



Global Skills Services Ltd

HEALTH AND SAFETY POLICY STATEMENT

Global Skills Services is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, apprentices and of any others who may be affected by its undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

Global Skills Services recognises its duties under the Health & Safety at Work Act 1974 and the Regulations made under it. Global Skills Services will comply with the above legislation and accepts its responsibilities for the Health, Safety, and Welfare at work of all its employees.

The Board of Directors believes that ensuring the health and safety of staff, apprentices and visitors is essential to the success of Global Skills Services.

We are committed to:

1. Providing a safe and healthy working and learning environment
2. Preventing accidents and work-related ill health
3. Assessing and controlling risks from curriculum and non-curriculum work activities
4. Ensuring safe working methods and providing safe equipment
5. Providing effective information, instruction and training
6. Monitoring and reviewing systems to make sure they are effective
7. Promoting a positive health and safety culture through communication and consultation with employees, apprentices and their representatives on health and safety matters
8. Setting targets and objectives to develop a culture of continuous improvement
9. Ensuring adequate welfare facilities exist at Global Skills Services
10. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System is in place to ensure the above commitments can be met. The Board of Directors, SMT, staff and apprentices will play their part in its implementation.

This policy should be read in conjunction with the Disaster Recovery Plan, Health and Safety procedures and the guidance for trips and visits.



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HEALTH, SAFETY AND WELL BEING POLICY

Global Skills Services in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 acknowledges its responsibility to provide and maintain, as far as is reasonably practicable, a working environment which is conducive to the health and safety and well-being of its employees, apprentices, and anyone else who may be affected by its undertaking. This objective is “to provide a safe, healthy and supportive environment for the apprentice.”

Our statement of general policy in relation to Health and Safety:

The promotion of health and safety measures is regarded as a mutual objective of management and employees at all levels. It is therefore company policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards that may result in fires, security losses and illness. This also applies to visitors, apprentices, consultants and members of the public insofar as they come into contact with the company or its products.

As a company we have a responsibility to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe working environments and equipment
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their job and to give them adequate training
- Make all staff, employers and apprentices aware of their responsibilities for implementing this Health, Safety and Well Being Policy.
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Carry out Risk Assessments where necessary
- Review and revise this policy as necessary at regular intervals
- Review our Stress Policy to take into account the Well Being of our employees

Employees must co-operate with management in carrying out their statutory duties with the object of raising and maintaining a high standard of health, safety, well-being and environmental protection.

- By working safely and efficiently
- By using any protective equipment provided and by meeting statutory obligations
- By reporting incidents that have led, or may lead to injury or damage



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- By adhering to company procedures for securing a safe workplace
- By assisting in the investigation of accidents, with the objective of introducing measures to prevent a recurrence
- By compliance with national, local and company regulations regarding environmental protection measures in order to ensure that the impact of company operation on the natural environment is minimised.

BUSINESS PLANNING AND POLICY IMPLEMENTATION

Responsible managers are required to establish and maintain local planning and implementation strategies for Health, Safety and Welfare matters in accordance with the established company business planning mechanisms.

These must, in particular, address Health, Safety and Welfare matters in all respects where there is significant foreseeable risk of harm or loss arising. They must seek to promote a positive Health, Safety and Welfare culture by setting priorities, performance standards and realistic timescales for action, whilst allocating the necessary resources to achieve objectives.

The Managing Director is responsible for setting out an annual plan that addresses any issues and the implementation of new Health, Safety and Welfare legislation

LEGISLATION

The Health and Safety at Work Act (1974)

The Health and Safety at Work Act (HSW Act) places general duties for health and safety on all people at work, both employers and employees and individuals as well as or instead of the organisation may be prosecuted for breaches of the Act.

Specific regulations are issued under the HSW Act on certain aspects of health and safety. Health and Safety regulations, emanating from a range of EC Directives, came into force on 1 January 1993.

- Management of Health and Safety at Work Regulations
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operation Regulations
- Provision and use of Work Equipment Regulations
- Personal Protective Equipment at Work Regulations
- Workplace (Health, Safety and Welfare) Regulations

One of the key elements of the Management of Health and Safety at Work Regulations is that employers are required to appoint competent people to help them implement health, safety and well-being measures. Additionally, all employers must carry out a risk assessment and record the main findings and the arrangements for health and safety.

The Safety Representatives and Safety Committees Regulations 1977



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These regulations give recognised trade unions the right to appoint safety representatives to represent employees in consultation with the employer about health, safety and well-being matters. The Act also provides for the possibility of employers being required by safety representatives to set up safety committees which would keep under review measures to ensure health and safety at the workplace.

