

Health & Safety Policy

- promote the policy	Page 1
- get commitment to the policy	Page 1
- train its employees in implementing the policy	Page 7
- cover apprentices in its care	Page 9
- have people who are responsible for health and safety	Page 12
- identify and manage health and safety concerns	Page 11
- have a procedure for accidents or ill health of apprentices	Page 4
- review the policy and how often (include the last review date)	Page 1 /12

Exalt Training Ltd is a training provider and as such the health and safety of apprentices is of utmost importance. The ‘safe apprentice concept’ is vital to our policy and Exalt Training Ltd will promote and expect those we train to promote this at all times.

All apprentices are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise apprentices’ experience and achievement. As such, Exalt Training Ltd have a key duty of care for the health and safety of apprentices.

We promote our policy through Health & Safety training at apprenticeship induction reinforced within the training programme, through observations, workplace activity and progress reviews. The Policy is available on our website, all learners receive a copy at induction and Health & Safety notices are displayed at all training venues.

Commitment to the policy

Exalt Training Ltd will promote this policy and ensure commitment towards the policy is secured through the staff induction programme and through continuous training of our employees in implementing the policy so that we can protect our apprentices, staff and partners from all forms of discrimination.

Whilst on site, all Exalt Training Ltd staff will follow and adhere to all relevant Health and Safety policies and procedures for the office premises. These policies and procedures are communicated and cascaded down to all staff at relevant intervals in the year.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 1 of 12	

Exalt Training Ltd aims to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, apprentices, visitors and contractors while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

Policy Review

This policy will be reviewed at least annually the CEO, SLT and the Health and Safety Officer

1. POLICY STATEMENT

1.1 Exalt Training Ltd regard the health, safety and welfare of employees, learners and others who may be affected by our activities to be of paramount importance. Exalt Training Ltd aims to provide and maintain safe and healthy working conditions, equipment and systems of work in accordance with the requirements of The Health and Safety at Work Act 1974 and associated regulations.

1.2 Exalt Training Ltd also recognises this policy is a continual working document and will be reviewed and revised as necessary.

2. REASON FOR THE POLICY

2.1 Exalt Training Ltd aims to provide a healthy and safe environment for all its employees, learners and others at all times. In doing this Exalt Training Ltd will endeavour to prevent accidents and cases of work-related ill health, ensuring that all equipment is safe and regularly maintained and that any substances are handled safely and in accordance with COSHH regulations.

2.2 To achieve this, employees will ensure the required standards are applied and met. Adequate and appropriate information and training will be provided to all employees ensuring that a healthy and safe environment is continuously maintained for all.

3. POLICY OBJECTIVES

3.1 The scope of this policy encompasses all offices and training venues operated by Exalt Training Ltd. There are also procedures in place and guidelines for the Health and Safety of learning taking place within environments provided by Exalt Training Ltd Partners. These specifically include the Workplace Vetting Procedure and Tutor Risk Assessment Process. In addition facilities offered by a third party should be used in accordance with their Health and Safety Policy. In all cases, existing local health and safety regulations should be considered when preparing procedures specific to Exalt Training Ltd.

3.2 Maintain a commitment to inform, instruct and train all employees in relevant Health and Safety matters.

3.3 Certain health and safety matters reside with the host landlord and will vary from site to site. Normally these include:

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 2 of 12	

- Fire instructions
- Evacuation procedures and assembly points
- Fire fighting appliances
- Fire drills and tests

4. POLICY

4.1 Managing Risks – Risk Assessments

4.1.1 Risk Assessments for Exalt Training Ltd premises will be undertaken by a Health and Safety Officer annually or when the office environment significantly changes. Findings of these risk assessments will be reported with recommended actions or controls to the Chief Executive Officer for approval. The approved recommended actions are then identified on the H&S Action Plan which is reviewed quarterly. The risk assessment report will be made available to all staff together with the plan of action to reduce the risks identified. A Health and Safety Officer will implement changes and review them accordingly.

4.1.2 All changes arising from Health and Safety issues or actions which affect Employees are carried out only after consultation with all Exalt Training Ltd Employees; this can be either by email or in staff meetings, it is the responsibility of a Health and Safety Officer to ensure this takes place.

