



Health and Safety Policy

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Policy Statement

Woodspeen Training/JTM employs around 200 people, and our head office is at [3 Kings Head Buildings, Cloth Hall Street, Huddersfield HD1 2EF](#). The majority of our staff spend time working from home which reflects the type of working practices found in many similar organisations. Our health and safety practices therefore need to take account of the traditional office-based work and an increasing use of the home as a work base. Woodspeen Training/JTM are committed to providing a safe, healthy, and secure environment for all learners, staff, and visitors and recognises its responsibilities regarding health, safety, and welfare at work in accordance with the Health and Safety at Work Act 1974, all other relevant Health and Safety legislation and the Fire Precautions (Workplace) Regulations. This policy outlines our commitment to ensuring that all activities are conducted in compliance with relevant health and safety legislation, and that everyone involved is aware of their roles and responsibilities in maintaining a safe environment.

Policy Aims

The aims of this policy are to:

1. Ensure the health, safety, and welfare of all learners, staff, and visitors in all activities associated with the training provider.
2. Comply with relevant health and safety legislation, regulations, and best practices.
3. Promote a culture of safety, where everyone takes responsibility for identifying and mitigating risks.
4. Provide clear guidance on the responsibilities of staff, learners, and other stakeholders regarding health and safety and their regulatory obligations.
5. Identify and manage risks associated with the provider's activities, facilities, and resources.

Statement of intent from the CEO

I have statutory responsibilities for the health, safety, and wellbeing of all our colleagues at Woodspeen Training/JTM. It is a part of the responsibilities of being an employer that I, and the Executive Team, take very seriously.

Working life has changed in recent years, with more people across the economy blending time working in the office with time working at home.

This means that we must recognise, anticipate, and respond to the challenges of keeping people safe in a range of different working environments, as well as in our offices. This includes both the physical and mental aspects of health, safety, and wellbeing. We are committed to protecting our employees, agency staff, contractors, and any other people who are affected by our activities.

To do this we will comply with the requirements of health and safety legislation and, wherever reasonably practicable, strive to surpass these standards.

Woodspeen Training/JTM will dedicate the time and resources needed to provide our people with the systems, infrastructure, and support to allow them to work safely and safeguard their wellbeing.

Everybody connected with Woodspeen Training/JTM has a personal responsibility to behave in a way that enhances the safety and welfare of themselves and others. Through co-operation and collaboration, everyone can contribute to a culture positive safety and wellbeing practices. By continuing to do these things we can enable our people to achieve their very best, in a safe, and supportive environment.

John Deaville

CEO Woodspeen Training Ltd & CEO Jarvis Training Ltd

Scope

This policy applies to all Employees, Agency Staff, Contractors, and visitors, premises, equipment, and activities associated with Woodspeen Training/JTM, including all worksites, on-site, off-site, and virtual environments. It covers all learners, staff, associates, and visitors involved in training, assessments, and other related activities whether working from home or remotely.

Health and Safety Legislative Requirements

Woodspeen Training/JTM is a company that is committed to high levels of occupational health and safety management and adheres to the following key health and safety legislation:

1. **Health and Safety at Work Act 1974:** Ensures the health, safety, and welfare of employees and others affected by work activities.
2. **Management of Health and Safety at Work Regulations 1999:** Outlines requirements for risk assessments and health and safety management systems.
3. **Workplace (Health, Safety, and Welfare) Regulations 1992:** Covers workplace conditions, including cleanliness, ventilation, and welfare facilities.
4. **Provision and Use of Work Equipment Regulations 1998 (PUWER):** Ensures safe use of equipment.
5. **Control of Substances Hazardous to Health (COSHH) Regulations 2002:** Manages risks from hazardous substances.
6. **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):** Requires reporting of workplace injuries or dangerous occurrences.
7. **Health & Safety (First Aid) Regulations 1981:** Requires employers to provide adequate and appropriate equipment, facilities, and personnel to ensure that their employees receive immediate attention should they require this.
8. **Fire Precautions (Workplace) Regulations 1997:** Relates to the minimum health and safety requirements for the workplace that relate to fire safety.
9. **Data Protection Act 2018:** Covers the processing of personal data.
10. **UK General Data Protection Regulation:** Covers the obligations of Data Controllers and Data Processors and Data Subject Rights.

