

HEALTH AND SAFETY POLICY

FOR APPRENTICESHIP AND
VOCATIONAL TRAINING
PROGRAMMES, UK

PREPARED BY
Roger Adams
Operations Manager

VERSION CONTROL

Version	Date	Comment	Author	Review Due
1	03/05/24	Policy Created	RA	03/05/25
2	30/10/25	Policy Reviewed	SW	30/10/26

CONTENTS

VERSION CONTROL	2
1. Purpose	4
2. Aims.....	4
3. Scope	4
4. Objectives.....	4
5. Health and Safety Policy Statement	5
6. Responsibilities.....	5
7. Organisation	6
Organisational Chart.....	6
8. Responsibilities.....	7
Director:	7
Managers.....	7
Instructors (Assessment & Employment Coaches and Trainers).....	7
Employees and Learners.....	7
Visitors.....	8
9. Health and Safety Risk Management System	8
Competent Persons	8
Supporting Documentation	8
Risk Assessments	8
Risk Assessment Process	9
Risk Rating	10
Method Statements.....	11
Safety Data Sheets.....	12
Consultation and Communication	12
Information and Documentation.....	12
Training.....	12
Competency for Tasks and Training	12
Accidents, First Aid and Work-Related ill Health.....	12
Home working.....	13
Workplace Stress.....	13
10. Legislation	13

1. PURPOSE

Vertex Company UK 1 Limited, trading as VPS Professional Services (VPS) will comply with the Health & Safety at Work Act 1974. To this end, we will strive to ensure that all employees and learners have a safe and healthy working environment, so far as is reasonably practicable. Health and Safety is part of management competence and is of equal importance to any other management function. Where there is conflict between these functions, Health and Safety shall have priority. We are committed to an injury and illness free workplace and to compliance with all applicable laws, codes of practice and regulations involving workplace safety.

VPS will:

- provide systems, procedures, resources and training to fulfil this commitment.
- ensure these systems, procedures, resources and training are regularly reviewed and improved, to ensure their maximum effectiveness.
- provide all information, instruction, training and supervision concerning the substances and equipment associated with the work.
- encourage all employees and learners to work together to achieve and ensure a safe and healthy working environment.

The organisation and arrangements for the implementation of this policy is set down in the VPS Health and Safety Management Procedures. In order for this policy and its associated documentation to be effective, the commitment of all employees, learners, contractors and visitors is essential.

2. AIMS

This Health & Safety Policy outlines what we do, how we do it, who does it and where detailed instruction and guidance may be obtained for Health and Safety management and control in VPS.

The manual sets out the policy, organisation and procedures necessary to implement the VPS safety requirements, in compliance with the Health & Safety at Work Act 1974 and to ensure the health, safety and welfare of employees and learners, contractors and visitors. The aim is to ensure a co-ordinated approach to the management of Health and Safety throughout VPS, which takes account of corporate requirements, compliance with national and local legislation and client specific arrangements, yet allows flexibility for local circumstances and arrangements.

3. SCOPE

This policy applies to all members of the VPS community (learners, staff, parents and carers, visitors, employers, community members and any other individual or organisation working with us).

4. OBJECTIVES

The objective of these Health and Safety Management Procedures is to define the procedures and processes for Health and Safety management and control. Thus, this part (Part 1) of VPS Health and Safety Manual has the following structure:

- VPS policies for Health and Safety
- Organisation - describing how Health and Safety management fits into the current VPS hierarchy
- Responsibilities - defining responsibilities, and authority, for Health and Safety at all levels of the hierarchy.
- Procedures - detailing the day-today processes for implementing the VPS Health and Safety policy and procedures

Form Number: VPS-POL12	Issue: 2	Page 4 of 13	Date Created: 03/05/24 Date Updated:	Created by: RA Updated by:
Document Location: X:\Apprenticeship Admin\Quality Assurance\Apprentice Policies				

5. HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy establishes the commitment of the company and its directors to operate the business to the highest standards of health and safety, in accordance with the Health and Safety at Work Act 1974 and applicable, approved codes of practice.

