

<b>Name of Policy / Strategy:</b>	Health and Safety		
<b>Reviewed by:</b>	Finance & Resources Manager and CEO		
<b>Approved by:</b>	Board of Directors	<b>Date:</b>	17 December 2025
<b>Implementation Date:</b>	1 January 2026		
This document will be reviewed every 3 years or when there are operational or legislative changes that require a review.			
<b>Amendments (include date)</b>	01.01.26 – Fire wardens for each day now displayed in centres 01.01.26 – Trained emergency first aiders now displayed in centres 01.01.26 – change of forms and/or responsible person for work placements		

# **Health & Safety Policy**

## **Policy Statement**

Somerset Skills & Learning (SS&L) will, as far as reasonably practicable, ensure the health, safety and welfare of employees, learners, visitors, and anyone else affected by its undertaking. SS&L is committed to meeting its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and associated legislation.

The Chief Executive Officer alongside the Board of Directors and Managers will ensure the management of Health & Safety is an integral part of all activities. Employees, sub-contractors, partners, and volunteers are reminded of their legal duty to take reasonable care for the Health and Safety of themselves and others and to co-operate with the Board of Directors and Managers in implementing legal obligations. Whilst the Board has overall responsibility for health and safety and the staff named in this policy have delegated responsibilities, all staff have a responsibility for maintaining safe working and learning environments.

## Who is responsible for Health & Safety?

All employees are responsible for health and safety across SS&L, however, the staff listed below have specific operational responsibilities.

Responsibilities	Name of responsible person
Overall accountability for ensuring the implementation of the Health & Safety Policy and associated processes.	Board of Directors
Overall responsibility for Health & Safety	Kathryn Baker CEO Tel: 07794 578893 Email: <a href="mailto:kbaker@sslcic.co.uk">kbaker@sslcic.co.uk</a>
Responsibility for monitoring the implementation of the Health & Safety Policy and associated processes.	Tracey Smith Finance & Resources Manager Tel: 07919 540725 Email: <a href="mailto:TASmith@sslcic.co.uk">TASmith@sslcic.co.uk</a>
Professional advice is obtained from:	Quest – Somerset Chamber
Operational implementation of Health and Safety policy and processes	All managers and employees
Use of External teaching venues	Community Learning Coordinators and Course Leaders
Assessment of Employer Placements for 16 – 19 learners	Work Placement Officer
Assessment of Employer Placements for Apprenticeships	Account Managers
Reporting apprenticeship and work placement accidents and near misses on employers' premises.	Apprentices will follow the employers' reporting processes and be informed about these by their line manager at induction.
Reporting of learner accidents and near misses	Tutors
Reporting of staff accidents and near misses	Finance & Resources Manager
RIDDOR Reporting	Finance & Resources Manager CEO
Induction and staff training	Individual Line Managers and HR team (following HR induction checklist)
Safeguarding and Prevent (see separate policy)	Designated Safeguarding Officer: Justin Speirs Safeguarding Officers: Karen Savill Tracey Mortimore

<b>Responsibilities</b>	<b>Name of responsible person</b>
Fire	Fire wardens - all employees trained as fire wardens A board showing the named fire warden for the day is displayed in all centres Administration Coordinator oversees 6 monthly evacuation drills.
First Aid	A poster is displayed in each centre showing who has received First Aid training  The local administrator is responsible for ensuring the first aid box is fully stocked.  Emergency Services will be called in the event of an emergency.
<b>Risk Assessments</b>	
General workplace activities	Finance & Resources Manager
Curriculum Activity (for SS&L learners)	Course Leaders
Work Related Stress (pro-active)	Mental Health Awareness training completed during induction by all staff. Employee Assistance Programme available to all staff.
Work Related Stress (reactive)	Employee Assistance Programme
Manual Handling Operations	Line managers
Driving for Work	Line Managers
New and Expectant Mothers	Line Managers
SS&L staff working outside SS&L centres	Line Managers
Hazardous Substances (COSHH)	Finance & Resources Manager Team Leaders for specific substances related to curriculum activities Individual cleaning companies for cleaning related substances
Working at Computers (DSE)	Finance & Resources Manager
Annual Review of Fire Risk Assessments including Arson risks	Finance & Resources Manager
PAT Testing	Finance & Resources Manager
Fixed Electrical Installation Inspections (every 5 years)	Finance & Resources Manager
Legionella testing	Finance & Resources Manager
Lone Working	Line Managers
Home Working	Finance & Resources Manager
Personal Emergency Evacuation Plans (PEEPs) - for SS&L staff and learners	Finance & Resources Manager (staff) Tutors (learners)

## **How are we monitoring the arrangements in place?**

- Annually the CEO will carry out a H&S review and present the findings to the Board of Directors through the annual HR & Health and Safety Report.
- The Finance & Resources Manager will provide a health and safety update to the Management Team including a summary of accidents, incidents and near misses as part of the standard health and safety agenda item.
- Apprentice workplaces will be checked as part of the Service Level Agreement. This is reviewed annually by BDT Admin. Assessments will be sampled by the WBL & Qualifications Manager on a quarterly basis.
- Work activity / premises Risk Assessments will be reviewed on an annual basis by the Finance & Resources Manager
- Activity-related Risk Assessments, relating to curriculum delivery, including sub-contracted provision, will be reviewed on an annual basis by the relevant manager.