4.1.3 As part of the overall Assessment a Health and Safety Officer must also carry out COSHH Assessments and a separate Fire Risk Assessment; procedure for actions arising from this are as with the full premises risk assessment. In addition to a Fire Assessment a Health and Safety Officer must ensure adequate controls are maintained this includes:

- Ensuring all escape routes are clear and accessible
- Fire Extinguishers are accessible and adequately maintained (Serviced Annually at both sites)
- Fire Alarms are tested at sites on a weekly basis by the Managing Agent
- Fire Drill is carried out (To be done bi-annually with results and any required actions documented)

4.1.4 To assist with Fire prevention and action in the case of emergency Exalt Training Ltd Health and Safety Officers will also act as fire wardens. In the event of a fire, sound the fire alarm and evacuate the building in line with the instructions displayed on the **“In the event of a fire’ posters”**. Fire Wardens will check that the office is clear, doors and windows are shut (if possible) and that any persons unaccounted for are reported to a Health & Safety Officer.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 3 of 12	

4.1.5 Testing of fire equipment and fire drills are undertaken by the landlord in the main offices. Weekly checks to be carried out in Head Office by the designated Fire Marshall the First Monday of each month at 12:30hrs and a record confirming test out come is to be maintained.

4.1.6 Issues relating to health and safety can be reported by any member of staff directly to a Health & Safety Officer.

4.2 Accidents procedure for accidents or ill health of apprentices

4.2.1 Accidents, First Aid and Work Related Ill-Health Issues relating to health and safety can be reported by any member of staff directly to a Health & Safety Officer.

4.3 Accident Procedure Reporting

4.3.1 Exalt Training Ltd Accident Log Books at all sites which comply with the Data Protection Act of 2018 and HSE guidelines. All accidents and near misses are recorded and details stored accordingly; these are then reviewed on a regular basis by the H&S committee. If required Exalt Training Ltd will report incidents reportable under RIDDOR to both the HSE and the ESFA, they will also ensure that all Partners report to both the HSC and to Exalt Training Ltd. Where Exalt Training Ltd is a sub contractor we will report to the Prime Contractor. For more information on RIDDOR go to <http://www.hse.gov.uk/riddor/index.htm>

4.3.2 Reports will be made using the following specified forms:

Learner/Employee Incident Report HSE005

Reports to HSE under RIDDOR will be made via the HSE on line forms using either
 F2508 (All reports other than diseases)
 F2058 (Diseases only)

4.3.3 For serious incidents a Health & Safety Officer is responsible for conducting an initial investigation and reporting the matter, together with recommendations, to the Chief Executive Officer. This report should be submitted within 3 working days, where practicable, otherwise an interim verbal report may be given pending the final report.

4.3.4. A First Aid Appointed Person has been appointed to take responsibility in the event of an accident, to ensure that the First Aid box is kept up to date and has an adequate range of appropriate supplies and that the Accident Book is completed when required.

4.4 Display Screen Equipment

All staff will undertake a workstation risk assessment, HSE003, as part of initial induction and annually to prevent conditions such as RSI developing, upon joining Exalt Training Ltd, or when

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 4 of 12	

their desk is moved or significantly altered. Results of this assessment will determine if additional equipment needs to be provided such as a footrest.

4.5 Staff/Skills Coaches

4.6 Responsibility and Risk Assessment

- Tutors teaching in Training Suites have responsibility for day-to-day health and safety issues within this learning venue and for ensuring that their learners are aware of Exalt Training Ltd Health & Safety Policy via their induction. They should consult with a Health & Safety Officer on any matters that affect this policy if necessary.
- Skills Coach Risk Assessment - All learning taking place at Exalt Training Ltd Training Facilities or at external venues (including partner provided sites) should only commence following completion of a tutor checklist and risk assessment form, HSE002 – this risk assessment provides a basis for a healthy and safe learning environment and any issues identified should be raised with the Health and Safety Officer.

4.7 Work Place Vetting and Risk Assessment

- Prior to any learning commencing in a workplace environment including NVQs, Diplomas and Apprenticeships etc, the workplace is assessed for Health and Safety Standards. This assessment is matched to the SFAHASPS 1-10 and is carried out in line with Exalt Training Ltd Workplace Vetting Procedure, HSE004, which is conducted by either Exalt Training Ltd Health and Safety Officer or a suitably qualified and competent person.