Woodspeen Training/JTM recognises and accepts its responsibility as an employer providing a safe and healthy working environment for all employees, learners (including apprentices), and the public.

Responsibilities

The successful implementation of this statement requires total commitment from all employees. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of others who may be affected by their own acts or omissions. All colleagues and associates will be competent to perform their work safely and will be required to apply good practice in health and safety. The organisation also acknowledges its obligations of the possible effects of the adjacent community, together with protecting the natural environment. The Company is committed to providing a working

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environment that promotes good health and mental well-being for all employees.

Information, instruction, consultation, and training, as is necessary, to ensure the safe performance of our work activities will be available to all employees and others who may be affected by Company operations. The Woodspeen Training/JTM Executive team will ensure that all processes/systems of work are designed to take account of HS&E and that employees are properly supervised at all times. Including travelling to and from work and for appointments.

This statement of intent will apply to all companies, premises, and operations for which the Company has responsibility.

Responsibilities of Staff

1. Senior Leadership Team:

- Ensure compliance with health and safety legislation.
- Allocate resources for health and safety measures.
- Review and update the health and safety policy regularly and monitor the effectiveness and reported to relevant stakeholders.
- Ensures that Health and Safety issues are incorporated into the planning of operational activity, through liaison with a competent person. This will ensure effective risk management as an integral part of business strategy.

2. Managers and Supervisors:

- Conduct risk assessments for activities and environments and ensure that relevant corporate boards are kept informed of pertinent health and safety issues. Ensure safety procedures are implemented and followed.
- Provide training and information to staff and learners about health and safety requirements.
- Be responsible for budgets and resources dedicated to health and safety matters. Keep trade union appointed health and safety representatives informed of relevant issues relating to health and safety.

3. Health and Safety Officer/Manager:

- Establishes and maintains a health and safety policy and related procedures and ensure they are available to all staff.
- Ensures policies and procedures are reviewed at appropriate intervals, engaging with representatives, as necessary.
- Liaise with Learning and Development to ensure that staff are adequately trained to perform their jobs in a safe manner.
- Ensure adequate numbers of staff with appropriate safety training are available within Woodspeen Training/JTM.

- Investigate work-based accidents and incidents and, where necessary, inform the appropriate enforcing authority.
- Ensure that adequate risk assessments have been conducted into work activities and that they are reviewed periodically.
- Monitor the organisation's compliance with relevant health and safety legislation and regulations.

4. The People Manager:

- Will ensure that tasks allocated to colleagues are safe, and that due regard is taken to safeguard the health, safety, and wellbeing of the people they manage.
- Take appropriate action to address the health, safety, and wellbeing issues of team members or their working arrangements and activities.
- Lead and promote safe practices with the team and engage with specialist managers or services for support where necessary.

5. Staff:

- Will conform to Woodspeen Training/JTM Health and Safety policies and procedures and actively participate in maintaining a safe working environment in the office and whilst working at home.
- Familiarise themselves with any Woodspeen Training/JTM guidelines/material regarding safe working practices.
- Report all accidents or incidents that have led or may lead to injury.
- Alert their line manager to any potential hazards or risks they have identified in their working environment.
- Wear personal protective equipment and use safety devices provided for the safe performance of specified tasks.
- Ensure that members of the public do not act in a manner likely to cause risk to themselves or others.
- Not do anything that places themselves or others in danger.
- Not misuse any equipment provided for health and safety purposes.

6. Trainers and Tutors:

- Ensure that learners understand and adhere to safety rules.
- Conduct regular checks on equipment, facilities, and materials.
- Report any hazards or incidents promptly.

Responsibilities of Learners

1. **Compliance:** Learners must follow all health and safety instructions provided by staff.

2. **Personal Responsibility:** Act in a manner that does not endanger themselves or others.
3. **Reporting:** Report any hazards, accidents, or unsafe conditions to a staff member immediately.
4. **PPE Usage:** Wear appropriate personal protective equipment (PPE) as required for specific activities.

Key Health and Safety Measures

1. Risk Assessments:

- Regular risk assessments will be conducted for premises, equipment, and activities.
- Actions to mitigate risks will be documented and implemented.

