

1. Introduction, Scope & Purpose

1.1. Introduction

It is the policy of MetaGedu Apprenticeships to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and apprentices and the health and safety of other persons who may be affected by its activities. MetaGedu Apprenticeships recognises its responsibilities under the Health and Safety at Work Act 1974 and associated legislation and will take steps to ensure that its statutory duties are met at all times.

MetaGedu Apprenticeships will consider all Health and Safety aspects of their business as a priority and will commit to continuous improvement putting the safety and welfare of their staff and all apprentices enrolled on any programme being delivered. They will work in partnership with employers, staff and apprentices to ensure that health, safety, equity, diversity and safeguarding are embedded within the organisation and programmes being delivered.

1.2. Scope

The Governors and Senior Managers are committed to the continuous improvement of the arrangements and request the full cooperation and support of all employees to make this possible. This policy applies to all MetaGedu Apprenticeships, apprentices, visitors, and contractors whilst on our sites.

1.3. Purpose

The purpose of this policy is to ensure a common sense and practical management approach to identify significant risks associated with our work activity through:

- Training, instruction, information, and supervision to all staff to ensure their competence in performing their role safely at the same time keeping apprentices safe during their educational journey with us.
- The provision of risk-assessed safe systems of work to reduce the likelihood and severity of accidents and ill health.
- The implementation of relevant documentation and records required to achieve, maintain, and continually improve our management system.
- Effectively communicating this policy to all our employees, apprentices, employers and other stakeholders.
- Providing adequate control of the health and safety risks arising from our work activities.
- Providing adequate resources to ensure the highest possible standards of health and safety are achieved in all our sites.
- Ensuring every staff member, apprentice and their employer knows his/her legal responsibilities in taking care of the safety and well-being of themselves and other people who may be affected by their actions.
- Adequate facilities and arrangements are maintained to enable employees to raise issues of health and safety

2. Roles & Responsibilities

2.1. Responsibilities of the Executive Leadership Team

The Executive Leadership Team has overall responsibility for Health and Safety within MetaGedu Apprenticeships. The Executive Leadership Team will, as a responsible employer, make every endeavour to meet its legal obligations under the Health and Safety at Work Act

and to specific regulations made under the Act. To ensure, in as far as is reasonably practicable, the health and safety of its employees and the general public. The Executive Leadership Team will receive reports from the Heads of Apprenticeship on the effectiveness of this policy.

2.2. Responsibilities of the Heads of Apprenticeship

The Heads of Apprenticeship is accountable to the Board for ensuring the implementation and management of Health and Safety and the annual review of the policy.

2.3. Responsibilities of the Senior Leadership Team and Human Resources Department

The Senior Leadership Team is responsible to the Head of Apprenticeships for oversight and management of Health and Safety throughout MetaGedu Apprenticeships to include:

- Reporting to the Head of Apprenticeships on health and safety matters
- Overseeing the implementation and management of the Health and Safety Policy
- Overseeing the implementation and management of risk assessment and COSHH assessments
- Managing first aid provision throughout MetaGedu Apprenticeships
- Managing the provision and maintenance of firefighting equipment.
- Reviewing and effecting procedures to be followed in the event of serious and imminent danger.
- Convening safety committee meetings if required by Health and Safety at Work Act 1974
- Keeping the Head of Apprenticeships informed of developments which may affect MetaGedu Apprenticeships's responsibilities in respect of health and safety
- Obtaining specialist advice on health and safety matters when required.

The Senior Leadership Team will be assisted in the above tasks on a day to day basis by both managers to whom they will delegate the necessary authority to obtain information and investigate working practices on their behalf.

2.4. Responsibilities of the Management Team

The Management Team is responsible for implementing the requirements of this policy and the effective management of health and safety in their areas of work. In particular, managers shall ensure that in their area of work:

- All staff and apprentices are aware of, understand and implement the Health and Safety Policy and associated arrangements.
- Is a safe place of work and safe systems are established and maintained.
- Ensure that all portable electrical equipment in use carries a valid test sticker
- Any health and safety problems are resolved, as far as they are able to do so, referring to the Health and Safety Advisor for advice and further assistance if necessary.
- Appropriate health and safety records are kept and maintained.
- Regular safety inspections are conducted with remedial actions undertaken in a timely manner.
- Monitoring standards of health and safety matters when required.
- Suitable and sufficient risk assessments are conducted and adequate control measures are implemented.
- All staff and apprentices are given an appropriate health and safety induction.

