



APPRENTICESHIPS

Health and Safety Policy

Change history		
Version	Issue Date	List of Amendments or remarks as applicable
1.	06 June 2011	Health and Safety Policy
2.	18 September 2012	Update to formatting and wording to reflect UnLtd Group branding and to include references to Future UnLtd and Enterprise UnLtd
3.		Updated to reflect new policies and procedures
4.	17 July 2014	Updated
5.	27 February 2015	Introduction, scope and purpose added. Formatting updated with new house style guidelines.
6.	23 October 2015	Updated to include new logos and company names.
7.	1 April 2016	SMT re-write of policy
8.	1 July 2017	Removal of Aldgate as a location and all references to this office. Addition of information specific to new premises, Lansdowne, 278-280 South Lambeth Rd, SW8 1UJ
9.	1 July 2018	Policy review
10.	1 January 2019	Updated to reflect change in company name to LDN Apprenticeships
11.	21 February 2020	Update on information relation to Evacuation Plan and accident reporting
12.	15 June 2021	Divisions removed from Scope and job title of Director of Operations updated to COO
13.	21 October 2021	Updated policy to new format. Review and updated the whole policy.
14.	1 February 2022	Companywide policy review completed and new version issued
15.	1 February 2023	Updated RIDDOR reporting section and minor changes
15.1	1 February 2024	Annual review, minor changes



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Scope

It is the Policy of LDN Apprenticeships to take all possible steps to ensure the health, safety and welfare of all employees, apprentices, learners, volunteers, contractors, visitors and any third parties that come in to contact with the business.

It is the duty of each employee to comply with the Company's Health and Safety Policy and to co-operate with the management to ensure the workplace remains as safe as possible.

The Health and Safety Policy applies to all LDN Apprenticeships employees and our apprentices, learners, volunteers, contractors and third parties.

Purpose

LDN Apprenticeships' Board of Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

For the purposes of this policy, the board has appointed the COO as the Health & Safety Officer.

LDN Apprenticeships aims to achieve the highest possible standards of awareness and attention to matters of safety and health at all levels of operations in accordance with the requirements of the Management of Health and Safety at Work Regulations and related legislation.

LDN Apprenticeships proactively tackles Health and Safety issues, anticipates problems before they occur and follows safe working and learning practices.

Review Period and Ownership

This policy will be reviewed annually and may be altered from time to time considering legislative changes or other prevailing circumstances. The policy is owned by the HR Manager.

Promotion of Policy

A shortened version of the policy is available as part of the Employee Handbook, which all staff are required to sign on joining. Updates to the handbook are completed annually, and staff are required to confirm that they have read the updates by signing.

Staff are required to complete training in relation to this policy / topic as part of their onboarding compliance training. Compliance training is refreshed by all staff annually.



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A copy of this policy is publishing on the policies page of the LDN Apprenticeships website. To view the online copy, please visit www.ldnapprenticeships.com/ldn-policies

Engagement and Training

This policy can be accessed by employees via the Company's Intranet.

A copy of this policy is also detailed in the Employee Handbook which all staff have access to via the Company's intranet and are also required to read and sign. In addition, the Company sends a general notice through Slack, our communication platform for staff to read and sign the policy when required.

Staff are required to complete training in relation to this policy / topic as part of their onboarding compliance training. Compliance training is refreshed by all staff annually.

Staff will be issued with this Policy when there are any updates, or as part of refresher training.

LDN Apprenticeships will ensure that all staff are given relevant health and safety information, training and instruction when required.

Responsibilities

The overall and final responsibility for Health and Safety is that of the COO, Matthew Rogers.

The day-to-day responsibility for ensuring this policy is put into practice at Head Office is delegated to the HR Manager, Adrian Burnell.

All other aspects of Health and Safety management are delegated to the Senior Management Team (SMT).

To ensure H&S standards are maintained/improved, the following people have responsibility in the following areas:

- COO - To review and update the policy at regular intervals and act upon feedback from the SMT, HR Manager and third parties.
- HR Manager – Implement the Head Office H&S policy as directed by the COO.

