



HEALTH AND SAFETY POLICY.

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Mission

Through our Apprenticeships and Study Programmes we will increase skills through the attainment of vocational and fundamental English and maths qualifications whilst improving learners' employability skills and life chances. We aim to increase employment levels, decrease NEET and meet the skills demands of the learners, Local Authorities, employers and LEP's that we serve.

Values

Maximising learner / customer success and achievement through innovative delivery to improve individual's life chances and / or employment opportunities, in a safe, secure and nurturing environment underpinned by our specific values of:

Respect, Honesty, Trust, Openness, Equality of Opportunity for all.

Vision

Through a socially inclusive approach, we will provide high quality learning and training support, to equip individuals with the skills for future employment, further development and or Further Education.

Nova Training are committed to delivering excellence, providing the best possible experience and effective IAG for all of our learners and staff alike; with a strong emphasis on Equality and Diversity and a commitment to Safeguarding all of our learners / customers to ensure they feel safe, and are safe. We aim to be a high-performing organisation with a passion for learning and a dedication to become the training provider of choice.

INTRODUCTION

The health and safety of employees, learners, visitors and contractors is paramount to Nova Training. We pride ourselves on the provision of a safe and welcoming environment in which to work and learn. Every possible step is taken to ensure that the highest standards of health and safety are attained, maintained and wherever necessary, improved. To help ensure these standards are met we have produced this Health and Safety Policy.

Please note that where we use the term, 'employee' we are referencing everyone employed by the company as well as any volunteers or people attending on work experience. Where we use the term, 'learner', we are referencing anyone attending a full or part time Study Programme, Traineeship, High Needs and Apprenticeship programme. Where we use the term, 'contractor', this is referencing any person visiting a training centre to carry out agreed works. Where we use the term, 'visitor', this is referencing any person on one of our premises.

OUR AIM

It is our aim to;

- provide adequate control of health and safety risks arising from our work activities;
- consult with and engage our employees and contractors on matters affecting their health and safety;
- ensure that all employees and learners receive a good level of health and safety training to enable them to keep themselves and others safe and promote a culture of good health and safety work practices;
- ensure all employees and learners make a full commitment to abiding by the policy;
- ensure that plant and equipment is safe and suitably maintained;
- ensure that all employed people can handle and use substances safely;
- provide information, instruction and supervision for employees and contractors as appropriate;
- ensure that all employees and contractors are competent to do the work, and provide adequate training as needed for the situation;
- prevent accidents and cases of work-related ill health;

- maintain safe and healthy working conditions with the provision of suitable welfare facilities;
- review and revise this policy as necessary (if an issue is identified, there is a change in the law or there is a significant change to Nova's leadership) or at annual intervals whichever comes first.

COMMUNICATING, PROMOTING THE POLICY AND GETTING COMMITMENT

This policy is available on our website and displayed in each of our centres. All new employees and learners will receive a full Health and Safety induction and training session where the policy details will be explained along with the company's high policy compliance expectations. The health and safety will be further promoted and discussed at learner's progress reviews and during employee appraisal meetings. A team of health and safety work throughout the centres to ensure continual buy in and compliance with the policy. Periodic training is delivered to employees through the monthly, 'Big Company Update'. Training for learners on health and safety is embedded throughout the curriculum plans. All learners and employees must sign a document to confirm the health and safety they have received and that they are committed to the full adherence and implementation.

EMPLOYEE TRAINING – IMPLEMENTING THE POLICY

As a minimum all employees will receive;

- a detailed health and safety induction and training session
- a comprehensive overview of the policy
- the company's expectations over adherence to the policy
- a period of work shadowing where they will be trained on how to implement the policy within their day to day job and activities

Where employees take on additional health and safety responsibilities it is likely that they will receive further external accredited training. This may include;

- First Aid at Work

- Fire Marshall training
- Health and Safety at Work certification
- Work placement vetting training
- Training on COSHH
- IOSH
- Food hygiene

The above are examples of some of the qualifications offered. The list is not exhaustive.