2. Emergency Procedures:

- Fire drills and emergency evacuations will be conducted regularly.
- Fire Wardens, First aid kits and trained first aiders will be available at all times

3. Training and Information:

- Health and safety training will be provided to all staff and learners at induction and annually thereafter.
- Updates will be communicated as required.

4. Incident Reporting:

- All accidents or incidents must be reported using the appropriate forms and procedures to the appropriate Line Manager.
- Reports will be reviewed to prevent future occurrences.

5. Facilities and Equipment:

- All equipment will be maintained and inspected regularly to ensure safety.
- Facilities will meet all health, safety, and welfare standards, including cleanliness and accessibility.

6. Staff Recruitment:

The Company has arrangements in place to ensure a safe recruitment process for staff and this is detailed fully in our Safeguarding Policy. All staff employed by Woodspeen Training/JTM are required to apply for an Enhanced DBS check. In the case of employed learners (apprentices), DBS checks remain the responsibility of the apprentice's employer. (Please refer to the HR Safer Recruitment Policy)

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Lone Working & Working from Home

Woodspeen Training/JTM want to ensure the safety of all employees travelling around and when they work from home. Lone workers are those who work by themselves without close direct supervision.

The organisation takes steps to ensure risks are removed where possible and the following guidance is given to employees who work from home.

- All appointments must be diarised in your work Outlook Calendar – with the time and location of the appointment.
- If you are going to be late for an appointment, please let the learner or employer know.
- Please advise a suitable person of your safe return home at the end of the day when finishing off your work duties – by text, phone or in person. This may be next of kin, partner, or Line Manager.
- Working at home will mean using a laptop/pc on a suitable work surface.
- When working from home you should ensure you are able to sit in the correct position and have your screen adjusted to suit, this should be at eye level. A keyboard, mouse and screen riser may be purchased, if required (if unsure what to order contact your Line Manager).
- If you don't have a suitable office chair – advise your Line Manager.
- You must be sitting in the correct ergonomic position.

Mobile Phone usage on the go

Be sensible when using your phone – use a headset or headphones where possible, to minimise strain on your neck. Don't text whilst walking along or driving – everything can wait until you are in a safe place to use your phone.

The mobile phone is now seen as an essential means of communication; however, it is illegal to use a handheld mobile phone while driving. A mobile phone should only be used when you have pulled to the side of the road and parked safely before making calls. Where there is a passenger in the vehicle, they should be responsible for all communication. However, all driver distractions must be kept to an absolute minimum. Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so. If a member of staff wishes to purchase and use a hands-free device – this is at their own cost. The law on using mobile phones whilst driving in the UK has become stricter new laws will amend the 1986 Road Traffic Act regulations which will mean it will be an offence if using a phone as defined by:

- Illuminating the screen.
- Checking the time.
- Checking notifications.

- Unlocking the device.
- Making, receiving, or rejecting a telephone or internet-based call.
- Sending, receiving, or uploading oral or written content.
- Sending, receiving, or uploading a photo or video utilising camera, video, or sound recording in drafting any text.
- Accessing any stored data such as documents, books, audio files, photos, videos, films, playlists, notes or messages.
- Accessing an app.

Please be aware - Drivers may still be prosecuted for using a 'Hands Free' mobile phone while driving if not driving safely. Employees must remember – it is illegal to use a mobile phone without a proper hands-free facility and your attention should always be on the road. If caught whilst driving for business – you may be subject to disciplinary procedures.

Satellite Navigation

Satellite navigation systems can be a useful tool for drivers; however, they can also be a dangerous distraction. All destinations should be entered while the vehicle is stationary in a safe place. All drivers should stop if it is necessary to take their eyes from the road to check routes. They should not impair vision when positioned inside the vehicle. They should not be positioned where they are likely to cause injuries in the event of a collision. All vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.

Car Accident Procedure - Follow actions on the process below.

As an employee – you must prioritise (your safety, the safety of anyone involved, the safety of other road users). In the event of a collision or accident: Stop. Stay calm. Be courteous. Do not accept any liability. If a member of staff is attached to a Centre, then they should complete the accident book for that Centre. If they are home working, an email describing the incident must be sent to their Line Manager who will instruct them on the next steps.

Accident and Incident Reports

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) placed duties on employers to comply with reporting work-related accidents and incidents to the Health and Safety Executive. The Company has a statutory duty to report notifiable accidents to the HSE (Health and Safety Executive), and FSA (Food Standards Agency), as soon as possible by telephone and in writing within ten days of the incident.