All Staff/ Volunteers must:

- Co-operate with the SMT on all H&S matters;
- Not interfere with anything provided to safeguard their H&S;
- Take reasonable care of their own H&S; and
- Report all H&S concerns to an appropriate person (as detailed in this policy)

All Contractors/ Visitors must:



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- Co-operate with the designated LDN representative on H&S matters.
- Not interfere with anything provided to safeguard their H&S;
- Take reasonable care of their own H&S; and
- Report all H&S concerns to an appropriate person (as detailed in this policy)

Health and Safety Policy Statement

As an organisation, LDN Apprenticeships is committed to practising and promoting positive Health and Safety in all aspects of our business.

We are committed to:

- providing and maintaining a safe place to work;
- implementing adequate controls of health and safety risks across all our activities;
- consulting with staff, apprentices and learners on matters affecting their health and safety;
- promoting good working practices both internally and externally with our clients and stakeholders;
- providing sufficient information and supervision to our employees and visitors to enable the upkeep of health and safety;
- ensuring staff are competent to do their jobs and give them adequate training;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy annually, or as required.

Health and Safety Policy

LDN Apprenticeships requires all its employees and where relevant, apprentices, learners, volunteers, visitors and contractors to co-operate in establishing and maintaining safe and healthy working conditions and to avoid any actions, which may adversely affect the Health, Safety and Welfare of themselves, their clients and others.

All LDN Apprenticeships managers, employees and where relevant, learners, volunteers, visitors and contractors have specific health and safety responsibilities and these responsibilities are communicated to relevant entities via learner/employee handbooks, job descriptions, contracts and service level agreements. The COO is responsible for communicating health and safety responsibilities to all relevant parties.

LDN Apprenticeships will, so far as is reasonably practicable, pay attention to the:

- Identification of Health and Safety risks and put in place appropriate controls to minimise exposure to such risks by employees and where relevant, apprentices, learners, volunteers, visitors and contractors.



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- The provision of such information, instruction, training and supervision to ensure the health and safety at work of all employees, learners, volunteers, visitors and contractors.
- LDN Apprenticeships expects all employees, apprentices, learners, volunteers, visitors and contractors to report incidents and any tasks, activities or processes that could affect their health and safety and that of others. All incidents that occur either internally or externally are recorded on an incident report form which is kept centrally in the main office.

All employees, apprentices, learners, volunteers, visitors and contractors agree to:

- comply with all the instructions set out in relevant health and safety policies and procedures.
- Not undertake tasks that staff have not been trained and authorised to do.
- to seek advice if in doubt, where continuing with a task may pose a safety risk to themselves or others.

LDN Apprenticeship's Board of Directors has established a monitoring and reporting process to:

- Identify possible areas of improvement that can be made to LDN Apprenticeships Health and Safety policy and procedures.
- Ensure the continued relevance of LDN Apprenticeships' Health and Safety policy and procedures and their compliance with legislation.

LDN Apprenticeships Board of Directors has established a Health and Safety audit procedure to ensure internal compliance, relevance and continuous improvement of LDN Apprenticeships Health and Safety policy and procedure. The COO has the responsibility of maintaining and carrying out LDN Apprenticeships Health and Safety audit procedures.

All Health and Safety policies and procedures are reviewed annually by LDN Apprenticeships Management Board.

The COO is responsible for carrying out monitoring and reporting functions relating to Health and Safety policy and procedures. The COO has the authority granted by LDN Apprenticeships Board of Directors to:

- Call a Directors Emergency Health and Safety review meeting to address Health and Safety related issues, incidents or make urgent amendments to Health and Safety policies and procedures, where it is deemed necessary.
- Place interim measures to address Health and Safety issues/ incidents and make interim amendments to Health and Safety policies and procedures where it is



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deemed necessary. Such changes shall be reported to the Directors at the earliest possible instance for its approval.

Apprentices

LDN Apprenticeships acts as a training provider and arranges and fills apprentice vacancies on behalf of our clients (“the Employer”). We also provide training to apprentices in their workplace.

The companies that employ our apprentices have primary responsibility for the health and safety of their apprentices and should manage any significant risks. As the training provider, LDN Apprenticeships takes all reasonable steps to satisfy the Employer is doing this.

