

## Health and Safety Policy – 2021/2022

<b>Policy Title:</b>	Health and Safety Policy
<b>Version:</b>	1
<b>Responsibility:</b>	Trevor Yoxall – General Manager tyoxall@pareto.co.uk 07887 995 638
<b>Last Update:</b>	24/01/2022
<b>Effective From:</b>	28/01/2022
<b>Next Update:</b>	31/07/2022
<b>Authority:</b>	Benjamin Drain



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.

This policy will be reviewed at least annually.

Whilst on site, all Pareto Law 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.

**This policy will be reviewed at least annually.**

### Scope and Purpose

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

Pareto Law 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.

### 1.0 Aims and Objectives

Pareto Law 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 Law.
- 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 co-operate with Pareto Law 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.

## 2.0 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 Law is delegated to persons in charge of such work in accordance with the organisation's structure and their operational responsibilities.

The General Manager has overall operational responsibility for health and safety management and performance across the organisation, with assistance from all other Manager's.

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 co-operate fully with the organisation in all matters related to Health and Safety to enable Pareto Law 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 Law Apprenticeships' premises.

Such responsibilities are absolute and cannot be transferred to others:

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

- Staff must attend all training requested by Pareto Law 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 Law 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 building, 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 Law Apprenticeships fire insurance policies and therefore the safety of anyone present.

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

### 3.0 Pareto Law Apprenticeship Responsibilities

Pareto Law 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 Law Apprenticeships maintained in good working order to meet or exceed any relevant regulatory standard.
- Consulting with staff and apprentices in matters that effect 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.

### 4.0 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 did 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 by law under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013. Where such an occurrence arises, the Managing Director, is responsible for submitting the required report to the relevant enforcing authority.

All Pareto Law Apprenticeships premises will have trained First Aiders on site (whether Pareto Law 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, 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 Law sites.

<b>Responsibility Signature</b>			
<b>Name:</b>	Trevor Yoxall	<b>Position:</b>	General Manager
<b>Signature:</b>	<i>T A Yoxall</i>	<b>Date:</b>	31 Jan 2022

Trevor Yoxall (Jan 31, 2022, 11:34am)

<b>Authority Signature</b>			
<b>Name:</b>	Benjamin Drain	<b>Position:</b>	Apprenticeship Operations and Quality Director
<b>Signature:</b>	<i>Ben Drain</i>	<b>Date:</b>	28 Jan 2022

Ben Drain (Jan 28, 2022, 4:17pm)

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





**Issuer** Pareto Law Ltd

**Document generated** Fri, 28th Jan 2022 16:14:15 UTC

**Document fingerprint** a85559ecfde0677be7b5a1879630aa2c

#### Parties involved with this document

Document processed	Party + Fingerprint
Fri, 28th Jan 2022 16:17:31 UTC	Ben Drain - Signer (637a2d4a642f43f9ee3f652f1bfb8931)
Mon, 31st Jan 2022 11:34:54 UTC	Trevor Yoxall - Signer (ada91119f9df82037ad912e11ce8aee)

#### Audit history log

Date	Action
Mon, 31st Jan 2022 11:34:54 UTC	The envelope has been signed by all parties. (31.210.25.52)
Mon, 31st Jan 2022 11:34:54 UTC	Trevor Yoxall signed the envelope. (31.210.25.52)
Mon, 31st Jan 2022 11:34:15 UTC	Trevor Yoxall viewed the envelope. (31.210.25.52)
Mon, 31st Jan 2022 9:21:06 UTC	Document emailed to tyoxall@pareto.co.uk (18.134.95.35)
Mon, 31st Jan 2022 9:21:06 UTC	Sent Trevor Yoxall a reminder to sign the document. (94.2.5.234)
Fri, 28th Jan 2022 16:17:31 UTC	Document emailed to tyoxall@pareto.co.uk (18.130.227.144)
Fri, 28th Jan 2022 16:17:31 UTC	Sent the envelope to Trevor Yoxall (tyoxall@pareto.co.uk) for signing. (86.159.117.98)
Fri, 28th Jan 2022 16:17:31 UTC	Ben Drain signed the envelope. (86.159.117.98)
Fri, 28th Jan 2022 16:17:15 UTC	Ben Drain viewed the envelope. (86.159.117.98)
Fri, 28th Jan 2022 16:16:48 UTC	Document emailed to bdrain@Pareto.co.uk (13.40.103.214)
Fri, 28th Jan 2022 16:16:48 UTC	Sent the envelope to Ben Drain (bdrain@Pareto.co.uk) for signing. (94.2.5.234)
Fri, 28th Jan 2022 16:15:10 UTC	Trevor Yoxall has been assigned to this envelope (94.2.5.234)
Fri, 28th Jan 2022 16:15:10 UTC	Ben Drain has been assigned to this envelope (94.2.5.234)
Fri, 28th Jan 2022 16:14:46 UTC	Document generated with fingerprint a85559ecfde0677be7b5a1879630aa2c (94.2.5.234)
Fri, 28th Jan 2022 16:14:15 UTC	Envelope generated by Dan Gagg (94.2.5.234)