Other Health and Safety Legislation

Certain legal requirements of earlier Acts – such as the Factories Act 1961 and the Offices, Shops and Railway Premises Act 1963 remain in force. However, an objective of the HSW Act is gradually to replace those requirements by regulations and approved codes of practice.

Health and Safety (Consultation with Employees) Regulations 1996

Employees not in groups covered by trade union safety representatives must be consulted by their employer, under this Act.

RESPONSIBILITIES

To ensure that Global Skills Services complies with all legislation requirements, this Health, Safety and Well-Being policy is based upon the Health and Safety Act (1974), which places general duties for health and safety on all people at work. Individuals as well as organisations may be prosecuted for breaches of the Act.

It is the duty of every employer to ensure, so far as it is reasonably practical, the health, safety and well-being at work of all their employees, or people who might be affected by their work, or who might visit the premises of the employer.

It is the duty of every employee whilst at work:

- To take reasonable care for the health and safety of their own self and of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer so far as is necessary to enable that duty of requirement to be performed or complied with.

The Managing Director Ranjeet Seerha has overall responsibility for Health, Safety and Well Being Management, including:

- Implementation of the Health, Safety and Well Being Policy
- An awareness of the risks identified in the Health, Safety and Well Being Policy and of the steps taken to reduce or remove such risks
- The organisational structure and responsibilities to ensure the Health, Safety and Well Being policy can be carried out and organisation requirements for emergency plans
- The necessary resources for Health and Safety actions



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- Ensuring that staff are aware of roles and duties in the organisation and are made aware of regulations and guidance relating to Health, Safety and Well Being
- Nominating, as and when appropriate, members of staff to be responsible for specific aspects of Health, Safety and Well Being, and for informing staff of such delegations;
- Ensuring that only properly trained staff supervise the use of potentially hazardous equipment or machinery.

The Company Health and Safety Officer is responsible for:

- Advising the appropriate persons with regard to new legislation
- Be involved in assessment and monitoring of high-risk activities
- Regularly reporting to relevant SMT members on matters relating to Health, Safety and Well Being. Health and Safety performance, accident statistics
- Liaison with outside agencies relating to Health, Safety and Well Being, including the enforcing body (the Health and Safety Executive)
- Advising that risk assessments be carried out by line managers and keeping a record of such assessments to ensure compliance
- Investigating relevant accidents, ensuring the maintenance of accident records, and informing the enforcing body as appropriate
- Reporting dangerous occurrences and notifiable diseases as required by the enforcing body;
- Procedures relating to emergency plans for imminent danger and advice regarding the implementation of the Fire Precautions at Work Act. Monitoring ensuring the regular testing of fire detection systems, emergency lighting and associated systems, the maintenance of records and organisation of test evacuations
- Publicity and training for emergency procedures
- Arranging and monitoring emergency evacuation drills
- Ensuring the First Aid facilities, procedures and arrangements for First Aid are adequate and that First Aid materials are replenished as necessary
- Arranging safety training for staff

Global Skills Services ensures that contractors working on Company sites are conversant with the requirements of the Health, Safety and Well Being Policy:

- Through their contract terms, or
- By induction, including the use of an abbreviated policy statement of the Health, Safety and Well Being Policy.

The Senior Management Team (SMT) is responsible by their policy decisions, and monitoring, for ensuring the health, safety and well-being of staff and apprentices during



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their time with Global Skills Services. When the SMT receive regular updates on Health and Safety legislation they are responsible for implementing any changes.

The Compliance & Operations Manager is responsible for:

- The operational implementation of the Company Health, Safety and Welfare Policy
- The operation of the Company Health, Safety and Well Being Policy by all line managers
- The co-ordination of Health, Safety and Well Being matters assisted by the Human Resources Department
- Ensuring that job descriptions adequately define the Health, Safety and Well Being responsibilities of personnel
- To appropriately publicise changes of responsibilities which affect the Health, Safety and Well Being policy
- The security needs of the Company

Each Line Manager is responsible to the Managing Director for the Health, Safety and Well Being of employees, apprentices, and others affected by the operations of their area, including:

- The carrying out of risk assessments, or ensuring they are carried out, ensuring the necessary controls are in place and that the assessments are documented and reviewed for operations within their control
- An awareness of legislation, codes of practice within their control
- Ensuring the safety induction of staff and others including emergency procedures
- Ensuring that staff apprentices are instructed in safe working practices, including the safe handling of equipment and materials
- Monitoring general health and well-being and ensuring that tasks allocated are appropriate
- Carrying out the aspects of the Company Safety Audit relating to the section
- Ensuring the provision and maintenance of Personal Protective Equipment
- Ensuring that staff are appropriately trained
- Informing Head Office and the Company Health and Safety Officer, in writing, of Health, Safety and Well Being matters relating to the buildings, equipment or other assets managed by themselves and pertaining to the functions of the section