LDN Apprenticeships does not carry out workplace risk assessment for the apprentice, however we request that the Employer completes a Health and Safety Assessment prior to the apprentice starting.

Most of our Employers operate in low-risk environments (such as offices and homeworking) and everyday risks will be familiar to the apprentice, Therefore, we will speak to the Employer to confirm this is the case. This should be sufficient as confirmation, in conjunction with the information we require from the Employer as detailed above.

For environments with less familiar risks, LDN Apprenticeships will discuss this with the Employer to find out what the apprentice will be doing and confirm the Employer has arrangements for managing risks, including induction, training, supervision, site familiarisation, and any protective equipment that might be needed.

For higher risk environments such as construction, agriculture or manufacturing, LDN Apprenticeships will discuss this with the Employer and confirm what the apprentice will be doing, the risks involved and how these are managed. LDN Apprenticeships will review this feedback to ensure the instruction, training and supervisory arrangements are adequate.

LDN Apprenticeships will ensure that apprentices know how to raise any health and safety concerns. Apprentices are responsible for:

- taking reasonable care of the health and safety of themselves and others
- co-operating with the Employer and LDN Apprenticeships on matters of health and safety
- abiding by the rules and regulations of the Employer
- informing the Employer and the LDN Apprenticeships of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk attached to the apprenticeship or may require reasonable adjustments to be made



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- reporting to the Employer and the LDN Apprenticeships any incidents or issues that occur or any concerns regarding health and safety

To ensure that apprentices have the appropriate knowledge to adhere to the above policy requirements, LDN Apprenticeships provides detailed onboarding and induction training for every apprentice and Health and Safety at work is a key part of this training.

Health and Safety Arrangements

At induction, all staff who work from LDN Apprenticeships HQ will be given details of:

- The location of all First Aid kits
- The location of all Fire Exit doors
- Evacuation arrangements which are available and are tested from time to time and updated as necessary.

Staff will be required to complete refresher training on this information on an annual basis.

H&S Risks arising from our work activities are identified by:

- A generic risk assessment undertaken by the HR Manager.
- The findings of the risk assessment will be reported to the COO.
- Action required to remove/control risks will be approved by the COO and the SMT will be responsible for ensuring the action required is implemented.
- The COO will check that the implemented actions have removed/reduced risks.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The SMT are responsible for ensuring that all staff under their control are given relevant health and safety information and instruction.

Emergency procedures – fire and evacuation

- The COO is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the HR Manager for the safety of our staff and visitors.
- Fire extinguishers are maintained and checked regularly.
- Alarms are tested weekly.
- The fire and emergency evacuation procedure will be carried out as detailed below.

Safe Equipment

The SMT will be responsible for:



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- Identifying any equipment in need of maintenance.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring all identified maintenance requirements will be implemented.
- To act immediately to any faults/ problems found or reported on equipment, which should be replaced or repaired before the next use.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, the Company will conduct regular reviews and inspections.
- The Company will investigate any incidents or accidents (see below).
- The COO is responsible for acting on investigation findings to prevent a recurrence.

Competency for tasks and training

- H&S induction training will be provided for all staff a member by the SMT.
- Training records are kept on BambooHR

Accidents, first aid and work-related ill health

- See Incident Reporting below

Facilities Management

The HR Manager is responsible for carrying and monitoring the following functions and checks at LDN Apprenticeships HQ:

- PAT Testing (annual)
- Fixed Wire Testing
- Emergency Lights
- All Electric Space Heaters / Warm air Curtains
- Fire Alarm Installation Service
- Heating Control Panel
- All A/C Units - Splits/Multi - Fan Coil Units
- All Extract / Supply Fans
- Water Temperature Checks
- Showers
- Lift Disabled x 1
- LV Distribution Boards/Units/Circuits/Busbar
- Fire Alarm Installation - Weekly Check
- Fire Extinguishers Service (annual)
- Boiler
- Heating and radiators



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– Water Mains Inlet Valve
– Disabled Toilet Alarm System
– CCTV
– Access Control System
– Roller Shutters
– Disabled Toilet Alarm System

Incident Reporting

Incident reporting procedure; reporting an accident, incident, near miss or dangerous occurrence.

