

P51: Health & Safety Policy:

1. General Statement of Health & Safety Intent:

- Crosby Management Training Ltd (Crosby) recognises its responsibilities under the Health & Safety at Work Act 1974 and its duties and obligations in line with the Management of Health & Safety at Work Regulations (MHSWR) 1999. We explicitly understand our responsibilities in the management of all aspects of health and safety across all our work activities and operations, it is our duty to ensure our employees, apprentices (learners) are provided with a workplace and learning environment that is safe, healthy, and protective.

2. Our Duties - Risk Assessment:

- Fully adhering to the Management of Health Safety at Work Regulations we will undertake risks assessments to identify any potential risk or hazards that may affect the health, safety and welfare of our employees, apprentices (learners), customers, visitors whilst they are engaged in activities or operations belonging to or associated with Crosby.

3. Our Health & Safety duties – General

(Obligations that supplement the employers' duties under the Health & Safety at Work Act 1974):

- Paul Cadman is Crosby's Chief Executive Officer (CEO) and is the assigned competent person appointed to oversee, supervise, and assists in all matters of health, safety, welfare, and full compliance with all relevant statutory regulations.
- The CEO is responsible for the effective implementation and operation of Crosby's Health and Safety Policy. Several health and safety tasks, roles and responsibilities have been delegated to other competent colleagues within the organisation, Gary Cooper (Quality Manager) and Chris Riley (Butchery, acting Head of Department) working in conjunction with the CEO they will form and act as the company Health & Safety Team.
- This Health & Safety Policy will be reviewed by the appointed Health and Safety Team on a bi-annual basis or when deemed necessary due to significant changes in the organisational activities or operations, or changes to premises, or following an incident or accident where subsequent investigation suggests a policy review is necessary in response to heightened risk.
- Any person carrying out work on behalf of the company on an associate basis will be considered a Crosby employee, during the period when they are engaged in work activities on behalf of the company. A copy of this Health and Safety Policy is available on the company server and can also be requested from info@crosbytraining.co.uk
- We will ensure that all employees are provided at induction and during the course of their employment, with all the necessary health and safety information in an understandable format that they require to ensure their health, safety, and wellbeing whilst at work.
- We will provide all employees with adequate health and safety training, all employees will have the relevant knowledge and understanding on how to protect themselves from risks and hazards, keeping themselves safe and healthy whilst at work.
- We will provide a working environment where (either office-based, home working or working on-site), that, where reasonably practicable, is maintained free from risks and hazards.

- We will provide additional health and safety training, instruction or supervision that is deemed to be necessary to ensure the safety of employees and apprentices (learners).
- We will provide adequate arrangements and facilities for the welfare of our employees and apprentices (learners) in line with the Health & Welfare at Work (general application) Regulations 2007.
- We will provide and maintain appropriate arrangements for the emergency evacuation of Crosby's and our Clients premises in the event of fire or any other emergency.
- Competent health and safety persons will carry out any necessary accident or incident investigations, where necessary all injuries resulting from accidents or incidents will be reported in line with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4. Our Employees Duties-General

(Obligations that supplement the employees' duties under the Health & Safety at Work Act 1974):

- Report any accidents and injuries or any relevant health and safety failings.
- Report any dangerous occurrences or near-miss accidents.
- Use equipment in accordance with their training and instruction, ensure all work equipment is maintained in a safe serviceable condition.
- Take reasonable care of their own health and safety and the safety of anyone affected by their work or actions.

5. General Health & Safety Policy:

Introduction:

At Crosby the health, safety, welfare and wellbeing of our colleagues, apprentices (learners), visitors, and contractors (consultants), is essential. We will take steps where reasonably practicable, to ensure the highest standards of health and safety providing everyone associated with our services and operations with a working and learning environment that is safe, protective, free from hazards and risks.