- Requirements for information, instruction, training and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health, safety and welfare of all staff, apprentices and others affected.
- All staff and apprentices are encouraged to contribute positively to their own health, safety and welfare.
- All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment.

2.5. Responsibilities of all Employees

- Co-operate with leaders and managers to enable all statutory duties to be complied with
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Be conversant with the fire, evacuation and first-aid emergency procedures and apply them as required
- Be aware of MetaGedu's first aid procedures in relation to staff, apprentices and visitors
- Know the specific control measures to be adopted in their own area of work and ensure they are applied
- Be conversant with and comply with the Health and Safety Policy and associated arrangements
- Follow any safe systems of work in place
- Check that all required risk assessments are in place and readily available before undertaking any work-related activities, whether on MetaGedu Apprenticeship premises or elsewhere
- To advise their line manager of any need to update risk assessments relating to their area of work
- Bring to the attention of the appropriate line manager concerns over matters affecting health and safety
- Observe standards of dress and hygiene consistent with health and safety
- Exercise good standards of housekeeping and cleanliness consistent with health and safety
- Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others
- Co-operate with other staff in promoting improved safety measures in MetaGedu Apprenticeships and comply with instructions given by their line manager in relation to health and safety
- Ensure that all accidents, incidents, near misses and dangerous occurrences, whether involving personal injury or not are immediately reported in accordance with MetaGedu's procedures
- Ensure any broken equipment is made safe and reported to their line manager
- Ensure all visitors to MetaGedu Apprenticeships sign in and out at reception and wear appropriate visitor badges for the duration of their visit.
- Report to their line manager or Health and Safety advisor any employees or contractors who fail to consider the safety and well-being of themselves and others while on site

2.6. Additional responsibilities for Apprenticeship Development Coaches and staff working directly with apprentices

- Exercise effective supervision of their apprentices when they are working with them.
- Ensure apprentices follow evacuation procedures when required.
- Ensure that suitable Risk Assessments are completed covering all venues, processes and activities which involve MetaGedu Apprenticeships, with adequate records maintained and available for inspection.
- Embed a health and safety culture within course delivery by enquiring and testing the levels of understanding and knowledge and recording findings on apprentice reviews.
- Give clear instructions and warnings to apprentices as often as necessary (notices, posters and handouts are not enough).
- Engage with employers on a regular basis highlighting any concern identified through the learning process of the apprenticeship, measuring the outcome of the concern and recording findings for evidence.
- Ensure as far as reasonably practicable that all apprentices are provided with and wear the necessary Personal Protective Equipment and also ensure that it is replaced when necessary, by the employers.
- Ensuring that matters that cannot effectively be remedied are reported to their line manager for advice and guidance.
- Ensuring that the regular planned health and safety inspections take place within the required timescales.

Ensure that all apprentices through the quality of their learning experience:

- Gain an understanding of the importance of health and safety.
- Understand how hazards are identified, risks are assessed and the principles of control measures within the workplace.
- Supporting apprentices in gaining the required level of knowledge to be able to identify health and safety concerns within the workplace.
- Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- Ensure activity/area-specific risk assessments and control measures are understood and applied by all apprentices.
- Deliver a health and safety induction to all apprentices, commensurate with risk, and conduct checks on the apprentice's understanding.
- Ensure apprentices, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.

2.7. Responsibilities of Apprentices

Each and every apprentice is responsible for ensuring that:-

- They engage in all health and safety activities that are required of the course and gain a good understanding of the relevance of health and safety in the workplace.

- Familiarise themselves with their workplace and MetaGedu's Health and Safety Policy as well as support procedures.
- Exercise personal responsibility for the safety of themselves and others.
- Follow the Fire Evacuation procedures including evacuating the premises promptly on hearing the fire alarm, and following the instructions given by the Fire Wardens or other members of staff.
- They wear the personal protective equipment provided and must not intentionally or recklessly interfere with or misuse any equipment provided in the interest of safety.
- They report all accidents, incidents, near-misses, ill health, defective equipment, hazard situations or unsafe conditions to the Health and Safety Representative at their workplace and their Apprenticeship Development Coach.
- Observe standards of dress consistent with safety and hygiene.
- Follow the risk assessments and instructions of staff in relation to safety and particularly in the use of tools, machines, apparatus and equipment.
- Use and not wilfully abuse, neglect or interfere with things provided for their safety.
- Comply with the Health and Safety Policy and associated arrangements, in particular those relating to smoking, alcohol and drugs.

