

# Health and Safety Policy

## General Policy Statement

Quest Training is committed to maintaining a safe working environment for its entire staff, apprentice/learners, stakeholders and members of the general public. Our aim is to continually improve Occupational Health & Safety (OH&S) management and performance.

Quest is committed to ensuring that all staff are trained in Health, Safety and Wellbeing, and continue to update their CPD in this area and attend regular relevant training and development sessions/formal courses and qualifications, as identified and implemented by Quest's Health and Safety Officer.

## Scope of business

Quest Training is a work-based learning provider which delivers apprenticeships and privately funded qualifications in the following educational areas:

- Children and Young People's Workforce
- Early Years Workforce
- Health and Social Care (Adults)
- Playwork
- Customer Services
- Supporting Teaching and Learning
- Team Leading
- Management
- Business and Admin
- Assessor and Internal Quality Assurance
- Teaching Qualifications

## Apprentice/Learner specific Policy Statement

Quest Training is a private training provider therefore the health and safety of apprentice/learners is of paramount importance. The 'safe learner concept' is central to our Policy and Quest Training will promote and expect those we train to promote this at all times. We believe that apprentice/learners are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise apprentice/learners' experience and achievement.

Quest Training have a primary duty of care for the health and safety of apprentice/learners. Risk Assessments are carried out with each employer before an apprentice/learner is signed with Quest Training, and we expect our employers to follow our ethos of 'safety first'. We have a full expectation that this duty will be fully met through monitoring at tri-party milestone reviews, and periodical checks on the work placement.

Throughout the programme, apprentice/learners will gain an understanding of the importance of health and safety, be able to identify and control risks and develop a set of safe behaviours. This will allow the apprentice/learner to gain valuable and transferable skills, which in turn will benefit both the workplace and apprentice/learner.

## Employer/training provider responsibility

Quest Training recognises and accepts its responsibility as both an employer and training provider for ensuring, as far as is reasonably practical, the health, safety and welfare of all of its employees and apprentice/learners. This is fully in keeping with all current legislation within the scope of the company's business.

We aim to:

- Provide, promote and track Health and Safety training of all staff in implementing the Health and Safety Policy
- Involve staff in discussions and implementation of the Health and Safety Policy
- Identify and manage Health and Safety concerns
- Have a staff representative who has overall responsibility for Health and Safety and contact details available for all staff and apprentice/learners
- Review the Policy a minimum of once per 12 months
- Ensure apprentice/learners employed by Quest receive the same level of Health and Safety that the training provider and/or employer would be responsible for
- Allow staff and apprentice/learners access to the Health and Safety Policy through public access on our e-portfolio system and our website

## Employee and apprentice/learner responsibility

Employees and apprentice/learners also have responsibilities. It is expected that everyone take reasonable care to ensure their own safety and that of other people who may be affected by their acts, or omissions at work. Quest Training staff will co-operate with Health and Safety staff in achieving our commitment to provide a safe and healthy working environment in the following ways:

- By working safely and efficiently.
- By using protective equipment provided and by meeting statutory obligations.
- By reporting incidents and accidents to their immediate manager/supervisor that have or might lead to injury or damage.
- Record any incidents, accidents and ill health through the official documentation (COSSH and RIDDOR) and reporting process.

- By adhering to company procedures and practices for securing a healthy and safe workplace.
- By carrying out regular Health and Safety training with staff, to ensure they are able to promote and implement this Policy.
- By assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.
- By not interfering with, damaging or misusing equipment, materials or facilities where this could or might lead to injury, damage or a dangerous occurrence.

## Procedures

In acknowledging its responsibilities under Section 2 of the Health and Safety at Work Act 1974 and other relevant legislation, Quest Training has set the following specific objectives related to health and safety and is committed to:

- Providing a safe and healthy working environment for everyone without risk to health.
- Provide all employees with appropriate and sufficient information, instruction, training and supervision to enable them to avoid hazards, identify risks, understand how these risks are controlled and contribute in a positive way to their own safety and health at work.
- Provide full opportunities for employer/employee consultation on health, safety and welfare.
- Make suitable and sufficient assessments of the risks to health and safety as required by Regulation 3 of the management of Health and Safety at Work Regulations 1999 and later amendments and other legislation.
- Keep clear and accurate records of all risk assessments and ensure they are:
  - Reviewed on a regular basis or in the light of change.
  - Ensuring safe means of entry and exit to all places of work.
  - Ensuring a healthy working environment exists with adequate welfare facilities.
- Carry out internal audits, using the Internal Audit Policy & Procedures, to ensure all risks are continually checked, identified and actioned, as necessary.
- Ensure the Health and Safety Committee meets twice a year and all actions and follow-up are recorded on the minutes, which are circulated to all staff.
- Ensure Health and Safety is on each agenda for all meetings.

## COVID-19 Health and Safety arrangements

During the COVID-19 pandemic situation, Quest Training has adhered to all Government regulations, relaxations and Guidelines relating to working arrangements and carrying out teaching, learning and assessment activities. Quest has developed a fully remote embedded delivery model to ensure all stakeholders are kept safe and our business operations can continue, with the minimum disruption.

In order to provide a safe working environment, Quest Training relies on all staff working together and effectively towards that end.

Quest Training has a good health and safety record, but we must not be complacent. We will only achieve effective control and the success of our Policy through the co-operation and support of everyone who works within, and with, the company.

This is a general statement of Quest Training's Safety Policy. It is supported by a range of specific related Policies & Procedures. The Policy will be kept up-to-date, particularly as the business changes in nature and size. To ensure this, the Policy and the way in which it operates, will be reviewed every year as part of the quality assurance process.

The Responsible Person for Health and Safety is:

Tyron Wain – Marketing Director and Health and Safety Officer

### Related Policies, Procedures, Processes and Regulations

- Cyber Essentials Policy
- Equality, Diversity and Inclusion Policy
- Fair Access to Assessment Policy
- Safeguarding Policy
- PREVENT and British Values Policy
- GDPR Policies
- Continuous Improvement Policy
- Accident and Incident Policy and Procedure

I confirm that this Policy is authorised and approved by Elaine Wain – Managing Director.

Review date: November 2022

Date: 8<sup>th</sup> November 2021