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- Informing the Company Health and Safety Officer immediately by telephone in the event of an accident or dangerous occurrence within the section, and ensuring completion of required written reports
- Investigating accidents with the assistance of the Company Health & Safety Officer.
- Ensuring that all staff are informed of any delegation of responsibilities for Health, Safety and Well Being
- Ensuring the Health, Safety and Well Being of persons on work placement within the company

All employees are responsible for carrying out their work in accordance with safe procedures, thereby ensuring the safety of themselves, other employees, apprentices and other persons. This includes:

- Working according to an assessment of risk associated with the task and following safe working procedures and observing general safety regulations within the host organisations.
- Using Personal Protective Equipment when appropriate and requesting replacements if it is lost or becomes defective.
- Reporting accidents, those which cause injury and those with the potential to do so, as soon as practicable. All accidents; however minor, should be reported to a member of the SMT. Accidents involving injury should be recorded in the Accident Book straight away.
- Accidents resulting in hospitalisation or other accidents with potential to cause serious injury must additionally be reported to Head Office, who will investigate the accident and will require the completion of a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report.
- Sites of serious accidents or with the potential to cause serious injury must be kept undisturbed as far as practicable to assist investigations by Global Skills Services or the employees host Company or by the enforcing authority (the Health and Safety Executive).
- Reporting significant changes in their health, including diseases and pregnancy, in writing to Head Office.

PROVISION OF INFORMATION TO STAFF

- All newly appointed staff will be informed of the company's Health & Safety Policy and procedures by their line manager.
- Health & Safety Information Circulars, Memos and other briefing sheets received in the company will be brought to the attention of staff by their manager
- A copy of the Health and Safety policy and other supporting documentation will be maintained by the Managing Director and be available to staff.



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- Details of circulars maintained will be included in the staff handbook.

TRAINING OF STAFF

The Health and Safety Officer is responsible for assessing training needs on the advice of Heads of Department and other supervisors and for arranging the appropriate training. Global Skills Services ensures all employees are conversant with the Health, Safety and Well Being Policy by:

- Including Health, Safety and Well Being as a required part of the induction process for all new staff, whether full-time, part-time or self-employed
- Including the Health, Safety and Well Being policy in the Staff Handbook
- Encouraging Line Managers to involve staff in Risk Assessments relating to their work
- Issuing Policy amendments direct to all staff
- Ensuring Line Managers involve staff to receive training in Health, Safety and Well Being matters provided either by the Company or by other agencies
- Ongoing training for Health and Safety

All training will be updated and kept in their personnel files.

VIOLENCE AT WORK AND LONE WORKING

Global Skills Services recognises the responsibility to take measures to protect employees from violence at work and make suitable arrangements to ensure the safety of employees working alone. This responsibility will be fulfilled through the following framework:

1. Carry out an assessment of potential risk areas for violence and assess instances of lone working
2. Implement appropriate control strategies to reduce the risk of incidents
3. Ensure all such incidents are reported and investigated
4. Ensure staff who are victims of violence receive appropriate support
5. Write procedures for dealing with violence into local health and safety arrangements and company behaviour management policy as appropriate
6. Ensure staff are aware of and involved in developing procedures to control these risks

APPRENTICE HEALTH & SAFETY

Global Skills Services is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy and supportive environment wherever learning takes place. This deals with the health, safety and welfare of all apprentices and applies to everyone within and connected to the organisation. It applies to Global Skills Services' premises as well as those working with us as apprenticeship or placement providers.

Promotion of Health & Safety



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Global Skills Services will promote and monitor health and safety through:

- The risk assessment and ongoing monitoring of its own and employers' premises to ensure a safe, healthy and supportive learning environment.
- Initial assessment of apprentices' health, safety and welfare needs and additional support requirements.
- An individual learning plan that includes the apprentice's health and safety training needs.
- A health and safety induction and ongoing review and assessment of Learners' understanding and awareness of key health and safety issues.
- The recording, analysis, evaluation and publication of data regarding accidents/near misses.

WORKPLACE HEALTH AND SAFETY

EMPLOYER DUE DILIGENCE

Global Skills Services keeps a central database of all apprentice employers. We aim to ensure that all health and safety standards are met by conducting employer due diligence prior to apprentice enrolment. This may include:

- Contract for Services (including Mandatory Policies section)
- Commitment Statement (Schedule 5 of Contract for Services)
- Verification of the following policies in place:
 - Health and Safety - including Risk Assessment that includes for young persons and vulnerable groups
 - Safeguarding and Prevent
 - Equality and Diversity
 - Bullying, Discrimination and Harassment
 - Employer Liability Insurance
 - Employee Handbook
 - Employee Contract of Employment
 - apprenticeship Agreement
 - Induction into employment

Should an employer identify that they do not have these in place, an apprentice cannot be enrolled on programme.

