

Who and what is this policy for:

This H&S policy applies to all Supply Chain Academy Ltd and Supply Chain Academy Limited colleagues, visitors and learners. There are specific details arrangements for the H&S of our apprentices.

This policy outlines how we will:

- Promote and get commitment to the policy.
- Train employees in implementation of the policy
- Cover Supply Chain Academy Limited apprentices
- Have people responsible for H&S and the identification and management of Health and Safety concerns.
- A procedure for accidents / ill health of apprentices

Any queries relating to this policy contact:

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1. Statement

The Management Team of the SCA/Supply Chain Academy Limited and the parent company Uniserve Group Holdings Ltd (The Group) is committed to the achievement and maintenance of high standards of health and safety. The Group's Health & Safety Policy is based on our desire to comply with the spirit, as well as the letter of health and safety legislation, codes of practice and other relevant standards.

The Group regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health, to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of the Group's activities; critical to developing the professional culture of the Group; and establishing and maintaining a solid reputation with all of our clients.

2. Organisation

2.1 The Managing Director will ensure that the Management Team, employees and faculty members fulfil their obligations under the terms of this Policy

2.2 The Management Team are responsible for ensuring implementation of the Group's Health & Safety Policy Statement and compliance with relevant safety legislation, codes of practice and Group standards. They must also ensure that necessary safety arrangements, resources and procedures are in place in their areas of responsibility and for providing sufficient resources and support to meet its health and safety objectives.

2.3 The Group Health & Safety Manager supports the Management Team directly in achieving this.

2.4 Employees

All of the Group's employees, at all levels, have responsibility for implementing the specific arrangements made under this policy.

All employees are expected to read the relevant Health & Safety policies (which can be found on myHR), familiarise themselves with the provisions and carry out their defined responsibilities.

All employees are under a duty to work safely at all times and to place a high priority on the safety of themselves, their colleagues and third parties.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the Group.

Every employee has the right and is obliged to raise safety concerns and issues with their line manager and / or their local Health and Safety Co-ordinator. If an employee is asked to carry out something that they believe is dangerous, they must bring this urgently to the attention of their line manager and / or their local Health and Safety Co-ordinator and they should not undertake the activity until such times as their concern has been resolved.

All employees, faculty members, students, contractors and sub-contractors are required to cooperate with the Group and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

2.5 Operations

All contracts of employment will clearly state that working safely is a condition of employment.

Appropriate performance management up to and including disciplinary action will be taken in situations where anyone has compromised either their or another person's health and safety.

The Group will have safety objectives and an action plan, reviewed every two years, to ensure this policy and relevant Health & Safety legislation is complied with.

2.6 Co-operation

Systems will be maintained to ensure that the Group can share experience and knowledge to develop health and safety standards.

2.7 Systems will be maintained to enable effective consultation on health and safety matters. In situations where workplaces are shared with contractors or other third parties, relevant health and safety information about hazards and the control measures required, will be communicated to contractors or third parties before work commences.

2.8 Competence

All employees, including temporary staff, will receive suitable and sufficient training to ensure that they are aware of the Health & Safety Policies, procedures and safe working practices required to carry out their job safely.

2.9 Accident / Incident Reporting and Investigation

All serious accidents will be reported to the Managing Director within 24 hours of the accident occurring.

2.10 Monitoring and review

The Group H&S Manager will regularly carry out internal health and safety performance reviews, identify good practice and review performance. The Health & Safety policy will be reviewed by the senior management team and signed off by Operations Director on an annual basis.

