

PfP Thrive Academy

H&S Policy

Document History: to be reviewed on at least an annual basis or sooner if there are significant changes required.

Approval should be the Academy Director or a relevant member of the Academy Governing Board.

Version	Date	Action	Amended By	Reviewed By	Approved by and Date
V1.0	September 2024	New Policy Creation	Rebecca Edwards		

Contents

Title	Page
Introduction	3
Management structure at PfP Thrive Academy	3
Roles and responsibilities	4
Arrangements	7

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Introduction

Places for People recognise its responsibility to provide a safe and healthy workplace for all its colleagues, learners, apprentices, apprentice employers, contractors and visitors, and that complying with the Health and Safety at Work Act 1974, and regulations made under it, is a legal requirement.

Places for People Group is committed to providing a healthy and safe working environment for all its colleagues, customers, learners, apprentices, apprentice employers, contractors and visitors and regards health and safety as a matter of the utmost importance. An effective policy enhances business performance, reduces injuries and ill health, protects the environment and reduces unnecessary losses and liability.

We believe that a successful organisation must be, by definition, a safe organisation. Since we are committed to excellence it follows that minimising risk to colleagues, learners, apprentices, customers and others is inseparable from all other company objectives. We understand that health and safety is a key business function which operates in conjunction and in harmony with all other business activities and not as a separate or additional obligation.

For the full Group policy: [Group Health and Safety Policy Statement.docx \(sharepoint.com\)](#)

Management Structure for Health and Safety @ PfP Thrive Academy

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The Academy leadership team have overall responsibility for the overall implementation of the policy and procedures and the day to day running.

The Academy team are responsible for their own safety and that of their colleagues and learners and must adhere to the procedures and directive issued.

The leadership team is committed to upholding and supporting the policy by actively promoting a positive Health and Safety culture throughout the Academy. They will ensure that all Health and Safety procedures and directives are implemented, maintained, regularly reviewed, and continually improved where possible.

To ensure the objectives of the policy are met and standards continually improved where necessary, this policy is reviewed annually.

Roles and Responsibilities

The Academy Director will:

1. Ensure that the Academy policy and procedures continue to meet the requirements of current Health and Safety legislation.
2. Update or produce new procedures as necessary.
3. Review the policy and procedures regularly or if conditions change.
4. Audit all aspects of the implementation of the policy and procedures throughout the company to ensure continued compliance with legislation.
5. Act on behalf of Places for People, in respect of the Academy, with external organisations e.g. The Health and Safety Executive, the Local Authority, and associated stakeholders.
6. Promoting a positive Health and Safety culture by, for example, ensuring effective communication of Health and Safety information and including safety as an agenda item at all management meetings.
7. Reviewing and updating risk assessments and submitting them to relevant colleagues for approval.
8. Ensuring that appropriate induction training is provided for all colleagues, apprentices, learners, employers, visitors and contractors.
9. Taking appropriate disciplinary action where colleagues, apprentices or learners have breached the Places for People Health and Safety Policies and Procedures.
10. Ensuring that arrangements are in place for the regular monitoring, auditing and review of Health and Safety performance.
11. Being available to any colleague, Trade Union Safety Representative, apprentice, learner or employer to discuss or resolve Health and Safety matters.
12. Ensuring that adequate resources are allocated to mitigate Health and Safety risks.

The Academy Operations Manager will:

1. Design and implement the local management system for Health and Safety throughout the academy and maintain its effective operation.
2. Record all information relating to accidents, incidents, near misses, colleague training, evacuation drills and other safety inspections or records necessary to comply with company policy, procedures, and the law.
3. Prepare an annual report on Health and Safety.
4. Liaise with, instruct, and generally advise colleagues, learners and apprentices on matters of Health and Safety.
5. Investigate all reportable accidents to identify the causation factors and review and revise procedures to reduce the risk of a recurrence. Compile and file all reports for such accidents with the appropriate authority (RIDDOR 2013) and any stakeholders who may require the

same. Ensuring that effective local arrangements are in place for implementation of Health and Safety policies, procedures and codes of practice.