At Crosby it is our aim to:

- To promote and foster a culture of outstanding health and safety practices and performance.
- Accurately and promptly identify and control risks to health and safety that arise from the work and learning activities that we provide.
- Encourage all colleagues and learners to engage in discussions on all matters that may affect their health, safety, and well-being.
- Provide colleagues and learners with a good standard of health and safety training, instruction, information, advice, and guidance to enable them to keep themselves and others safe.
- Ensure all colleagues actively contribute to the development of the organisational Health and Safety Policy, the policy is owned by all colleagues who are fully committed to ensuring this policy is fully always implemented and adhered to.
- Where necessary carryout risk assessment to prevent workplace/related accidents and ill-health.
- Provide a safe and healthy working environment/condition providing suitable and adequate welfare facilities.
- Provide all colleagues with the correct personal protective equipment (PPE) that they require to carry out their work safely.
- Ensure all company/work equipment is frequently tested and maintained in a safe serviceable condition (electrical or otherwise), in accordance with the Provision and Use of Work Equipment Regulations 1998.

6. Promotion of the policy (fostering a companywide commitment to health and safety).

- All new employees, apprentices (learners) will receive a full health and safety induction and appropriate level of health and safety training where the policy details are fully explained along with the Crosby Management Training high expectations for compliance with the highest standards of health and safety.
- Relevant health and safety training is effectively embedded and contextualised within the curriculum, updated where required by the dedicated curriculum leaders.
- Health and safety is robustly discussed and promoted during the apprentices progress reviews, reviewers appropriately examine the apprentices (learners) health and safety knowledge and understanding on how to keep themselves safe in their learning and their working and environments. The apprentices progress reviews also provide the opportunity to discuss or report any health and safety concerns the apprentice may have.
- We encourage the active participation of all colleagues in all matters of health and safety through departmental and companywide standardisation meetings, this supports a culture and mindset of “health and safety always come first”.
- Leaders and managers are dedicated and committed to upholding the highest standards of health, safety, and wellbeing, they are actively engaged in the continuous improvement of health and safety protocols and safe working practices.
- We promote a companywide culture that clearly defines and communicates that “health and safety is everyone’s responsibility,” good health and safety leadership encourages all colleagues not become disassociated or complacent with regards to health and safety, this approach maintains a high level of commitment ensuring that health and safety is at the forefront of everything we do.
- We encourage transparent and open discussion with regards to all matters of health, safety and wellbeing, all colleagues are comfortable and confident in addressing and disclosing potential health and safety risks, all colleagues are attentive towards identifying risks and hazards and play an important part in the maintenance of a safe working and learning environment.
- We have developed and fostered a culture of health and safety accountability recognising that a lack of health and safety accountability can have a detrimental impact on our positive health and safety values.

7. Achievement of a companywide commitment to the Health & Safety Policy we will:

- Operate a structured health and safety management framework, which defines the Health and Safety Policy, and the standards required to support the safe delivery of Crosby’s services and operations.
- Comply with all relevant legislative and statutory requirements and where practical we will seek opportunities to promote higher standards of health and safety where required.
- Identify, and try to eliminate risks and hazards, where they cannot be eliminated, we will strive to minimise the risks as far as is reasonably practicable.
- Provide colleagues with appropriate safety and wellbeing information, advice, guidance, instruction, training, and supervision relevant to their role and responsibilities and the work they are carrying out.
- Demonstrate good leadership in all health, safety and wellbeing matters and ensure that colleagues at all levels take personal responsibility for their safety and wellbeing as part of their roles and responsibilities.
- Involve all colleagues in the development and review of the organisational health and safety policy.

8. Implementation of the health and safety policy:

This Health and Safety Policy serves our business has an effective practical guide for all colleagues, apprentices, (learners) on how we effectively manage health, safety, and welfare within our business and across our provision.