APPRENTICE RIGHTS

- A learning environment that is safe, healthy and supportive.
- A health and safety induction.



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- Information on Global Skills Services Learning's and an employer's health and safety policy and procedures.
- Supervision and support for your health, safety and welfare.
- Information and advice on risks, personal protective equipment and restricted activities.
- A health and safety learning plan and instruction on safety issues and use of equipment.
- Regular reviews and assessment of your knowledge and understanding of workplace health and safety issues.
- Access to information on how to report any dangerous situations or happenings at work and what to do if you have an accident.
- The right to refuse to carry out any activity that you feel is putting your health, safety or welfare at risk.

Your employer has a duty by law, so far as is reasonably practicable, to ensure your work placement is safe and without risk to health.

Global Skills Services will visit the employer/placement provider to explain our Health and Safety requirements and carry out a risk assessment to satisfy us that the employer/placement has good Health and Safety standards.

In order to safeguard your health and safety, your employer/placement provider must have:

- Employer and public liability insurance cover
- Premises and machinery which are in safe working order
- Safe work procedures for you to follow
- Sufficient information, instruction, training and supervision necessary for you to perform your work safely
- An induction programme for you regarding health and safety arrangements and highlight your responsibilities
- A nominated supervisor (s) for you whilst you are on work experience
- Risk assessments and all staff following the procedures outlined in them
- A health and safety policy which they bring to your attention (if employing over 5 people)
- A nominated health and safety person
- Co-operation from all employees regarding health and safety practices
- Emergency evacuation procedures i.e., fire



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- First aid facilities and reporting procedures for certain injuries to the appropriate authorities
- Adequate welfare facilities to include toilet, washing, changing, rest area and provision of drinking water
- Work equipment, which is suitable, safe, properly maintained and used
- Measures in place to prevent or control exposure to substances
- Appropriate precautions for flammable, toxic or explosive substances, electrical equipment, noise and radiation
- Safe manual handling procedures
- PPE (personal protective clothing) or equipment for you to use if necessary
- Appropriate safety signs in the workplace

apprentice Responsibilities

Whilst an learners at Global Skills Services you have a duty to:

- Co-operate with Global Skills Services and your employer on matters of health and safety and follow all rules and procedures related to it.
- Follow any health and safety information, instruction and training.
- Not do anything that puts you or anyone else at risk.
- Report any defects, dangerous situations, accidents or near misses.
- Follow any prohibitions or restrictions that apply to you, wear any necessary protective equipment and clothing that you have been issued with and instructed to wear.
- Keep your work area clean and free from hazards and not misuse or damage anything provided for the purposes of health and safety.
- Take part in any health and safety training organised by Global Skills Services or your employer and follow and achieve your training plan.

When you are at the workplace/on work experience you must ensure that you

- Take reasonable care for your own Health and Safety and of others, who may be affected by your activities
- Disclose certain personal information to your work placement provider, i.e., a current health/medical condition and/or prescribed medication, which could affect your ability to undertake certain work, driving licences, training certificates etc.
- Work with your employer/work placement provider on Health & Safety matters
- Report to your supervisor any situation, which you think is unsafe
- Use equipment safely and correctly



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- Wear any personal protective equipment given to you
- Do not interfere with, or misuse any equipment provided for your Health, Safety and Welfare
- Talk to your supervisor at your work experience if you are worried about any aspects of Health & Safety
- If you are still worried, then you must tell your teacher or assessor – they will then get the necessary advice

Further information regarding Health and Safety will be given to you during your induction.

You may be subject to disciplinary action for failure to adhere to this policy.

MONITORING OF APPRENTICES WHILST IN EMPLOYMENT

- The level of monitoring may depend on a range of factors including:
 - Awarding body requirements
 - Length of programme
 - Ability of apprentice and/or any special needs or other circumstances, including
 - any disability and/or medical/health condition.
- All visits should be arranged in advance by telephone and visiting staff should be known to the apprentice.
- Any issues identified during monitoring must be addressed immediately.
- If the apprentice is identified to be at health and safety risk, the placement must be terminated with immediate effect.
- If the placement is terminated Global Skills Services will endeavour to keep the apprentice on programme whilst aiding them in seeking alternative employment.