3. General Procedures & Arrangements

3.1. Management of Health and Safety

MetaGedu Apprenticeships complies with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice. MetaGedu Apprenticeships will ensure suitable and sufficient assessment of the risks to the health and safety of its staff, apprentices and visitors whilst they are at our sites. We will endeavour to identify the preventative and protective measures necessary to comply with the requirements of the relevant statutory provisions. More detailed risk assessments covering specific areas of operations and special events are carried out, reviewed and revised as necessary, and in any case annually.

Safety inspections are carried out in all areas of our sites. The inspection sheets are forwarded to the relevant manager so that any remedial action necessary can be promptly undertaken.

Where any assessment identifies any Health Surveillance, this will be carried out following consultation with suitably qualified and competent persons. To assist in undertaking the measures identified as necessary to comply with relevant statutory provisions, MetaGedu Apprenticeships has involved a number of competent persons. Co-ordination of the necessary measures and competent persons will be coordinated by the Site Manager or Head of Operations.

MetaGedu Apprenticeship requires that results of the risk assessments, including identified risks and any necessary preventative and protective measures are brought to the attention of relevant staff, apprentices and visitors. MetaGedu Apprenticeships will ensure that risk assessments are reviewed and updated to consider changes in work activities, technology and legislation. The person responsible for co-ordinating reviews of risk assessments is the

Site Manager or Head of Operations. Once a risk assessment has been completed it is a requirement that it is reviewed and where action is necessary to reduce existing risk, this will be reviewed as part of the Assessment process on host employers.

Risk Assessments are embedded into the lesson planning process and an assessment of the health & Safety aspects of lessons are an integral part of the lesson observations. Feedback from lesson observations is passed on to the Head of Operations where appropriate.

3.2. Safe Working Procedures

MetaGedu Apprenticeships recognises its duty around the provision and maintenance complete Safe Systems of Work, and we will take all necessary steps to work with landlords of training venues and offices to comply with the necessary regulations. MetaGedu Apprenticeships also recognises its duty to make arrangements that are appropriate for the effective planning, organisation, control, monitoring and review of the preventative measures. We acknowledge that as the risk assessment process develops, there will be situations that arise where it is not possible to totally remove risks to an acceptable level, or where there is still a correct way of carrying out the activity and which would benefit from a Safe system of work. All host employers will be required to ensure that they provide suitable and sufficient safe working procedures in accordance with the legislation, approved codes of practice and guidelines.

3.3. Information, Instruction, Training, Supervision

All new staff are given Health & Safety training as part of the induction process administered by Human Resources. This covers general health and safety training on the risks associated with the work MetaGedu Apprenticeship undertakes, including arrangements for first aid, fire and evacuation. Health and Safety training, specific to the area, is also arranged by the manager and included in the induction of new staff. Apprentices received similar training on induction administered by their Apprenticeship Development Coach, as well as workplace health and safety training relevant to their role administered by their employer.

Additional health and safety training will be provided on their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology. Before entrusting any task to an employee/associate or apprentice, MetaGedu Apprenticeship will consider their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

MetaGedu will periodically provide refresher training, as appropriate. Records will be maintained of all training that has been given. The person responsible for co-ordination of training on MetaGedu's behalf is the Head of Operations/Head of Quality. (Which?). All host employers will be required to ensure that they provide suitable and sufficient training in line with the points above. The supervision of young workers or apprentices will be arranged by the managers in whose area they are placed.

MetaGedu Apprenticeship will ensure that The Health & Safety Law poster is displayed on its sites and will take all necessary steps to work with landlords of training venues, offices and host employers to comply with the necessary legislation. Advice is available from appointed personnel competent in health and safety.

3.4. Consultation with Staff

MetaGedu Apprenticeship recognises the need to consult with staff or their representatives, on health and safety matters and the positive outcomes this can have on providing a healthier and safer workplace, because of this process. We will give employees, or their representatives, the information necessary to allow them to participate fully and effectively in the consultation.

