

Health and Safety Policy

Policy Title:	Health and Safety Policy
Version:	2
Responsibility:	Trevor Yoxall – General Manager tyoxall@pareto.co.uk 07887 995 638
Last Update:	06/10/2022
Effective From:	14/10/2022
Next Update:	05/10/2023
Authority:	Benjamin Drain - Apprenticeships Operations & Quality Director

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Pareto will promote this policy and ensure commitment towards the policy is secured through the staff induction programme and through continuous training of our employees in implementing the policy so that we can protect our apprentices, staff and partners from all forms of discrimination. Health and Safety is delivered at apprentice induction and promoted throughout the apprenticeship learning journey.

This policy will be reviewed at least annually.

Whilst on site, all Pareto staff will follow and adhere to all relevant Health and Safety policies and procedures for the office premises. These policies and procedures are communicated and cascaded down to all staff at relevant intervals in the year.

Health and Safety management and monitoring is reported to the Pareto Board at applicable scheduled meetings.

This policy will be reviewed at least annually.

Scope and Purpose

This policy applies to all Pareto offices, operations, and activities, and to all Pareto Apprenticeships employees at all levels. This policy will equally apply to all Pareto Apprenticeships operations and activities conducted on sites beyond Pareto Apprenticeships' control wherever Pareto Apprenticeships employees are designated to perform their contractual duties.

Pareto Apprenticeships aims to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, apprentices, visitors and contractors while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

Aims and Objectives

Pareto Apprenticeships will:

Comply fully with the requirements of the 'Health and Safety at work Act 1974', the 'Management of Health and Safety at Work Regulations 1999 (2006)' and all other relevant legislation, regulations, codes of practice and guidance pertaining to Health and Safety in the workplace in all operational activities.

- Ensure that, on a continual improvement basis, Health and Safety hazards and aspects are identified, risks assessed, and suitable management controls put in place to prevent injury, ill health, or other adverse impacts.
- Develop its management processes to ensure that Health and Safety factors are fully considered during planning and implementation of any project or activity.
- Engage with employers, employees, contractors, and visitors to further reduce Health and Safety risks and impacts associated with working for, with, or on behalf of Pareto.



- Engage with apprentices and embed sound Health and Safety knowledge and awareness in all learning undertaken for their chosen vocation.
- Provide, where necessary, a safe and healthy learning environment where apprentices feel safe from risk or intimidation.
- Ensure that exercising due diligence in respect of Health and Safety responsibilities is a condition of employment.
- Maintain a commitment to inform, instruct and train all employees in relevant Health and Safety matters.
- Ensure all employees are aware of, and fulfil, their statutory and contractual duties to safeguard their own health, safety, and welfare, and that of others who may be affected by their acts or omissions.
- Require all employees to cooperate with Pareto in all matters related to health and safety.
- Ensure, where required, enough resources are made available in the pursuance of maintaining a safe and healthy work environment.
- Review the Health and Safety policy at least annually.

Organisation

The Directors and Senior Management Team are responsible for promoting Health and Safety compliance across the organisation and their respective departments or areas of responsibility. Ultimately, Line Managers have responsibility for ensuring compliance within the policy and all Health and Safety arrangements on a day-to-day basis within their Departments.

The day-to-day management of Health and Safety on sites and premises beyond the control of Pareto is delegated to persons in charge of such work in accordance with the organisation's structure and their operational responsibilities.

Trevor Yoxall (the General Manager) has overall operational responsibility for health and safety management and performance across the organisation, with assistance from all other Manager's including the Health and Safety Officer for Randstad who is Andrew Final.

All employees at all levels of the organisation are responsible for their own Health and Safety performance and levels of compliance. All employees are required to cooperate fully with the organisation in all matters related to Health and Safety to enable Pareto to fulfil its legal duties. Such responsibilities include, but are not limited to:

- Meeting the statutory requirements set out in section 7 and 8 of the Health and Safety at Work Act, 1974
- Using any equipment provided in accordance with training and instruction given
- Reporting any unsafe act or unsafe condition to the appropriate Line Manager
- Reporting any concerns where there are identified shortcomings in the organisation's Health and Safety arrangements. Such responsibilities are absolute and cannot be transferred to others. In order to achieve the aim, the following rules and procedures must be followed at all times whilst at any of Pareto Apprenticeships' premises.