The Company is committed to ensuring the health, safety and welfare of its employees and learners, so far as is reasonably practicable. We also fully accept our responsibility for other individuals whose health and safety may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times. Every new employee will be given health and safety guidance when they join the company and each employee will be given refresher information, instruction and training as necessary to enable the safe performance of work activities.

Adequate facilities and arrangements will be maintained to enable employees and learners to raise issues of health and safety. Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the company. Every individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of others who may be affected by his or her acts or omissions. The successful implementation of this policy requires total commitment and co-operation from all levels of management, employees and learners, contractors and visitors.

6. RESPONSIBILITIES

Management will:

- Actively seek the cooperation and suggestions for improvements from all employees and learners in relation to our Health and Safety Policy
- Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the health and safety at work of employees and learners
- Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement
- Maintain the workplace in a safe and risk-free condition, provide a safe means of access, and exit from the workplace
- Have arrangements for ensuring the safe use, handling, storage and transport of articles and substances
- Provide and maintain plant, equipment and systems of work that are safe and without risks to health
- Periodically review this policy and its associated arrangements

Employees and learners will conform to rules, procedures and training regarding safe working including:

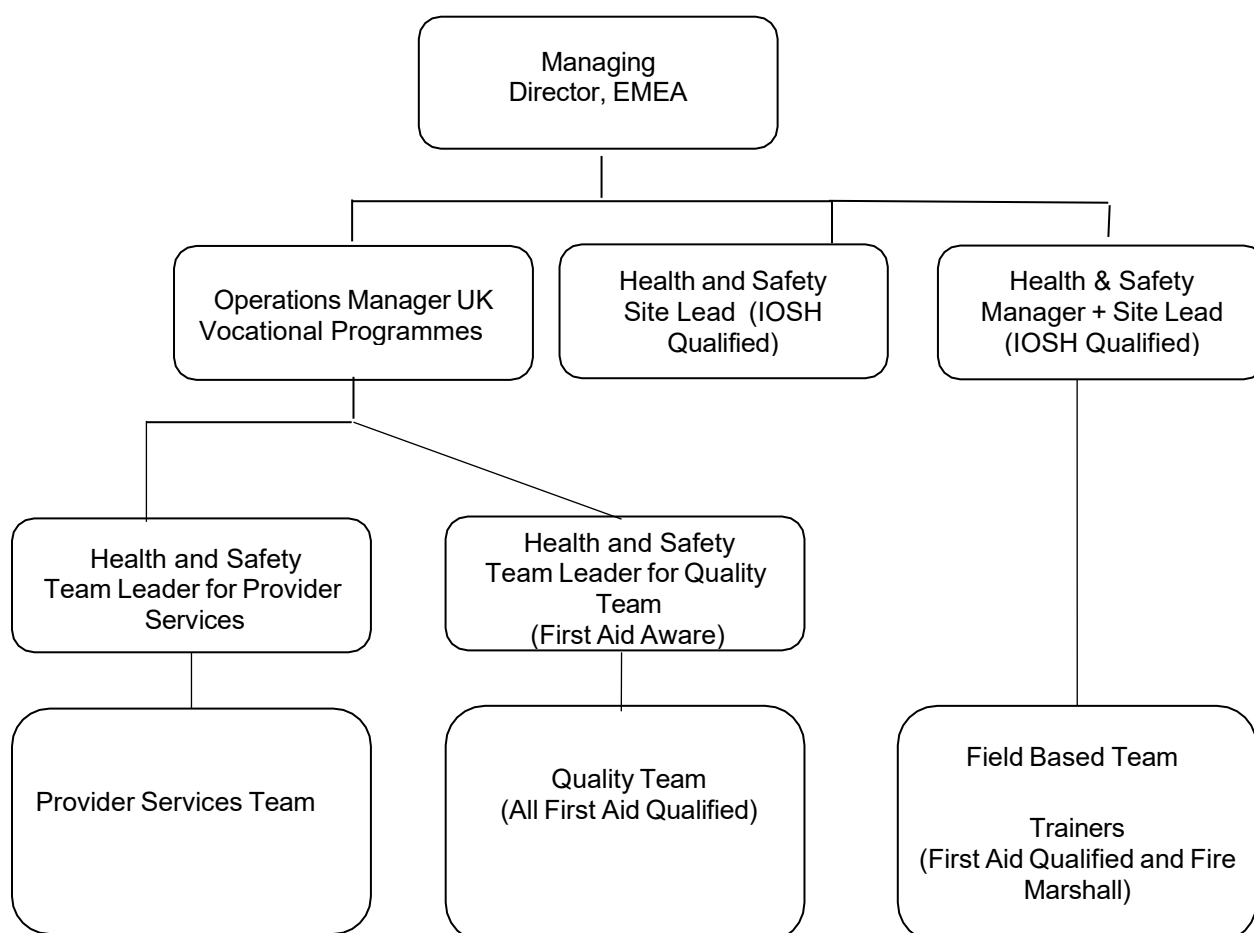
- Using the correct safe systems of work and not improvise by using methods, tools or equipment which entail unnecessary risks
- When there is a legal requirement to, or where the nature of the work requires it, to wear the protective clothing and equipment specified.
- Report unsafe plant, tools and equipment and unsafe practices or methods of work
- Report any potential health and safety hazard including infectious or other diseases, accidents, injuries or concerns associated with the workplace
- Assist in the maintenance of good housekeeping standards
- Cooperate with VPS to ensure all statutory duties are complied with
- Not interfere with, or alter, anything which is supplied in the interests of health & safety
- Assist where necessary in the investigation of any accidents that may occur

