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Applicability:	This Operating Policy/Procedure is applicable across all Apprenticeship delivery.
Summary:	This Health and Safety policy demonstrates how One Academy manage Health & Safety alongside OHG Health & Safety Policy

## DOCUMENT CONTROL

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Job Role	Name	Date approved
Group Head of One Academy	Marc Molloy	24/08/2020

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## 1 INTRODUCTION

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One Academy is committed to high performance standards for health and safety management. This Policy provides a common framework for health and safety management at all levels within the Academy.

The Academy believes that every employee and volunteer can, and should, make a contribution to the successful implementation of this Policy. The external Health and Safety policy is included in Appendix 1.

## 2 GENERAL

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All employees and volunteers have a personal and collective responsibility to maintain a healthy and secure workplace and to promote safe working practices.

All employees and volunteers shall comply with this policy and have a responsibility to ensure that they have an awareness of the Academy's health and safety policy.

All employees and volunteers shall have an awareness of the health and safety risks they face and the actions they should take to mitigate those risks.

One Academy will at all times comply with all relevant laws in the performance of its obligations under this Agreement, including (but not limited to) any legislation relating to employment, health and safety, equality and discrimination, human rights, immigration, taxation and prevention of terrorism.

One Academy will comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Apprentices and any other employees or persons carrying out activities in connection with the Training of Apprentices. One Academy will inform all relevant parties when any accidents, incidents or near misses happen.

## 3 WORKING ENVIRONMENT

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All employees and volunteers shall contribute to a working environment where health and safety risk is minimised and well managed.

Department Heads shall provide and maintain a safe working environment for employees and the wider community in which they interact through the continued identification and elimination or control of hazards.

Department Heads shall ensure the appointment of competent people for the provision of advice and deployment on the health and safety procedures required to implement this policy and, providing the resources and facilities necessary for updating their knowledge and skills.

## 4 HEALTH & SAFETY MANAGEMENT

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Department Heads shall ensure that local policies and procedures are in place for their Department that implement and audit compliance with the requirements of this policy.

Department Heads shall ensure that their Department comply with, and where practicable exceed, the requirements and targets set by existing health and safety regulations and plan ahead for future compliance.

Department Heads shall ensure that their Department effectively develop health and safety risk mitigation strategies relative to their sector / business which identify, assess and control health and safety risks and that there is sufficient and effective maintenance and monitoring of those controls.

## 5 APPLICATION TO APPRENTICESHIP TRAINING AND ASSESSING ENVIRONMENTS

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Trainers and Professional Coaches may be either direct employees, or contractees, of the Academy. Their responsibilities for health and safety of learners are the same.

The Academy is responsible for ensuring that all trainers and Professional Coaches are inducted in their health and safety responsibilities, including any risk assessment documentation they are required to complete.

All trainers and Professional Coaches shall ensure that the environment they are working in is risk assessed for the following issues in particular:

- Adequate heating/ventilation
- Lighting is appropriate for nature of work
- Use of work stations comply with VDU (Visual Display Unit) legislation
- Floor is safe (e.g. wires and leads are taped down) and free from anything which could create slips, trips and falls
- Portable equipment, including electrical appliances, is fit for use.

All trainers and Professional Coaches are required to report any hazards and risks they identify to the Apprenticeship Delivery Manager.

They shall ensure that they know the evacuation procedures and ensure that all learners are equally familiar with these.

Where the Academy is using the premises of another organisation, the Apprenticeship Delivery Manager is responsible for ensuring that relevant health and safety policies and procedures are in place. The trainers and assessors still retain responsibility for ensuring the working environment is healthy and safe at the start of each session.

Where Professional Coaches visit learners at their placements (e.g. for assessed observations of practice), the Professional Coach shall report any hazards or risks they identify to the placement manager.

## 6 APPENDIX 1: HEALTH & SAFETY POLICY STATEMENT

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One Academy will achieve high performance standards for health and safety management throughout our organisation and will measure the achievement of the aims and objectives of this policy.

One Academy believes that every employee and volunteer should have a personal and collective responsibility to maintain a healthy and secure workplace and to promote safe working practices.

Our core aims and objectives are:

- To manage the effective identification, measurement and control of risk and ensure this principle is at the centre of our management of health and safety issues.
- To comply with, and where practicable exceed, the requirements and targets set by existing health and safety regulations and to plan ahead for future compliance.
- To monitor, evaluate and continuously improve our performance in health and safety.
- To provide and maintain a safe working environment for employees, volunteers, participants and the wider community in which they interact.
- To provide a common framework for health and safety management at all levels within our organisation, which adopts and supports best practice.
- To allocate appropriate resources to ensure the effective implementation of this policy.

The aims of this policy will only be achieved through leadership, responsible management, commitment and ownership of these issues by all One Academy personnel

## 7 COVID-19

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## 8 ASSOCIATED DOCUMENTS

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Document title	Reference
Health & Safety OHG	HUB