6. Training colleagues to comply with the Health and Safety Policy and procedures and assist in the effective management of Health and Safety and in particular to undertake risk assessments.
7. Inspecting the areas to ensure that equipment, storage of combustible materials, and the condition of the workplace and traffic routes is maintained safely in the training academy.
8. Ensuring that where necessary and when identified to reduce risk that personal protective equipment is available, sufficient, and suitably supplied and maintained to those who might need it.
9. Ensuring that all accidents and incidents and 'don't walk bys' are recorded and examined and that all reasonable steps are taken where possible to prevent a similar occurrence.
10. Ensuring that materials, consumables, and equipment purchased for use at academy are recorded, evaluated, and assessed to reduce any risk from hazards they may present.
11. Ensuring that there is proper coordination, cooperation, and communication with other users of shared and/or adjacent space.
12. Suspending activities where Health and Safety is being, or is likely to be, compromised or the environment damaged.
13. Maintain a register of trained first aiders and fire marshals to ensure areas are sufficiently covered in the event of any incident or emergency at the academy facility.
14. Organise and implement evacuation drills at a frequency as set out in relevant procedures and test fire alarms and maintain the fire-log record at the training academy facility.
15. Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings.

The Academy Tutor team and Co-ordinators

The Academy Team have a duty to take reasonable care of their own Health and Safety and that of all other colleagues, apprentices, learners, apprentice employers and visitors that may be affected by their teaching and other work-related activities, they must ensure that:

1. Safe systems of work are taught to apprentices and learners.
2. Sufficient information, instruction and training is given to all apprentices, learners, and employers to enable them to work safely and provide a safe and suitable working environment for apprentices.
3. Equipment and substances are used in a manner which will not adversely affect their Health and Safety and that of apprentices, learners, or other colleagues.
4. They understand all Places for People procedures that govern Health and Safety of their area of delivery, particularly relating to emergency evacuation and accident procedure.
5. Sufficient information, instruction, induction and training for apprentices, learners, and employers to enable them to work safely, particularly during work, training, and demonstrations.
6. Instructions on the use of equipment and substances in a manner which will not adversely affect their Health and Safety and that of apprentices, learners, or other staff, when required for course work, research and consultancy undertaken by Places for People.
- 7.

For the full Group policy: [Group Health and Safety Policy Roles and Responsibilities.docx \(sharepoint.com\)](#)

Places for People Health and Safety Facility Management

Facilities will be evaluated using the "[Choosing a Venue](#)" checklist before formally agreeing to conduct instructor-led training.

Once the venue is selected, the training locations' site manager will be responsible for Health and Safety matters. Due diligence checks will be conducted by the Academy Team to ensure compliance with all relevant regulations and standards.

The site manager must ensure:

1. General Venue Safety

Access and Egress:

- Clear and unobstructed entry and exit routes
- Adequate signage for emergency exits
- Accessible routes for individuals with disabilities

Emergency Procedures:

- Clearly marked emergency exits
- Fire alarm systems and detection equipment
- Fire extinguishers and other firefighting equipment
- Assembly points designated and clearly indicated
- Up-to-date emergency evacuation plans

2. Fire Safety

Fire Safety Equipment:

- Adequate number and type of fire extinguishers
- Fire blankets, if applicable
- Fire alarms and smoke detectors in working order

Fire Risk Assessment:

- Assessment conducted and up to date
- Identified risks mitigated or managed

3. Health and First Aid

First Aid Provisions:

- Accessible and adequately stocked first aid kits
- Trained first aid personnel available within the facility

Health Facilities:

- Availability of clean and accessible restrooms
- Sanitation and hygiene facilities (handwashing, etc.)
- Provision for dealing with injuries or illnesses on site

4. Electrical Safety

Electrical Installations:

- Safe and compliant wiring and installations
- Regular PAT (Portable Appliance Testing) conducted
- No exposed wires or overloaded sockets

Lighting:

- Adequate and functional lighting in all areas
- Emergency lighting available and operational

5. Structural Safety

Building Condition:

- Structural integrity of buildings and outdoor structures
- Safe condition of floors, ceilings, and walls
- Safe and secure fixtures and fittings

Access Control:

- Controlled access to hazardous areas
- Security measures in place to prevent unauthorised entry

6. Environmental Factors

Ventilation and Air Quality:

- Adequate ventilation in all areas
- Air conditioning and heating systems functioning properly
- Gas Safety Checks in place (where applicable)
- Water systems (hot and cold) legionella risk assessment (where applicable)