## **Accidents / incidents and Near Misses**

- All accidents / incidents / near misses will be reported using the Incident Report Data Collection form. Completed forms will be sent to the Finance & Resources Manager who will input into the Accident/Incident Reporting System. RIDDOR-reportable accidents or incidents will be reported by the Finance & Resources Manager or the CEO.
- The SS&L accident reporting procedure (held on SS&L Central) details the actions and forms used by staff, learners, clients and visitors for reporting all accidents and incidents whilst on SS&L premises or undertaking any activity supported by SS&L. This procedure covers reporting of all accidents, incidents and/or near misses.
- The Finance & Resources Manager is responsible for the investigation of all accidents / incidents and other matters of concern reported by staff, visitors and safety representatives and will present to the CEO a summary of their findings and corrective actions.
- The depth of the investigation will be commensurate with the seriousness of the incident and could involve the HSE.

## Review of arrangements

Health and safety arrangements will be reviewed annually. This will include:

- Finance & Resources Manager will review (at least annually) the validity of fire, asbestos, and legionella risk assessments for their premises.
- Finance & Resources Manager and other delegated staff will report on any other premises related to safety issues at regular meetings.
- Fire risk assessments will be reviewed following any major premises changes or on a 5-year cycle by Finance & Resources Manager

## How do we communicate and consult with employees?

- All new SS&L staff will receive initial Health and Safety training as part of their induction process. This will be arranged by HR and overseen by their line manager as part of the staff development programme.
- Managers will use line management meetings to discuss any health and safety matters.
- Guidance and instruction on all H&S matters will be published and circulated to staff via SS&L Central.
  - Via “Pass it on” (internal SS&L newsletter).
  - Through the content of periodic refresher training.
- SS&L staff can raise any H&S issues with their line manager at any time. The line manager should forward concerns to the Finance & Resources Manager. Staff can also raise H&S concerns via the anonymous feedback form to the CEO.

## Where are health and safety documents kept?

Document	Location
Health & Safety Policy	SS&L Central <a href="#">Health &amp; Safety Policies</a>
Local procedural arrangements	On Central and in the Premises Folder at each relevant workplace maintained by the Finance & Resources Manager and other delegated staff.
Workplace inspection records	Carried out by delegated staff within the Centre with the support of the Finance & Resources Manager. Reports held on Human Focus
Records of accidents / incidents / near misses / RIDDOR occurrences	On SS&L Central <a href="#">SS&amp;L Team Site - Accident/Incident Reporting - All Items</a>

Document	Location
<b><u>Risk Assessment documents:</u></b>	
SS&L Premises related	In the Premises Folder at each relevant centre maintained by the Finance & Resources Manager and other delegated staff
External Venues	Visual inspection checklist completed by Community Learning Coordinators and stored on SharePoint
Asbestos Register	Stored on SharePoint (RAMIS) Finance & Resources Manager and other delegated staff members
Legionella Risk Assessment plus records	Stored on SharePoint (RAMIS) Finance & Resources Manager and other delegated staff members
Activity related – SS&L Learners	Completed by the tutor and stored in the Learner file on Sharepoint by the Finance & Resources Manager
Fire risk assessments plus records	SharePoint online record system (RAMIS)
Employer Service Level Agreement	Completed by BDT and held in the employer folder on HubSpot
Assessment of Workplace H&S checklist contained in the Agreement for Work Placement Futures Ready Employers document	Completed by <b>Work Placement Office</b> and held on individual learner's file
Work Placement Specific Checklist contained in the Agreement for Work Placement Futures Ready Employers document	Completed by Work Placement Officer with the <b>Employer</b> and held on individual learner's file. All employers are provided with Health and Safety Executive specific information to assist them.
Quarterly audit of Workplace Specific Checklists	Finance & Resources Manager
ALS – Completed assessments	Completed by Learning Support Co-ordinator sent to MIS and held on individual Learner's file on SharePoint.
DSE assessments	Online self-assessment carried out as part of the induction training or if staff move office or circumstances change to a working environment – any issues are picked up by the Finance & Resources Manager

Document	Location
<p><b><u>Training plan and records:</u></b></p> <p>Retraining every 3 years: all staff</p> <ul style="list-style-type: none"> <li>• Fire Wardens</li> <li>• Fire Awareness</li> <li>• Manual Handling</li> <li>• Mental Health Awareness</li> <li>• Risk Assessment for Managers</li> </ul>	<p>Identified training needs will be actioned via reminders from Cezanne and the Line Manager through the Annual Review / LMM (supervision) process or as part of the Staff Development programme. Details are held on "Staff essential training requirements" on SS&amp;L Central. Documentation of process and/or certificates to be held on Cezanne and ihasco</p>



Kathryn Baker (Jan 5, 2026, 12:27pm)

Signed by Kathryn Baker - CEO