Such responsibilities are absolute and cannot be transferred to others.

In order to achieve the aim. The following rules and procedures must be followed at all times whilst at any of Pareto Apprenticeships' premises.

- Staff must attend all training requested by Pareto Apprenticeships management.
- Staff must follow all health and safety policies, procedures and training immediately, including any updates received in writing via email and verbally in staff meetings.
- Staff must not compromise the safety or welfare of others whilst on the premises of Pareto Apprenticeships and should report any concerns they have regarding the health, safety and welfare of any staff, apprentices, visitors or contractors.
- If the fire alarm sounds, staff must immediately evacuate all buildings, unless previously warned of a test. All staff should check their working area and ensure that everyone has evacuated. They should make their way straight to the assembly point. Whilst waiting, they should also listen out for further instructions, including ensuring the Fire Marshall is aware they are present.

Staff must not tamper or interfere with any fire detection or firefighting equipment or do anything else which may prejudice the validity of Pareto Apprenticeships fire insurance policies and therefore the safety of anyone present.

Pareto Apprenticeship staff are responsible for ensuring all staff, apprentices, visitors, contractors, etc. follow Pareto Apprenticeships' health and safety policies and procedures and must refer any non-compliance to a member of management.

Pareto Apprenticeship Responsibilities

Pareto Apprenticeships is committed to providing a safe and pleasant working environment and will ensure the health and safety of all persons who may be affected by our activities by:

- Monitoring the safety performance of contractors who work for us.
- Conducting annual audits to ensure health and safety control measures and emergency procedures are in place and are effective, properly used, monitored and maintained.
- Conducting annual risk assessments in order to identify and minimise the effect of potential hazards.
- Providing information, instruction, training and supervision to ensure that all persons are informed of any associated risks and are competent to supervise or undertake activities required.
- Providing adequate and appropriate buildings, equipment and facilities to comply with legislation to ensure welfare at work, and any additional requirements.
- Keeping all buildings, equipment and facilities provided or owned by Pareto Apprenticeships maintained in good working order to meet or exceed any relevant regulatory standard.
- Consulting with staff and apprentices in matters that affect their health and safety.



- Implementing systems of work that are safe and where there are risks to health these are controlled.
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.

Accidents and Incidents

All accidents, incidents or near misses must be reported without delay to a relevant Manager or qualified First Aider. A “near miss” is an event where no injury or damage is caused but does have the potential to do so. Managers will ensure that all accidents, incidents or near misses under their area of control are duly recorded and reported.

Specific injuries, diseases and dangerous occurrences are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013. Where such an occurrence arises, Trevor Yoxall (the General Manager), is responsible for submitting the required report to the relevant enforcing authority.

All Pareto Apprenticeships premises will have trained First Aiders on site (whether Pareto Apprenticeship staff or otherwise) to provide any suitable first aid in the event of an injury or instance of ill health. In the absence of a qualified First Aider, a relevant Manager will act as an Appointed Person to take charge of the situation and, where necessary, summon professional emergency assistance. An Appointed Person may not render any first aid unless they are qualified to do so.

Where any serious accidents or incidents are reported, Trevor Yoxall (the General Manager) will conduct an appropriate and timely investigation to establish cause and determine suitable corrective or preventive actions. Revised operational controls resulting from such investigations will be communicated to all Pareto sites.



Responsibility Signature			
Name:	Trevor Yoxall	Position	General Manager
Signature:	<i>T A Yoxall</i>	Date:	14 Oct 2022

Trevor Yoxall (Oct 14, 2022, 9:47am)

Authority Signature			
Name:	Benjamin Drain	Position	Apprenticeship Operations and Quality Director (Including Designated Safeguarding Lead)
Signature:	<i>Ben Drain</i>	Date:	14 Oct 2022

Ben Drain (Oct 14, 2022, 9:45am)

This policy will be reviewed annually (or when relevant changes to the provision require an immediate update).