MetaGedu Apprenticeships will consult staff or their representatives about the following:

- the introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- arrangements for getting competent people to help them comply with health and safety laws the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk
- the planning and organisation of health and safety training
- the health and safety consequences of introducing new technology
- potential hazards and dangerous occurrences
- general matters affecting the health and safety of the employees they represent; and
- specific matters on which the employer must consult.

3.5. Accident Reporting and Investigation including RIDDOR

All incidents, accidents and near misses, no matter how trivial, must be reported to ensure that MetaGedu Apprenticeships complies with its legal requirement to notify serious incidents and to help identify preventative measures so that similar incidents do not happen in the future. This includes all incidents and accidents to staff, apprentices, visitors, members of the public etc arising out of or in connection with our work.

MetaGedu apprenticeships will arrange for all accidents, near misses and reported hazards to be investigated to determine the need for remedial action. The Head of Operations will be responsible for ensuring that accident statistics are compiled for presentation at SMT meetings.

All host employers will be required to ensure that their own accident reporting systems meets all the necessary regulatory requirements. They must report all incidents, accidents and near misses, in their workplace that concern or affect the apprentices to MetaGedu Apprentices.

3.6. Equity and Diversity

MetaGedu Apprenticeships recognises its duties under health and safety legislation with regard to individual with some protected characteristics. Where any work is of a kind which could involve risk, by reason of a protected characteristic, for example disability, younger workers, new or expectant mothers, MetaGedu will carry out risk assessments to identify and implement suitable arrangements to facilitate access to our sites in addition to

those relating to work and or learning. Individual Personnel Emergency Evacuation Plans (PEEP) will be generated in relation to fire evacuation procedures, if appropriate.

3.7. Staff and Students Welfare

MetaGedu Apprenticeships will take all reasonable steps and appropriate action to assist any staff member or student in a discreet and confidential manner in relation to any work, educational or associated matter which has a negative or detrimental impact on their welfare. This includes by no means exhaustive, stress, alcohol and drug, harassment, bullying and equal opportunities issues.

Arrangements relating to pandemic diseases will be subject to individual risk assessments based on Government and Medical legal requirements and advice.

3.8. Measuring and Reviewing Performance

MetaGedu Apprenticeships will monitor health and safety performance in each of our sites, ensuring that improvement can be judged, and resources allocated to where they can provide the optimum impact. The focus on being proactive is vitally important to identify issues before they impact of staff, apprentices, or visitors to our premises. Likewise, the reactive monitoring and or investigation of accidents and incidents to identify learning and sharing of improvements will be undertaken.

3.9. Breach of this policy

MetaGedu Apprenticeships will take seriously any instances of non-adherence to its policy by its staff, apprentices or visitors, and any instances will investigated, and where appropriate, suitable action will be considered.

4. Specific Procedures and Arrangements

It is MetaGedu Apprenticeship's intention that in this part of the policy, will be reviewed and expanded as required to cover the specific procedures, standards and arrangements identified to comply with legislation concerning specific risks. Procedures and Arrangements that have been currently prepared are contained in the following sub-sections:

1. Fire Safety
2. First Aid
3. Security Incident- Bomb Alert, Lockdown
4. Plant and Equipment
5. Personal Protective Equipment
6. Control of Substances Hazardous to Health
7. Display Screen Equipment
8. Manual Handling
9. Work at Height
10. Electricity
11. Asbestos
12. Transport
13. Smoking, Drugs and Alcohol
14. Violence & Stress

15. Slips and Trips
16. Lone Working
17. Noise

4.1. Fire Safety

The Head of Apprenticeships or Head of Operations will work with landlords of premises used by MetaGedu Apprenticeships and host employers to ensure that Fire Risk Assessments are completed that are suitable and sufficient. These checks will include ensuring the fire risk assessment is reviewed and the required checks are completed and documented to cover fire safety maintenance checks. Where these are not in place the appropriate action should be taken to ensure the safety of the employee/associate and apprentice.