Your supervisor will also assess your performance and will look to see how well you do in these areas:

- Punctuality
- Attitude to work
- Working with others
- Safety Awareness
- Working alone (independently)
- Employability in the industry

SAFEGUARDING



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Global Skills Services is committed to ensuring that every young person or vulnerable adult who takes part in any activity provided by the organisation should be able to do so in a safe and protected environment. Safeguarding is addressed as part of the employer health and safety risk assessment process.

TAKING ACTION

If you experience or observe any breaches of health and safety policy or legislation you should take the following action:

Informal Action where you raise the issue informally and privately with the person(s) responsible for the concern.

Formal Action should be used where informal action hasn't worked, or if the informal approach is not an option. The issue should be raised with your manager or your tutor/assessor.

Whenever a concern over health and safety is received Global Skills Services will:

- take the concern seriously
- carry out an immediate investigation into the concern
- allocate the investigation to a person who is competent in health & safety management
- give you feedback on the findings of the investigation.

HEALTH & SAFETY ARRANGEMENTS

All employees must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Global Skills Services may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on Global Skills Services' premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of Global Skills Services in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the company and any directions for the use of such must be followed precisely.

SAFETY CLEARWAYS



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Corridors and doorways must be kept free of obstructions and properly lit.

MAINTENANCE

Defective equipment, furniture and structures must be reported as such without delay.

HYGIENE AND WASTE DISPOSAL

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

FOOD HYGIENE

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory
- Tell your supervisor or representative of the Committee of any skin, nose, throat, or bowel problem
- Ensure cuts or sores are covered with correct waterproof dressings
- Keep yourself clean and wear clean clothing
- Remember that smoking in a food room is illegal
- Never cough or sneeze over food
- Clean as you go. Keep all equipment and surfaces clean
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C)
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it
- Avoid handling food as far as possible
- Tell your supervisor of any defects or concerns regarding the facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

DISPLAY SCREEN EQUIPMENT

Global Skills Services recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

ALCOHOL, DRUGS AND TOBACCO



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Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

MANUAL HANDLING

It is the responsibility of managers to ensure that manual handling activities are managed in line with this document in any area under their control. It is the responsibility of Heads of Department, or any other people with management responsibility to ensure that this policy is implemented in all premises for which they have overall responsibility. They will:

1. Ensure assessors are adequately trained to assess moving and handling risks, or that the person you have delegated the responsibility to is suitably trained
2. Identify all manual handling operations within the area under their control
3. Ensure that steps been taken to eliminate manual handing operations
4. Complete risk assessments of unavoidable hazardous manual handling activities
5. Supply suitable lifting and carrying equipment
6. Implement suitable control measures identified in the risk assessment
7. Ensure employees have been provided with information and/or training on manual handling techniques and lifting and carrying equipment
8. Ensure all employees (including new employees or employees with physical limitations or ill-health) are able to undertake the manual handling duties expected of them safely

FIRST AID AND ACCIDENT REPORTING

It is the responsibility of the First Aid Appointed Person, Heads of Departments or any other persons with management responsibility to ensure that this policy is implemented in all areas for which they have overall responsibility.

The provision of first aid personnel and equipment at Global Skills Services should be based on a risk assessment taking into account the nature of the activities and the number of people using the premises.

The checklist below identifies key actions involved in ensuring adequate first aid provision.

1. Complete a first aid risk assessment using the company risk assessment form
2. Ensure an appropriate number of trained first aid personnel.
3. Ensure adequate first aid cover for annual leave and other foreseeable absences
4. Supply and stock first aid kits.
5. Supply additional first aid equipment and/or training needed to cover specific injuries, emergencies or known medical conditions.
6. Ensure arrangements are in place to keep first aid kits checked and stocked



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7. Ensure up to date first aid notices posted in the premises and all delivery sites.

FIRE AND OTHER EMERGENCIES

It is the responsibility of managers to ensure that fire safety issues are managed in line with this document in any buildings under their control. Specific actions include to

1. Appoint a fire safety manager for the company
2. Attend fire risk assessment training prior to carrying out a fire risk assessment
3. Complete a fire risk assessment of all delivery venues
4. Ensure remedial actions identified by the fire risk assessment been carried out
5. Establish a clear evacuation procedure
6. Include arrangements for visitors and contractors in evacuation procedures
7. Ensure adequate arrangements in place for evacuating people with disabilities, including the creation of Personal Emergency Evacuation Plans (PEEPs)
8. Implement regular fire safety checks
9. Have a clear position on the use of fire extinguishers
10. Ensure employees receive adequate information, instruction and training on fire safety arrangements at induction and at least annually thereafter.