Form Number: VPS-POL12	Issue: 2	Page 5 of 13	Date Created: 03/05/24 Date Updated:	Created by: RA Updated by:
Document Location: X:\Apprenticeship Admin\Quality Assurance\Apprentice Policies				

7. ORGANISATION

Responsibility for management and control of health and safety at work in VPS follows the line management hierarchy:

ORGANISATIONAL CHART



8. RESPONSIBILITIES

The following sets out the overall responsibilities, which are undertaken by the different functions, within VPS.

DIRECTOR:

Has overall responsibility for: The Health and Safety of VPS employees and learners and others directly affected by VPS operations and activities

MANAGERS

Health and Safety Manager Health and Safety responsibilities are to ensure that:

- The policy is effectively administered, monitored and implemented and that necessary alterations are made to the policy to reflect changes in legislation or VPS development. This also includes that of our business partners who have apprentices on site
- The company and the directors recognise their roles in engaging the active participation of employees, apprentices and business partners in improving health and safety.
- Adequate resources are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- All employees understand the requirements placed upon them by this policy.
- All employees receive the adequate and appropriate training in line with any tasks presented to them and for any equipment they use or are exposed to.
- Any pertinent information is distributed to the appropriate persons.
- Procedures are put in place to ensure that disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents.
- Procedures are put in place to ensure that liaison with external safety and health organisations are instigated.
- Procedures are put in place to ensure that all work equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination such as PAT testing. We request this evidence from all business partners before apprentice placement
- Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures.

INSTRUCTORS (ASSESSMENT & EMPLOYMENT COACHES AND TRAINERS)

- Are responsible to their manager for ensuring that training needs of their learners are met.
- Evaluating and monitoring work places and methods and taking corrective action to ensure safe working practise is adhered to.

EMPLOYEES AND LEARNERS

Are responsible to their manager or instructor and each other for:

- Understand our Health and Safety Policy and appreciate the allocated responsibilities.
- Co-operate with their employer to comply with the requirements of health and safety legislation.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Conform to all safety instructions given by those with a higher responsibility for health and safety. Report all accidents, incidents and damage to the health and safety manager, whether persons are injured or not.
- Make suggestions to improve health and safety within VPS to the health and safety manager.
- Only use the correct equipment for the task.
- Only use equipment, which is in good condition.
- Report all defects in equipment and materials, or any obvious safety or health hazards.
- Do not endanger themselves or other people through their actions or failures to act.