2.11 Group Health and Safety Manager Role

1. Ensure that Supply Chain Academy Limited policy and procedures continue to meet the requirements of current Health and Safety legislation.
2. Update or produce new procedures as necessary.
3. Review the policy and procedures regularly or if conditions change.
4. Audit all aspects of the implementation of the policy and procedures throughout the company to ensure continued compliance with legislation.
5. Design and implement the management system for Health and Safety throughout the company

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- and maintain its effective operation.
 6. Record all information relating to accidents, incidents, near misses, staff training, evacuation drills and other safety inspections or records necessary to comply with company policy, procedures, and the law.
 7. Act on behalf of Supply Chain Academy Limited with external organisations e.g. The Health and Safety Executive, the Local Authority, and associated stakeholders.
 8. Prepare an annual report on Health and Safety.
 9. Liaise with, instruct, and generally advise staff, learners and apprentices on matters of Health and Safety.
 10. Investigate all reportable accidents, to identify the causation factors and review and revise procedures to reduce the risk of a recurrence. Compile and file all reports for such accidents with the appropriate authority (RIDDOR 2013) and any stakeholders who may require the same. Ensuring that effective local arrangements are in place for implementation of Health and Safety policies, procedures and codes of practice.
 11. Promoting a positive Health and Safety culture by, for example, ensuring effective communication of Health and Safety information and including safety as an agenda item at all management meetings. Promotion of this policy is reinforced during staff induction, performance reviews and team meetings. AS part of ongoing staff training commitment and understanding of the policy and promotion to all teams and apprentices is undertaken. This includes integration of Health and Safety policy and procedures within our curriculum design
 12. Training staff to comply with the Health and Safety Policy and procedures and assist in the effective management of Health and Safety and in particular to undertake risk assessments.
 13. Reviewing and updating risk assessments and submitting them to relevant staff for approval.
 14. Inspecting the areas to ensure that equipment, storage of combustible materials, and the condition of the workplace and traffic routes is maintained safely.
 15. Ensuring that where necessary and when identified to reduce risk that personal protective equipment is available, sufficient, and suitably supplied and maintained to those who might need it.
 16. Ensuring that appropriate induction training is provided for all staff, apprentices, learners, employers, visitors and contractors.
 17. Ensuring that all accidents and incidents are recorded and examined and that all reasonable steps are taken where possible to prevent a similar occurrence.
 18. Ensuring that materials, consumables, and equipment purchased for use at Supply Chain Academy Limited are recorded, evaluated, and assessed to reduce any risk from hazards they may present.
 19. Ensuring that there is proper coordination, cooperation, and communication with other users of shared and/or adjacent space.
 20. Suspending activities where Health and Safety is being, or is likely to be, compromised or the environment damaged.
 21. Taking appropriate disciplinary action where staff, apprentices or learners have breached the Supply Chain Academy Limited's Health and Safety Policies and Procedures.
 22. Ensuring that arrangements are in place for the regular monitoring, auditing and review of Health and Safety performance.
 23. Being available to any member of staff, Trade Union Safety Representative, apprentice, learner or employer to discuss or resolve Health and Safety matters.
 24. Ensuring that adequate resources are allocated to mitigate Health and Safety risks
 25. Maintain a register of trained First Aiders and Fire Marshalls to ensure areas are sufficiently covered in the event of any incident or emergency.
 26. Organise and implement Evacuation Drills at a frequency as set out in relevant procedures and test fire alarms and maintain the fire-log record.
 27. Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings.

2.12 Facilities

The Uniserve Group Health and Safety Manager is responsible for Health and Safety matters relating to Head Office and Training locations (unless these are the responsibility of the training location site manager, where due diligence will be conducted to ensure compliance)

This will include:

1. Heating and ventilation equipment.
2. Hot and cold-water systems.
3. Fixed wiring, lighting and portable appliance testing and certification.
4. Firefighting equipment, signage, and escape routes.
5. General maintenance of buildings and contents to maintain a safe working environment.
6. Ensuring that contractors working on the premises submit method statements and risk assessments to reduce all risks to themselves and the staff, apprentices, learners and visitors.
7. Arrange to instruct, inform, and train the staff so that they can effectively assess and safely carry out the necessary work to inspect, repair and maintain premises.
8. Manage staff communication to ensure that breakdowns or request repairs or assistance is provided and monitored.
9. Manage the conduct and safety of all contractors working on premises and ensure that they are given a safety induction and that risk assessments and method statements are adhered to and that any permits for working high risk areas are in place.
10. Ensure that all premises remain safe for staff, apprentices, learners, and visitors.