ARRANGEMENTS FOR LEARNERS AND APPRENTICES

All learners will have a full induction and ongoing training in health and safety. Following induction this training (particularly for apprentices) will become more specific to the sector that they work within. For example, learners within the motor trade will receive specific training on PPE, safe use of tools and lifting equipment etc. Health and Safety will be discussed at every progress review where learners and employers will be continually encouraged to report concerns. Health and Safety training is embedded and threaded throughout our curriculum plans.

Prior to any work experience or apprenticeship starting a trained Nova employee will carry out a full vetting on the employer to ensure the placement is safe for a learner to enter and that the employer has the correct insurances. These will be updated at least annually. The Apprenticeship Coach or Induction and Placement Officer will undertake periodic visual checks when they visit learners in companies. Additionally, Nova will ensure that every learner is fully inducted into the workplace. In some circumstances the employer may carry this out themselves or in conjunction with a Nova employee.

Nova's health and safety expectations will be fully discussed with the employer and all employers will be given a key contact to report any incidents, ill health, near misses, accidents or concerns they have or have had with the learner. Our employees will make it explicitly

clear that any incident as mentioned above must be reported immediately to Nova. In the event that their key contact is uncontactable employers are advised to email safeguarding@novatraining.co.uk or contact either 01902 716100 / 366278 and speak to any member of the senior management team.

Where it is identified that the employers' health and safety standards and procedures have deteriorated and no longer meet an acceptable standard we will immediately seek to remove any learners.

STATEMENT OF INTENT

Nova is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare at work of its employees and learners and will eliminate and avoid, where possible the risk of injury and ill-health to all persons affected by the activities in our centres. Where not possible to eliminate/avoid risks they will be reduced to the lowest levels reasonably practicable.

The Company recognises its health and safety duties under the Health and Safety at Work Regulations 1992 and all relevant regulations and codes of practice will be applied in the discharge of this duty.

COMPANY RESPONSIBILITIES

It is the Company's duty to ensure, so far as is reasonably practicable, the health and safety at work of all persons. This requires that regard is had in particular to:


- the provision and maintenance of systems of work to ensure that they are safe and without risk to health
- arrangements for ensuring that there is safety and absence of risk to health in connection with the use, handling, storage and transport of articles or substances
- maintaining the workplace in such a condition that it is safe and without risk to health, including access to and egress from it
- the provision and maintenance of a working environment for all employees and learners that is without risk to health and including the provision of adequate facilities and arrangements in this connection.

- the provision of such information, training, instruction and supervision, as is necessary, to ensure the health and safety at work of all employees and learners
- learners shall receive health and safety information and training during induction and at appropriate intervals throughout their course
- Nova has a duty to ensure that any people not employed by the company are not exposed to risks to their health and safety. This includes contractors and visitors to our premises.

MONITOR AND REVIEW

Nova Training's Health and Safety Policy will be continuously monitored and updated; particularly where the scale and nature of operations change. The specific arrangements for the implementation of this Policy and the personnel responsible are detailed in the organisation and arrangements section of this document.

Name and Title: David Bucknall, Managing Director

Signed  Date 15th July 2021

ORGANISATION OF HEALTH AND SAFETY RESPONSIBILITIES

This section sets out the main responsibilities and duties of employees and learners. Every member of Nova has a general responsibility for their own health and safety and for being mindful of undertaking any activity which endangers others. The specific duties and responsibilities set out in this document are designed to enable Nova to achieve and maintain the highest health and safety standards and establish accountability for its health and safety performance.

In addition to the duties and responsibilities set out elsewhere in this document there is a general requirement for managers to be responsible for particular areas of the business and to periodically review the situation in their areas of responsibility and carry out any necessary risk assessments.

NAMED RESPONSIBILITIES

Managing Director

In generating and maintaining our culture for health and safety, the Managing Director is responsible for:

- Allocating responsibilities for health and safety to our employees, suppliers and business partners as appropriate to the nature of each activity.
- Providing an adequate budget and resources for health and safety management.
- Monitoring, measuring, auditing and reporting on our health and safety performance at least annually and more often where our processes change or when a dynamic need occurs.
- Leading from the top by demonstrating good health and safety practice, performing regular safety tours to identify issues and ensure they are analysed and managed appropriately.
- Ensuring people are empowered to raise health and safety concerns with the management team.