Form Number: VPS-POL12	Issue: 2	Page 7 of 13	Date Created: 03/05/24 Date Updated:	Created by: RA Updated by:
Document Location: X:\Apprenticeship Admin\Quality Assurance\Apprentice Policies				

- Avoid improvisation.
- Do not abuse the welfare facilities.
- Set a good personal example.
- Inform the health and safety manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Fully understand that disciplinary action may be taken against any employee contravening the requirements of the legislation or VPS's safety policy.

VISITORS

Are responsible to their company host and themselves for:

- Taking reasonable care of themselves and all other persons who may be affected by their actions or omissions
- Co-operating with the arrangements for the implementation of VPS Health and Safety policy
- Following set procedures and instructions and behaving in a safe manner as outlined by their company host

9. HEALTH AND SAFETY RISK MANAGEMENT SYSTEM

COMPETENT PERSONS

A number of competent persons can be utilised to provide Health and Safety assistance in specialist fields and areas of high risk. To this end, VPS has appointed a Health and Safety advisor.

A fully documented Risk Management System has been developed and implemented by VPS. The Health & Safety advisor will assist in informing the directors and management team of the organisation as to the actions necessary to comply with statutory requirements and codes of practice. To this end, VPS may appoint an external competent person to assist with this process

SUPPORTING DOCUMENTATION

There are four levels of documentation relating to the effective management of Health and Safety within VPS operations, these are:

1. Legislation which imposes requirements for safe working practise, for example The Health & Safety at Work Act 1974 and the regulations falling under the act.
2. Approved Codes of practise, (ACOPS) which provide guidance and information to management and employees and learners in implementing safe systems of work
3. Procedures, method statements, work instructions, safe systems of work etc., which must be adhered to; for example training manuals and risk assessments
4. Risk assessments for each task are identified; special emphasis is placed on young learners, to ensure that they are carefully supervised. This is reflected in the risk assessment process.

