking policy in their premises. However, there are designated areas outside of the premises where people can leave the building.

Ensure that no frayed, bent or twisted cables are connected to electrical appliances and never connect such cables to the power supply. Only approved electrical appliances should be used at any time.

Consultation

We have a duty to consult with our staff on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

Defect Reporting

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees to let us know, through their managers or representatives, about their concerns for health and safety at work. We also maintain a system whereby defects which may cause an accident can be reported. This system is checked on a regular basis and defects corrected.

Emergency Attack Procedures

What to Do If You Are Physically Attacked

The best way to adequately prepare yourself against any possible attacks is to always be vigilant and prepared. It is important to know exactly what to do if you should find yourself in this position. Your primary aim should always be to get to a place of safety. Removing yourself from the situation in the safest way you can is the best course of action before alerting the Police using 999 as soon as you are safe and able to do so. The steps below are additional advice on how to best deal with a situation.

1. Make a Scene

If you are being physically attacked the first thing to do in order to prevent further injuries is to seek help. You should scream as loud as possible and try to gain the attention of others around you so that they can assist you. Sound your personal alarm if you have one. The more noise you make, the more likely it will be that someone will help and possibly the assailant will stop and run off.

2. Try All Possible Ways to Get to Safety

You should always be thinking of the best way to free yourself from your attacker. Whether you divert the attention of the attacker or strike out at them to throw them off guard, it is important to get to safety as soon as possible so that the attack will stop.

3. Fight Your Attacker if Safe to Do So

People may be amazed to find the strength that they possess in the midst of being physically attacked. Some may find that they will kick, punch, scratch or do whatever is necessary to break free from the grasp of the attacker. It is also crucial that you do not allow your attacker to drag you off anywhere. This will make it more likely that the attack will continue and perhaps intensify as well as making it less likely that others will hear you. However, each situation is different and you may feel that it is best not to struggle so as to prevent possible serious injury or death. You must analyse your individual situation to determine what the best way to proceed may be.

4. Call the Police and Obtain Medical Attention

Once you have freed yourself from the attacker, you should seek help immediately in a place of safety. Call 999 for Police and medical assistance. The sooner you contact the police station, the fresher the information will be in your mind and the more likely it will be that the police officers can locate and arrest the attacker. If you are able, then begin to record any vital information about the situation and those involved. Be familiar with the Camera, Audio and Video recording facility on your mobile phone. Alternatively, write down as much detail as possible about the incident. This will assist with your recall when giving information to the Police. The Police will also be able to take pictures to have as evidence relating to the attack. If injuries have been sustained in the attack, it is important to have them treated at the nearest hospital emergency room. Alert you Line manager or other Centre colleagues as soon as you are safe.

Display Screen Equipment (DSE)

All employees are users of display screen equipment. We provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

Lone Working

We employ people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place we identify and implement systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers have been notified of our arrangements for the management of lone working activities and that we require them to notify management of their concerns in this area so that we can improve our ability to make work operations and travel safer for them.

Manual Handling

From time to time some employees have to manually handle loads, in such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where we have been unable to do this we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

Work at Height

We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid working at height. When it cannot be avoided, we consider the risk to our staff ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

Young Persons

When we employ young people (under 18 years old) we use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. We do not allow young people to operate dangerous machines. Young people are closely supervised whilst at work. Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the Local Education Authority.

New and Expectant Mothers

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a checklist to assess and guide the measures we need to consider and undertake ‘one to one’ discussions and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

Training

For our business to operate efficiently and effectively we need to have trained and competent staff. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded and certified.

Workplace Equipment

We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer’s schedules and is safe to use. The staff is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding. Employees have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be

withdrawn from use until repaired or replaced. Where we use equipment, such as fire extinguishers and lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements. All equipment used is logged and copies of inspections and maintenance records are held.

Occupational Road Safety

We ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this we ensure only authorised and appropriately licenced drivers use vehicles for work purposes. We also ensure that all vehicles are adequately insured, inspected and maintained.

Personal Protective Equipment

Some of the work we undertake requires use of personal protective equipment (PPE). We provide appropriate PPE, with storage facilities and replacements free of charge. We instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

Contractors

From time to time we employ contractors to work for us or to do work on our behalf. We expect them to comply with our health and safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed we ask them to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to our staff and visitors. Contractors are made aware of and are expected to follow our site rules. When arriving on site all contractors sign in and whilst working on premises their adherence to our site rules is frequently monitored.

Stress

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee and apprentice is showing signs of work related stress we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.

Medical Assessments

1. Prospective Employees may be required to complete a pre-employment medical questionnaire. Employment will be conditional upon the satisfactory outcome of this Medical Questionnaire, which will be reviewed by an Occupational Health Advisor.
2. Employees who are absent due to a personal illness may be required at any time to have Medical Assessment by an Occupational Health Advisor or a Doctor nominated by the Directors to determine their fitness for employment.
3. Employees must be prepared to be medically assessed by an Occupational Health Advisor or a Doctor nominated by the Directors where it is believed that the Employee may be endangering his/her health and safety or another Employee's health and safety.

General Safety Advice for All Employees

The following is general advice to all Employees and should be read and understood by all Staff.