4.8 Statutory Notices

- Statutory notices are to be displayed at each site detailing our Health & Safety Officers and local authority contact. The Health and Safety Officers are to ensure that these notices are prominently displayed at each site.
- Employers' and Public Liability Insurance is required to cover our operations at all sites. This is arranged annually with other forms of insurance. However, a Health & Safety Officer is to ensure that adequate cover is maintained at all times and certificates of insurance are prominently displayed at each site.

4.9 Risk Management

- The Chief Executive Officer is responsible for managing the risks in conjunction with the SLT. Risk management is not to be devolved any lower than the Chief Executive Officer. Decisions regarding risk management may be taken between the Chief Executive Officer and the SLT as required but are to be minuted and agreed at the next meeting.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 5 of 12	

- The risk register is considered at all main board meetings and audit subcommittee meetings.
- All identified Health and Safety Risks will be included in the Exalt Training Ltd Risk Register.
- All risks identified are dealt with in accordance with the Exalt Training Ltd Policy.

4.10 Lone/Home Working

- Lone working means working in an environment where no other member of staff is available. Lone working is not encouraged at any location.
- Complete Risk Assessment form HSE001 on day 1 of induction, annually or when staff circumstances change ie move to a new home/office.
- Where it is necessary to work alone every precaution should be taken to minimise the potential risks: -
- Log location on at start of working day or on Arrival/Departure from work location using Bright HR App.
- Ensure Line Manager(LM) knows you are working alone and when you are expected to return home.
- Ensure that LM/Someone knows what to do if you do not return home at your expected time.
- Ensure you have access to a telephone for emergency calls or that your mobile phone is fully charged and has coverage for the area that you are working in.
- Try to ensure that public access to where you are working alone is restricted or barred completely.
- Do not let strangers into the area you are working in. • Have a personal alarm with you to use in emergency.
- Avoid activity that may be risky or that should not be undertaken alone.
- Consider asking for an additional person to be available.

4.11 Violence, Harassment and Bullying

- Exalt Training Ltd recognises that any form of violence, harassment or bullying is unacceptable. Any complaint of violence, harassment or bullying will be treated seriously and will be thoroughly investigated.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 6 of 12	

- Violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Harassment is unwanted conduct on the grounds of race, gender, sexual orientation etc. which has the purpose or effect of either violating someone’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Bullying is defined as frequent or infrequent threatening, abusive, intimidating, cruel, vindictive behaviour towards a member of staff which erodes their self-confidence or self-esteem.
- All instances of violence, harassment or bullying are to be reported to the Group Chief Executive or Health & Safety Officer immediately.

4.12 Electrical Safety

- Electricity can kill. Exalt Training Ltd office/training environments present a low risk of electrical hazard. Staff, should however report any electrical faults immediately to a Health & Safety Officer/Head Office. Staff are encouraged to regularly review office appliances for any obvious faults such as loose wires etc.
- All of Exalt Training Ltd portable appliances will be tested and maintained in accordance with the HSE PAT guidance. This is monitored by the Health & Safety Officers. HSE PAT testing is to be carried out on all Exalt Training Ltd electrical equipment, as per the asset register, issued to staff and located in and used at Head Office.
- All staff members have a responsibility to use electrical equipment safely and in accordance with the instructions and training they have been given; they are also required to carry out visual checks and notify the IT Technician of any issues.

4.13 Train employees in implementing the policy

- In order to achieve the aim. The following rules and procedures must followed at all times whilst at any Exalt Training Ltd premises or representing the organisation.
- Staff must attend all training requested by Exalt Training Ltd management.
- Staff must follow all health and safety policies, procedures and training immediately, including any updates received in writing via email and verbally in staff meetings.
 - Staff must not compromise the safety or welfare of others whilst on the premises of Exalt Training Ltd and should report any concerns they have regarding the health, safety and welfare of any staff, apprentices, visitors or contractors.
- If the fire alarm sounds, staff must immediately evacuate all building, unless previously warned of a test. All staff should check their working area and ensure that everyone has evacuated. They should make their way straight to the assembly point. Whilst waiting, they should also listen out for further instructions, including ensuring the Fire Marshall is aware they are present.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 7 of 12	

- Staff must not tamper or interfere with any fire detection or firefighting equipment or do anything else which may prejudice the validity of Exalt Training Ltd fire insurance policies and therefore the safety of anyone present.
- Exalt Training Ltd staff are responsible for ensuring all staff, apprentices, visitors, contractors, etc. follow the health and safety policies and procedures and must refer any non-compliance to a member of management.

