

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 Senior Management Team.

Quest works in partnership with Worknest, who is an external human resource/health and safety consultancy who keeps Quest up to date with all the latest legislation and to whom we can consult if we have any concerns.

Scope of business

Quest Training is a private work-based learning provider which delivers Apprenticeships, Advanced Learner Loans and privately funded qualifications in the following educational areas:

- Children and Young People's Workforce
- Early Years
- Education
- Care
- Playwork
- Customer Services
- Management/Team Leading
- Business and Admin
- Assessor and Internal Quality Assurance
- Teaching Qualifications

Apprentice/Learner Specific Policy Statement

Quest Training is a private work-based learning 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 has a primary duty of care for the health and safety of Apprentice/learners. Health and Safety Declarations are completed with each employer and analysed before an

Apprentice/learner is signed with Quest Training, and we expect our employers to follow our ethos of 'safety first' and the requirements of our funders. 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 if required.

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 and professional behaviours. This will allow the Apprentice/learner to gain valuable and transferable skills, which in turn will benefit both the workplace and Apprentice/learner.

Quest's responsibilities as an employer and training provider

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, Apprentice/learners, visitors and stakeholders. This is fully in keeping with all current legislation within the scope of the company's business. Quest training work in partnership with Worknest, a company specialising in Health and Safety who give guidance and support to ensure up to date compliance and management of Health and Safety.

We aim to:

- Provide, promote and track Health and Safety training of all staff in implementing the Health and Safety Policy as well as specific training provided by Worknest
- Involve staff in discussions and implementation of the Health and Safety Policy
- Identify and manage Health and Safety concerns and request support from Worknest for any legal issues
- Have a staff representative who has overall responsibility for Health and Safety and contact details available for all staff, Apprentice/learners and stakeholders
- Review the Policy a minimum of once every 12 months or when required
- 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 Apprentice/learners access to the Health and Safety Policy through access on our e-portfolio system and our public website
- Allow staff access to the Health and Safety Policy through the website, our Shared drive and the e-portfolio system

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 Policies, Procedures and Practices for securing a healthy and safe workplace
- By carrying out regular Health and Safety training with staff, through Worknest and other sources, 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
- Adhere to Quest Codes of Conduct for Apprentice/learner, employer and Quest staff

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, well-being or injury
- Providing 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
- Carry out regular risk assessments on staff when required, and ensure that any adjustments, changes of equipment and changes to their working patterns are put into place where needed
- Providing full opportunities for employer/employee consultation on health, safety and well-being
- Making 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
- Keeping clear and accurate records of all risk assessments, accidents and incidents, and ensure:
 - These are reviewed on a regular basis or in the light of change
 - There are sufficient qualified first aiders on site at all times
 - There is an up to date accessible first aid box and equipment for accidents/incidents
 - All staff are aware of the nearest Defibrillator (~~map displayed in office~~)
 - There is a safe means of entry and exit to all places of work with clear fire procedures and fire extinguishers (checked regularly)
 - That a healthy working environment exists with adequate welfare facilities
 - All electrical equipment is PAT tested to latest requirements
- Ensuring all contractors are briefed prior to visiting Quest premises on potential risks and contractor checks are carried out by Quest prior to work being undertaken.

- Asbestos management processes are in place and monitored
- 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 Meetings occur twice a year and all actions and follow-ups are recorded on the minutes, which are circulated to all staff.
- Ensure Health and Safety is on each agenda for all meetings.

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:

Charlotte Loe – Health and Safety Lead, working with Worknest

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
- Lockdown Policy
- Internal Audit Policy
- Lone Working Policy
- Corporate Social Responsibility Policy

I confirm that this Policy is authorised and approved by Abbie Fulks – Managing Director.



Signed 3rd November 2025 Implementation Date: 10th November 2025

Review date: November 2026