



Health and Safety Policy

Version 5
Reviewed – 07/06/2023
Next Review – 07/06/2024
Responsibility: Envisage Owner & Managers

Envisage Health and Safety Policy Statement

Context

Envisage is a company providing education and training for the health and fitness sector. We deliver qualifications, CPD and IAG for learners and customers primarily in Sheffield City Region, though we have delivered training at locations across the United Kingdom. Our programme of education and training is delivered using highly qualified and experienced multi-discipline health and fitness consultants. The business has been running for since 2003 and is committed to managing the health and safety of its consultants [team members], learners and other partners as described in the policy statements below:

It is our policy to:

- Provide adequate control of the health and safety risks, including fire, arising from our work activities
- Provide health and safety information and instruction for our staff and learners/customers/visitors
- Engage and consult with our team members on matters affecting their health and safety
- Deliver information, instruction and training to all our team members and
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review, update and re-publish our policy annually.

All our team members must co-operate with Envisage to deliver its legal health and safety responsibilities, including fire safety management, by:

- Taking reasonable care for their own and others' health and safety
- Adhering to Envisage and Venue health and safety requirements, not misusing or interfering with anything provided in the interests of health and safety
- Using equipment and materials in accordance with their training
- Reporting any hazard in the workplace or shortcoming in the protection for employees.

Dave Ireson

Envisage Director/Owner

07/06/2023

This statement is reviewed annually.

Envisage Health and Safety Policy

Aim

The aim of our Health & Safety Policy is to ensure that Envisage partners, team members and learners comply with their statutory obligations under the Health and safety at Work Act 1974 (HASWA) in accordance to guidance offered in the Health and Safety Executive's publication: HSG65 '*Successful health and safety management*'.

Purpose

This document is a statement of Envisage's commitment to the health and safety of its employees and its learners at work or in education in accordance with the Health and Safety at Work Act 1974 and all applicable regulations under the Act, so far as is reasonably practicable. The policy is extended to include the safeguarding and obligations placed upon learners and other stakeholders. Envisage recognises the personal and business benefits, financial and otherwise, of providing a healthy, safe environment for all its stakeholders.

Statement of Intent

Envisage is committed to providing a healthy and safe working environment for all its team members, learners and anyone affected by its activities.

Envisage recognises and values the benefits of a well-managed pro-active Health and Safety Policy. In order to achieve this aim, we have the following key objectives:

- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks
- To ensure that team members, learners and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- To make arrangements for co-ordination and co-operation with other organisations where,
 - Envisage team members and/or learners share premises, facilities or activities with individuals working in other organisations
 - Individuals from other organisations are participating in Envisage activities
- To ensure that the demands of activities do not exceed the capabilities of team members or learners to carry out the work without risk to themselves or others.
- To ensure that sufficient resources are made available for the provision and maintenance of a safe and healthy working environment.
- To continuously monitor and review the effectiveness of our arrangements and where appropriate to implement improvements.

Whilst Envisage accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

Policies, procedures and documents that health & safety embedded within them

- Safeguarding Policy
- Infection Control Policy
- Violence to Team Members Policy and procedure
- Emergency procedures
- Risk assessments including Covid-19 individual risk assessment
- DBS procedure
- Whistleblowing Policy and procedure

- Reporting accidents & incidents
- Staff induction, training and development procedures
- Accepting pregnant learners on courses policy and procedure
- Quality assurance policy and procedures
- Manual Handling procedures
- Office Safety & VDU's
- Work related stress

Also see course folder on Office 365, and awarding body LARs

- Course Health & Safety Checklist
- Teaching and Learning Contract
- Course Register
- Incident form
- PARQ and Informed Consent forms where relevant

See below for the correct use of the above procedures and documents

Specific Responsibilities – Envisage Staff

Envisage staff will ensure that there is an effective and enforceable policy for the provision of health and safety for all Envisage activities in accordance with all relevant legislation, regulations and codes of practice.

Envisage staff will ensure that appropriate organisational arrangements, relating to the management of health and safety, exist and are monitored and reviewed. It is the responsibility of Envisage Staff to observe and comply with all relevant health and safety legislation, regulations, codes of practice and relevant British Standards, so far as is reasonably practicable, in :

- Providing working and learning environments where risks to health and safety are properly controlled
- Providing and maintaining equipment and systems of work that are safe and without risks to health.
- Ensuring that our staff team members are fully trained and competent in whatever task they are required to undertake
- Providing sufficient insurance cover in case any of our team members or learners get hurt or become ill through our activities.
- Ensuring safe means of access to and from all places where Envisage activities are conducted, in particular, recognising the needs of persons with mobility difficulties wherever reasonably practicable.
- Ensuring that all our staff team members and learners are given explanations in a clear and concise way on how risks will be controlled and who is responsible for them
- Ensuring that Envisage activities take place at venues that can provide appropriate levels of heating, lighting, ventilation and toilet facilities
- Ensuring that adequate first aid facilities are available at venues where there are Envisage delivery sessions, and where Envisage staff and learners can know access first aid equipment
- Report any major injuries or fatalities which have occurred during any of Envisage's activities to the Health & Safety Executive at **0845 300 9923 or complete F2508 form through the HSE.**
- **Envisage owner, manager and staff to follow up and communicate any incidents**
- Comply with our venue organisation's RIDDOR procedures on reporting other injuries, diseases and dangerous incidents that may occur during Envisage's activities.
- Consult with our staff team members, learners and other stakeholders to ensure that everyone is protected from harm in venues where we teach.