All Exalt Training Ltd employees' job descriptions will include a statement of Health and Safety responsibility in line with their position within the organisation. As part of their staff induction, all new members of staff will be required to complete Health & Safety Training within 1 month of starting. This training will be coordinated by the Health & Safety Officer. Further training on specific health & safety issues will be given to staff throughout the year and initial health & safety training given at induction will be revised annually. All new employees will receive a staff handbook which includes statements on Health and Safety within the organisation, this forms part of their terms and conditions of employment.

- The Health and Safety Officer is to receive appropriate formal training to perform these duties. Which as a minimum should include one of the following: NEBOSH Certificate / NVQ Level 3 in Occupational Health and Safety / IOSH Managing Safely. Senior management should also undertake health and safety training appropriate with their duties. Training needs are to be reviewed on a regular basis or as required by changes to legislation.

4.14 Manual Handling

- Manual handling includes such tasks as moving office and training room furniture, moving paper and archive boxes, moving equipment, unloading from cars etc.
- All staff must follow good practice for lifting. No member of staff must attempt to lift carry or manoeuvre any item if they are unsure how to do so safely. A trolley is available to assist in moving items

4.15 Housekeeping and Premises

- All staff are required to work in a safe way and this includes ensuring fire exists are kept clear, boxes are stored safely and desk areas are kept clean and tidy.
- All staff have a responsibility to ensure the kitchen area is kept clean and tidy, any food left on a Friday will be disposed of to avoid the potential for contamination and infestation.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 8 of 12	

- Staff should inform the Health and Safety Officer if any risks are identified that cannot be controlled immediately e.g. tripping hazards, faulty equipment etc.

4.16 Infectious Diseases and Infestations

- Staff are encouraged to inform the HR Officer if they have an infectious disease to ensure other staff members or learners are not put at risk.
- Any member of staff identifying a cause for concern regarding anyone showing signs of an infectious disease or infestation should inform the HR Officer

4.17 Contractors and Other Visitors

- All contractors must report to the designated staff member and must ensure they have the appropriate insurance and safe methods of work etc in place
- Staff members must ensure that all visitors report to reception and sign in and out the building.

4.18 Responsibilities for apprentices in Exalt Training Ltd's care

Workplace Health and Safety Check:

- Appropriate qualified person to carry out a Health and Safety check of the workplace and complete HASS form agreeing an action plan for any improvements/ changes necessary.
- Where the apprentice has any special needs or other circumstances, including any disability and/or medical/health condition these must be taken into account in assessing risk.
- Employer must provide a copy of current employer's liability insurance certificate.
- Workplace to be subject to an annual health and safety visit (or sooner if there is a significant change to the workplace).

Skills Coaches will:

- Visit the apprentice in the workplace at least every 8 weeks.
- Check progress on any health and safety action plan in place.
- Report on any relevant health and safety issues/incidents since last visit.
- Report on any safeguarding issues that have arisen since the last visit.
- Remove any apprentices from the workplace where there is significant and immediate risk.

Apprenticeship delivery staff/administrators will:

- Ensure that employers understand their obligations and responsibilities in relation to ensuring the Health and Safety and Safeguarding of apprentices in their employ including adherence to relevant Company policies.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 9 of 12	

- Ensure that apprentices are aware of their rights and responsibilities with regard to their safety and well-being and that they know who they should contact if they have any concerns.
- Ensure that no apprenticeship is started until health and safety check are satisfactorily completed.
- Record liability insurance renewal dates and request copies of new certificates on those dates.
- Monitor and evidence adherence to any agreed health and safety action plan.
- Respond appropriately to any issues raised by Assessor reports following workplace visits.