Pareto Law have a legal responsibility under the Prevent Duty to make sure that employees, partners, volunteers and employers:

- Undertake training in the Prevent Duty
- Exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" into our practice.
- Are aware of when it is appropriate to refer concerns about apprentices or colleagues to the Prevent officer; within Pareto Law Limited this is:

Prevent Officer within Pareto Law Apprenticeships is Dan Gagg.

[dgagg@pareto.co.uk](mailto:dgagg@pareto.co.uk)

Mobile: 07951111778

Designated Safeguarding Lead within Pareto Law Apprenticeships is Benjamin Drain.

[bdrain@pareto.co.uk](mailto:bdrain@pareto.co.uk)

Mobile: 07570260440

Any emails should, in the first instance be sent to:

[Safeguarding@pareto.co.uk](mailto:Safeguarding@pareto.co.uk)

If you are unable to contact the Prevent Officer you can contact your Regional Safeguarding and Prevent officer, The Designated Safeguarding Lead or your line manager for immediate support and guidance.

There are various guidance materials and resources available on your local Police authority website.

## 6.0 Staff Training

All Pareto staff are trained on the Channel process and how the duty engages with requirements of their role, via internal face to face/Online CPD and distance/remote e-learning.

Identifying risk at an early stage allows early intervention, and is crucial to the Prevent duty and Channel process being successful. Identifying changes in behaviour of apprentices and employees and ensuring staff are trained and confident in being able to effectively deal with any issues raised forms a key aspect of our continuous professional development for Prevent.

All legislative documents, policies, training materials, and additional resources to extend knowledge, challenge extremism and ideas to support promotion of British values are available on the staff shared-drive.

Pareto Law Apprenticeships will develop the Prevent duty knowledge of delivery and non-delivery staff so that it is relevant and contextualised specific to the Business, Administration, Finance and Law sector subject area and standards within this area that we deliver. These include (but are not limited to) Sales, Leadership and Management, Customer Service and Business Administration. We will ensure that continuous learning and development that is focused specifically on keeping apprentices safe and preventing them from the risk of radicalisation is a core element of our Prevent professional development.





We pride ourselves on over twenty five years of success in the Sales Training Sector and we will ensure this success is transferred to the development of our staff through our internal CPD programme and through identifying appropriate and high quality externally delivered learning and development opportunities. By delivering thorough, robust and consistent continuous professional development, we will ensure our staff are committed to promoting the policy and the importance of Prevent duty awareness with our apprenticeships and are committed to preventing the risk radicalisation to them. Our staff training will enable our deliver staff ensure that resources and learning objectives are directed effectively and responsively to our apprentices and their employers building resilience to extreme narratives. Our Regional Prevent Offices will maintain links with their allocated Regional Prevent Duty Officer and cascade the local Prevent duty priorities for their specified area and use this information to support the co-creation of meaningful and relevant learning content and resources. Access to credible and reliable resources on the Fellowship of Inspection Nominees resource page will be utilised to support the consistency and quality of our delivery.

## 7.0 Employer Risk Assessment

We must complete a Prevent Risk Assessment & Action Plan form with every apprentice employer. This form must be completed with the employer at the start of the delivery process to ensure they have knowledge, policies and procedures that are appropriate for the Prevent Duty.

Should any area be found to be inadequate, the Action Plan must be completed and reviewed on the target dates set.

This form must be sent to the Prevent Officer by e-mail; [safeguarding@pareto.co.uk](mailto:safeguarding@pareto.co.uk)

## 8.0 Referral Pathways

If an apprentice has concerns about themselves, or you have concerns about an apprentice being at risk of radicalisation, you should refer to the Safeguarding Team (the Prevent Officer is part of the Safeguarding Team) by completing the **Safeguarding and Prevent Incident Report Form**.

Prevent Officer within Pareto Law Apprenticeships is Dan Gagg.

[dgagg@pareto.co.uk](mailto:dgagg@pareto.co.uk)

Mobile: 07951111778

Designated Safeguarding Lead within Pareto Law Apprenticeships is Benjamin Drain.

