



**CAPTIVA**  
LEARNING

# HEALTH AND SAFETY POLICY STATEMENT

Captiva Learning Limited

July 2019

Date of Approval:	23 <sup>rd</sup> July 2019
Author:	Matthew Smith
Date of Review:	22 <sup>nd</sup> July 2019

# Contents

Contents .....	1
Policy Statement.....	2
Responsibilities for Health and Safety .....	3
Arrangements for Health and Safety.....	4
Risk Assessment.....	4
Accidents and wWork-Related Illness.....	4
Training .....	5
Awareness Raising .....	5
Monitoring, Reporting and Escalation .....	5
Emergency Procedures .....	6
Emergency Procedures – Appendix A .....	7

## Policy Statement

Captiva Learning Limited (Captiva) understand that providing a healthy and safe environment for staff, apprentices and visitors is the responsibility of all and we are committed to constantly reviewing and improving our management systems to ensure we meet our statutory duties and the health and safety needs of all our stakeholders are met.

We are therefore responsible for ensuring the health and safety of all staff, apprentices, visitors and any other stakeholders that engage with our organisation and for minimising risks and removing any hazards wherever possible.

Captiva have put in place methods to identify hazards and provide assessment of risks to prevent the injury, ill-health or damage to property of everyone, including the public wherever they engage with Captiva. This policy is produced in pursuance of the Company's obligations under, section 2(3) of the Health and Safety at Work Act.

Our duty of care extends to:

- Provide a working environment where the risks to staff have been adequately assessed and appropriate control measures put in place.
- Raise awareness of health and safety throughout our organisation, including with apprentices and staff by incorporating health and safety issues into our learner journey.
- Provide a safe place for our staff to carry out their work, including entry and exit to any premises in which we operate.
- To maintain all equipment and devices in safe working order including meeting our statutory duties in this area.
- To provide appropriate arrangements for the safe handling and transportation of articles and substances potentially hazardous to health.
- To provide adequate training and supervision to all staff to enable them to perform their work in a safe manner.
- To provide any necessary personal protective equipment as may be required for staff to carry out their tasks including training on their use.
- Maintain a log of all incidents and report these to the Apprenticeships Governance Board which will review any changes to our practices necessary to prevent repeat occurrences.
- Actively promote the **Safe Learner** concept by ensuring that through the quality of their learning experience, learners gain an understanding of the importance of health and safety, how hazards are identified, risks are assessed and the principles of control measures.

## Responsibilities for Health and Safety

Area	Person Responsible
Overall and final responsibility	Chief Executive
Day to day responsibility for ensuring policy is put into practice	Executive Director, Apprenticeships
Risk assessments	Executive Director, Apprenticeships
Employee consultation	Executive Leadership Team
Accident reporting	Executive Director, Apprenticeships
First aid	Executive Director, Apprenticeships
Work related ill-health	HR Manager
Monitoring, accident and ill-health reporting	HR Manager
Emergency procedures, fire and evacuation	Executive Director, Apprenticeships
Equipment maintenance including accident book and first aid kits	Executive Director, Apprenticeships
Instruction, supervision and training	HR Manager

All employees will:

- Accept and fulfil their duties under section 7 and 8 of the Health and Safety at Work Act where required.
- Co-operate with supervisors and managers on all Health and Safety matters, including any investigation of accidents or near misses necessary.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person (as detailed above).

## Arrangements for Health and Safety

### Risk Assessment

- Captiva will undertake all risk assessments as required under The Management of Health and Safety at Work regulations and make suitable and sufficient assessment of the risks to health and safety of their employees, to which they exposed while they are at work, and the risks to health and safety of persons of, or in connection with, the conduct by them of their undertaking for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by, or under the relevant statutory provisions and regulations. Captiva uses a standard approach to undertake risk assessments for both training delivery on its own premises and use the same standard approach to assess all delivery premises and places of work for all apprentices and other learners undertaking work placements.
- All employers will have this assessment reviewed annually where apprentices remain on programme.
- Ensure that organisations employing apprentices have the appropriate insurance cover in place.
- Delivery staff will carry out regular reviews of the workplace to ensure that high standards of health, safety and well-being are maintained whilst the apprentice is on programme.
- Workplace risk assessments will also be carried out at company premises with appropriate measures taken to minimise any hazards where possible.
- Risk assessments will be updated annually and take into account any changes to working practices or statutory guidance.
- We will carry out investigations of any accidents and near misses that occur either at Captiva premises or on employer sites and take necessary action to prevent repeat occurrences and minimise future risk.

