

Health and Safety Policy

The delivery of education and training takes place mainly on the employers' premises or in hired facilities. The day to day administration and operational aspects of the business are undertaken mainly by the Admin team based at the company offices.

The Directors of PMA take the health, safety, welfare and safeguarding of our staff, associates and clients very seriously.

The PMA Directors accept ultimate responsibility for health and safety and are committed to ensuring that these responsibilities are fully discharged throughout the organisation.

The Directors consider health and safety to be a core management function and believes that the health, safety and welfare of its staff, associates, contractors, clients and visitors is our highest priority.

The Directors believe that successful health and safety management can only be achieved through planning, and that our Policy must be reviewed and improved frequently.

PMA will ensure necessary resources are made available to implement and communicate this Policy.

The effective delivery of this Policy also requires each associate, employee, learner/apprentice, contractor and visitor to accept responsibility for their own health and safety and that of others.

We will achieve good Health & Safety performance by:

- maintaining a safe and healthy working environment
- providing information, instruction, training and supervision, enabling all to work safely
- adopting a risk based, proportionate approach to health and safety management
- undertaking operational and strategic planning for health and safety
- continual improvement of our health and safety management system
- providing safe plant, equipment and systems of work
- implementing arrangements for the safe use, handling, storage and transport of equipment, materials and substances
- monitoring compliance with this Policy
- complying with all applicable legal requirements for health & safety; internal audit, and other monitoring as necessary, to measure progress; and using procurement policies which ensure competent associates, contractors and suppliers are engaged.

Organisation for Health and Safety Management

PMA regards the promotion of safety, health and wellbeing as a key objective for all staff, associate's learner/apprentices, contractors and visitors. We are committed to ensuring the highest standards of Health and Safety management.

Working with all our staff it is the intended strategy of the Group to maintain these standards by continually reviewing our operations against developing legislation, approved codes of practice and organisational guidance and instructions.

We recognise our obligations under the Health and Safety at Work Act, 1974 and any other health and safety legislation relevant to our activities.

The scope of the Health and Safety Policy is to control risks presented by the provision of education and training services and associated activities, operation of support functions across the PMA. The management system will consider legislative requirements and information relating to Health & Safety.

The following roles have been identified as having responsibilities which ensure the prevention of ill-health, the avoidance of accidents and the promotion of safe and healthy workplaces.

Roles and responsibilities

The Directors, Austin Ambrose and Ian Jones carry ultimate responsibility for health and safety and for ensuring the allocation of sufficient resources in terms of staff, training and funding to fulfil its legal obligations. Their principal responsibilities are:

- Approve Health and safety Policy
- Ensure that suitable arrangements are in place to cover employees engaged in remote work
- Ensure appropriate induction and training is provided for all staff, associates, learner/apprentices, contractors and visitors
- Ensure arrangements are in place for the regular monitoring, auditing and review of health and safety performance.
- Ensure effective arrangements are in place for responding to emergency situations, providing first aid and reporting incidents.

The Managers are accountable for health and safety Performance within their areas of responsibility and will:

- Ensure that health and safety is considered during business planning process.
- Staff are given enough training to discharge health and safety responsibilities
- Take a personal and proactive interest in health and safety by participating in behavioural observations, inspections and audits
- undertake health and safety induction of new staff and new associates

Health and Safety Champion principal responsibilities

- Effective communication of health and safety information
- Undertake safety inspections and audits
- Verify risk assessments of tasks, environment, tools and equipment are undertaken
- Verifying that an appropriate investigation is conducted, and corrective actions are implemented following significant incidents
- Take appropriate action when weaknesses in health and safety arrangements are identified

Staff responsibilities

All staff have a responsibility to look after their own health and safety and that of others with whom they are working. All staff shall:

- Always work safely; ensure work areas do not create hazards for themselves or others.
- Report any concerns, incidents or learning opportunities immediately.
- Complete all induction and health and safety training.
- Not misuse, disable or interfere with any equipment provided to protect people from hazards or to control risk.
- Assess risk and implement controls prior to the completion of a task or activity.
- Use personal protective equipment correctly.
- Assist in the investigation of injuries, incidents and near misses, and contributing to the identification and introduction of measures to minimise the likelihood of recurrence.
- Respond to concerns over radicalisation, safeguarding, bullying, harassment, stress, mental health, accident reporting referring to the relevant policy and procedures

Learner/Apprentice responsibilities:

- Comply with all policies, guidance and procedures which are in place to control health and safety risk as well as risk to wellbeing.
- Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
- Attend and or read appropriate induction and training.
- Report any accidents, unsafe circumstances or work-related ill-health.
- Not interfere with any equipment provided to protect people from hazards.
- Where a learner/apprentice is not confident of their ability to complete a task or activity safely, inform the tutor person in charge of the activity rather than compromise their own safety or the safety of others.

