

1. STATEMENT OF INTENT

The Board of Directors is fully committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of:

- Apprentice learners (including those under 18)
- Staff and contractors
- Employers and workplace supervisors
- Visitors and members of the public

This policy is established in accordance with:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Equality Act 2010
- Other relevant statutory instruments and approved codes of practice
- Department for Education (DfE) requirements, including the Financial Handbook for Independent Training Providers (effective 1 August 2025)
- Apprenticeship Funding Rules (where learner safety and employer responsibilities apply)

The organisation recognises that apprentices are both employees and learners. The safety of learners will not be compromised by financial, operational or performance pressures. Robust health and safety governance is integral to quality of education, safeguarding, and regulatory compliance.

2. SCOPE

This policy applies to:

- All staff (permanent, temporary, agency, contractors)
- All apprentice learners
- All delivery locations, including:
 - Employer workplaces
 - Provider premises
 - Subcontracted provision
 - Remote and online learning environments
- All employer partners hosting apprentices
- All subcontractors engaged in delivery

3. GOVERNANCE AND ACCOUNTABILITY

3.1 Board of Directors

The Board retains ultimate accountability for health and safety compliance and will:

- Approve and annually review this policy.
- Receive at least quarterly health and safety performance reports.
- Review serious incidents, including RIDDOR-reportable events.
- Ensure adequate resources are allocated to manage health and safety risks.
- Ensure health and safety governance aligns with DfE Financial Handbook internal control expectations.
- Formally record policy ratification in Board minutes.

3.2 Designated Health and Safety Director

A named Director is responsible for:

- Strategic oversight of health and safety.
- Reporting to the Board.
- Ensuring regulatory compliance.
- Escalating significant risks and incidents.

3.3 Health and Safety Operational Lead

Responsible for:

- Maintaining risk assessments.
- Coordinating employer due diligence.
- Maintaining the incident register.
- Determining RIDDOR applicability (with specialist advice where required).
- Ensuring training compliance.

3.4 Managers

Managers must:

- Conduct suitable and sufficient risk assessments.
- Implement control measures.
- Monitor compliance within their areas.
- Ensure staff and apprentices receive appropriate information and instruction.

3.5 Staff Responsibilities

All staff must:

- Take reasonable care for their own safety and others.
- Follow safe working procedures.
- Report hazards and incidents promptly.
- Participate in required training.

3.6 Apprentice Responsibilities

Apprentices must:

- Follow employer and provider health and safety procedures.
- Use equipment safely.
- Report concerns, hazards, or incidents.
- Engage in health and safety training provided.

3.7 Employer Responsibilities

Employers hosting apprentices must:

- Provide a safe working environment.
- Maintain valid employer liability insurance.
- Undertake workplace risk assessments.
- Provide appropriate supervision.
- Inform the provider of serious incidents involving apprentices.

4. RISK MANAGEMENT FRAMEWORK

4.1 Risk Assessments

The organisation will ensure:

- Suitable and sufficient risk assessments are undertaken.
- Assessments are reviewed annually or when circumstances change.
- Records are maintained securely.

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- Control measures are implemented and monitored.

4.2 Apprentice-Specific Risk Management

Recognising the dual status of apprentices (employee and learner), the organisation will:

- Conduct employer pre-placement health and safety checks.
- Review sector-specific risk factors.
- Ensure young person risk assessments are undertaken where apprentices are under 18.
- Confirm appropriate supervision arrangements.
- Monitor high-risk sectors more frequently.

4.3 Individual Risk Considerations and Inclusivity

In compliance with the Equality Act 2010, the organisation will:

- Consider reasonable adjustments within risk assessments.
- Assess PPE suitability for all genders and body types.
- Undertake pregnancy risk assessments where applicable.
- Consider disability-related risk adaptations.
- Take account of cultural or religious requirements where relevant.
- Address mental health and wellbeing considerations within risk management processes.

5. EMPLOYER DUE DILIGENCE (APPRENTICE PLACEMENTS)

Before placing or enrolling an apprentice, the organisation will:

- Obtain employer health and safety declaration.
- Confirm valid employer liability insurance.
- Review employer risk assessment arrangements.
- Confirm safeguarding alignment where apprentices are under 18 or vulnerable adults.
- Assess adequacy of supervision.
- Record due diligence evidence.

Employers assessed as high risk may require enhanced monitoring or site visits.

6. INCIDENT REPORTING AND RIDDOR, See appendix 1 & 2

6.1 Internal Reporting

All incidents involving staff or apprentices must be reported within **24 hours**.

This includes:

- Injuries
- Near misses
- Dangerous occurrences
- Occupational illness
- Work-related violence

6.2 Investigation

Incidents will be investigated proportionately to:

- Identify root causes.
- Implement corrective actions.
- Prevent recurrence.
- Inform quality improvement planning (QIP).