Health & Safety Manager

Health and safety management in Nova is the responsibility of the Health & Safety Manager who will:

- develop a clear overall Health and Safety Policy;
- provide recommendations to Health & Safety policy and procedures to enable the organisation to operate a safe system of working; review and update them regularly, communicate them to employees;
- Identify trends in relation to accidents and near misses and take appropriate actions to improve health and safety practices;
- Provide Health and Safety advice, guidance and training to employees and operational teams, promoting identified good practice;
- allocate responsibilities for managing safety at the appropriate levels ensuring those completing activities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties;
- to ensure each centre has an adequate number of trained fire wardens and first aid trained employees;
- review monthly health and safety audits, providing guidance and ensuring remedial actions are implemented and completed;
- accurately reporting and investigating incidents and near misses;

- ensure all hazards are identified and risk assessments carried out to help design systems of work that minimise and/or control risk where appropriate;
- review, revise and control risk assessments for the organisation annually;
- develop and implement a health and safety plan for individual projects where appropriate;
- check the implementation and effectiveness of each plan through a monitor and review system;
- provide supervision for all persons where there is a shortfall in experience or competence to supervise learners;
- Review, monitor and audit the whole process at least annually or sooner if an activity or conditions change that could raise a risk with an aim to making continuous improvement;
- carry out annual Health and Safety audits and Fire Risk Assessments for centres;
- conduct Health and Safety quarterly meetings, sharing details with all employees;
- liaise with the Health and Safety Executive, Fire Services and Environmental Health Officers when necessary;
- advise, supervise and coordinate training programmes or media which will increase proficiency in safe practices and promote health and safety consciousness;
- ensure the delivery of Health and Safety inductions for new employees and periodic refresher training for all employees;
- advise managers, employees, learners as appropriate, to stop immediately any process or activity of which they become aware which might place any person at risk of injury, or where a breach of a statutory requirement has been identified;
- support and advise on safeguarding issues that affect Health and Safety Regulations.

Regional Managers

Regional Managers will work collaboratively with the Health & Safety Manager to;

- ensure the Health and Safety policy is available to all employees in centre and identify any training needs to the Health & Safety Manager;
- promote good health and safety practices;
- to support and coach employees in the implementation of Health and Safety changes or updates;
- to report immediately any Health & Safety concerns to the Health & Safety Manager;

- ensure all centres have a Health & Safety notice board and are displaying Health and Safety at Work posters and relevant Health and Safety information as directed by the Health & Safety Manager;
- ensure all centres are displaying safeguarding lead posters and lanyard posters;
- ensure all complaints are investigated and any Health and Safety issues are identified to the Health and Safety Manager.

Facilities Manager

The facilities Manager will;

- ensure centres are well maintained and kept in a safe condition;
- ensure that equipment and systems are provided for the prevention and detection of fire and that they are maintained and serviced;
- service and maintain firefighting equipment at least annually;
- complete portable appliance inspections on all electrical equipment;
- maintain the boiler register and arrange for maintenance and testing as required;
- support the Health and Safety Manager in the maintenance and updating of the Asbestos register and to maintain and implement the Asbestos Management Plan;
- ensure that contractors are made aware of Nova's Health and Safety procedures and to arrange for the issue of permits to work where appropriate;
- take remedial action on working conditions when below reasonable standards.

Centre Managers

Centre Managers will;

- promote good health and safety practices;
- ensure the Health and Safety Policy is available to all employees in centre and identify any training needs to the Health & Safety Manager;
- ensure premises and equipment under their control are safe;

