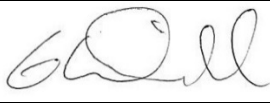


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|-----------------------------------|---|
| <b>Policy/procedure</b>           | <b>Health &amp; Safety Policy</b>   |
| <b>Senior Manager Responsible</b> | Gary Wiswell   |
| <b>Author</b>                     | Gary Wiswell  |
| <b>Approved by</b>                | SMT   |
| <b>Date approved</b>              | 17/12/24  |
| <b>Next review date</b>           | 7/12/25   |
| <b>Changes made</b>               | <b>Added</b><br>The Building Safety Act 2022<br>Personal Protective Equipment at Work (Amendment) Regulations 2022<br>Workplace (Health, Safety and Welfare) Regulations 1992<br>A paragraph to strengthen employer accountability for apprentices' safety in workplaces<br>Section on Mental Health and Wellbeing<br>Added annual health and safety training updates |

**Statement:**

FLM Training Limited objective is to achieve excellence in health, safety and welfare, not only in respect to its employees, but also in relation to all learners, employers, the general public and any others who are involved in or affected by our activities.

**FLM Training Limited is committed to:**

- To ensure the health, safety, and welfare at work of all of its learners and staff
- To meet its obligations in relation to the following legislation and / or all other relevant statutory requirements ensuring compliance with present and future Health & Safety regulations relevant to the undertakings of the organisation
  - ❖ Health & Safety at Work Act 1974
  - ❖ Management of Health and Safety at Work Regulations 1999
  - ❖ The Control of Noise at Work Regulations 2005
  - ❖ Work Height (Amendment) Regulations 2007
  - ❖ The Building Safety Act 2022
  - ❖ Personal Protective Equipment at Work (Amendment) Regulations 2022
  - ❖ Workplace (Health, Safety and Welfare) Regulations 1992
- To provide and maintain equipment and systems of work that are safe and without risk to health, by carrying out Risk Assessments for all activities including the use of Hazardous Materials.

**Responsibilities**

**Board** – The Advisory Board are responsible for, ensuring sufficient resources are made available to ensure statutory compliance and achieve the FLM Training’s health and safety objectives. Reviewing annually and monitoring the implementation of the FLM Training health and safety policy and arrangements.

**Directors** – It is the Directors overall responsibility to ensure that the policy is promoted throughout our day-to-day activities and effectively monitored and audited for compliance with the safety management system. The day-to-day responsibility to comply with the policy falls on the individual managers and employees. **G Wiswell (Company Director) is also the Company Designated Health & Safety Officer**

**Employees** – Employees are responsible for taking care of the health and safety of themselves and others (including colleagues, learners, and visitors) who may be affected by their acts or omissions. Familiarising themselves and following all FLM Trainings health and safety policies. All employees will notify within 4 hours of a learner not attending a planned session, to both the employer and Operations Manager.

**Learners** – Learners are responsible for their own Health & Safety as well as other who may be affected by their acts or omissions. Learners are made aware of the Health & Safety policy at induction and receive on going Health & Safety Training throughout their learning programme.

**Employers** –The employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks. FLM Training take reasonable steps to satisfy itself that these responsibilities are taking place, we do this via checking of Health & Safety policies and reviewing induction, training and supervisory arrangements are in place and appropriate.

## **Management**

FLM Training Limited believes that consideration of the health, safety and welfare of staff & learners is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company.

The Company requires all staff & learners to approach health and safety in a systematic way, by identifying and reporting hazards and problems, so that the company can plan improvements, take executive action and monitor the results.

## **Mental Health and Wellbeing**

FLM Training Limited recognizes the importance of mental health as part of overall health and safety. In accordance with the Health and Safety Executive (HSE) Guidance on Stress and Mental Health, we will:

- Conduct stress risk assessments for staff and learners where required.
- Provide training and resources to support mental health awareness and wellbeing.
- Promote open communication regarding mental health concerns and signpost to appropriate support services.