MetaGedu will appoint Fire Marshalls on sites they oversee and will work with landlords of premises used by MetaGedu Apprenticeships and host employers to ensure they have appointed Fire Marshalls. The Appointed Fire Marshalls should determine the frequency, date and time of the fire drills, which will be carried out in each site at least once every twelve months.

If anyone discovers a fire or suspects the presence of a fire, they must immediately inform any member of staff about the location and nature of the fire. The appointed Fire wardens must then help with the smooth evacuation of the building to the fire assembly point, overseen by the Fire Marshall.

Any member of staff taking responsibility for other staff and/or apprentices in any building, or part thereof, is the Fire Warden for that area and, in the event of a fire, should carry out the following Fire Wardens' emergency duties.

On discovering a fire:

- Raise the alarm using a break-glass call point;
- Call the Fire Brigade;
- Instruct everyone to start evacuation;
- If it is safe to do so, fight fire with the correct equipment;
- If it is safe to do so, close the fire doors.

On hearing the alarm:

- Instruct everyone to prepare for evacuation if the fire is not in the immediate zone;
- Turn off equipment, close windows and fire doors if safe to do so;
- Collect apprentice registers/lists, staff lists, and lists of any contractors or visitors on site in the affected area.
- Evacuate everyone to the designated assembly point. Ensure that any persons with physical or mental disabilities are assisted during evacuation;
- Take roll call;
- Identify missing or trapped people, try to establish the location of missing or trapped people;
- Bar entry to fire zone;
- Report the status to the designated Fire Mashal and/or Fire Brigade on arrival.

4.2. First Aid

MetaGedu Apprenticeships will make adequate and appropriate provisions for First Aiders and First Aid equipment at its premises of work, as identified by the risk assessment. The Head of Operations will either ensure that sites run by MetaGedu Apprenticeship or work with Landlords of premises used by MetaGedu Apprenticeships to ensure that the following takes place:-

- There are an adequate number of appointed First Aiders and a list of these trained appointed persons is maintained and available for inspection and is displayed.
- An adequate number of First Aid Boxes is maintained; their locations are known by Staff and a list of them, and their locations is displayed in appropriate locations around the site.
- A nominated person will be identified for MetaGedu sites who will be responsible for ensuring that First Aid Boxes meet established statutory requirements and that these are checked against a stock list at an appropriate frequency and re-stocked as necessary.
- All host employers will be required to ensure that they provide suitable and sufficient first aid cover in line with the points above.
- In cases where First Aid is given to an individual for a medical reason only and not to an accident or incident as defined by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) then only a short record is required.

4.3. Security Incident- Bomb Alert, Lockdown

The threat we face from terrorism in the UK is assessed by the National Counter Terrorism Security Office which highlights that attacks can happen at any time and in any place without warning. Having better protective security in a range of areas like physical, personnel, cyber and personal can make it harder for attacks to take place. The ProtectUK website has full current guidance on the protective security steps and actions to take in the event of an incident. <https://www.protectuk.police.uk/>

MetaGedu Apprenticeship will complete security plans and risk assessments for the sites it manages and work with Landlords of premises used by MetaGedu Apprenticeships to ensure that we adhere to their security plans and risk assessments.

All staff should be mindful that MetaGedu Apprenticeship could be at risk of attacks just like any other business, so vigilance around suspicious behaviour or unattended or suspicious items should be maintained. Staff should also refer to the Prevent Policy for any concerns regarding individuals who might be at risk of radicalisation.

No unattended item should be ignored, but should always be assessed proportionately, considering what can be seen and anything you know about its discovery. For example, in the case of unattended hand luggage, it may be possible to ask if its owner is nearby. However, when an item has been hidden from view deliberately, or has visual clues suggesting it may be hazardous – wires, circuit boards, batteries, adhesive tape, liquids, putty-like or unusual substances etc. – or has been found after a suspicious event, an immediate and focused response is required. This will involve telling the police and site security/facility staff what you have seen and why you think it is suspicious. When dealing with suspicious items, the following steps should be taken:

- do not touch it
- if you are in an owned public space, or a managed building, report it to a member of staff or security, if available. If they are not available, dial 999 but do not use your mobile phone within 15 metres of the suspicious item and place yourself out of sight of the item

- if you believe there may be a risk to life, move away at least 100 metres from the item. Even for a small item, such as a rucksack, 100 metres is the recommended minimum evacuation distance, but always follow any directions given by the police or security staff.
- once at a safe distance, stay behind hard cover and away from secondary hazards, such as glazed areas or parked vehicles, and do not re-enter the evacuated area until the police direct it is safe to do so.