2.13 All Staff

All staff have responsibility for ensuring that all colleagues within their control are aware of their duties and responsibilities to one another and to apprentices, learners and visitors to Supply Chain Academy Limited and that staff adhere to the procedures set out in the management system for Health and Safety.

They must ensure that fire-fighting equipment, storage of combustible materials, lighting and the condition of the workplace and traffic routes is maintained safely throughout the areas within their control.

They should report any incident or breach of conduct and actively seek to redress any shortfalls by bringing them to the notice of the Group Health and Safety Manager,

In particular they should:

1. Understand the organisation and arrangements for Health and Safety at Supply Chain Academy Limited.
2. Be aware of their responsibilities for Health and Safety.
3. Know of and comply with statutory requirements and appropriate codes of practice relevant to their role.
4. Organise and implement the delivery of any necessary information, instruction, training and supervision to ensure the Health and Safety of those affected by what they themselves do or by what they ask others to do, including apprentices, learners and employers.
5. Set a high standard of safety by personal example so that staff, apprentices, learners and employers at Supply Chain Academy Limited and come to accept good safety practice as normal.
6. Seek assistance from senior managers to resolve matters of Health and Safety beyond their experience or control.
7. Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings and promptly report them to the Managing Director or Head of Centre for repair or

replacement.

8. Immediately stop any actions, or practices within their areas that in their opinion are unsafe.
9. Report to the Group Health and Safety Manager and / or line manager any situation or condition that may compromise safety.
10. Co-operations in auditing processes at the request by senior managers.
11. Section 7 of the Health and Safety at Work Act 1974 places a duty on all employees while at work to take reasonable care for themselves and of anyone who may be affected by their acts or omissions. They also have a duty to co-operate with Supply Chain Academy Limited in order that it can comply with its own duties under the Act and associated legislation.
12. Section 8 requires that no one shall interfere with or misuse anything provided by Supply Chain Academy Limited in the interests of Health and Safety (e.g., fire alarms, extinguishers, first aid boxes).
13. Staff should report to their line manager any accidents, unsafe circumstances, or work-related ill health of which they become aware.
14. Where a member of staff is not confident that he or she is competent to carry out a work activity safely, his or her line manager should be informed and rather than compromising his or her own safety or the safety of others the staff member should not proceed with the activity.

2.13 Delivery Staff (i.e., Tutors / Lecturers / Apprentice Coaches)

Delivery staff have a duty to take reasonable care of their own Health and Safety and that of all other staff, apprentices, learners and visitors that may be affected by their teaching and other work-related activities, they must ensure that:

1. Safe systems of work are taught to apprentices and learners.
2. Sufficient information, instruction and training is given to all apprentices, learners, and employers to enable them to work safely and provide a safe and suitable working environment for apprentices.
3. Equipment and substances are used in a manner which will not adversely affect their Health and Safety and that of apprentices, learners, or other staff.
4. They understand all company procedures that govern Health and Safety of their area of delivery, particularly relating to emergency evacuation and accident procedure.
5. Sufficient information, instruction, induction and training for apprentices, learners, and employers to enable them to work safely, particularly during work, training, and demonstrations.
6. Instructions on the use of equipment and substances in a manner which will not adversely affect their Health and Safety and that of apprentices, learners, or other staff, when required for course work, research and consultancy undertaken by Supply Chain Academy Limited.

2.14 Arrangements

The purpose of this section is to identify and outline what practical arrangements are in place for ensuring safe working practices that allow the aims of the general policy statement to be adhered.

