# Health and Safety Policy 2026-2027

**Document Control**

| Field | Details |
|---|---|
| Author | Head of Operations and Compliance |
| Document owner | Health and Safety Lead |
| Executive owner | Chief Executive Officer |
| Approved by | Governance Strategy Board |
| Partner institution | University of West London (UWL), where applicable |
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| Related regulatory framework | Health and Safety at Work etc. Act 1974;<br>Management of Health and Safety at Work Regulations 1999;<br>RIDDOR 2013;<br>Workplace (Health, Safety and Welfare) Regulations 1992;<br>Display Screen Equipment Regulations 1992;<br>PPE Regulations;<br>Regulatory Reform (Fire Safety) Order 2005;<br>Equality Act 2010;<br>DWP Apprenticeship Funding Rules 2026-2027;<br>DfE Financial Handbook for Independent Training Providers 2026;<br>Ofsted EIF and FE & Skills Inspection Toolkit 2026. |

## 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.

- 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.
- 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:

- Continuous Improvement Quality Statement (CIQS)
- Continuous Improvement Quality Improvement Plan (CIQIP)
- 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.

**SMT 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.<br>Brand Logo update<br>Review of Uniserve/Supply Chain Academy H&S Policy<br>Fire Evacuation Plan<br>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 wit Board Ratification | Makayla Whyte |
| 30/09/2026 | Comprehensive review for 2026-2027. Updated regulatory framework references, governance responsibilities, employer health and safety assurance arrangements, incident management procedures, safeguarding integration, reasonable adjustments, subcontractor coverage, remote working provisions, and Ofsted/DfE/DWP compliance alignment. | Makayla Whyte |