Responsibility for the initial decision making remains with the management of the location being threatened and must form part of an inclusive process for managing risk. During an incident, initial decision-making should not be delayed pending instruction or action from the police. The speed of decision-making and implementation during an incident is critical. They are responsible for deciding on the appropriate response for the site and establishing if the threat is external or internal. If it is within the venue, consider evacuation. If the threat or incident is outside, it may be safer to stay inside. Deciding upon and initiating evacuation, invacuation, lockdown and/or the use of protected spaces should be the responsibility of the lead individual. They will have immediate access to key checklists for procedures and key information that needs to be recorded. As evacuation in non-fire scenarios is not the same as evacuation due to fire, for example, people may be directed to specific exits or to avoid a particular route or area, the emergency response plan must include how to communicate this information to the people affected.

There are a number of options for emergency response, including:

- full site evacuation- direct people to 'evacuate to their nearest exit' and disperse, or direct them to specific exits.
- phased evacuation/ partial or zonal evacuation (consider if you require dedicated searchers to remain) This may be appropriate in order to give priority to the people closest to, or most at risk from the threat. This approach is similar to a fire scenario, where typically the floor affected and two floors above are evacuated in advance of others. This allows for a controlled and prioritised evacuation, minimising the overloading of internal or external circulation routes.
- directional evacuation, in which staff, contractors and visitors are directed to specific exits and routes. This may be beneficial if a specific area is, or is likely to become dangerous, or if an alternative route would result in people passing through or near the area of threat. The selection of this strategy may increase the overall evacuation time but could improve safety.
- Invacuation/ partial invacuation to safer areas, including protected space(s), if available. If the threat is outside the venue, or the location is unknown, people may be exposed to greater danger if the evacuation route takes them past the threat.
- no action required (a decision is made not to evacuate or invacuate)
- lockdown (this may be a partial or full lockdown) in which people are prevented from entering and leaving the building or areas of the building. This is used to delay the attacker and reduce the number of potential casualties.

Protected spaces should be located:

- in areas surrounded by full-height masonry walls, e.g. internal corridors, toilet areas or conference rooms with doors opening inwards
- away from windows and external walls

- away from the area in between the building's perimeter and the first line of supporting columns (known as the 'perimeter structural bay')
- away from stairwells or areas with access to lift shafts which open at ground level onto the street. This is because if compromised, blast could travel up them. However, if the stair and lift cores are entirely enclosed, they could make good protected spaces
- avoiding the ground floor or first floor if possible
- in an area with enough space to contain the occupants

4. Plant and Equipment

The Head of Apprenticeships or Head of Operations will work with landlords of premises used by MetaGedu Apprenticeships and host employers to ensure that we comply with the relevant legislation and regulation. This includes:

- Ensuring all electrical equipment and services provided are compliant and appropriate to the working environment and adequately maintained, tested, and inspected.
- Ensuring all machinery, whether static or mobile is appropriately guarded to the relevant assessed risks
- Ensuring all lifting equipment and pressure systems are tested and examined by an independent insurance engineer
- Ensure all water systems are hygienic and provide safe and suitable drinking water

Staff and Apprentices must ensure any equipment is in good condition prior to use and follow any guidance/instructions on the safe use of that equipment.

All host Employers will be required to ensure that they provide suitable and sufficient plant and equipment in accordance with the points above.

5. Personal Protective Equipment

MetaGedu Apprenticeship recognises that Personal Protective Equipment is a last resort and that wherever possible risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to staff and apprentices undertaking those tasks. Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. All Personal Protective Equipment will be maintained, and storage facilities will be provided for it when it is not in use. Staff and apprentices will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid, or limit; the purpose and the manner in which the equipment is to be used and the actions they need to take to ensure it remains in good repair and efficient working order.

All host employers will be required to ensure that they provide suitable and sufficient PPE in line with the points above.