2.15 Accidents, Incidents, Ill Health and Injury Reporting

A procedure is in place for the recording and reporting of accidents which also describes the arrangements in respect of the reporting of diseases and dangerous occurrences (RIDDOR) which may occur at Supply Chain Academy Limited. Other reporting is undertaken, when requested, to stakeholders associated with Supply Chain Academy Limited.

2.16 First Aid

There is a first aid box at head office and an appointed person/first aider. Consequently, they will provide first aid to any person injured at work. In the event they are not available to do so or in the event of an accident, injury or illness that requires medical attention the emergency services must be called and when it is safe and practical to do so contact a senior manager who can also assist with contacting the emergency services.

In the event of an accident away from the office a mobile phone should be used to call the emergency services and notification to the office of the accident as soon as it is practical to do so.

2.17 First aid equipment

1. First Aid equipment is supplied in the Main House reception and Kitchen.
2. Names of holders of first aid certificates are displayed at head office/training centre.
3. Injuries to anyone in the workplace must only be treated by someone holding a current First Aid certificate.
4. All injuries must be recorded following Dealing with Adult Accidents Procedure.
5. Injuries to staff must be recorded by someone other than the member of staff who is injured.

3.0 Procedures to be followed if an accident or Sudden Illness occurs (i.e apprentice)

3.1 Employees need to:

- Take any action required to deal with the immediate risk.
- Contact the emergency services if necessary.
- Contact a senior manager and make them aware of the situation.
- Ensure the incident is properly recorded in accident book.

3.2 Reporting an accident in the workplace or Training Environment

Supply Chain Academy Limited requires staff, apprentices, learners, and employers to report accidents so that Supply Chain Academy Limited can thoroughly investigate the matter and take steps to prevent them from recurring in the future. There are various types of workplace accidents that must be reported, and these include deaths, major injuries, injuries that require an employee, apprentice or learner to miss work for more than a seven-day period, work-related diseases, dangerous occurrences, and incidents where a member of the public is taken directly to hospital for treatment.

3.3 If an Accident or Incident Occurs at head office or on a training site, the Group Health and Safety Manager and /or Managing Director will need to:

- Assess the kind of investigation needed.
- Report the incident as required to the enforcing authorities.
- Investigate (what happened and why?)
- Take action to stop something similar happening again.

3.4 A manager will complete the Accident/Incident Report Form and ask you for details pertaining to the accident. An entry should be made in the accident book as soon as possible after the accident/incident but in an event no later than the end of the day.

3.5 The accident book is kept in the main office and in the centres, and is analysed regularly to identify any patterns, so that appropriate action can be taken to make the situation safe again.

3.6 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (updated in 2013) RIDDOR.

3.7 These regulations place responsibility on employers to report accidents at work (dangerous occurrences) and diseases to the Health and Safety Executive including those which may be infectious or contagious and those which may develop because of work (industrial/occupational diseases).

3.8 Employers can be fined if they fail to report them.

- If someone is off work or not able to do their usual work tasks (whether an employee or self-employed) for over seven consecutive days after an injury, then it must be reported within 15 days of the accident taking place.
- Accidents must be recorded, but do not need to be reported where a worker is unable to work for three or fewer consecutive days.
- Accidents which do not result in death must be reported if they result in an injury and the person is immediately taken to hospital.
- All deaths in workplace must be reported.

3.9 All accidents, dangerous occurrences, and hazardous conditions must be brought to the attention of a senior manager.

3.10 The Group Health and Safety Manager will ensure that all accidents and dangerous occurrences are recorded in the company accident book and are appropriately investigated with the aim of preventing re-occurrence.

3.11 They are also responsible for reporting any qualifying accidents, diseases, and dangerous occurrence to the enforcing body.

4.0 Visitors

Visitors are always the responsibility of their hosts and must be made aware of any relevant company procedures.

5.0 Contractor and Subcontractors

All contractors / subcontractors working on site will be required to comply with all relevant company procedures and provide evidence of their competence and compliance with health and safety matters.