- Work with other relevant organisations, organisational partners or contractors who share the workplace to ensure that the health and safety of all staff, learners and members of the public within the facility/building is safe and protected.
- Provide instruction, training and supervision and information at an appropriate level, as is necessary to ensure the health and safety of team members, learners and visitors. This will include annual health and safety refresher training for our team
- Review our Health & Safety policy annually and issue an updated policy statement to all our team

The importance of shared responsibility

A significant element of the management of health and safety is regular consultation at all levels. It is only the shared ownership by all team members, learners and visitors that will enable Envisage to create a safe and risk-free working environment for us all to enjoy.

All Envisage staff members

It is the responsibility of individual Envisage staff to take reasonable care of their own health and safety and any other persons who may be affected by their work activity. Specifically all members of staff will:

- Be familiar with Envisage's health and safety policy, associated working practices and documents
- Take reasonable care of their own and other people's health and safety.
- Co-operate with any actions/working practices implemented by Envisage to comply with statutory regulations and codes of practice
- Ensure that learners are informed of health and safety regulations, rules and procedures and that these are applied effectively both in the curriculum and in practice by learners and other staff in their area of work
- Comply with any venue specific arrangements that may be in place. I.e first aid procedures, safeguarding procedures etc.
- Use the correct equipment and appropriate clothing
- Report immediately to the Envisage business partners if you think the work or inadequate precautions are putting anyone's health and safety at serious risk
- Be familiar with and comply with each venue's fire and evacuation procedures

Raising Learner Awareness of Health and Safety

Envisage has a responsibility to make learners aware of health and safety issues to enable them to study in a safe environment and to prepare them for work in their chosen vocation. We will embed sound health and safety practices within any course programme and lead by example by demonstrating an enthusiastic and informative approach towards health and safety. (See employment contracts, learner enrolment form, PARQ documents, tutor schemes of work, teaching session plans, activity & classroom risk assessments).

Learners

It is the responsibility of each individual learner to disclose or inform of any relevant information and take reasonable care of their own health and safety and not to act in a manner that places others in danger. All learners must:

- Be familiar and comply with fire and evacuation procedures
- Only use equipment when authorised to do so and in accordance with instructions
- Use the correct equipment and wear appropriate clothing for the assigned task
- Tell their tutor if they think the work or inadequate precautions are putting anyone's health and safety at serious risk
- Cooperate with any Envisage and venue organisations staff in regard to health and safety awareness, guidelines/controls and in respect to guidance in any health and safety incident. (See Teaching and Learning contract, Enrolment Form, PARQ)

Implementation Arrangements

This section explains the specific arrangements for implementing the health and safety function for all Envisage activities.

Risk Assessments

Risk assessments are required under the Management of Health and Safety at Work Regulations 1999. Risk assessments are undertaken for all Envisage activities to identify the risks to the health and safety of staff, learners and visitors for the purpose of identifying the measures that need to be taken to comply with the health and safety requirements. (See Risk Assessments for different activities, facilities and environmental situations, such as outdoors and Covid-19 practical and learner protocols/risk assessments)

Envisage staff – specific course health and safety checklist

This will be completed for all course sessions (see course health & safety checklist)

Envisage Staff – annual health & safety CPD refresher development – See CPD logs

Emergency procedures for learners during Envisage courses

Covered in annual health & safety refresher training (documented in each team member's Induction and PDP logs Copy is available to all staff in the course file and provided to learners on first day of course in their induction. (See Teaching and Learning Contract, CPC and PDP records)

Staff / Learners - teaching & learning contract

Completed & signed by team members and learners on each course during their induction (See Teaching and Learning contract /Induction records)

Monitoring and reviewing the Health and Safety Policy: Envisage owner, managers and staff

All Envisage staff are required to review, provide comment and support updating the effectiveness of Envisage's Health & Safety Policy on an annually basis. Review of the policy will include analysis of any incidents and near misses to ensure that policy is updated to ensure that any learning from incidents, near misses and changes to health and safety legislation/best practice are included in the updated health and safety policy.

All serious incidents are investigated by the Envisage senior management and the performance of staff or learners actions and behaviours compliance with the Envisage health and safety policy. Where an incident/accident involves an Advanced Learning Loan or ESF learner, the ESFA will be informed of the incident/accident that require RIDDOR reporting. Serious incidents involving hospitalisation of a staff member or learner will be reported to the Health & Safety Executive.

Accidents and Incidents are monitored at management team meetings and are reported in the annual Self-Assessment Report.

Envisage Health & Safety Policy		Authorised name: David Ireson
Version 5	Review date: 07/06/2023	Review due date: 07/06/2024