6. Control of Substances Hazardous to Health

MetaGedu Apprenticeship recognises its responsibilities to identify and assess the risk to health and the precautions needed to protect health from substances used, stored or transported within MetaGedu sites or to work with Landlords of premises used by MetaGedu Apprenticeship to ensure that:

- Substances are identified and appropriate assessments are carried out.
- Appropriate measures to control risks are implemented.
- Exposure of staff or apprentices is monitored where necessary.
- Staff and apprentices receive the appropriate information, instructions and training about the risks and necessary control measures.

All host employers will be required to ensure that they provide suitable and sufficient COSHH Assessments and then subsequent controls required to prevent injury in accordance with the points above.

7. Display Screen Equipment

MetaGedu Apprenticeship will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to all designated computer users. The assessments will follow the regulations and guidance, to identify any changes to the layout or additional equipment that may be necessary to ensure a safe working environment.

Staff and apprentices' work activity should be planned to allow periodic rest breaks or changes in activity and they should be informed about the risks associated with using display screen equipment.

All "users" will be informed of appropriate workstation analysis assessments, and the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

The HR department will provide vouchers to staff to cover the costs associated with eyesight tests and lenses for display screen equipment (DSE) designated users.

Staff are reminded to adhere to safe working conditions when working from home or remotely.

All host employers will be required to ensure that they provide suitable and sufficient DSE Assessments and that they have in place the above requirements for any apprentices that will be 'users' of display screen equipment.

8. Manual Handling

MetaGedu Apprenticeship will provide the necessary training, instruction, and supervision to staff where their role involves manual handling tasks. Routine tasks involving manual handling will be assessed and steps will be taken to reduce the risks where necessary. We recognise that staff and apprentices may complete non-routine tasks that involve manual handling and therefore the following information will be brought to their attention:

- Staff and apprentices are expected to only work well within their own individual capabilities and to make full and proper use of any systems of work which reduce the risk of injury.

- Staff and apprentices are expected to exercise their own common sense and judgement and if a particular manual handling task seems likely to approach the limit of their own capabilities, then mechanical assistance or the assistance of colleagues is to be used.
- In any cases of doubt, staff and apprentices must contact their immediate line manager or Apprenticeship Development Coach for advice.

All host employers will be required to provide suitable and sufficient manual handling assessments and then subsequent controls required to prevent injury in accordance with the points above.

9. Work at Height

Working at height applies to all work at a height where there is a risk of a fall liable to cause personal injury. MetaGedu Apprenticeships will make sure any working at heights is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. However, it is not envisaged that any working from height will be required by MetaGedu staff. All host employers will be required to follow the guidance provided by the HSE if the apprentices will be carrying out any tasks covered by the legislation.

10. Electricity

MetaGedu Apprenticeships will assess the risks associated with electricity and take reasonable precautions to reduce or eliminate the risks, which will include completing preventative maintenance on all electrical equipment it provides. We will work with landlords of premises we utilise to take the necessary steps to comply with the law. Staff and apprentices should check electrical equipment before use and ensure they do not overload sockets.

All host employers will be required to ensure that they provide suitable and sufficient safety controls such as PAT testing where associates and apprentices are working with electrical equipment.

11. Asbestos

MetaGedu Apprenticeships will work with landlords of premises used by MetaGedu Apprenticeships to ensure that an up to date record of the location and condition of asbestos is made and maintained, to enable the risks to be assessed and managed. A system is in place to provide information to anyone who is likely to disturb the materials containing asbestos during their work activity. All host employers will be required to follow the guidance provided by the HSE if the apprentices will be carrying out any tasks involving asbestos.

12. Transport

MetaGedu Apprenticeships recognises that health and safety laws applies to on-the-road work activities and the risk should be effectively managed. This means ensuring the vehicles used for work purposes are safe and legal to be on the road. Staff must:

- Ensure that they are insured to drive for work, fit to drive, plan their journeys safely and comply with road traffic laws when driving.
- They are expected to drive safely, responsibly, legally, and conduct regular vehicle safety checks, irrespective of who owns the vehicle.
- Supply documentation requested by MetaGedu Apprenticeship so they can ensure they are meeting their legal duties.
- Report motoring offences, crashes or incidents to their line manager

All host employers will be required to ensure that they provide suitable and sufficient measures to managed the risks of vehicles on their sites and that any vehicles used by apprentices for work purposes are safe and legal to be on the road.