6.0 Fire and Other Emergencies

Alarm systems are checked weekly and fire evacuation drills held at a frequency determined by a relevant procedure. Effective fire alarm and extinguishing systems are regularly maintained.

Any deficiency found when checks on the fire detection, fire alarm or fire fighting systems and equipment are undertaken are recorded and immediately reported to the Group Health and Safety Manager

6.1 Evacuation Procedure at Supply Chain Academy Limited, Upminster Court training location

See Uniserve/Supply Chain Academy Fire Evacuation Plan, created May 2023, Review Date May 2024.

7.0 Security

1. Do not let anyone into the workplace who is not known to you. Refer unknown callers to a senior member of staff who will check their identity and issue a visitor's badge if appropriate.
2. Always ensure that the front door is shut firmly after you let someone in or go out yourself.
3. Staff should try not to visit the workplace out of hours without first advising their line manager.
4. Always ensure that the front door is locked whenever you are alone in the building.
5. If you see anyone in the building or training area who is not known to you and who is not wearing an official visitor's badge, you should politely challenge them and establish their identity. They may need to be escorted to a senior member of staff for a badge.
6. Staff should not bring valuables or large amounts of cash to work. If this is essential, arrange for it to be locked in a secure place.
7. A senior member of staff should be advised if anyone is observed loitering or acting suspiciously in or close to workplace premises.

7.1 Security Incidents

All doors are constantly secure to the building. In the event of a security threat all staff, apprentices, and visitors must make their way to a central point in the building and wherever possible stay away from windows and doors.

7.2 Wherever possible all windows must be secured. Supply Chain Academy Limited adopts the governments Run Hide Tell procedure. All are responsible for telephoning the emergency services to report the incident.

8.0 Lone Working

8.1 Office staff may be required to spend periods of time alone in the office. Delivery staff may be required to spend time alone working in training locations or travelling to workplaces.

8.2 In these events, staff should take all necessary precautions to keep themselves safe including:

1. Locking all doors and windows - being mindful of an emergency escape route in case of fire etc.
2. Having all appropriate emergency contact numbers and a telephone to hand.
3. If walking alone, to or from a vehicle, ensuring that the vehicle is parked in a well-lit area that is as close as possible.
4. Supply Chain Academy Limited in turn will participate by:
5. Minimising the occurrence of lone working
6. Providing panic alarms for general use if desired.

8.3 Mobile employees are expected to keep regular contact by phone with the head office and must be contactable during working hours.

8.4 If an employee knows they will not be contactable for a period, such as their being no signal on their mobile phone, as a result of working in an isolated area, they should pre-warn the office of the expected duration of this and if any necessary special arrangement should be made.

8.5 These may include utilising the client's land telephone line.

8.6 Employees should also always advise on-site staff of their whereabouts, particularly when meeting new clients.

9.0 Staff and Apprentices Using Public Transport

9.1 When using public transport staff and apprentices will be advised: to be aware of the people around their environment. If at any time you do not feel safe, leave the area, and find somewhere safe to contact head office.

9.2 Please ensure that you have planned your journey, keep to populated and well-lit areas.

9.3 If you must wait for buses or trains wait in lit areas and where possible with others so that you are not on your own.

9.4 Please ensure that your fares are ready and that you are not trying to find cash whilst waiting as this could make you vulnerable.

9.5 Please keep all your possessions hidden and carefully stored so as not to draw attention to yourself. If you must use your mobile phone keep this close with a firm grip and find a secure place to use it.

- Again, please be aware of the environment and the people around you.
- When walking please keep to lit areas and plan your route before starting your journey.

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- If you are using your car, please ensure that you park in well-lit areas of a car park or on street areas.
 - Be aware of your environment when getting out of the car or returning to it.
 - Think about your personal belongings when getting in or out of the car.