- We have set out clear responsibilities for colleagues, apprentices (learners) we have confidence that health and safety responsibilities are consistently carried out to the required standards.
- We frequently monitor whether colleagues, apprentices (learners) are following the lawful requirements, and guidelines and safe working practices set out in this policy.
- Colleagues frequently monitor the working and learning environments for risks and hazards and take responsibility for the continuous improvement of health and safety management.
- All colleagues and learners receive a detailed health and safety induction and training session. They receive a full and comprehensive overview of Crosby's health and safety policy.
- All new colleagues will undertake a period of work/job shadowing where they will be trained and supported in the implementation of the health and safety policy within their day to day working and training activities.
- In the situation where colleagues take on additional health and safety responsibilities, they will receive relevant and additional health and safety training in such roles as, First Aiders, Mental Health First Aiders, Risk Assessors, Fire Marshall, trainers delivering butcher knife skills and food standards training.
- The effective implementation of Crosby's Health and Safety policy is achieved through effective leadership and consultation with colleagues on all health and safety matters and by effectively listening and talking to colleagues, apprentices (learners) about:
 - Health and safety and the work they do.
 - How workplace risks and hazards are controlled.
 - Understanding the most effective ways of providing health and safety information and training.
 - Promoting effective consultation that allows colleagues, apprentices (learners) to raise concerns and influence decisions on the management of health and safety. We believe that our colleagues and apprentices are the best placed people to understand risks in the workplace by involving them in making health and safety decisions it supports a companywide culture that we take health and safety seriously.

9. Bringing the Health and Safety policy to all colleagues, apprentices (learners) attention by:

- Including the policy in the company handbook, documented information, advice, and guidance.
- Covering and training out the policy during the employee and apprentices' induction.
- Including a copy of the policy with the employees' contract of employment.
- Posting the policy on the company website/intranet/notice boards.

By encouraging all colleagues to be involved in influencing health and safety through their own actions and play an active part in health and safety we benefit from a safer working and learning environment, effective collaboration with colleagues on all health and safety matters helps Crosby to manage health and safety in a practical way.

- Helping in the prompt identification of risks and hazards.
- Making sure that sure health and safety control measures are effective and practical.
- Increasing the level of commitment to working in a safe and healthy way.
- Increasing productivity, efficiency, and quality.

10. Health and safety arrangements for apprentices (learners):

- Prior to any training taking place we will ensure that all employers of Crosby apprentices are made aware of their health and safety obligations under the Health and Safety at Work Act 1974. All apprentices will read and sign the (CMTF3) Health and Safety checklist ensuring they are fully aware of their employer's health and safety obligations to keep them safe. All employers will be asked to provide a current Employer Liability Insurance Certificate prior to the apprentice's enrolment and the delivery of any training.
- All business and employer's premises are safely maintained, furthermore all employer's premises in which colleagues are required to work/where apprentices are employed, will be assessed (using the form CMTF3) to identify risk or hazards threat may pose a threat to colleagues, apprentices, and learners, all working and learning environments will be deemed safe before any training takes place.
- All apprentices and learners undertaking Crosby learning programmes and qualifications will undertake a short health and safety induction and training session prior to commencing their programmes of learning.
- Following enrolment and induction all apprentices (learners) will receive specific ongoing health and safety training that is aligned to the qualifications, apprenticeship standards and the sectors that they work in.

11. Named Roles & Responsibilities for Organisational Health & Safety:

The Chief Executive Officer (Paul Cadman):

The Chief Executive Officer (CEO) takes overall responsibility for organisational health and safety arrangements and ensuring the company's operations are always executed in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare for all Crosby employees and anyone who may be affected by our organisation's activities.

The CEO will:

- Ensure there is an effective company policy and associated health and safety procedures that all employees, apprentices, learners, associates, and temporary workers are made aware of, fully understanding their own individual health and safety responsibilities.
- Allocate internal responsibilities for all organisational health and safety management systems.
- Provide an adequate budget and resources for effective organisational health and safety management.
- Monitor, measure and audit all organisational health and safety performance and reporting procedures on a bi-annual basis or more frequently if policies need to change or a serious health and safety issues arises.
- Provide Leadership on all health and safety matters by promoting and demonstrating the highest standards of health and safety practice and performance, ensuring all health and safety matters are analysed and effectively managed across the organisation.
- Ensure all employees are empowered and have the confidence to raise health and safety concerns with the management team and dedicated organisational health and safety representative.