Noise Control:

- Measures to control excessive noise levels
- Ear protection provided if necessary

7. Hazardous Substances

Control of Substances Hazardous to Health (COSHH):

- Proper storage and labelling of hazardous substances
- Safety Data Sheets (SDS) available and accessible

Waste Management:

- Adequate waste disposal facilities
- Safe handling and disposal of hazardous waste

8. Training and Information

To provide up to date information to the Academy team,

- Health and Safety training for all colleagues and contractors
- Provide specific training for emergency response to their colleagues

Information for Trainers:

- Clear communication of emergency procedures to the training academy
- Provide Health and Safety information when required

9. Record Keeping and Compliance

Keep Documentation:

- Up-to-date Health and Safety policies and procedures
- Records of inspections, maintenance, and safety drills

Legal Compliance:

- Adherence to local regulations and legal requirements
- Regular reviews and updates to Health and Safety policies and standards

Arrangements

This section aims to identify and outline the practical arrangements in place to ensure safe working practices, facilitating the achievement of the objectives set out in the general policy statement.

Risk assessments

The PFP Thrive Academy reviews all aspects of its operations involving colleagues, apprentices, learners, employers, and visitors to identify potential hazards and assess the associated risks. When significant risks are detected, measures are implemented to minimise these risks to the lowest practicable level.

Information on risk reduction is documented in the form of risk assessments and control measures, which are recorded and overseen by the Academy Director.

The risk assessment is reviewed, and revised as necessary if there is:

- an accident or incident** - *a change may be needed to prevent a recurrence.*
- a new task (for colleagues) or activity (for members of the public)** is introduced – *an additional risk assessment will be required before the task/activity commences.*
- a change to the building or premises** is planned – *new/revised arrangements for its safe use will be needed.*
- There is a formal review annually.

Risk Assessment can be found here: [Health and Safety](#)

Emergency preparedness

At the start of each course, trainers will complete a register of learners attending and indicate the nearest exits to be used in emergency, which will follow the procedures of the chosen training location.

Basic Health and Safety Information can be found [here](#)

Contingency plans are in if in case of adverse situations occurring including:

- [Evacuation Management – by the Trainers](#)
- [Emergency first aid requirements](#)
- Managing disorderly behaviours
- Physical, verbal, emotional, financial, including assault
- Robbery and theft
- Under the influencing drink or drugs
- Alleged sexual assault/ indecency
- Safeguarding concerns

Agile working

An agile worker is somebody that is home based but can carry out their role from different locations and/or is expected to travel to attend meetings in different workplaces (either specifically defined or UK-wide).

Agile working guidelines can be found [here](#)

Personal safety and lone working

Places for People is committed to providing a safe working environment for all colleagues who work alone or where potential conflict, violence or aggression from members of the public, customers and others pose a significant risk to them during their work.

Lone workers are those who work by themselves without close or direct supervision. They include colleagues fixed establishments and:

- *Working alone in different venues*
- *Working separately from others*
- *Working outside normal hours*
- *Home, remote working or agile workers*

Colleagues may be required to spend time alone working in training locations or travelling to workplaces.

In these events, colleagues are to take all necessary precautions to keep themselves safe including:

- Locking all doors and windows - being mindful of an emergency escape route in case of fire
- Having all appropriate emergency contact numbers and a mobile phone to hand.
- Minimising the occurrence of lone working
- Providing People Safe app.

Home, remote working or agile colleagues are expected to keep regular contact by message with their line manager and must be contactable during working hours. Colleagues are expected to keep their Online Diary up to date with location.

If a colleague knows they will not be contactable for a period, such as their being no signal on their mobile phone, as a result of working in an isolated area, they must pre-warn their manager of the

expected duration of this and if any necessary special arrangement should be made. These may include using the chosen training venue landline telephone line.