PORTABLE APPLIANCE TESTING (PAT)

There are legal duties on manufacturers and suppliers covering the initial integrity (safety) of new electrical appliances. There are general duties on Global Skills Services, as an employer, covering the use and maintenance of its appliances, designed to ensure that they remain in a safe condition.

The particular legal duties relating to the use and maintenance of electrical appliances are contained in the Electricity at Work Regulations (1989). These apply to all work activities and place requirements on both employers and employees (duty holders), in order to control risks which can arise from the use of electricity. The Regulations require certain safety objectives to be achieved but do not prescribe the measures to be taken. This allows the duty holder to select precautions appropriate to the risk rather than have precautions imposed which may not be relevant to a particular work activity.

The best means by which to control risks in the use and maintenance of electrical appliances is to establish a system of regular Portable Appliance Testing (PAT).

The PAT test includes:

- Preliminary visual inspection
- Using a PAT device:
- Earth continuity tests (for Class 1 equipment)



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- Insulation testing (which may sometimes be substituted by earth leakage measurement)
- Functional checks.

Visual inspection can be carried out by all users of portable appliance, ideally each time the appliance is used. However electrical testing with a PAT device must only be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the test results obtained. This person must be capable of inspecting the equipment and, where necessary, dismantling it to check the cable connections. At Global Skills Services, this is the responsibility of the Health & Safety Officer who will also undertake all checking and record keeping.

MONITORING EFFECTIVENESS

This policy will be regularly reviewed to ensure the Health and Safety of learners at all times. The responsible person will be required to keep a log and raise any concerns about the health and safety of learners, in training or on work experience placements or apprenticeships immediately with the Directors.

MANAGEMENT SYSTEMS

Global Skills Services has management systems to ensure good practice based on Health and Safety Executive (HSE) health & safety management guidance. In relation to apprenticeship learners, Global Skills Services has management systems in place to assess and monitor the safety of learners in the workplace.

Global Skills Services will record all accidents and near misses to drive improvement in health and safety management and investigate when appropriate. Any lessons learned from such events will be used to take corrective action to avoid re-occurrences. Global Skills Services will actively and openly review and report on health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

REVIEW

This policy will be reviewed on an annual basis or following changes to Government updates and statutory guidance in relation to Covid-19 and company risk assessment policies and processes.

This policy has been approved & authorised by:

Name:	Ranjeet Seerha	Position:	Managing Director
Signature:		Date:	04.01.2025



APPENDIX A

Employer / Placement Provider's Name:	Number of Employees:
Nature of Business:	Main Contact Name:
Business Address:	Main Contact Telephone Number:
Postcode:	Health and Safety Contact:
Type of Industry (Please tick most appropriate):	Supervisor(s) Name(s):
☐ Finance / Business Services ☐ Retail ☐ Manufacturing ☐ Healthcare ☐ Agriculture	
☐ Warehouse & Logistics ☐ Construction ☐ Hospitality ☐ Other (please specify): _____	
Type of Work Carried Out at Workplace Location:	
The Main Working Activity of apprentice / Trainee:	
Enforcement Action (Prosecutions, Notices):	

	Insurance Provision	Yes / No	Evidence / Comments
A	Employer's liability insurance is current and other insurance is in place as appropriate to the nature of the business undertaking?		Insurer's name: Policy number: Expiry date: Insurer informed of apprentices? YES / NO / N/A

2. Health & Safety



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1	Policy	Yes / No	Evidence / Comments
A	Is there a clear commitment to health, safety & welfare (written policy Statement mandatory when 5 or more employees)?		
B	Are the responsibilities for health and safety clearly stated (recorded when 5 or more employees)?		
C	Are arrangements for health and safety clearly stated (recorded when 5 or more employees)?		
D	How are the above commitments, responsibilities and arrangements communicated to employees?		

2	Risk Assessment and Control	Evidence / Comments
A	List by name Risk Assessments that have been conducted relevant to the activities carried out in the workplace together with the date of the last review.	
B	How have significant risks been identified and recorded? (Mandatory when 5 or more employees).	
C	What control measures have been implemented as a result of the risk assessments? Are these communicated effectively to employees?	
D	Do the risk assessments take into account young person's giving consideration to their age, immaturity and lack of experience?	
E	Will there be any exposure to hazards from physical, chemical and biological agents? How will this be adequately controlled?	