The Organisational Health & Safety Representative (Gary Cooper):

The management of health and safety at Crosby is the responsibility of the appointed competent health and safety representative:

The Health & Safety Representative will:

- Develop a clear overall organisational health and safety policy and statement of intent and facilitate all policy reviews.
- Provide informed recommendations to improve and update the Health and Safety policy and all associated procedures to enable our organisation to operate a safe system of working.
- Formulate and implement health and safety policies and procedures to ensure we fully comply with health and safety law. Keeping up to date with any relevant changes or amendments in health safety statutory legislation or standards that are relevant to our organisations business and operations.
- Facilitate or conduct risk assessments that may highlight any areas of potential risk that will be reduced though standardised risk assessment procedures and the identification and implementation of appropriate control measures. Using risk assessment effectively to develop and support safe systems of work based on the findings of risks assessments all risks assessments will be regularly reviewed.
- Ensure all employees are appropriately trained and fully conversant with all organisational health and safety policy, procedures. Provide appropriate training relating to the risks in their area of work, and how risks can be reduced or prevented. All employees will be fully aware of the organisational safe systems of work and receive and have access to all the relevant health and safety information and guidance to include their duties and responsibilities imposed by the heath and safety law.
- Conduct frequent safety reviews and assessments to ensure all organisational health and safety management procedures and policy are being maintained across the organisation.
- Ensure all employees understand the importance of Personal Protective Equipment (PPE) and made aware of the benefits of PPE, all employees will be issued with all PPE that is required to enable them undertake their work safely.
- Identify any trends in relation to accidents, injuries and near misses/dangerous occurrences and take appropriate actions to continuously improve organisational health and safety practices.
- Record and investigate all accidents, injuries and near misses/dangerous occurrences, reporting any serious workplace accidents, occupational disease and specified dangerous occurrences in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), liaising with the relevant enforcement bodies (HSE) if required.
- Provide all employees with health and safety information, advice, guidance, training, and awareness, allocating responsibilities for managing organisational health and safety at the appropriate levels ensuring those colleagues undertaking health and safety activities are competent, have their responsibilities are clearly defined, ensure they have received appropriate training and have the resources required to fulfil their health and safety duties effectively.
- Propose opportunities for the improvement of organisational health and safety management systems to the Quality & Performance Board, who support with decision-making with consideration to ethical, legal, and financial advice through the review of health and safety reports which includes the company's organisational health and safety annual report.
- Develop robust mental health awareness across all employees by providing access to relevant information, advice, and guidance, encouraging open conversations about mental health and the support available when employees are struggling offering appropriate workplace adjustments to employees who require them.
- Work effectively in collaboration with the senior management and leadership team to provide employees with good working conditions and ensure all employees have a healthy work life balance.
- Promote effective people management to ensure all employees have a regular conversation about their health and well-being with their managers and leaders.
- Routinely monitor employee mental health and wellbeing by understanding available data, talking to employees, and understanding any relevant risk factors that may have a negative effect of mental health.
- Promote a positive health and safety culture through leading by example and challenging any unsafe working practices or behaviours.

The Heads of Departments:

Will work collaboratively with the appointed organisational Health and Safety Representative to ensure their own personal health safety and wellbeing and that of their colleagues under their responsibility, this includes any other people who may be affected by the company's operations/activities.

The Heads of Departments will:

- Ensure the organisational health and safety policies and any associated procedures are available to all employees, identify any health and safety training needs to the appointed organisational health and safety representative (Gary Cooper).
- To carry out their health and safety duties ensuring the colleagues under their responsibility fully understand their health and safety responsibilities and are appropriately equipped to enable them to work safely.
- Conduct specific risk assessments working in collaboration with and under the guidance of the appointed organisational health and safety representative.
- Where required provide written work instructions or standard operating procedures, method statements outlining any potential risks and hazards associated with the operations being undertaken, ensuring that all colleagues are fully aware of the relevant health and safety control methods that will keep them safe whilst at work.
- Ensure accidents, injuries, work related ill health, near-misses/dangerous occurrences reporting procedures are fully understood and complied with and assist the appointed organisational health and safety representative with any investigations.
- Ensure that all relevant health and safety information, notices, policies, and procedures (fire & emergency evacuation procedures), insurance liability certificates, named first aiders, are prominently displayed in all work areas.
- Ensure that all new employees are provided with a copy of the organisational health and safety policy, receiving good standard of induction and introduction the Crosby health and safety management procedures, and safe working procedures and expectations.
- To lead by example on all matters of health, safety, welfare, and wellbeing.

