

1. Statement of intent

Xact is committed to providing and maintaining a healthy and safe working environment for all its employees, contactors, consultants, customers and persons affected by Xact's business activities in accordance with the Health and Safety at Work Etc. Act 1974.

People are Xact's most important asset and Xact is committed to ensuring their health, safety and welfare, as such we aim to reduce all health and safety risks so that they are as low as reasonably practicable (ALARP).

Xact believes that the maintenance of a safe working environment goes hand in hand with productivity and quality.

To achieve this, we aim to:

- a) Comply with legislation and best practice
- b) Maintain a healthy and safe working environment
- c) Provide safe equipment and systems of work
- d) Make arrangements to identify and manage hazards and risks
- e) Provide suitable information, instruction and training
- f) Nominate individuals' responsibilities
- g) Operate systems to monitor, review, investigate and improve
- h) Constantly improve through monitoring and reviewing



T J Norwood
Operations Director

12th June 2023

2. Organisational

2.1 Definitions

Apprenticeship: Nationally regulated programme for training practitioners of a trade or profession with on-the-job training and accompanying study programme and includes paid employment for a fixed period of time.

Apprentice: An individual employed to do a job whilst in formal training to gain knowledge and skills to achieve a qualification related to their role.

ASDM: Apprenticeship Skills and Development Mentor

Individual: Those receiving our services e.g. apprenticeship training, courses, assessment, RPL, mentoring, learning support, qualifications, CPD activities etc.

PMG: Performance Management Group consisting of Directors and an Independent Governance Advisor

Staff: Employee, agency worker, contractor, sole trader, volunteer e.g. manager, supervisor, administrator, tutor, assessor, mentor, internal quality assurer, work experience etc.

Stakeholders: Apprentice's employer, training provider, End Point Assessment provider, customer, supplier, user and those with whom we associate

Xact: Xact Consultancy and Training Limited

2.2 Responsibilities

2.2.1 Key Manager Responsibilities

Operations Director: Overall responsibility for health and safety

Operations Manager: Overall responsibility for:

- a) Day-to-day health and safety activities *and*
- b) Health and safety activities not included below

Health and Safety Co-ordinator: Business compliance with health and safety requirements

Course Manager: Course activities

Qualifications Manager: Qualification and assessment activities

Apprenticeship Manager: Apprenticeship activities

Finance Manager: Finance activities

Office Manager: Administration activities

2.2.2 Other Responsibilities

- a) Tutors: Health, well-being and safeguarding of those they are teaching
- b) Assessors conducting face-to-face or virtual assessment: Health, well-being and safeguarding of those being assessed
- c) Apprenticeship coaches and mentors: Apprentice's health, well-being and safeguarding

2.3 Staff

Staff members are required to:

- a) Comply with health and safety policy
- b) Co-operate and liaise on health and safety and safeguarding matters
- c) Take care of their own health and safety and those with whom they work
- d) Report health and safety concerns to their line manager or other responsible person

2.4 Individuals

When receiving our services, individuals are required to:

- a) Comply with this health and safety policy and that of their employer
- b) Co-operate and liaise with Xact on health and safety and safeguarding matters
- c) Take care of their own health and safety and those with whom they engage
- d) Any individual whose whereabouts is unaccounted for when they are expected to be in receipt of our services, will be contacted via most appropriate method as detailed in Welfare Actions: Missing Individual, will be followed in our Safeguarding Policy
- e) Report health and safety concerns, accidents etc to both:
 - i) Xact: Responsible person e.g. course tutor, course manager, qualifications manager, apprenticeship manager etc
 - ii) Employer: As per organisations policies and procedures

2.5 Apprentices

In addition to the 2.4 above, apprentices receiving our services are expected to report any absence and/or accidents that may occur during the course of their apprenticeship.