To enable the Company to comply with this, Line Managers must report notifiable accidents (including near misses) to the Operations Director as soon as possible after the

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event. All fatalities, injuries or accidents occurring on property used by the Company staff must be reported, whether it involves a learner, employee, or any other person on the premises – or the relevant outside agency's accident and report form must be completed to comply with that agency's procedures, and a copy must be taken and given to the Operations Director.

An accident will be reportable if it is work related – the work itself must contribute to the role and any of the following play a significant role:

The way work was carried out. Any machinery, plant, substances, or equipment used for the work.

The condition of the site or premises where the accident occurred.

Statutory Reporting – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Specified Injuries to Workers

You must ensure that all types of work-related accidents are reported through the laid down procedures in force at the premises in which you are operating. Where an employee suffers a specified injury (as defined in this guidance) as a result of an accident arising out of or in connection with work, the person in charge of the premises is required to telephone the details of the accidents to the Operations Director, immediately or as soon as possible after the event.

Specified Injuries to Workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

Fractures, other than fingers, thumbs, and toes.

Amputations.

Any injury is likely to lead to permanent loss of sight or reduction in sight.

Any crush injury to the head or torso causing damage to the brain or internal organs.

Serious burns (including scalding) which:

It covers more than 10% of the body.

Causes significant damage to the eyes, respiratory system, or other vital organs.

Any scalping requiring hospital treatment.

Any loss of consciousness caused by head injury or asphyxia.

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Any other injury arising from working in an enclosed space which:

leads to hypothermia or heat-induced illness.

Requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injuries to Workers

When an employee is incapacitated as a result of an accident at work and incapable of performing their normal work duties for more than seven consecutive days after the accident (excluding the day of the accident but including non-working days) the Operations Director is required to notify the enforcing authority.

Injuries to Non-Workers

You need to ensure that someone who is not an employee (e.g., a learner or visitor) that is involved in an accident which is the result of a work-related incident is reported if:

The death of any person occurs, and

They result in an injury and the person is taken directly from the scene to hospital for treatment of that injury.

Diseases

A local Manager in charge of the premises in which Company staff are operating may be informed in writing by a registered medical practitioner that a Company employee or person undergoing training is suffering from a work-related disease specified in RIDDOR 1995. A copy of that notification must be given to the Operations Director. This must be reported to the enforcing authority. The diseases which are most likely to be reported under this heading are:

Conditions due to physical agents and the physical demands of work.

Infections due to biological agents.

Conditions due to Occupational Dermatitis, Occupational Asthma.

General Code of Practice of Safe Working

Smoking is only permitted in designated areas.

All equipment must be installed, tested, and used in accordance with manufacturers' instructions.

If equipment is suspected to be faulty or damaged, this must be reported immediately.

All materials, tools and equipment must be stored securely and switched off/unplugged after use.

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Advice on safety matters can be obtained from the Operations Director and the HSE website.

Employees driving their own vehicles must ensure that the vehicle always complies with the law, is in a safe and roadworthy condition and is insured for business use.

Continuous Improvement of Health and Safety and Monitoring

Safety performance, including compliance with statutory requirements and the implementation of the policy, will be measured, monitored, and reviewed on an ongoing basis. Continuous improvement will be maintained through the application of systems that ensure the Woodspeen Training/JTM health and safety performance is monitored and measured objectively, and that timely preventative and corrective actions are taken where required. Through a systematic approach, Woodspeen Training/JTM aims to support a commitment to ongoing improvement in our health and safety arrangements.

Monitoring and Review

This policy was last reviewed on 7 December 2024 and will be reviewed on an annual basis. However, it may be updated from time to time if material changes occur.

Regular Audits: Health and safety audits will be conducted periodically to ensure compliance and identify areas for improvement for Woodspeen Training/JTM premises & learner placements.

Policy Review: This policy will be reviewed annually, or sooner if legislation changes, to ensure its continued effectiveness.

Feedback: Feedback from staff and learners will be used to improve health and safety practices.

By adhering to this policy Woodspeen Training/JTM ensures the health, safety, and wellbeing of all individuals involved in its activities, fostering a secure and productive learning environment. Top of Form