## Health, Safety & Welfare Procedures

It is the policy of FLM Training Limited to produce appropriate health and safety policies and procedures, promotion and commitment from all stakeholders is key to ensuring that all its policies and procedures are adhered to, we do this by actively promoting toolbox talk topics to staff and learners and cover Health & Safety as a standard agenda item at the employer 6 weekly meetings and Advisory Board Meetings, the following form part of our Health & Safety Management system and include:

**RIDDOR** - In reporting all accidents and incidents, this procedure is to include all employees, contractors, visitors and members of the public; however, they must be clearly recorded using either the Company's Reporting Forms or other approved reporting systems.

All incidents that have a health, safety or environmental impact should be reported and investigated as defined in this procedure. Not all incidents will need to be investigated to the same extent or depth, the level being dependent upon the severity of the incident and the potential for serious injury or environmental damage.

**First Aid** - The purpose of this procedure is to outline the methods adopted by FLM Training UK Limited for dealing with First Aid Requirements in premises and / or sites.

**Fire Safety** - The purpose of this procedure is to outline the methods adopted by FLM Training Limited for carrying out Fire Risk Assessments and for general fire safety in premises and on sites.

**Risk Assessments & Method Statements** - Where there are legal requirements to record risk assessments, or operations of FLM Training present significant risks to employees, learners, visitors or others, all practicable measures will be taken to identify the risks involved and to provide safe systems of work to reduce all known risks to as low as reasonably practicable. This will involve competent persons undertaking and recording the outcome of risk assessments, writing method statements, reviewing risk assessments provided by others and regular monitoring / auditing of control measures to ensure their implementation and to review their effectiveness.

**Health & Safety Appraisals** - All learners are entitled to work experience that takes place in a safe and healthy environment where due consideration is given to all aspects of their welfare. The employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks. FLM training ensure all employer have a Health & Safety policy in place which is reviewed on a regular basis.

**COSHH** - This document describes the process whereby any member of staff can obtain a "COSHH" assessment for a material or substance that may be used.

**Safety Monitoring** - The health, safety and environmental performance of all workplaces should be monitored to ensure both legal and Company health, safety and environment systems compliance is met, employee, learners and employees are encouraged to report and accidents, near misses or issues to FLM Training.

**Manual Handling** - Manual handling accidents account for more than a third of all accidents reported each year to the enforcing authorities.

**Work Equipment** - Under the Provision and Use of Work Equipment (PUWER) Regulations 1998, there is a duty upon FLM Training to provide equipment and tools that are suitable for the job, maintained and with as low a risk to health and safety as possible. This procedure describes the methods adopted by FLM Training's to control the use of Work Equipment to satisfy our legal and moral requirements.

**Young People** - In the workplace there are risks which may affect the health and safety of young people, especially those new to the workplace, will encounter unfamiliar risks from the jobs they will be doing and from the working environment:

- All people are at particular risk of injury in the first six months of a job as they may be unaware of existing or potential risks. Young people will frequently be in this category
- Young people may lack experience or maturity or may be unaware of how to raise concerns.

Employers are responsible for ensuring compliance with the **Health and Safety at Work Act 1974**, including conducting risk assessments for young people (under 18) as per the **Management of Health and Safety at Work Regulations 1999**. FLM Training will verify that employers have adequate supervision, training, and induction processes for apprentices, particularly under the Building Safety Act 2022 where applicable

### **Training**

Health and Safety training shall be incorporated within employee annual training programmes, Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs. Health & Safety Training is incorporated into learner induction and programmes, these include updates on Fire, COSHH, Risk Assessments, Manual Handling etc..

Health and Safety training will be updated annually to reflect changes in relevant legislation and emerging risks, including mental health, PPE regulations, and stress management guidance.

### **Recording Data & Monitoring**

The Company will operate systems for recording, analysis, and presentation of information about accidents, hazard situations and untoward occurrences. Information obtained from the analysis of accident statistics will be acted upon immediately and reported at the Monthly Management Meeting and Quarterly Board Meeting.

Near misses will be reported, recorded, and reviewed alongside incidents to proactively identify hazards and prevent future occurrences, in line with HSE best practice guidance.

### **Communication**

This policy will be brought to the attention and understanding of all employees & learners, via the website, as well as internal systems such as Teams, Office 365. People are to be encouraged to highlight areas of concern and proactively participate in delivering health & safety excellence.