6.3 RIDDOR

The organisation will:

- Assess whether incidents meet RIDDOR reporting thresholds.

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- Submit statutory notifications where required.
 - Maintain records in accordance with statutory retention requirements (verification required against current legislation).

Serious incidents will be escalated to the Designated Director and reported to the Board.

7. TRAINING AND COMPETENCE

The organisation will ensure:

- Health and safety induction for all staff and apprentices.
- Annual refresher training for staff.
- Specialist training where risk profile requires it.
- Training completion monitoring and reporting to senior leadership.

8. SUBCONTRACTOR ASSURANCE

Subcontractors delivering apprenticeship provision must:

- Provide their Health and Safety Policy annually.
- Demonstrate employer due diligence processes.
- Report incidents involving apprentices within 24 hours.
- Cooperate with provider monitoring and audits.
- Maintain appropriate insurance coverage.

Subcontractor compliance will be subject to annual review in line with DfE governance expectations.

9. REMOTE AND HYBRID DELIVERY

The organisation recognises emerging risks associated with remote learning and will:

- Provide guidance on safe home working.
- Assess ergonomic risks where applicable.
- Provide digital safety guidance.
- Integrate online safety with safeguarding procedures.

10. MONITORING AND PERFORMANCE MANAGEMENT

The organisation will maintain a Health and Safety Monitoring Framework including:

- Quarterly incident trend analysis.
- RIDDOR reporting summary.
- Near-miss reporting trends.
- Employer compliance rates.
- Staff training completion rates.
- Risk assessment review compliance.
- Safeguarding and H&S cross-referral data.

Health and safety performance will inform:

- Self-Assessment Report (SAR)
- Quality Improvement Plan (QIP)
- Risk Register
- Board Assurance Reporting

11. POLICY REVIEW

This policy will be reviewed:

- Annually by the Board.
- Following significant legislative change.
- Following serious incident.
- Following significant organisational change.

Appendix 1

Apprenticeship Workplace Incidents & Near Misses — SLA Matrix (RAG)

RAG	Category	Typical examples	Employer → Provider notify	Provider: log in system	Provider: triage / management review	Provider: CAPA assigned	Notes / external reporting
RED	Serious harm / immediate danger / safeguarding crossover	Fatality, “specified injury”, hospitalisation, dangerous occurrence, serious violence, any safeguarding concern (esp. under-18)	Within 2 hours (or immediately if ongoing risk)	Within 4 hours (or EOD, whichever sooner)	Within 4 hours	Within 1 working day	Employer handles RIDDOR “without delay” where applicable (and within required timescales). Treat high potential near misses as RED.
AMBER	Injury requiring medical attention / moderate risk	GP/urgent care, stitches, sprain, work restriction, apprentice reports feeling unsafe, repeated hazard	Within 24 hours	Within 1 working day	Within 1 working day	Within 2 working days	If escalates to >7-day incapacity, employer may have RIDDOR duty; provider monitors impact on training and safety plan.
GREEN	Near miss (low-medium potential)	Slip/trip avoided, minor tool/equipment defect caught early, unsafe act corrected before harm	Within 48 hours	Within 2 working days	Within 5 working days (trend check acceptable)	Within 5 working days (if needed)	If it <i>could realistically have caused serious harm</i> , reclassify to RED .
GREEN	Minor injury / first-aid only	Small cut/bruise treated on site, no time off, low risk	Within 48 hours	Within 2 working days	Within 5 working days	Within 5 working days (if needed)	Reclassify to AMBER if symptoms worsen or pattern emerges.

RED	If: emergency services, hospitalisation, serious injury, dangerous occurrence, violence, under-18 supervision concern , or any safeguarding indicators.
AMBER	if: medical treatment (non-emergency), restricted duties, apprentice reports unsafe work, repeated issue at employer/site.
GREEN	if: first aid only or near miss with low-medium potential harm and no indicators above.

Incident Report Form available:

Externally on SCA Website.

Internally: [14. Health and Safety Incident Report Form_v1.0_2025-2026.docx](#)

BOARD APPROVAL STATEMENT

The Board of Directors confirms that this Health and Safety Policy:

- Reflects current statutory requirements.
- Aligns with DfE governance expectations.
- Provides robust oversight for apprentice learner safety.
- Supports inclusive and equitable risk management.

Signed (Chair):

Date:

BOARD 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	Neil Roll
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	Neil Roll
20/09/2024	Change of Business Name from CP Training services Ltd to Supply Chain Academy Limited	Neil Roll
12/08/2025	Reviewed in line with the Apprenticeship Funding Rules 2025-2026, v2, now changes required at this time.	Neil Roll
15/04/2026	Full compliance and quality review completed with Board Board Ratification	Makayla Whyte