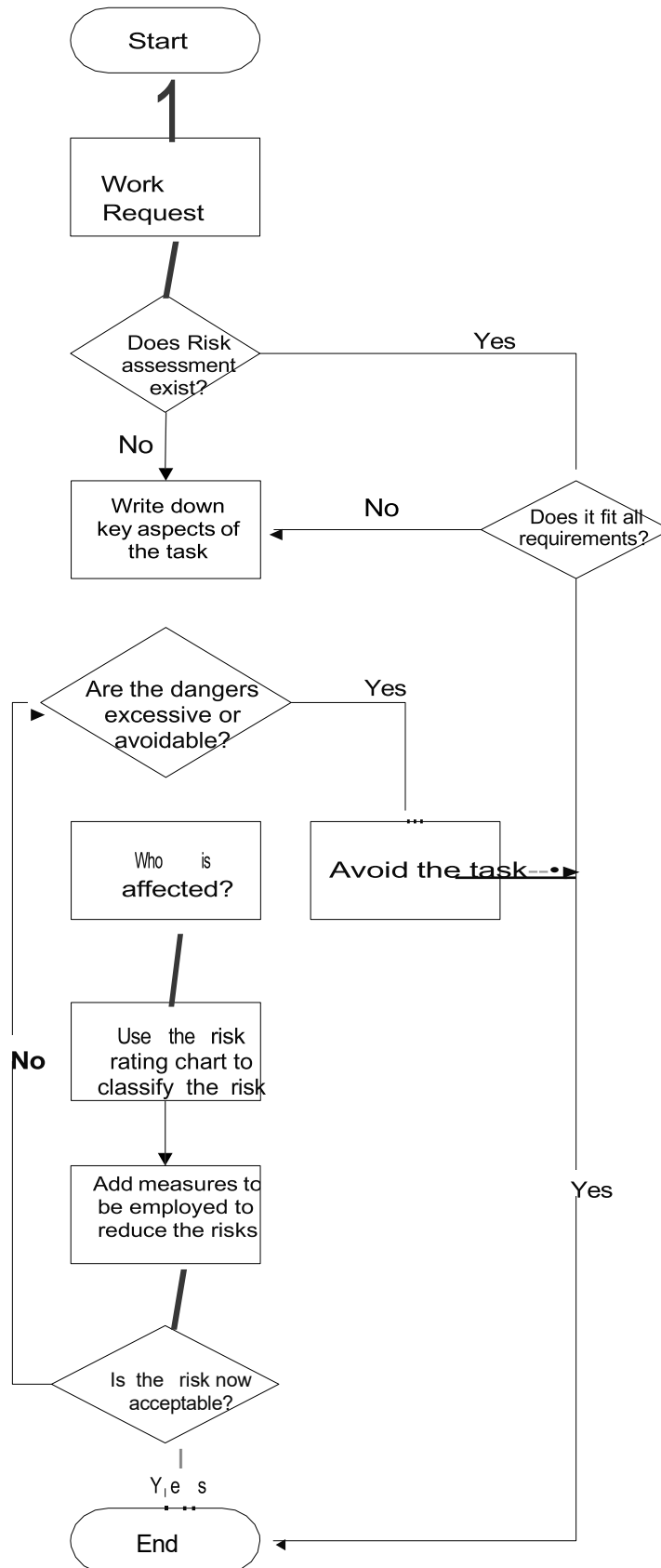
These management systems ensure that work is carried out in a safe manner and without risk to the health of our employees and learners, customers, the public at large and the environment, so far as is reasonably practicable.

RISK ASSESSMENTS

Underpinning all other documents are written risk assessments that consider the nature, severity and probability of hazards occurring. All documents are subject to regular review and are revised and improved as appropriate. Documentation is available to all persons. Risk Assessments are created as outlined in the following flowchart:-

Form Number: VPS-POL12	Issue: 2	Page 8 of 13	Date Created: 03/05/24 Date Updated:	Created by: RA Updated by:
Document Location: X:\Apprenticeship Admin\Quality Assurance\Apprentice Policies				

RISK ASSESSMENT PROCESS



RISK RATING

To assess hazards appropriately, VPS utilise a rating system to evaluate the initial hazard and assess the risk before and after control measures are employed

Risk Rating Chart

		Likelihood				
		1 Very Low	2 Low	3 Medium	4 High	5 Very High
Severity	1 Minor	Low	Low	Low	Low	Medium
	2 Moderate	Low	Low	Low	Medium	High
	3 Serious	Low	Low	Medium	High	High
	4 Major	Low	Medium	High	High	High
	5 Catastrophic	Medium	High	High	High	High

The identification of hazards and the assessment of risks together with the formulation of appropriate control measures form the framework of all work instructions and method statements. The risk rating is calculated by multiplying together. Tasks which have a high residual risk will be avoided.