All accidents, incidents, 'near misses' or dangerous occurrences to staff, service users, apprentices, contractors, volunteers, visitors, members of the public, etc. must be recorded and reported promptly to the HR Manager and relevant Head of Department.

The Company's Health and Safety Accident and Incident Form must be completed and can either be:

- Completed online and emailed directly to COO
- Printed off and handed to the COO on-site
- The Company's Accident and Incident Form is accessible to all staff via the Company's intranet.

The Company will nominate an appropriate person to investigate the accident/ incident, with the main purpose of the investigation being a 'lessons-learnt' approach, wherever possible, to reduce the likelihood of repeat events occurring and for the findings reported to the COO and the HR Manager.

HSE/ RIDDOR Reporting

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see <https://www.hse.gov.uk/riddor/report.htm>) and to do so within 10 days of the incident (Reports of over-seven-day injuries must be sent to the enforcing authority within 15 days):

- work-related deaths
- work-related accidents which cause certain specified serious injuries to workers, or which result in a worker being incapacitated for more than seven consecutive days (see the [RIDDOR](#) site)
- cases of those industrial diseases listed in RIDDOR
- certain 'dangerous occurrences' (near-miss accidents)



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- injuries to a person who is not at work, such as a member of the public, which are caused by an accident at work and which result in the person being taken to hospital from the site for treatment

Not all accidents need to be reported and a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed above)

Following any accident or incident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented in the future.

Action following an incident

In the event of an incident the person in charge, or designated to do so, should take the following action:

- Ensure area is safe.
- Summon assistance, e.g. emergency services, carry out/arrange any First Aid treatment necessary.
- Where the incident may involve a legally required report to the HSE (see above).
- Implement any local contingency/emergency plans.
- Undertake any necessary investigation. This may involve a member of the SMT or a Company nominated person, depending on the seriousness of the incident.
- Complete the Accident/ Incident Report Form and send copies to the COO, HR Manager and Department Head by email.
- If more than 7 consecutive days lost time accidents must be reported to the COO (see above RIDDOR reporting)
- The HSE may visit the site of a major incident to investigate the circumstances. As far as possible the site should therefore be left undisturbed unless to do so would create further hazard.

Investigation and corrective action

All incidents will require some investigation when they first occur to determine the incident causes and to identify any corrective action necessary to prevent a recurrence.

COO will then need to decide what further level of investigation is needed to gather sufficient information to ensure the report form is completed fully.

Minor incidents will not need a detailed investigation. However, care is required to ensure that basic information is recorded on the Accident/ Incident Report Form so that an adequate response to prevent a recurrence can be made by those responsible. More



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detailed investigation reports should be attached to the Accident/ Incident Report Form if necessary.

Incident investigation should be undertaken, in the first instance, by a member of the SMT or nominated person, who should:

- Identify the hazards and contributory causes of the incident to determine the need for any corrective action to prevent a recurrence.
- Obtain the facts of the incident so they may be quickly reported to the HSE, under RIDDOR if necessary.
- Review appropriate risk assessments and safe working practices and incorporate any corrective actions found to be necessary. Any corrective actions identified should be risk assessed prior to implementation.
- Provide an accurate record which may be required in any subsequent enquiry by the HSE or in legal proceedings.
- Set an appropriate review date for the effectiveness of any corrective actions put in place.

Ensure any time lost by staff due to an accident is recorded on the Accident/ Incident Report Form and the staff member completes a Self-Certification Form and also provides a GP Fit Note for absences over 7 days.

The Accident/ Incident Report Form should be completed and saved on record and these will be reviewed to ensure the same accidents are not recurring.

The Accident/ Incident Report Form are saved on [Sharepoint](#).

Fire and emergency evacuation procedure

Introduction

This procedure provides a planned response to a fire or fire alarm at LDN Apprenticeships HQ, that will ensure the Fire Brigade are summoned and all personnel are evacuated in a safe, controlled manner. Fire Marshals are present at all times on site to ensure staff, volunteers, learners, contractors & visitors are evacuated quickly and efficiently. The Fire Marshals will need to be briefed in accordance with Health & Safety Procedures.