Exalt Training Ltd is committed to providing a safe and pleasant working environment and will ensure the health and safety of all persons who may be affected by our activities by:

- Monitoring the safety performance of contractors who work for us.
- Conducting annual audits to ensure health and safety control measures and emergency procedures are in place and are effective, properly used, monitored and maintained.
- Conducting annual risk assessments in order to identify and minimise the effect of potential hazards.
- Providing information, instruction, training and supervision to ensure that all persons are informed of any associated risks and are competent to supervise or undertake activities required.
- Providing adequate and appropriate buildings, equipment and facilities to comply with legislation to ensure welfare at work, and any additional requirements.
- Keeping all buildings, equipment and facilities provided or owned by Exalt Training Ltd maintained in good working order to meet or exceed any relevant regulatory standard.
- Consulting with staff and apprentices in matters that effect their health and safety.
- Implementing systems of work that are safe and where there are risks to health these are controlled.
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.

Working with young persons

The Staff will ensure that the companies’ protocol is followed and signed before any project work commences. This will include the following: –

- A Young Person’s risk assessment will be completed and all recommendations implemented prior to the young person commencing work.
- Under no circumstances will young persons be placed in vulnerable positions.
- Young people must not be left unsupervised.
- No children under the national school leaving age will be allowed to carry out work experience without the expressed authorisation of the Directors.

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 10 of 12	

4.19 Reporting Concerns

Reporting any unsafe act or unsafe condition to the appropriate Line Manager

- Reporting any concerns where there are identified shortcomings in the organisation’s Health and Safety arrangements. Such responsibilities are absolute and cannot be transferred to others. In order to achieve the aim, the following rules and procedures must be followed at all times whilst at any of Exalt Training Ltd premises. Such responsibilities are absolute and cannot be transferred to others: In order to achieve the aim.

The following rules and procedures must followed at all times whilst at any of Exalt Training Ltd premises.

- Staff must attend all training requested by Exalt Training Ltd management.
- Staff must follow all health and safety policies, procedures and training immediately, including any updates received in writing via email and verbally in staff meetings.
- Staff must not compromise the safety or welfare of others whilst on the premises of Exalt Training Ltd and should report any concerns they have regarding the health, safety and welfare of any staff, apprentices, visitors or contractors.

4.20 Auditing and Review

As part of our ongoing aims to monitor, review and where applicable improve health and safety standards Exalt Training Ltd will carry out annual audits of Exalt Training Ltd Partner. Areas covered include:

- Health & Safety Policy
- Risk Assessments & Control
- Accidents, Incidents and First Aid
- Supervision, Training, Information & Instruction
- Work Equipment and Machinery
- Personal Protective Equipment & Clothing
- Fire & Emergencies
- Safe & Healthy Working Environment
- General Health & Safety Management

5. DEFINITIONS

5.1 RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

5.2 COSHH - Control of substances hazardous to health

5.3 HSE – Health & Safety Executive

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 11 of 12	

6. RELATED POLICIES

6.1 General health and safety advice can be obtained from a Health & Safety Officer. Additional advice, on-line publications and information are available from the Health and Safety Executive web site (www.hse.gov.uk). Some of the specific legislation that applies to this organisation includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Noise at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 1999

7. WHO WILL NEED TO KNOW ABOUT THIS POLICY

7.1 All Staff

7.2 All Managers

7.3 All Learners

8. RESPONSIBILITY

1.1 Overall responsibility for health and safety matters rests with Exalt Training Ltd Chief Executive Officer.

1.2 Day-to-Day responsibility for ensuring the policy is put into practice is delegated to the Health and Safety Officer, Keith Welsh, with responsibility for Health & Safety in their job description. Issues to be reported directly to the Chief Executive Officer or Head of Department.

1.3 All Exalt Training Ltd Employees have an equal responsibility for ensuring that the Exalt Training Ltd Health & Safety policy is adhered to and of notifying The Health and Safety Officer of any actual / potential issues. Staff should consult with a Health & Safety Officer on any matters that affect this policy.

Signed



Date: 31st January 2022

Lisa Pearman - Approved CEO

Next review date: 31/07/2022

Exalt Training Ltd		Ref. No.	PP021	AOR	Gen
Date	31/01/22	Version Number	1.1	Page 12 of 12	