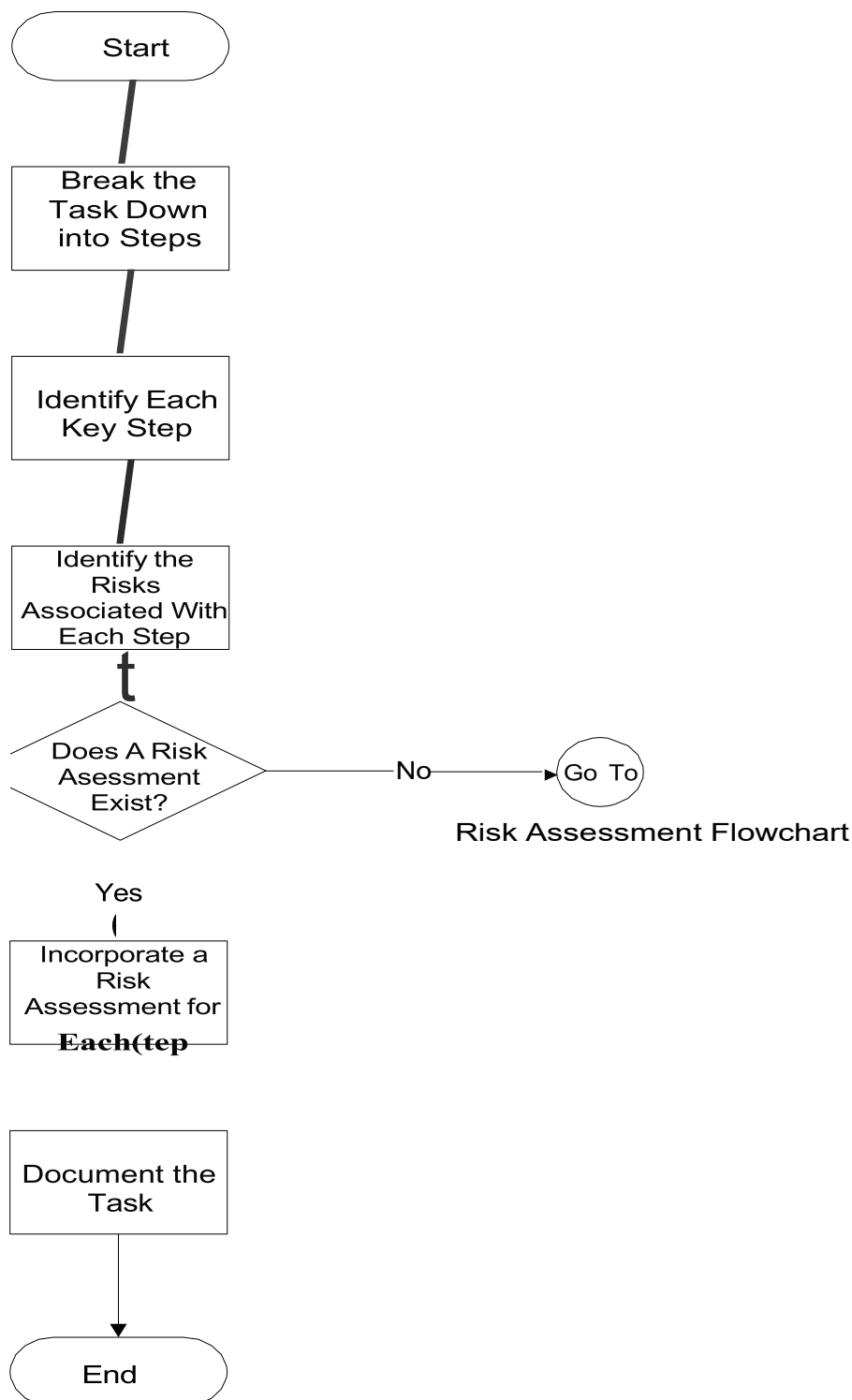
Risk Rating = Severity x Likelihood = maximum 25

Risk assessments examine: -

- Routine and non-routine activities
- Emergency activities where required
- Activities of Contractors and Visitors
- Facilities and work equipment
- The planning of our work activities also takes into account applicable legal requirements to the company and our learners

METHOD STATEMENTS

Method statements (safe systems of work) illustrating how specific tasks will be carried out are created using the following flowchart:-



SAFETY DATA SHEETS

VPS provides specific information regarding hazards and precautions, associated with the handling of specific materials and substances, under the Control of Substances Hazardous to Health Regulations. Copies of legislation are provided at each of our training facilities for reference by all employees and learners.