### Accidents and Work-Related Illness

- All accidents and cases of work-related ill health are to be recorded in the accident book and reported to the Executive Director, Apprenticeships as set out below. This includes accidents and near misses involving apprentices, as well as work-related illness and absence of apprentices.
- Accidents and work-related illness of apprentices are required to be reported by their employers as per the instructions in the Captiva commitment statement and employer apprenticeship contract. Where necessary these will be escalated to the relevant authority.

## Training

- Captiva will ensure all new staff undergo mandatory training in awareness of health and safety to ensure they are able to meet their statutory duties. This will form part of their induction and be repeated every two years.
- We will ensure that all staff carrying out risk assessments both at our own premises and on employer sites have appropriate training, typically IOSH or equivalent.
- We will ensure all new apprentices are given awareness training on health and safety issues relevant to their place of work. Health and safety procedures are explained to apprentices at induction, feature in the learner handbook and the commitment statement.
- Health and safety will be discussed as part of each progress review carried out at least every twelve weeks with apprentices and employers and documented.

## Awareness Raising

- Employers' requirements regarding health and safety are included in both Captiva's employer contract and commitment statement.
- Captiva offices and training venues will feature health and safety information, including emergency procedures which will be prominently displayed.
- Health and safety legislation will be included in all learners' programmes, either as part of their course or as enrichment activities.
- Captiva's Health and Safety Policy will be available on the company website and on the virtual learning environment.

## Monitoring, Reporting and Escalation

- Captiva will ensure all accidents are reported, logged and investigated as appropriate. This includes any accidents occurring at employer sites as well as at our own premises.
- Employers are provided with contact details to report any accidents or sickness absences effecting apprentices whilst on programme. These are logged and monitored by individual delivery staff.
- Accident logs will be reported to the Operations Group Meetings as a standing agenda item. Health and safety reports will be a standing agenda item at all Apprenticeships Governance Board Meetings. Risks identified through risk assessments or other routes considered to be key risks will be escalated to the Apprenticeships Governance Board for consideration. Where necessary, external expert support may be brought in at the request of the chair of the Board to support the Board in discharging its responsibilities.
- Staff training in health and safety will be monitored by the HR Team who will ensure that the mandatory training is carried out by new starters and refreshed every two years. This training will form part of the mandatory CPD Calendar.

## Emergency Procedures

- Teachers and tutors will abide by host employers' emergency procedures when delivering training or assessment on their sites.
- Fire evacuation of head office (4 Cam Road, Stratford, E15 2SN) is managed under the landlord's evacuation policy as detailed in reception. The fire system is tested at 11am every Thursday morning, you will be notified of any changes by the building Fire Warden.
- The emergency procedure for head office, 4 Cam Road is included (Appendix A).

## Emergency Procedures – Appendix A

### FIRE AND EVACUATION FOR 4 Cam Road, Stratford, E15 2SN

1. When the alarm sounds you will hear a continuous siren.
2. All equipment (if safe to do so) to be switched off at the mains supply and left in as safe a position as is reasonably possible.
3. Proceed to the safest/nearest exit marked FIRE EXIT and leave the building.
4. All employees will assemble BEHIND THE MAIN OFFICES opposite the car park.
5. Exit from the building must be carried out in AN ORDERLY FASHION to prevent panic or accidents.
6. The Company Fire Warden, Michaela Hague will then ensure ALL employees are present and accounted for.
7. Following a roll call – if the Fire Warden is unable to account for any employee they MUST IMMEDIATELY REPORT the missing person(s)' name(s) and their normal location to the responsible manager or the fire and rescue officer.
8. In the event of a FIRE, the blaze must only be tackled, IF IT IS SAFE TO DO SO, with the correct type of extinguisher in its EARLY STAGES ONLY.

#### 9. FIRE SAFETY CHECKS

CHECKS	PERSON CHECKING	FREQUENCY
Escape routes	All employees	Daily
Fire alarms	Fire Warden	Monthly
Emergency lighting	External Safety Officer	As per calendar entry
Fire extinguishers	External Safety Officer	As per calendar entry

#### 10. VISITORS

***ALL visitors should report to THE MAIN OFFICE and sign in and out using the register provided.***