All Colleagues:

We fully respect the rights of every colleague to work in a safe and healthy environment, however we expect every colleague to work safely and fully adhere to their responsibilities under the Management of Health and Safety at Work Regulations 1992 in conjunction with the Health and Safety at Work Act 1974.

Everyone has a right to work in a safe and healthy environment, and to feel confident that everyone is looking out for each other's best interests. Whatever else your job involves, this forms an important part of your responsibilities at work.

All colleagues will:

- Taking care of their own health and safety, and that of others.
- Not put anyone at risk through what they do, or neglect to do.
- Fully cooperate with Crosby and those they work with and comply with all relevant health and safety law and statutory regulations.
- Participate in any health and safety or other relevant training provided that supports health, safety, and wellbeing in the workplace.
- Follow all workplace safety procedures, instructions, and risk assessment outcomes.
- Operate machinery, equipment, and use substances safely in line with training received.
- Report any illness or the use of medication that may impair or affect your ability to carry out your work safely.

- Do not deliberately interfere with or misuse any equipment or safety measures that are provided in the interests of health and safety.
- Do not be under the influence of an intoxicant that could affect your ability to work safely.
- Report any shortcomings or concerns about, health and safety arrangements.
- Report any defects in machinery, equipment, or working systems that present danger.
- Report any accidents, injuries, ill-health, near miss/dangerous occurrences promptly to their Heads of Departments (managers).

Crosby will make every effort to ensure that all employees take full responsibility for their health and safety:

As a responsible, safe employer we will always uphold our duty of care to all employees, and part of that responsibility is making sure that our colleagues are looking after themselves and each other.

Our employees feel they are part of a big team, we set a good example in the health and safety measures and policies that we have put in place and provide clear information and training to help everyone achieve the highest standards of health and safety in the workplace.

We actively encourage all employees to get involved with health and safety in the workplace, to be proactive, and not to hesitate and ask questions and raise concerns about company health and safety procedures and working practices.

We believe we have a responsibility to seek representation from our employees, which includes feedback from those who have first-hand experience of the systems and procedures of work, that leaders and managers may not have identified?

12. The Health & Safety of Apprentices (learners):

We will ensure through our health & safety policies, procedures and safe working and learning practices that all apprentices (learners) work and learn in a safe environment, we are committed to protecting all apprentices (learners) from potential harm. We expect all apprentices (learners) to be mindful of their own welfare and well-being and execute in full their own individual responsibilities to work and learn in a way that does not put themselves and others at risk.

13. Risk Assessment-Apprentices (learners).

- A risk assessment or health a formal safety check will be completed in collaboration with employers at the start of the apprenticeship programme, we will ensure that all employers have relevant and current employers' liability insurance, and all apprentices receive a full health and safety induction into the workplace and jobs.
- All risk assessments or formal safety checks will take into consideration the apprentices age, potential vulnerability and their job role, a separate specific risk assessment will be completed if deemed necessary.
- It is the responsibility of the employer to conduct their own risk assessments on their sites, however Crosby will conduct a pre-start due diligence check of the employer's risk assessments, health and safety reporting procedures and risk control measures.
- Job role specific risk assessments will be reviewed when changes in circumstances are identified.
- We ensure that all employers have a full commitment to provide their apprentice with a working and learning environment that meets current health and safety statutory regulation and legislation.

14. Trainer's training:

- All Crosby trainers will complete mandatory health and safety training as part of their Crosby induction to the company.
- All Crosby trainers will complete appropriate health & safety training.
- We will provide all employees with relevant health and safety training, and when required decide for on-going health and safety training particularly for apprenticeship programmes in Butchery.

15. Apprentice training:

- Apprentices will be provided with health and safety training as part of their induction/enrolment onto their apprenticeship programme, covering health and safety in learning and working environment.
- The apprentice will be directed to and provided with access to this Crosby health and safety policy during their induction/enrolment.
- It is the responsibility of the apprentice's employer to conduct their own employee induction which will include all relevant workplace health and safety information, the employer will provide the apprentices with access to further health and safety training.
- We will check and ensure that employers induction training meets with the relevant standards and due diligence processes that provides the apprentice with level of health and safety awareness and care they require in their training and workplace.
- Apprentices are provided with workplace mentors; mentors will provide the apprentice with ongoing health safety support and training throughout the duration of their apprenticeship programme.