For more information on personal safety please visit

<https://www.first2helpyou.co.uk/2019/07/12/walking-home-alone-safety-tips/>

<https://www.nidirect.gov.uk/articles/using-public-transport>

10. Risk Assessments

10.1 Supply Chain Academy Limited examines all aspects of its activities involving staff, apprentices, employers and visitors to establish what hazards exist and to evaluate the risks presented by them. When significant risks are identified, actions are taken to reduce these risks to the lowest level practicable.

10.2 Information about risk reduction is published in the form of risk assessment and control measures these are recorded and controlled by the Managing Director.

11. Hazard Substances and Dangerous Equipment

11.1 All substances used at Supply Chain Academy Limited are subject to hazard identification and subsequent risk assessment with the objective of reducing risk to the lowest level reasonably practicable.

11.2 Safe storage, handling, transport, and disposal are included in these assessments.

11.3 Dangerous equipment is either enclosed, its use is restricted to specific individuals who have been trained and are deemed competent to use it or contained in a secure area.

12. Training for Staff, Apprentices and Workplace Employers

12.1 All staff, apprentices, and employers are given Health and Safety induction training.

12.2 Existing staff are also subject to refreshers on modules identified as relevant to their roles annually.

12.3 During this training and inductions for all, the Health and Safety Policy and Procedures of Supply Chain Academy Limited are explained and reviewed, including:

- Roles and responsibilities
- Reporting Health and Safety risk, issues, or concerns, including those in the apprentice or learner's place of work.
- First Aid and accident procedures and reporting
- Reporting broken or faulty equipment.
- Maintaining and ensuring Health and Safety in the workplace

12.4 All staff, apprentices, and managers are given access to the Health and Safety policy and procedures.

12.5 All training is recorded either in the induction record or on individual CPD records.

12.6 If specialist training is required or requested by individual staff members, apprentices, or employers these will be assessed by the Group Health and Safety Manager and appropriate training will be sourced.

12.7 All Supply Chain Academy Limited operational meetings will include Health and Safety as a part of the agenda to reinforce the policy and procedure and ensure that any emerging risks are identified and controlled or removed.

12.8 During apprentice progress reviews, the welfare and health and safety of the apprentice and learner will be discussed, and advice may be given to support knowledge and understanding, any issues must be reported to the employer and the Managing Director at Supply Chain Academy Limited to ensure that any issues can be investigated and rectified to ensure continued commitment to safeguard apprentices, learners, staff, and stakeholders.

12.9 This is to ensure that any Health and Safety issues can be investigated and rectified to ensure continued commitment to safeguarding apprentices, staff and stakeholders.

13. Apprentice Place of Employment

13.1 All Supply Chain Academy Limited apprentice workplaces will be subject to a Health and Safety Vetting risk assessment, which will be conducted prior to commencement of the course or apprenticeship.

13.2 The risk assessment may identify actions that the employer must take to ensure the safety of the apprentice.

13.3 These will be risk rated and a timely date set to ensure that the action has been completed.

13.4 Red risk ratings will result in a delay in the apprenticeship start date and will need to be remedied before commencement of the apprenticeship.

14. Inspections and Audits

14.1 The Health and Safety Officer must carry out inspections and audits of the areas under their control to confirm that actions and procedures for Health and Safety are maintained.

14.2 The purpose of these audits and inspections is to monitor the effectiveness of the management systems and to identify any shortfalls so that procedures can be revised, and continuing improvements can be made.

DIRECTOR APPROVAL

Date	Updates/Amendments	Signature
14/09/2022	Update Working Safely during coronavirus (COVID-19) to workplace management to reduce the spread of respiratory infections	<i>Neil Roll</i>
31/07/2023	Staffing changes at Director level. Brand Logo update Review of Uniserve/Supply Chain Academy H&S Policy Fire Evacuation Plan First Aid Arrangements	<i>Neil Roll</i>
20/09/2024	Change of Business Name from CP Training services Ltd to Supply Chain Academy Limited	<i>Neil Roll</i>