Travel

Trainers will be required to travel to various venues to deliver training, and if required to stay overnight bookings and accommodation bookings must be completed on [Click Travel](#)

When using public transport or walking, colleagues, apprentices and learners will be advised:

- to be aware of the environment and the people around you.
- if at any time you do not feel safe, leave the area, and find somewhere safe to contact your manager.
- to have planned their journeys, keep to populated and well-lit areas.
- If you must wait for buses or trains wait in lit areas and where possible with others so that you are not on your own.
- keep all your possessions hidden and carefully stored so as not to draw attention to yourself
- ensure that your fares are ready and that you are not trying to find cash whilst waiting as this could make you vulnerable.
- If you must use your mobile phone keep this close with a firm grip and find a secure place to use it

When traveling by car, ensure that you park in well-lit areas of a car park or on street areas. Be aware of your environment when getting out of the car or returning to it. Ensure your personal belongings, are not on show when getting in or out of the car.

Manual handling

Within Places for People training academy team, many manual handling activities are carried out, which will be listed on the [Manual Handling Task List](#).

If manual handling cannot be eliminated a [Task Assessment](#) will be completed.

Manual handling is defined as:

Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

The 'load' can be an object, person or animal.

Hazard substances

All substances used are subject to hazard identification and subsequent risk assessment with the objective of reducing risk to the lowest level reasonably practicable. Safe storage, handling, transport, and disposal are included in these assessments.

Trainers must not use any substances within the venue, only use products you bring with you and have been assessed

Work Equipment

Trainers will use work equipment that has been thoroughly inspected and maintained to ensure safety and functionality during training sessions this will be completed by ensuring equipment must:

- be procured through the correct permitted channels.
- be suitable for intended purpose, e.g BSEN classification.
- be used in accordance with the manufacture's instruction.
- be identified on an asset register.
- be subject to regular checks/ inspections/ calibrations.

- not be used if faulty or damaged equipment, it must be removed from use and disposed of correctly.
- use the [work equipment log](#)

Dangerous equipment is either enclosed, its use is restricted to specific individuals who have been trained and are deemed competent to use it, if not a competent user are supervised by a competent user or contained in a secure area.

Event Reporting - Accidents, Incidents, Near Miss and Don't Walk by Reporting

Places for People employees report all events (including accident, incident, near miss, don't walk by, enforcement, occupational and notifiable, security incidents, safety incidents, environment, road traffic accidents, death of customer, missing persons, safeguarding) on the Group wide reporting system Eco Online for colleagues, learners, apprentices, apprentice employers, customers, members of the public, agency workers and visitors.

*[Eco Online](#) is an application within the management system that allows event reporting for Places for People.

Welfare

The training academy must provide welfare facilities and a working environment that's healthy and safe for everyone in the workplace, including those with disabilities.

- be in place at all venues for all delegates and trainers.
- consider all accessibility requirements.
- be fit for purpose.
- not be misused.

First Aid

The Training Academy must ensure that processes are in place to enable first aid responsibilities to be discharged effectively.

This must include:

- all trainers to hold the emergency first aid at work qualification.
- qualifications are renewed in advance of the expiry date.
- that all trainers are aware of the procedures to be followed in the event of illness or injury.
- that an appropriate number of first aiders are recruited and trained.
- adequate first aid equipment is provided and maintained and, appropriate facilities are provided/available appropriated to the degree of risk.
- Colleagues who teach in various locations must have their own first aid kit within their vehicle.

Training for colleagues

All colleagues within the Training Academy team must be given Health and Safety induction training. With ongoing refresher training on modules identified as relevant to their roles annually. During this training and inductions for all, the Health and Safety Policy and Procedures must be explained and reviewed, including:

- Roles and responsibilities
- Maintaining and ensuring Health and Safety in the workplace
- Reporting broken or faulty equipment
- First Aid and accident procedures
- Reporting Health and Safety risk, issues, or **concerns**

All training is recorded in Places Academy the induction record or on individual CPD records. If specialist training is required or requested by individual colleagues, apprentices, learners, or employers these will be assessed by the Academy Director and appropriate training will be sourced.

Review of Health and Safety performance and statistics must be included in relevant operational meetings to reinforce the policy and procedure and ensure that any emerging risks are identified and controlled or removed.

During apprentice and learner progress reviews, the welfare and health and safety of the apprentice and learner will be discussed, and advice and guidance may be given to support knowledge and understanding, and issues must be reported to the employer and the Academy Director at Places for People. This is to ensure that any Health and Safety issues can be investigated and rectified to ensure continued commitment to safeguarding apprentices, learners, staff and stakeholders.

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