

Redsky Health & Safety Policy



Version	Last Review Date	Review Frequency	Next Review Date
4	July 2021	Annually	July 2022

1. Introduction and Scope

This policy covers all Redsky Learning's stakeholders; including staff members, associates, subcontractors, consultants, learners, including apprentices, and any third parties involved in the delivery of our training programmes.

Redsky fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. Redsky requires its Directors to ensure that the following policy is implemented and to report annually on its effectiveness.

Responsibility for Health and Safety rests with everyone within Redsky Learning including our employees, learners, employers, sub-contractors and any other clients or stakeholders. We must all co-operate with each other to enable all statutory duties are complied with and we are strongly committed to providing employees, learners and any interested parties with systems and processes which allow open consultation, participation and communication on health and safety matters. The successful implementation of our policies requires total commitment from all levels. Health and Safety is an integral part of all functions and activities at Redsky and all employees and learners receive appropriate training to achieve a high level of awareness, motivation and knowledge.

The Health and Safety Policy is available on our website, is available at induction for both staff and apprentices and uploaded to our Learner Management system (currently Bud).

Our Health and Safety Officer is Jeanette Holland (Jeanette.Holland@Redskylearning.com) and, as well as dealing with all general health and safety concerns, she ensures that all Redsky employees and associates complete updated Health and Safety awareness training at least once per year.

2. Apprentices' Health and Safety

In relation to Health and Safety for Apprentices in the workplace, the HSE (<https://www.hse.gov.uk/youngpeople/apprentices.htm>) offers the following advice:

The employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks. As the training provider, you should take reasonable steps to satisfy yourself that the employer is doing this

This does not mean trying to second guess an employer's risk assessment or risk control measures, and you are not required to carry out your own workplace assessment



You can rely on past experience, for example, if the employer is familiar to you and they have a good track record on health and safety. You should keep checks in proportion to the environment:

- *For low-risk environments, such as an office or shop, with everyday risks that will mostly be familiar to the apprentice, simply speaking with the employer to confirm this should be enough. This can be part of any wider conversation on placement arrangements that may take place.*
- *For environments with less familiar risks, like light assembly or packing facilities, talk to the employer to find out what the apprentice will be doing and confirm the employer has arrangements for managing risks, including induction, training, supervision, site familiarisation, and any protective equipment that might be needed.*
- *For higher risk environments such as construction, agriculture or manufacturing, discuss with the employer what the apprentice will be doing, the risks involved and how these are managed, satisfying yourself that the instruction, training and supervisory arrangements have been properly thought through.*

Check the apprentice knows how to raise any health and safety concerns.

3. Redsky as a Training Provider

- Redsky will always check that the employer has a Health and Safety Policy in place
- Employers are made aware of the requirement to inform Redsky's Health and Safety Officer if there is an incident relating to Health and Safety which affects any apprentices on our programmes.
- Apprentices are informed, at induction, that they are welcome to bring any health and safety concerns or queries to Redsky's Health and Safety Officer.

Apprentices themselves are responsible for:

- taking reasonable care of the health and safety of themselves and others
- co-operating with the Employer and Redsky on matters of health and safety
- informing the Employer and Redsky of any personal factors or changes to personal factors (e.g., health, disability, linguistic or cultural) that may affect the level of risk attached to the apprenticeship or may require reasonable adjustments to be made
- reporting to the Employer and Redsky any incidents or issues that occur or any concerns regarding health and safety

Redsky's SLT regularly review all apprenticeship programmes and will always check that there are no causes for concern around the health and safety of our learners.



4. General Health and Safety Arrangements

- The overall responsibility for health and safety lies with the Redsky Directors while, as noted above, Jeanette Holland has day to day responsibility for managing health and safety.
- The Redsky SLT are committed to achieving the highest standards of health and safety throughout the Company.
- The SLT are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company's work activities.
- They will ensure that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- They are also committed to ensuring that the work done by the Redsky does not adversely affect the health and safety of any contractors or of members of the public.
- The SLT are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees.
- Redsky will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. We will at all times consult with the employees on these matters.
- The Directors will, so far as reasonably practicable, ensure that they provide adequate financial resources to meet these objectives.

5. Directors Duties:

- The Directors will ensure that they have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- It will be the responsibility of all the Directors to keep all employees advised as to their responsibilities in respect of health and safety matters.
- In order to protect the safety and health of employees and others affected by the Company's operations, the Directors of Redsky will:
- Take reasonable steps to familiarise themselves with the hazards and risks associated with working for Redsky and with the precautions which need to be taken to eliminate or control those risks.
- Establish procedures to deal with any emergencies.
- Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
- Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.

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- Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of Redsky.
- Ensure that all employees carry out the health and safety responsibilities allocated to them.
- Ensure the safety performance of Redsky is monitored and take action to remedy any identified deficiencies.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.

6. Designated Health & Safety Officer's Duties:

- To ensure that all Redsky Directors, staff members, associates, subcontractors, consultants, learners, including apprentices, and any third parties are aware of their individual Health and Safety responsibilities.
- To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- To arrange appropriate training for all employees.
- To create and maintain a Training Matrix for all staff.
- To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- To ensure follow up action as needed.
- To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name	Position	Date	Signature
Sally Smithies	Director	29/07/2021	