16. Apprenticeship health & safety due diligence:

Crosby maintains a central data base of all the employers we work with, we aim to ensure that all health and safety standards are met by conducting health and safety checks and due diligence prior to the apprentices, this process will include the following:

- Apprentice contract and agreement.
- Apprentice commitment statement.
- Health and safety policy to include risks assessments for young people and or vulnerable individuals or groups.
- Safeguarding and Prevent Duty.
- Equality and diversity to include equality of opportunity.
- Employer liability insurance.
- Employee handbook.
- Employee induction.

Should an employer identify that they do not have the above in place an informed decision not to progress with enrolment will be made.

17. Health & Safety and accidents for apprentices on programme:

- In the event of an accident, injury, or ill-health whilst the apprentice is at their normal place of work whether undergoing apprenticeship training at the time or not, Crosby would seek to be notified of such an event and details surrounding the accident. We will fully support the employer and the apprentice where required or necessary.
- We will continue to communicate with the employer throughout the apprentice's period of ill-health or until the apprentice is fully recovered from an accident or injury.
- In the event of a break in learning that covers a period of ill-health or because of an accident, when the apprentice and the employer have made the decision to return to work and learning, we will assist both parties in the effective return from their break in learning.

- Whilst the employer bears the main responsibilities in relation to the health and safety of their employees, we recognise that we the “apprenticeship training provider” has an important role to play in ensuring the health, safety, and wellbeing of our apprentices. We are fully committed to assist and provide a supporting role to employers in their health and safety duties and responsibilities.

18. Recording and reporting of health and safety (accidents, near misses and dangerous occurrences):

- We will ensure that robust systems and procedures are in place for accident and incident reporting, escalation, investigation, and where applicable notification to local authorities or the HSE.
- It is the responsibility of the employer to record and report accidents and incidents regarding health and safety, however it is our intention to work effectively in collaboration with all our employers and will expect that all health and safety incidents and accidents involving Crosby apprentices are reported to us as soon as possible.

19. Health and wellbeing:

- We recognise the importance of both the physical and mental wellbeing of our employees and apprentices, (learners), we acknowledge, recognise, predict, and adapt effectively to the changing needs of our employee and apprentices, we will provide all of employees and apprentices with confidential assistance when required.

20. Health & Safety Policy Summary:

This Crosby Health and Safety policy applies to all employees, employers and service users, the Crosby head office is located within a managed services building, therefore this policy is to be read in conjunction with the building/facilities health and safety policy.

On occasions our apprentices will be required to attend training at the Crosby offices, this policy applies to all Crosby apprentices who are visiting our offices.

All employers with Crosby apprentices on programme have their own obligations to comply with all relevant health and safety statutory legislation, as defined within their own health and safety polices that are aligned to the ESFA apprenticeship funding rules which are not fully set out in the scope of this policy document. However, we will conduct appropriate due diligence for all new employers we work with to ensure they fully comply with legislation ensuring all Crosby apprentices are safe whilst at work and whilst in training.

We believe that health and safety is everyone’s business, our employees have a vital role to play in keeping our company protected, healthy, and happy. Our employees know their health, safety and welfare rights and are encouraged to take an active part in taking care of themselves and each other.

We aim to set a good example through our health and safety management provision, we provide clear communication, encouragement, and training that nurtures a positive and sensible approach to health and safety across our business and clients.

We care for the wellbeing and safety of those we work with and will ensure that our company promotes and maintains a healthy working culture of loyalty and trust.

21. Related Policies:

This health and safety policy should be read in conjunction with the following policies:

- The COVID-19 Pandemic policy and risk assessment:
- Equality and diversity (including equality of opportunity).
- Data retention, security, and privacy.
- Online learning safety.
- Lone working.
- Driving at work.
- CPD.
- Safeguarding and Prevent Duty.

22. Health and Safety Policy Review:

Last Review Date: 11.01.2022.

Next Review Date: 11.07.2022.



Signed by:

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