Office Equipment and Furniture

- Do not leave cupboard doors or filing cabinets open.
- Do not overfill or exceed cabinet or cupboard capacity.
- Do not leave desk drawers open or any other items of furniture or fittings projecting.
- Do not leave electrical cables, cords or any other similar hazard trailing across the floor.
- Do not be careless in the use of sharp-bladed equipment such as guillotines or shredders and do ensure that the guards or safety device, which are provided, are utilized whenever a guillotine or shredder is operated.
- Never interfere with equipment that is being used by other Employees.
- Do not attempt to repair photocopying machines or other electrical equipment.
- Do report any faulty equipment, furniture or fittings to the Business Manager.

Windows

Particular care must be taken not to lean on or out of windows, especially those that open to floor, or near floor level. Windows should be in good repair and free of obstruction.

Storage of Materials

Store all stationery and miscellaneous items in cupboards, bookcases, or on shelves in a methodical manner, with the heaviest items nearest the floor and with nothing out of convenient reach. Do not overfill and do not exceed recommended safe capacity. There should be no storage on top of cabinets and bookshelves. Regular archiving or inventory will assist in maintaining safety with storage and safe storage levels.
Never stand on any makeshift means of reaching items, which may be stored on high levels. Only approved steps or ladders may be used in this instance.
Ensure that any flammable materials are stored appropriately at a safe distance from any possible source of fire.

Personal Hygiene

Ensure that the hygiene facilities, which are provided are always used appropriately. Report any deficiencies, faults or issues in hygiene facilities to the Health and Safety Officer. Only approved equipment and consumables may be used.

Section 2

Apprentices/Learners based at external employer sites

Health and Safety Actions

- All candidates and learners, apprentices who are participating in course, classroom or learning activities must follow WO H&S policy and procedures where WO premises are the venue or are engaged by WO.

- All candidates and learners participating in any learning activities out with WO premises must additionally follow the H&S policy and procedures for the training location, employer placement location or the apprentices workplace location.
- WO recognise a duty of care with respect to Health & Safety for all candidates and learners directly engaged by WO who are participating in course, classroom or learning activities either internally or externally.
- Candidates and learners who become aware of any potential hazard(s), unsafe working condition(s) or unsafe working practice(s), should have no hesitation in raising them with their trainer or tutor.
- All venues such as training locations, employer placement locations or apprentices workplace locations external to WO will be subject to Risk Assessment in advance of starting the course, placement or apprenticeship. Risk Assessment will include any specific requirements from Funding and Awarding Bodies including use of vetting forms prescribed by the DfE and other funding bodies.
- Day Course attendees will be given H&S instructions on the day of the course prior to the course commencing.
- Candidates and learners attending an employer placement or an apprentices workplace will be given a H&S induction prior to commencement of the placement or the apprenticeship.
- Be safe and act safely at all times.
- When meeting tutors/customers report details of the meeting to another, on duty member of staff giving detailed timings, venues and destinations where appropriate, making sure all details are in your diary.
- Arrange a check in time with another member of staff at regular intervals.
- Wise Origin staff are not permitted to allow apprentices/learners s to travel in your vehicle. This is only permitted in emergency situations. If your apprentice/Learner requires to be taken on a journey because of an emergency, arrange for another member of staff to accompany you and clear this action with the DSL or Designated Health and Safety Officer before making the journey.
- When you begin a car journey, check in with another member of staff. Carry out a second check when you arrive at your destination.
- Never meet any strangers/customers in a quiet area. Always make sure you meet in a public place.
- If you feel uneasy in any way during an emergency car journey, stop the car and step out. Immediately telephone your DSL or Line Manager and ask for assistance/guidance. Make sure you stop the car in a busy road area or in view of other people.
- Apprentices and learners engaging in placements and qualifications will receive a handbook outlining their H&S responsibilities and reporting procedures while undertaking that placement or apprenticeship.
- All apprentices and learners undertaking courses, placement or apprenticeships are expected to work in joint co-operation with any training venue and its employees, workplace or placement employer and their employees, or WO and its employees to provide healthy and safe working conditions that will be of advantage to everyone.

Procedures for Accident and ill health of Apprentices

All apprentices are informed at their Induction to follow their individual employer accidents and emergency and RIDDOR procedures. Apprentices and Learners attending WO sites and classrooms must follow Accidents, Riddor of this Health and Safety Policy.

In case of accidents and ill health at the employer site, the apprentice/learners and employer must report to their employer following their accident reporting procedures as well to the designated Health and Safety Officer (DHO) at WO on 0116 2425557.

WO is responsible to record and regularly monitor any above incidents and ensure a safe apprenticeship/learner journey via employer site reviews and further telephone and email communications with employer and apprentice/learner.

Employers Awareness of their health and safety responsibilities

WO will provide group and one to one health and safety awareness sessions including literature to employers to ensure they are up to date with the following in relation to health and safety:

- Report any incidence immediately to WO DHO on 0116 2425557
- Take steps to minimise the risk of harm occurring in the workplace.
- Explain to employees, in a way that they will understand, how risks at work will be controlled.
- Inform employees how to follow emergency procedures.
- Consult with employees and/or their health and safety representatives concerning health and safety.
- Provide free-of-charge health and safety training.
- Provide all necessary safety equipment and protective clothing is fit for purpose and in working order for employee's free-of-charge.
- Provide drinking water, toilet and washing facilities for employees.
- Provide fit-for-purpose first aid facilities.
- Report any major injuries, fatalities and illness that happen at work to the Health and Safety Executive.
- Have insurance that covers injuries to employees.
- Work with all other employers and contractors sharing business space to safeguard health and safety

Review of the Policy

The Health and Safety Policy will be revised annually by the Senior Management Team and Director.

Policy Review	Review Date	Next Review Date	Approved by
Annually	25th June 2025	25th June 2026	Umair Khan