3	Accident, Incidents and First Aid	Evidence / Comments
A	What arrangements are there for the provision of First Aid Trained Personnel and First Aid Equipment?	
B	How are incidents, and accidents recorded? Does this include all occasions where first aid is rendered?	
C	How are first aid arrangements and the process for reporting accidents,	



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	incidents, and ill-health made known to all employees?	
D	How will all legally reportable apprentice accidents, incidents and ill-health be reported to the enforcing authority and the Education & Skills Funding Agency, and will they be investigated to enable suitable remedial action to be taken?	
4	Supervision, Training, Information and Instruction	Evidence / Comments
A	How are all employees and learners provided with adequate and competent supervision?	
B	What, if any, is the process for supervisors to be DBS checked where young or vulnerable persons are involved?	
C	How are health and safety information, instruction and training given to all new employees upon recruitment?	
D	How are health and safety information, instruction and training recorded?	
5	Provision of Work Machinery, Equipment, Clothing, and Personal Protective Equipment - PPE	Evidence / Comments
A	How does the employer ensure that all machinery and equipment provided, is maintained to the appropriate standards?	
B	What control measures are in place as determined through risk assessment? (Including machinery guards)	
C	Are there records of the maintenance of electrical and mechanical systems and equipment?	
D	What is the process for the Free Provision of PPE and clothing to employees as determined through risk assessment?	
E	How is the training and information relating to the safe use of PPE provided to apprentices and employees?	



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F	How is PPE maintained and replaced?	
6	Fire and Emergency Procedures	Evidence / Comments
A	What is the process for raising the alarm in an emergency situation?	
B	What equipment or systems are in place to tackle a Fire?	
D	Are there named competent persons for coordinating emergency situations? (Fire Marshals)	
C	Is there an effective, unobstructed, and well sign posted means of escape in place?	
E	Is there a Fire Safety Log Book, with documented procedures and emergency arrangements, including maintenance records for fire safety equipment?	
7	The Working Environment	Evidence / Comments
A	Are the premises (structure, fabric, fixtures and fittings) safe and healthy (suitable, maintained and kept clean)?	
B	Is the working environment (temperature, lighting, space, ventilation, noise) an appropriate safe and healthy one?	
C	Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained?	
D	Does the employer display the necessary signs and notices? HSE Poster	
8	Health and Safety Management	Evidence / Comments
A	What process is there for employees to be consulted, allowing them to participate in health and safety decisions?	
B	Is any medical screening or health surveillance undertaken for employees or trainees?	
C	Who provides the employer with competent health and safety advice and assistance?	
D	Do employees conduct work away from the employer's own Premises?	



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E	What arrangements manage the Health & Safety of employees' when working away from the employer's own premises?	
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3. Equality and Diversity

1	Policy	Evidence / Comments	
A	Do you have an Equal Opportunities Policy and Procedure or equivalent document?	Yes / No	
A.1	If yes, does this Policy and Procedure include information pertaining to harassment?	Yes / No	
B	Do the above Policies and Procedures cover the relevant legislation, including the Equality Act 2010?	Yes / No	
C	Do you review these policies?	Yes / No	
C.1	If so, how often do you review them?		
D	Do you have someone within the organisation responsible for Equality and Diversity?	Yes / No	
D.1	If yes, please provide their details below:		
	Name:	Contact Number:	
2	Commitment	Evidence / Comments	
A	Do you promote Equal Opportunities in your organisation?	Yes / No	
A.1	If Yes, do you allocate resources for promoting Equal Opportunities?	Yes / No	
A.2	Please provide details of what form these resources take (funding, training and development, staff time, etc.):		
B	Do you publicise your commitment to Equal Opportunities?	Yes / No	
B.1	If 'Yes', how do you publicise your commitment to Equal Opportunities (staff, customers, potential employees, etc.)?		
3	Recruitment & Selection	Evidence / Comments	
A	Do you have clear job descriptions?	Yes / No	



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B	Do you list the skills, knowledge and qualifications needed for each job role?	Yes / No	
C	Do you have fair and equitable selection procedures?	Yes / No	
D	Do you invite potential employees to identify any individual needs?	Yes / No	
E	Do you have a clear staff induction process?	Yes / No	
E.1	If Yes, does it cover your commitment to Equal Opportunities?	Yes / No	
4	Training		Evidence / Comments
A	Do you offer training to all your staff?	Yes / No	
A.1	If 'No', please identify criteria for selection (e.g Managers, new recruits, etc.):		
B	Do employees identify their own training and development needs?	Yes / No	
C	Do all staff undergo on-going equal opportunity awareness training?	Yes / No	
C.1	If 'No', please provide a brief overview of current situation:		
5	Flexible Working & Family Friendly Options		Evidence / Comments
A	Do you offer flexible working patterns (e.g job share, school hour working)?	Yes / No	
A.1	If 'Yes', what is the criteria for deciding?		
A.2	Who are they available to?		
B	Do you provide information and advice to staff on maternity and paternity care employee rights?	Yes / No	
6	Community Profile		
A	Do you support any current community activities or initiatives?	Yes / No	
A.1	If 'Yes', please provide additional details:		



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4. Action Plan

Ref	Action Required	By Who	Target Date	Completed (Signed off)

Action Plan Agreed By:

Date:

 / /

Action Plan Review Dates:

 / / / / / / / /

5. Declaration

I confirm that the details provided above are current, accurate and a fair reflection of the organisation. I understand that, should any significant changes occur, I will need to inform Global Skills Services of these changes. Global Skills Services will undertake an annual review of this document to ensure details are kept up to date.