Note: If the fire alarm sounds operate continuously leave the building immediately.

Instructions on discovering a fire

If you discover a fire:

- Break the glass on the nearest fire alarm point to sound the alarm
- If it is safe to do so dial 999 on the nearest telephone and inform the operator of the location of the fire



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- Evacuate the building immediately, following the fire exit signs to the nearest available exit

On hearing the Fire Alarm:

- Leave the building by the nearest available exit and go to the assembly point
- Make sure all visitors accompany you to the assembly point
- Do NOT use the lift
- Do NOT stop to collect your personal belongings
- Do NOT re-enter the building without the permission of the Fire Marshall

The Fire Warden should:

- Check that everyone has left the work area
- Make sure the office is left unlocked
- Account for all staff and visitors at the assembly point
- Report to the Senior Officer of emergency services when they arrive, that all staff and visitors have been accounted for and make sure that the Senior Officer is immediately informed of the name and location of anyone left in the building. This might be an injured person or a disabled person.

Fire Marshalls

- All Fire Marshalls should be aware of their duties and relevant evacuation procedures
- Ensure that all Fire Marshalls know the area they are responsible for and that they know what to do if the Fire Alarm sounds.
- Ensure the fire alarm is tested once a week
- Ensure full evacuation tests are carried out at least twice a year
- Ensure there are proper fire evacuation signs in the building detailing what to do if the alarm sounds and the assembly point
- Ensure all staff are familiar with fire instructions and procedures

When the alarm sounds:

- Put on your fire marshalls' jacket and ensure that staff evacuate the building
- Quickly but properly inspect the area noting any locked rooms and most importantly the names and location of any persons unable to evacuate the building. These may be injured or disabled persons.
- Call the fire brigade
- Be ready to take further instructions from the Senior Fire Marshall.
- Statutory Requirement: Fire Drills must be completed every 6 months.



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- Make the decision to silence the alarm and to allow staff to re-enter the building in the event of a false alarm after cross-referencing evacuees against sign-in book
- put on the fire marshals' jacket,
- direct staff and visitors towards the **nearest available exit**
- maintain a steady flow of people evacuating the building and if required, prevent 'bottlenecks' building up by redirecting staff and visitors towards other available exits (so that they are not placed at risk)
- direct staff and visitors away from potential sources of fire, if they are known
- ensure (so far as is reasonably practicable) that the floor is clear or is actively evacuating
- leave the building themselves by the nearest available exit
- call emergency services (999) as soon as it is safe to do so and report to the Senior Officer of emergency services when they arrive.
- when it is safe to do so send a message on Slack, our communications system to inform staff of the incident.
- take part in a short de-brief session with the Senior Officer once permission to re-enter the building is given.
- Make the decision to silence the alarm and to allow staff to re-enter the building in the event of a false alarm and report the incident to COO and HR Manager.

Note: The Assembly Point at Head Office is located in the car park of Stockwell Baptist Church, turn left when exiting the front main gate, the church is located next door.

First Aid

First Aid Kits are in the following areas in Head Office:

- Upstairs Office (adjacent to the main exit door)
- Reception/ Kitchen (next to the microwave)
- Downstairs Classroom "Hopper" (on top of the laptop cabinet)

Qualified First Aiders are listed in key locations within the building.

First aid personnel have the responsibility to:

- administer First Aid in accordance with the current legislation and approved code of practice
- record all accidents that are reported to them in the Accident Book
- re-stock first aid boxes at regular intervals and when necessary.

Risk Assessments

To comply with legislation LDN Apprenticeships will carry out regular risk assessments, at least annually, or as and when required.



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Risk assessments required for work include display screen equipment, manual handling, substances hazardous to health, homeworking and general office risk assessments.

Risk Assessments will be undertaken by a nominated employee who has the relevant experience and skills and will report the findings to the COO.

Where appropriate relevant control measures will be implemented to manage any risks identified.

Policy Sign Off

The current version of this policy has been signed off by the Chief Executive Officer.

Signature

A handwritten signature in black ink, appearing to read 'S. Bozzoli', written over a horizontal line.

Name

Simon Bozzoli

Date

1 February 2024