**CATEGORY: Health and Safety**

**TYPE: Policy**

**TITLE: Health and Safety Policy**

**PERSON RESPONSIBLE: Managing Director**

**Policy Statement**

To secure the health, safety and welfare of all those using Axia facilities, by ensuring that the premises are a safe and healthy place in which to work and study and effective safety procedures are adopted and safe practices followed.

All Axia Solutions’ staff, partners, sub-contractors, students and apprentices read and are supported to understand the contents of this policy so that they remain aware of its contents in order to act and respond accordingly. Annual CPD reinforces and refreshes understanding for staff. The policy forms part of our apprenticeship training, and underpins interactions with all stakeholders.

The policy is provided upon request and is also made available on the company’s website.

**Purpose**

Axia Solutions Ltd has a statutory responsibility to ensure, so far as reasonably practicable, the health and safety of all employees and other visitors to Axia Solutions Ltd workplace under The Health and Safety at Work etc. Act (1974).

The organisation also has a responsibility for ensuring all learners are working in a safe and healthy environment and should take reasonable steps to ensure that their employer is managing any significant health and safety risks.

The purpose of this policy is to outline Axia Solutions Ltd’s approach to the statutory responsibilities and make it clear how health and safety is managed within the organisation. This policy also clearly indicates responsibilities for Health and Safety within Axia Solutions Ltd and who is accountable for each element.

**Key Principles**

The Finance & Data Manager (FDM) is responsible for ensuring that all staff, learners and partners are aware of the health and safety policy, practices and procedures and for providing training to ensure this awareness. The FDM is responsible for ensuring that all identified risks are properly managed and that relevant risk assessments have been carried out. All staff members share responsibility for the maintenance of a healthy environment for work and study and for compliance with current legislation and adherence to best practice.

HEALTH AND SAFETY - POLICY STATEMENT

Work based trainers, tutors and Functional Skills staff have a responsibility to promote safety and health awareness amongst learners and in their work place. They are required to carry out a Health, Safety and Welfare check in all work place environments. A copy of the employer’s liability insurance is also checked and retained. Reviews of the above take place annually and are carried out by the FDM. Axia will take the decision to refuse to be responsible for training in any workplace environment that falls short of minimum standards identified in the above check. Learners and visitors are expected to follow health and safety advice given and to behave at all times in a way that does not put themselves or others at risk. Axia work closely with NSCG (partnership company) on all health and safety matters. The Health and Safety Policy will be reviewed annually and revised as necessary.

**Health and Safety Responsibilities**

**Finance and Data Manager**

The Finance and Data Manager (FDM) has a role in providing health and safety leadership by ensuring that there is an effective and enforceable policy for the provision of health and safety at Axia. Periodically assessing the effectiveness of this policy and ensuring that any necessary changes are made to mitigate health and safety risks. The NSCG Health and Safety Officer shall periodically monitor the work of the FDM and Statutory Health and Safety Committee through receiving its minutes, and, where appropriate, make recommendations to the organisation.

**Managing Director**

The Managing Director is designated the Health and Safety Director (as recommended in HSE guidance document INDG 417, 2011) and is responsible for ensuring that all requirements of the relevant legislation, codes of practice and guidelines are met in full at all times assuring the Axia Health and Safety Policy is being followed and its objectives attained.

**Axia Staff**

All Axia Staff have a responsibility to take care of their own health and safety, as well as that of others who may be affected by their actions at work. All staff are responsible for ensuring they, and their learners, are familiar with the Health and Safety Policy and any other relevant safety policies or procedures in their workplace. It is the duty of teaching staff to have regard for the health and safety of learners or others in their care, whether in classrooms, online or outside premises. Teaching staff have a duty to promote safety and health-conscious attitudes amongst learners through the inclusion of health and safety education in the learning process.

In the event of an accident, dangerous occurrence or incident of ill health (either within Axia Solutions Ltd or reported by an apprentice or employer at the workplace) all staff are expected to report this without delay to the Finance and Data Manager. It is the responsibility of the FDM to log the report, to investigate the accident/occurrence and to advise on additional measures which may be taken to avoid recurrence or provide additional support as necessary to assist on their return to work.

**Learners**

Learners should take reasonable care of their own and others health and safety. Learners are expected to familiarise themselves with the health and safety aspects at their place of work.

In particular, all learners will:

* Be able to use the correct equipment and tools for the job and any protective clothing or safety devices which may be supplied.
* Report any defects in the premises and facilities which they observe.
* Make themselves familiar with evacuation routes.
* Declare any medical conditions that may affect any first aid assistance or assistance required during an evacuation.
* Inform their employer and Axia Solutions Ltd of any changes to personal factors (e.g. health, disability etc.) that may affect the level of risk on the apprenticeship job role or where reasonable adjustments need to be made.
* Not behave in a manner which will put themselves or others at risk
* Obey all reasonable instructions concerning health and safety
* During the course of their training, discuss health & safety with their Work Based Trainer / tutor and be asked to report any issues around personal safety, health and well-being. Where applicable the FDM will be informed and appropriate action taken.

**Employers**

Employers have the primary responsibility for the health and safety of all of their employees, including any apprentices or other work-based learners. They should display a demonstrable commitment to health and safety. They are responsible for performing risk assessments and implementing risk-control measures for any role. They are also responsible for ensuring adequate training, supervisory arrangements and protective equipment is in place for the workplace.

Where an apprentice is involved in an accident in the workplace or suffers from a period of ill-health the employer is required to inform Axia Solutions Ltd. either via the learner’s work based trainer or contacting the Finance and Data Manager on 01782 572777.

All employers are expected to respond to any health and safety issues identified, either by an Axia Employee or work-based learner, and implement any risk management measures as required. Failure to do so will lead to Axia Solutions Ltd withdrawing services and any work-based learners from any learning.

**Implementation**

The general objectives of the policy are to ensure that Axia complies with all relevant Health and Safety legislation.

 Axia Senior Management Team take all practical steps to safeguard the health, safety and welfare of all staff, learners and visitors by carrying out risk assessments and by deciding the type and extent of necessary control measures to reduce these risks and to ensure that these measures are implemented.

All staff members (current and new) are made aware of good practice, to ensure that it is followed by themselves and learners who can act in a manner which maintains a safe and healthy environment. Positive attitudes to health and safety are promoted amongst learners by the inclusion of health and safety education in their learning programmes. Appropriate programmes of training to update staff in health and safety matters are arranged when necessary.

The FDM will organise periodic evacuation drills to suit all operational conditions and will monitor such drills and make recommendations for improvement as necessary. Notices stating the Emergency Evacuation and First Aid procedures are displayed throughout the Axia premises.

All accidents or work related dangerous occurrences must be reported promptly via email to the NSCG Health and Safety Officer.

Induction training will be provided for all employees and further specific health and safety training needs will be identified and arranged as necessary.

**Review**

All health and safety policies and procedures will be reviewed when legislation changes or Health and Safety risks are identified determine the impact and any actions required. This policy will be reviewed annually as a minimum. The policy was last reviewed in September 2021.