

We Are Momentum

Health and Safety Policy

In accordance with the Health & Safety at Work Act 1974 (“the Act”), We Are Momentum (“the Company”) has the maintenance of Health & Safety at Work as a declared objective. This document details the Company’s Group Health & Safety Policy (“the Policy”).

To fulfil this objective, the management of the Company shall take all reasonable and practicable precautions to safeguard the Health, Safety & Welfare of employees, customers/learners and members of the general public who have access to or contact with premises or activities which are directly under the Company’s control. The Company shall comply with legal Health & Safety requirements as a minimum standard and approved Codes of Practice where applicable.

(For learners) As a learner you are entitled to:

- A safe, healthy and supportive environment, wherever learning takes place
- An induction to health and safety when starting your learning or training and at each new location or placement
- Full information on the providers (and where appropriate, the work– placement or employer’s) health and safety policy, responsibility and procedures
- Information on supervision arrangements
- Information on any risks associated with the learning programme
- Advice on free access to suitable Personal Protective Equipment (PPE) or facilities
- Information on restrictions, which apply to any action or activity on the part of the learner, for example restrictions on the use of certain machinery or vehicles
- Training on health and safety issues and appropriate use of equipment
- Advice that, in the event of an accident at work, non–employed learners on a training programme may claim disability benefit through the Department for Work and Pensions (DWP) and/or Analogous Industrial Injuries Scheme (AIIS).
- A learner is a safe learner if through the quality of the learning experience, s/he:
 - Becomes risk aware
 - Gains an understanding of the importance of health and safety
 - Understands how to identify hazards, how to assess risks and the principles behind control measures
 - Develops a set of safe behaviours, which they take with them through their working lives.

Our Policy

To comply with this Policy, the Company has established the following structure of accountability:

- Overall responsibility for Health & Safety matters rests with the Director.
- All employees have a responsibility and statutory duty to take reasonable care for the Health & Safety of themselves, learners and others who may be affected by their acts or omissions and are also required to co-operate with the Company in enabling it to discharge its statutory duties under the Act.
- All managers are responsible for health & safety within their respective areas of the Company's premises and, where their remit extends to oversight of offsite activities, the health & safety provisions obtaining in respect of those activities.
- A trained Health & Safety Consultant shall provide advice where required.

In furtherance of the Policy, the Company undertakes, in so far as is reasonably practical, to:

- Provide and maintain premises, equipment and systems of work that are safe and without risks to health.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Implement the requirements of the Skills Funding Agency Safe Learner Concept to ensure learners understand the importance, principles and practices of Health & Safety.
- Identify and take steps to eliminate any risks or hazards which might compromise health or safety and, in particular, hazards that could be a risk to vulnerable learners with physical, hearing, sight or other impairments.
- Provide such information, instruction, training and supervision as is necessary to ensure the Health & Safety at Work of employees, associates, customers/learners and visitors.
- Maintain any place of work or learning under the Company's control in a condition that is safe and without risks to health and to provide and maintain means of access and egress that are safe and without such risks to vulnerable people.
- Provide and maintain a working/learning environment for employees, learners, associates, customers and visitors that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare.
- Provide such protective equipment as is necessary for the Health & Safety at Work of employees and customers/learners.
- Encourage employees and learners to set high standards of Health & Safety by personal example.
- Ensure compliance with the Policy by regular review of practice using risk assessment checklists.
- Regularly update employees and associates on the Policy through any team meetings
- Monitor the effectiveness of Health & Safety provisions, in consultation with employees and associates at the aforesaid team meetings
- Keep the Policy under regular review ensuring, inter alia, that it continues to meet current legislative requirements, and duly publish any amendments that may result on a timely basis.

All necessary measures shall be taken to ensure observance of the Policy compliance with which the Company considers essential for the wellbeing of its employees, associates, customers/learners and visitors, plus the efficiency of its operation. The Policy requires employees, associates and (where applicable) learners to:

- Take reasonable care for themselves and other persons (for example colleagues, associates, customers/learners, visitors to offices or training venues) who may be affected by their work or study, particularly bearing in mind those who may be more vulnerable (for example, wheelchair users or those with sight impairment).
- Cooperate towards providing a safe place and system of work. This may include wearing protective clothing, taking part in fire drills, or using safety equipment.
- Neither interfere with nor misuse anything provided in the interests of Health & Safety at Work.
- Bring to the attention of management any faulty or defective equipment or plant etc, or any health or potential safety hazard of which they are aware.
- All accidents, injuries and dangerous occurrences (this includes “near misses”) must be reported and recorded using forms included in the Accident Book. The Service Administrator or Health and Safety Coordinator must be informed as soon as possible via employee, learner, tutor or team manager, so that he may initiate investigation and notify the appropriate authorities. Incidents covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be reported to the RIDDOR Incident Contact Centre (ICC). When an accident involves a learner on any Skills Funding Agency-funded programmes, the Skills Funding Agency must be informed. The Skills Funding Agency must also be informed if We Are Momentum Ltd becomes aware of a learner fatality that occurred when not involved in any learning activity.
- Acknowledge and accept that failure to comply with the Policy may be considered a matter grave enough to warrant formal disciplinary action

Implementation of the Policy: Head Office and Training Venues

- Employees, advisers, or delivery team delivering programmes must be fully conversant with the provisions of the Head Office and Training Venue risk assessments and are responsible for properly briefing participants in these provisions
- In keeping with the Safe Learner Concept, learners participating in such programmes must be made fully aware of the importance of Health & Safety at induction and of the risk assessment for that venue. They shall receive embedded learning about the principles and practices of good Health & Safety observance during their programme. They shall also be encouraged to report on any Health & Safety issues that might arise.
- The team responsible for each programme shall have specific responsibility for monitoring these procedures and ensuring they are observed.

Implementation of the Policy: On-site services

Further to the Head Office and Training Venue implementation requirements above, the Policy has additional implications for Company activities away from its premises:

- Where Company programmes are held away from Head Office, the team responsible must ensure the proprietors of the premises where they are held have Health & Safety provisions compliant with the Policy in place.
- When employers are being considered for a learner work placement (work experience, work trial, work placement), the team manager responsible must ensure that the potential employer has in place Health & Safety provisions compliant with this Policy.
- The team leader shall assure the safety of the workplace on behalf of our employee and the Apprentice/learner. The team leader will also assess the vulnerability of the learner in a one-to-one learning situation and take the necessary steps to reduce the risk to the Apprentice/learner.

Implementation of the Policy: A Conducive Environment

- Employees, associates and learners are encouraged to suggest ways of improving Health & Safety and of raising awareness within the Company. Health & Safety shall be included on the agenda of the weekly management group meetings, regular departmental team meetings, monthly Head Office Team Briefings and the bi-annual Team Forums in order to keep this at the forefront of our minds and actions.
- Risk Assessments shall be carried out whenever new premises are being considered and reviewed at least annually and whenever changes are made to the working/learning environment (for example, reconfiguration of offices).
- Instructions regarding emergency procedures in case of fire are posted in the Company's offices, included in the induction for all employees and at the beginning of training courses (these instances being recorded in writing), and regularly re-stated.

Implementation of the Policy: Quality Assurance

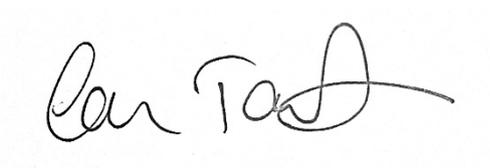
The Company shall ensure that the practices arising from this Policy achieve the objectives laid out above. Performance in the Health & Safety area shall be measured, so that achievement can be reviewed and action taken to improve performance against the standards set by the Health & Safety Act and the Skills Funding Agency.

Guided by the HSG65 (Successful Health and Safety Management), the essential ingredients of the We Are Momentum Ltd quality assurance system for Health & Safety are as follows:

- A proactive Health and Safety Management System designed to promote a continuous improvement culture.
- Direct involvement of all stakeholders: learners, apprentices, employers, tutors, assessors, administrators, and managers.
- Risk assessments of locations and learner specific circumstances e.g. work placements.
- Feedback and monitoring returns at all levels.
- Continuous programme of management spot checks, reviews and audits that inform the H&S Action Plan and periodic Self Assessment Reports.

Final Statement

The Director/Lead Trainer has overall responsibility for Health & Safety and for ensuring that appropriate planning and provision of resources are available to meet requirements. The Health & Safety Coordinator or the Service Administrator is the first-line contact in respect of Health & Safety issues. All employees, associates and learners share in creating and operating in a safe environment.



Ian Tomlinson

Head of Learning