- employees act in accordance with company policies to safeguard themselves and others around them;
- follow and review existing risk assessments as required with assistance from the Regional Manager and Health & Safety Manager;
- ensure that Health and Safety notice boards are kept up to date;
- complete the monthly Health and Safety report for their designated centre or workshops; and send the report to the Health & Safety Manager;
- log all maintenance issues on the maintenance report log in a timely manner;
- withdraw faulty equipment from service and report it accordingly;
- ensure that fire exits are clear at all times;
- carry out weekly fire alarm tests;
- ensure that all employees are aware of the safe evacuation procedures;
- carry out fire evacuation drills, minimum of twice annually;
- work with the Health & Safety Manager to appoint appropriate fire wardens and first aiders;
- ensure that employees are aware of first aid arrangements and the procedure for reporting accidents;
- conduct New Expectant Mother Risk Assessments for employees and learners;
- report immediately any Health & Safety concerns to the Health & Safety Manager;
- identify any potential disabilities of their employees to HR, record this on Cascade for further review and possible risk assessment;
- complete the Health and Safety vetting forms and ELI information for all employers ensuring learners have a suitable, safe work placement;
- ensure that only substances that are approved by Health & Safety Manager are brought into the workplace and a manufacturer's data sheet is provided for each substance.
- ensure COSHH items are locked away and safe working practices are in place for their use;
- ensure all new employees receive an appropriate induction, including information pertaining to Nova Training Health and Safety Policies by completing Health & Safety Induction (NTS801) on a new starter's first day.

Recruitment Team and Apprenticeship Teams

The recruitment and apprenticeship teams will;

- promote good health and safety practices;

- ensure the Health and Safety Policy is available to all employees in centre and identify any training needs to the Health & Safety Manager
- ensure that all learners Individual Risk Assessments are on e-compliance and next of kin details are kept up to date;
- complete the Health and Safety vetting forms and ELI information for all employers ensuring learners have a suitable, safe placement whether on an apprenticeship or traineeship, update these at least annually and carry out visual checks during assessment and training visits to companies
- all accidents involving apprentices, learners on study programmes and traineeships are to be reported to the Health & Safety Manager who will assist with any appropriate investigation and next steps. All accidents should be recorded in the employer's accident book.

All Employees

It is essential that all employees play their part in ensuring the health and safety of all those who are involved in workplace activities, employees will therefore take steps to meet their responsibilities with particular attention being given to;

- taking reasonable care for health and safety
- co-operate with your employer
- correctly using work items
- not interfering with or misusing anything provided
- reporting all hazards, defects or concerns
- using all facilities for the purpose provided only

Learners

All learners will:

- observe the health and Safety rules and instructions
- observe Nova Trainings safety rules
- take reasonable care for the Health and Safety of themselves and others
- correctly use all equipment and protective clothing provided in the interest of their health, safety and welfare

- take reasonable care to maintain their working environment in a healthy and safe manner
- report all accidents as soon as possible
- inform their tutor, or nearest available member of staff, as soon as possible of any potential hazards or unsafe act identified within the centre
- to be aware of and follow fire evacuation procedures

ARRANGEMENTS FOR HEALTH AND SAFETY

Policy

Clear direction through the policy and procedures is an essential part of the implementation of Nova Trainings Health and Safety Policy and thereby achieving its overall aim and objectives with regards to the health, safety and wellbeing of employees, learners and others who may be affected by the operation of Nova Training.

The following regulations have been used as guidance to support Nova Trainings Health and Safety Policy,

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995
- The Health and Safety (first Aid) Regulations 1981
- The Regulatory Reform (Fire Safety) Order 2005
- The Display Screen Equipment Regulations 1992
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 1999
- Electricity at Work Regulations 1992
- Personal Protective Equipment Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulation 1992
- The H&S (Safety Signs and Signals) Regulations 1996

- H&S (Consultation with Employees) Regulations 1996
- The Smoke-Free Regulations 2006 & 2007

This list is not exhaustive and additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain issues relevant to the management of health and safety such as the procedures of behavioural management, Safeguarding, selection and recruitment, lone working etc can be found in other Nova Training policies and procedures.

REPORTING CONCERNS

Employees

Please report concerns to your Line Manager, a member of the Senior Leadership Team, or to the Health & Safety Manager

Learners

Please report incidents to your Centre Manager, Apprenticeship Coach or Induction and Placement Officer .

Whistleblowing

If you feel that the company is breaking the law, someone's health and safety is in danger, there is risk or actual damage to the environment or you believe someone is covering up wrongdoing, you may wish to raise your concerns under our Whistleblowing Policy (NTS733). You can raise your concerns under this policy by emailing whistleblowing@novatraining.co.uk or contacting HR on 01902 366278

Review

Date of review	Changes Made to Policy	Completed by
15 th July 2021	Full review and update of policy	Bonita Law H&S Manager