Health and Safety Arrangements

What	Who by
Risk Assessments undertaken by	Ian Jones and Julie Mulliner
Finding of risk assessments will be reported to	Ian Jones and Austin Ambrose
Risk Assessments will be reviewed every year or whenever an incident occurs if sooner	Ian Jones or Austin Ambrose and Julie Mulliner
Action required to control risks will be approved by	Ian Jones or Austin Ambrose
Will check implemented actions have removed/reduced risk	Ian Jones or Julie Mulliner
Staff representative	Julie Mulliner
Consultation with employees by	Ian Jones and Austin Ambrose
Equipment safe and maintained	Ian Jones and Austin Ambrose
Safe handling and use of substances	N/A
Health and Safety Advice	Julie Mulliner
Induction and training	Line Managers
Health Surveillance	N/A
Appointed First Aider	Stacey Chapman
All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at	Julie Mulliner
is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority	Julie Mulliner
Monitoring to ensure safe working practices being followed	Julie Mulliner
Responsible for investigating accidents	Julie Mulliner
Responsible for acting on investigation findings to prevent recurrence	Julie Mulliner
Health and Safety Champion	Julie Mulliner
Apprenticeship Health and Safety Issues	Lisa Lindgren
Apprenticeship provision – Collection and Completion of section 1-9	Lisa Lindgren
Apprenticeship provision -Collection and Completion of section 10	Lisa Lindgren
Lead for Safeguarding, Prevent, Channel	Lisa Lindgren
Designated Safeguarding, Prevent, Channel Officer	Lisa Lindgren

Appendix 1 - Apprenticeship and Employer Training Health and Safety Policy Statement

PMA operates different public and private funding streams which consist of the organisation's employees delivering learning and assessment to learner/apprentices on offsite premises, usually the employer premises. Employer premises are located nationally. Staff /Associates travel to these locations using their own or public transport.

On occasions staff are required to work irregular shift patterns and unsociable hours to fulfil the needs of the clients and its business. Although staff do not usually work with other PMA staff it is unusual for them to be working alone on premises with an apprentice, although this situation could occur. In which case the lone working procedure will apply.

Whilst on employer premises staff adhere to company industry specific health and safety legislation including the use of specific Personal Protective Equipment (PPE) as necessary. Staff also recognise their obligations to the organisation's Health and Safety Policy, and any other health and safety legislation relevant to its undertakings.

The responsibilities and duties for the different roles and functions are outlined in the organisation's Health and Safety Policy.

All RIDDOR accidents must be reported to the organisation within 24 hours and other accidents within 5 working days. All workplace RIDDOR accidents involving learner/apprentices and/or apprenticeship delivery staff to be investigated by the employer and the findings reported to the organisation.

Lone working arrangements are in place for instances when staff work autonomously.

Control of Substances Hazardous of Health (COSHH) arrangements are in place for instances should any substances be in use.

All employers will be checked for health and safety compliance prior to engaging with them.

If applicable - Delivery sub-contractors will supply health and safety information as requested to ensure competency.

PMA will include a review of the organisation's Health and Safety at least annually.

Main Contacts:

Name	Job Title	Address	Mobile phone
Ian Jones	Operations Director	ian@practicemanagersuk.org	07880 788 985
Austin Ambrose	Client Services Director	austin@practicemanagersuk.org	07726 921 685
Lisa Lindgren	Head of Education	lisa@practicemanagersuk.org	07751 091 395

Should you have any concerns around Safeguarding please email:

PMA DSL, Lisa Lindgren at: safeguarding@practicemanagersuk.org

Please be assured your email will be treated in the strictest confidence and that you will receive a direct reply from Lisa within 24 hours.

Revisions control:

Date	Summary of changes made	Changes made by (Name)	Version No.
May 11 th 2016	Health & Safety Policy created for PMA	Ian Jones	1.0
July 16 th 2016	Incorporated details of H&S Policy	Ian Jones	2.0
24 th March 2017	Qualifications update	Ian Jones	3.0
5 th April 2017	ILM intro paragraph changed and other minor edits	Ian Jones	3.1
20 th May 2018	Review of H&S policy and addition of GDPR Policy	Ian Jones	4.0
10 th Sept 2018	Full review of PMA H&S Policy – now fully re-focussed	Elaine Crowther & Ian Jones	5.0
16 th October 2018	Removal of comments relating to Cathryn Lyon	Elaine Crowther	5.1
18 th March 2019	Incorporation of appendix 1 for apprenticeship provision and clarification of completion of section 1-10 for apprentices	Elaine Crowther	6.0
5 th Dec 2020	Removal of ref to Delegate Central and minor typos	Sue Chadwick	7.0
July 2020	Added to new template	Sue Chadwick	7.1
Sept 2020	Full review and amendments	Sue Chadwick	8.0

Next Review Due: Sept 2021