An apprentice Health and Safety Assessment form will be completed for each apprentice.

The following documents are attached to this completed form:

- ☐ Health and Safety Policy ☐ Equal Opportunities Policy ☐ Current Employers Liability Insurance

Employer's Staff Member:

Employer's Staff Member
Signature:

Date:

Global Skills Services Main Contact:

Global Skills Services Signature:

Date:



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As appropriate, 'Section 2 – Health & Safety' has been reviewed by an H&S Subject Matter Expert.

Global Skills Services COSHH
Contact:

Global Skills Services COSHH
Signature:

Date:

Annual Review Form (Employer H&S)

Employer Details

Employer / Placement Provider Name:			
Business Address:		Main Contact Name:	
		Main Contact Tel No:	
		Date of Last Review:	

Policies and Documents

Please provide current copies of the following documents:

Health and Safety Policy

☐

Equality and Diversity Policy

☐

Employer Insurance

Liability

☐

Review of Action Plan

Previous Action	Update	Close Action?
		Yes / No
		Yes / No
		Yes / No

New Risks and Controls

Please provide details of any significant risks identified since the last review. What controls have been created to mitigate against this risk?

Identified Risk	Control



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Where risks have been identified, could you please confirm that controls have considered impact on your Global Skills Services apprentice/s (for example, for reasons of age, inexperience, etc.)		Yes / No	
Employer Declaration			
I confirm that the information provided in this form is accurate and that I will inform Global Skills Services of any changes.			
Signature:		Date:	



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APPENDIX B

RIDDOR - REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013

1. Accidents

All accidents which occur during work for Global Skills Services and/or for the User/Hirer, or on premises under the control of Global Skills Services must be recorded.

2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days, then complete the online form F2508 with copies to the Managing Director.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Follow up within seven days with completed online form F2508 with copies to the Managing Director

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor, then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

- 1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer Trinicia Evans.

- 2. For accidents reportable to the Health & Safety Executive



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If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler



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- Electrical explosion/fire

Notify the following immediately:

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call on 07459046095 (opening hours Monday to Friday 8.30 am to 5 pm).

6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form

to the Management Committee

RIDDOR reporting of COVID-19

This guidance is for the person reporting, usually the employer (known as the 'responsible person').

Members of the public and non-work-related cases

There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, because of a person's work.

What to report

You should only make a report under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence



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- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as [a case of disease](#)
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as [a work-related death due to exposure to a biological agent](#)

Dangerous occurrences

Dangerous occurrences are certain unintended, specified events, which may not result in a reportable injury, but which do have the potential to cause significant harm.

For an incident to be reportable as a dangerous occurrence, the incident must have resulted (or could have resulted) in the release or escape of coronavirus, that is, led to a possible or actual exposure to coronavirus.

The assessment does not require any complex analysis, measurement or test, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real risk or had the potential to cause significant harm.

Find out more about [what the law says](#) including some [examples of what is not and what is reportable as a dangerous occurrence](#).

Cases of disease: exposure to a biological agent

When deciding if a report is required, the responsible person (usually the employer) must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.

The report should specify a disease due to exposure to a biological agent and use the case of disease report form.

Get more information on [what constitutes a diagnosis](#) and more [guidance on making a judgement and reasonable evidence](#).

Work-related deaths due to exposure to a biological agent

For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work-related exposure caused the worker's death.

The responsible person should notify the enforcing authority by the quickest practicable means, without delay, and send a report within 10 days. The report should specify death due to exposure to a biological agent using the "case of disease" report form.



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More on [work-related deaths from coronavirus: What the law says](#) and information on [making a judgement using reasonable evidence](#).

Make a RIDDOR report online

- [Report a dangerous occurrence](#)
- [Report a case of disease: exposure to a biological agent](#)
- [Report a work-related death due to exposure to a biological agent](#)

APPENDIX C

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, where this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures



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It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g., dust masks, respirators, protective clothing) as the means of protection of those situations **ONLY** where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to the job properly.