3. Arrangements

3.1 Health and Safety Management System

- a) Xact operates a documented health and safety management system
- b) Individual responsible for management system: **Health and Safety Co-ordinator**

3.2 Health and Safety Manual

- a) Xact has a health and safety reference manual, which contains advice and information on all key aspects of health and safety legislation and best practice
- b) A copy of this manual is located on the server at: S:\5 General\7 Health + Safety\1 Health and Safety Manual
- c) Individual responsible for manual: **Health and Safety Co-ordinator**

3.3 Safe systems of work

Xact will employ systems so it can achieve the objectives set out in Part 1 - Statement of intent, by producing and implementing policies, procedures and guidance. See health and safety manual for more details.

3.4 Risk assessment

Xact will conduct risk assessments for all activities that present a risk to staff members and stakeholders. This process involves:

- a) Identifying hazards for each activity
- b) Determine who might be harmed and how
- c) Assess the risks and determine appropriate actions
- d) Record significant findings of assessment
- e) Review assessment at following points; Significant change to activity occurs; new equipment used; new substances or procedure introduced; following an accident.

Individual responsible for risk assessments: **Health and Safety Co-ordinator**

3.4.1 Premises not controlled Xact

When Xact conducts its activities of premises in control of other organisations, the following arrangements will apply:

- a) Risk assessment for premises concerned, *or*
- b) Xact risk assessment for open courses, *or*
- c) Xact risk assessment for in-house courses, *or*
- d) Xact bespoke risk assessment, *or*
- e) Combination of above

3.5 Safe equipment

All equipment will be evaluated to ensure that it is fit for purpose. Electrical items will be safety tested annually by a competent person. It is responsibility of Health and Safety Co-ordinator to ensure:

- a) New equipment meets health and safety standards
- b) Ensuring existing equipment is fit for purpose

3.6 Information, Instruction and Training

- a) Staff receive health and safety training at induction and on appropriate regular intervals
- b) Training is identified, arranged and monitored

- c) Staff members have access to this policy, health and safety manual, risk assessments and associated guidance
- d) Line Managers are responsible for the activities and staff they manage
- e) Health and safety training is the responsibility of: **Health and Safety Co-ordinator**

3.6.1 Apprenticeships, Courses and Training Programmes

ASDM (mentors) and course tutors:

- a) receive health and safety training at induction and on appropriate regular intervals
- b) have access to this policy, health and safety manual, risk assessments and associated guidance
- c) will ensure that individuals are notified of any health and safety arrangements during course introduction
- d) will regularly check on individual's safeguarding, health and wellbeing, and as a minimum at the scheduled progress reviews

3.7 Competency

Those responsible for managing the health and safety environment will be suitably trained and qualified by knowledge, understanding, practical experience and qualification to enable the required activity to be carried out correctly

3.8 Recording

3.8.1 General

Reporting of accidents, near misses and hazards involving Xact activities will be recorded in the accident book.

3.8.2 Premises not controlled Xact

Xact's activities often occur on the premises of other organisations. If accidents, near misses or hazards occur in these circumstances, the following arrangements will apply:

- a) responsible organisation's health and safety policy applies
- b) copy of event recorded in Xact's Health and Safety Log
- c) request copy of the organisation's accident investigation

3.9 Investigation

Health and Safety Co-ordinator is responsible for:

- a) Investigation of accidents, near misses and hazards
- b) Reporting and acting on investigation findings

3.10 Consultation

We consult with our staff on health and safety matters by verbal and written advice, information and instructions.

3.11 Review and monitor

- a) Once an accident investigation has been completed, its outcomes will be evaluated to see if improvement is required
- b) We monitor our activities to ensure safe working practices are being followed by assessing workplace practices and reviewing risk assessments
- c) Forward suggestions for improvements to health and safety to: **Health and Safety Co-ordinator**
- d) Responsible for reviewing this policy: **Operations Director**
- e) This policy will be reviewed annually or more frequently, as appropriate to ensure it is suitable and sufficient and reflects current industry requirements

3.12 Management Report

Every quarter Health and Safety Co-ordinator will provide a report to PMG on health and safety, including:

- a) Legal compliance
- b) Health and Safety priorities
- c) Update on policy, procedures, risk assessments and guidance
- d) Accident investigations and reports
- e) Training

4. Policy Review

This policy will be reviewed annually.