



Health and Safety Policy

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Scope

This policy applies to all employees of Apprentify Group Limited and all its subsidiaries (the Organisation), regardless of seniority or site. It also extends to anyone working for or on our behalf e.g. those engaged by us on a self-employed basis or an agency arrangement.

We will encourage the application of this policy where our business involves the use of third parties e.g. suppliers, contractors.

Any reference to Apprentify Group Limited in this policy also includes all subsidiary companies.

Purpose

The policy outlines the responsibilities of key stakeholders of the Organisation in relation to health and safety. It has been developed in accordance with the Health and Safety at Work etc. Act 1974 and supporting regulations, including the Management of Health and Safety at Work Regulations 1999.

Policy Statement

This Organisation is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors and members of the public. We will take steps to ensure that our statutory duties are met at all times.

Each employee and other relevant persons will be given such information, instruction and training as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Every employee, contractor, visitor and member of the public must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

Organisational Arrangements

The nature of our Organisation and the services it provides mean our risk profile for employees and other individuals is relatively low: we do not handle heavy plant equipment, harmful chemicals or work in high-risk environments, for example. However, there are still a number of health and safety risks that the Organisation have identified and put appropriate measures in place to mitigate these.

Overall Responsibility

The Chief Executive Officer accepts overall responsibility for all matters, including those regarding health, safety and welfare.

Organisational Responsibilities

The Organisation commits to:

- establish and implement a health and safety management system to manage the risk associated with our premises and activities
- regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement
- provide sufficient resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our activities
- actively promote an open attitude to health and safety issues, encouraging individuals to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment
- communicate and consult with our employees on all issues affecting their health and safety and, in doing so, bring this policy to their attention
- provide adequate training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out
- carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level
- maintain our premises and work equipment to a standard that ensures that risks are effectively managed
- ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled

- co-operate with other organisations in these premises to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities, and that we comply with the relevant requirements of fire legislation.

Management responsibilities

Managers are responsible for ensuring that the safety policy is implemented within their own departments.

Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following:

- Ensuring that employees, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.

Employee responsibilities

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the Organisation comply with their legal duties and contributing to the safe running of our workplace.

All employees must:

- take reasonable care for their own health and safety
- consider the safety of other persons who may be affected by their acts or omissions
- work in accordance with information and training provided

- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- not undertake any task they are not trained or authorised to do.

First Aid

The Organisation will maintain suitable numbers of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed on SharePoint.

Fire Marshals

Fire marshals will be appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

Health and Safety Committee

The Health and Safety Committee (HSC) membership is made up of:

- The HR Director (who acts as Chair)
- All fire wardens

This ensures representatives from all Group organisations are present.

The HSC meetings are held twice per year, with the purposes of:

- Reviewing H&S performance (including accidents and near misses)
- Allowing employees to raise concerns or suggestions on how to improve H&S
- Provide regular check points on staff training

The Chair is responsible for:

- Scheduling the HSC meetings
- Agreeing and circulating the agenda prior to each meeting
- Taking minutes of the meeting, including any decisions and actions.

H&S performance is measured by reviewing:

- Number and nature of accidents recorded

- Accident trends
- Risk assessments
- Training records

Risk assessments

Where specific health and safety risks have been identified, a risk assessment will be conducted to document the risks and any mitigations that have been or will be put in place, as well as who is responsible for each mitigation.

Common scenarios where risk assessments are required include:

- When an employee informs the Organisation they are pregnant
- When an employee's mobility is limited, either temporarily or permanently

Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported to your line manager or other senior leader in the first instance, before notifying the HR Department, including if it is a near miss. It must also be recorded in the accident form, available on [SharePoint](#).

If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive. Details can be found on the HSE website [here](#).

Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

Review

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes at least annually. •