13. Smoking, Drugs and Alcohol

MetaGedu Apprenticeships recognises that the consumption of drugs and alcohol can negatively impact on the Health and Safety of staff, apprentices and others.

- MetaGedu will not tolerate the consumption of 'recreational' drugs on any of its sites and any illegal activity will be reported to the police.
- The consumption of alcohol on sites is restricted to preorganised social events only, that have been risk assessed to mitigate the hazards. Staff and apprentices should still refrain from becoming intoxicated at such events.
- The Head of Apprenticeship may authorise other occasions when alcohol can be consumed at their discretion.
- Staff and Apprentices should report any behaviour changes or concerns that may result from being under the influence of drugs or alcohol or that might result from drug and alcohol abuse through the safeguarding reporting mechanism.
- Any staff member or apprentice that is found under the influence of drugs or alcohol will be sent home and subject to the disciplinary procedure.
- Smoking and Vaping should only take place in the designated areas.

Should any staff member or apprentice approach MetaGedu Apprenticeships and volunteer a condition relating to either drug or alcohol abuse it would be our intention to:

- Deal with the individual in a sympathetic manner.
- Consider the individual's current employment role in terms of health and safety risks and take the appropriate action.
- Consider if any further health monitoring would be necessary.

14. Violence & Stress

MetaGedu Apprenticeships Limited recognises that excessive stress can create a risk to the health and safety of staff and apprentices. We will take all necessary measures to prevent the risk of excessive stress. Staff are encouraged to use their 1:1 to raise concerns and Apprentices are encouraged to raise any concerns with their Apprenticeship Development Coach and their host employer. All staff and Apprentices have access to Togetherall and

are encouraged to use the platform to access mental health support. Further information can be found in the Mental Health and Wellbeing Policy.

All incidents of violence, whether verbal or physical must be reported using the MyConcern platform. These incidents will be investigated in line with the behaviour policy and code of conduct, and may result in disciplinary action.

All host employers will be required to follow the guidance provided by the HSE on managing stress at work and ensure they report concerns to a member of staff from MetaGedu Apprenticeships.

15. Slips and Trips

MetaGedu apprenticeships recognises that slips and trips are one of the most common causes of injuries at work. We will ensure or work with landlords to ensure risk assessments are completed to reduce the risk of slips and trips. All staff and apprentices have a duty not to put themselves or others in danger, this includes:

- Ensuring surfaces to be kept free from obstruction or from any substance which would cause a slip, trip or fall.
- Report incidents, accidents and near misses promptly concerning slips and trips so action can be taken.
- If staff or apprentices see a spillage, they should either clean it up or make arrangements for it to be cleaned.
- Report any damaged flooring or work situations that you think are dangerous, so steps can be taken to reduce and risks.

All host employers will be required to follow the points above and to follow the HSE guidance on preventing slips, trips and falls.

16. Lone Working

MetaGedu apprenticeships recognises its responsibility to comply fully with legal obligations in relation to lone working. We will ensure that any staff who may work alone receive instruction or training in how to identify potential risks and take appropriate actions.

Risk assessments will be completed on lone working activities and lone workers will be provided with an appropriate means for obtaining back up support and or emergency services. All staff are required to keep their calendars up to date with details of visits so they can be contacted in an emergency.

All host employers will be required to ensure that they provide suitable and sufficient risk assessments for any situations where apprentices may work alone.

17. Noise

MetaGedu Apprenticeships does not envisage that any of their work activities will expose staff or apprentices to noise levels that would designate the area as either Lower Exposure

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Action Level or Upper Exposure Action Level. In the event that this changes, MetaGedu will assess the risks and provide suitable hearing protection to be worn.

All host employers will be required to ensure that they provide suitable and sufficient controls to prevent apprentices being exposed to high levels of noise.

5. Time for Policy Review

This Policy is to be reviewed annually.

5.1 Dissemination

The Policy is available for current and potential clients and apprentices to view

5.2 Disclaimer

MetaGedu reserve the right to amend this Health and Safety policy at any time to comply with new legislation and guidance.

6. Change History

Version	Changes made to previous version	Approved By	Date
v1	Initial release	Eric Sykes	27/03/2023
v2	Font Changes	Eric Sykes	12/06/2023
v3	EDI Policy Change to Equity	Eric Sykes	20/07/2023

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