CONSULTATION AND COMMUNICATION

Communication with all employees and learners is essential for a cohesive Health & Safety Risk Management System, providing the opportunity for closed loop corrective action of Safety issues. This communication is carried out by “*tool box talks*”, formal meetings, electronic & printed media. Employees and learners’ involvement and consultation in the development, implementation and improvement of this Policy and associated documentation is essential to our continuous improvement loop strategy.

INFORMATION AND DOCUMENTATION

Employees and learners are advised of relevant Health and Safety information through induction training, refresher training and the availability this Health & Safety Policy. All documentation such as training material is controlled, to ensure that only current versions are available for reference and consultation.

TRAINING

The qualifications, knowledge and experience of our training team is augmented, by appropriate training & continuous professional development, to ensure that all persons possess sufficient competence to carry out their duties in a safe manner. A competency matrix is retained to identify employee competence in specific areas of expertise

Training of our instructors is reviewed as part of our continuous improvement process and health & safety refresher training will be carried out on an annual basis.

COMPETENCY FOR TASKS AND TRAINING

Safety training is an integral part of an effective health and safety program. It is essential that every employee and apprentice in our care is trained to perform their job safely. All employees will be trained in relevant safe working practices and procedures. Training will include instruction on the safe use of any equipment provided. Induction training will be provided for all employees and job specific training will be provided by the relevant staff.

We will ensure that all apprentices under our care who are placed with our business partners receive induction training and job specific training. No apprentice will be expected to carry out duties which are beyond their abilities. Specific jobs requiring special training are first aiders and fire wardens, which will be provided by the relevant training providers. Training records are kept in the relevant employee’s personnel files. All training needs will be monitored by the company, and should a need be identified, all staff will be consulted where necessary. All identified training will be arranged by the relevant employee after authorisation has been given by the Health and Safety Manager.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Our policy is to ensure first aid provision is available to staff while working at our facilities. All accidents and cases of work-related ill health are to be recorded via our incident reporting platform. The event details are retained in compliance with the General Data Protection Regulations.

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is our Health and Safety Manager. All Business partners who we place an apprentice with are to inform us of any accidents or ill health relating to that apprentice. We will ensure an entry is made within our accident reporting system and records kept in compliance with the General Data Protection Regulations.

Form Number: VPS-POL12	Issue: 2	Page 12 of 13	Date Created: 03/05/24 Date Updated:	Created by: RA Updated by:
Document Location: X:\Apprenticeship Admin\Quality Assurance\Apprentice Policies				

HOME WORKING

Employees who are contracted to work from home are required to have an office area with suitable lighting and ergonomic arrangements as set out in the home working policy. These arrangements must comply with the health & safety at work act 1974. Employees using DSE equipment will be trained on the ergonomic requirements applicable to their work station. The HSE requirements under these regulations will be met or exceeded

WORKPLACE STRESS

The Health and Safety Executive define stress as “***the adverse reaction people have to excessive pressure or other types of demand placed on them***”. The Company recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The hazard of workplace stress has been included within the Company risk assessments. This risk assessment has identified key workplace stressors and controls to eliminate stress or control the risks from stress.

The company ensures that employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the workplace and the Company can, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors.

10. LEGISLATION

Applicable Legislation will include (but is not limited to)

- Health & Safety at Work Act 1974
- Management of Health & Safety Regulations 1999
- Fire Safety Act 2021
- Workplace Health, Safety & Welfare Regulations 1992
- Safety Signs & Signals Regulations 1996
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
- Manual Handling and Operations Regulations 2002
- Lifting Operating & Loading Equipment Regulations 1998
- Provision & Use of Work Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Working at Height Regulations 2005
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- The Control of Noise at Work Regulations 2005
- Pressure Systems Safety regulations 2000
- Display Screen Equipment Regulations 2002
- Control of Electromagnetic Fields at Work Regulations 2016

Form Number: VPS-POL12	Issue: 2	Page 13 of 13	Date Created: 03/05/24 Date Updated:	Created by: RA Updated by:
Document Location: X:\Apprenticeship Admin\Quality Assurance\Apprentice Policies				