[bdrain@pareto.co.uk](mailto:bdrain@pareto.co.uk)

Mobile: 07570260440

Any emails should, in the first instance be sent to:

[Safeguarding@pareto.co.uk](mailto:Safeguarding@pareto.co.uk)

Once the Designated Safeguarding team has been informed they will make a decision on whether the issue needs to be escalated to the local Police Prevent Officer. The designated safeguarding team/staff member that is involved with the referral will then support the Channel process as seen fit by the local Channel panel. It should be noted that referral to the channel process is not a criminal intervention.

## 9.0 Safeguarding Staff Members as a Result of Referral



While it is unlikely that the referrer would then be targeted. If someone received a threat or police felt someone was under threat without them knowing, there are risk assessment, warning and safeguarding processes local police departments will apply as a matter of routine. The outcome might involve an investigation and arrests being made etc. such as markers on people's mobile phone numbers or addresses, warnings to parties involved, or other measures.

## 10.0 Vulnerabilities & Indicators of Radicalisation

Vulnerabilities	Indicators
Peer pressure	Withdrawn
Unsettled family life	Change in engagement levels
Need to belong/ fit in	Using extremist language, passionate about extremist views
Accessing extremist material	Preaching
Isolation and social exclusion	Change in appearance – dress / body art
Bullied	Change in behaviour within work and learning environment
Media influence	Change in social circles
Seeking purpose of focus for life	“ “
Seeking revenge	“ “
Seeking acceptance / social standing	“ “

10.0 Useful links:

- [Counter-terrorism and Security Act 2015](#)
- [Equality Act 2010 and guidance on its implementation](#)
- [Guidance to the Prevent Duty](#)
- [DfE Guidance on the Prevent duty; July 2015](#)
- [Ofsted FE and Skills Education Inspection Framework in England](#)
- [Inspecting safeguarding in early years, education and skills settings.](#)
- <https://www.gov.uk/guidance/regional-further-education-fe-and-higher-education-he-prevent-coordinators>



<b>Responsibility Signature</b>			
<b>Name:</b>	Dan Gagg	<b>Position</b>	Quality Manager & Deputy Safeguarding Lead
<b>Signature:</b>		<b>Date:</b>	28 Jan 2022

Dan Gagg (Jan 28, 2022, 4:19pm)

<b>Authority Signature</b>			
<b>Name:</b>	Benjamin Drain	<b>Position</b>	Apprenticeship Operations and Quality Director (including Designated Safeguarding Lead)
<b>Signature:</b>		<b>Date:</b>	28 Jan 2022

Ben Drain (Jan 28, 2022, 4:03pm)

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



# Signable

---

**Issuer** Pareto Law Ltd

**Document generated** Fri, 28th Jan 2022 14:47:49 UTC

**Document fingerprint** 56921eb2be4aa71dad077caadb415b2

---

## Parties involved with this document

Document processed	Party + Fingerprint
Fri, 28th Jan 2022 16:03:50 UTC	Ben Drain - Signer (94ad02f6e784a751b8a8b8e2ca633a2c)
Fri, 28th Jan 2022 16:19:56 UTC	Dan Gagg - Signer (46d485e8de32dd1c591b368ac3bf8fa5)

## Audit history log

Date	Action
Fri, 28th Jan 2022 16:19:56 UTC	The envelope has been signed by all parties. (94.2.5.234)
Fri, 28th Jan 2022 16:19:56 UTC	Dan Gagg signed the envelope. (94.2.5.234)
Fri, 28th Jan 2022 16:19:35 UTC	Dan Gagg viewed the envelope. (94.2.5.234)
Fri, 28th Jan 2022 16:03:51 UTC	Document emailed to dgagg@pareto.co.uk (18.133.31.208)
Fri, 28th Jan 2022 16:03:50 UTC	Sent the envelope to Dan Gagg (dgagg@pareto.co.uk) for signing. (86.159.117.98)
Fri, 28th Jan 2022 16:03:50 UTC	Ben Drain signed the envelope. (86.159.117.98)
Fri, 28th Jan 2022 16:03:36 UTC	Ben Drain viewed the envelope. (86.159.117.98)
Fri, 28th Jan 2022 14:50:51 UTC	Document emailed to bdrain@Pareto.co.uk (35.177.81.140)
Fri, 28th Jan 2022 14:50:51 UTC	Sent the envelope to Ben Drain (bdrain@Pareto.co.uk) for signing. (94.2.5.234)
Fri, 28th Jan 2022 14:50:15 UTC	Dan Gagg has been assigned to this envelope (94.2.5.234)
Fri, 28th Jan 2022 14:50:15 UTC	Ben Drain has been assigned to this envelope (94.2.5.234)
Fri, 28th Jan 2022 14:49:48 UTC	Document generated with fingerprint 56921eb2be4aa71dad077caadb415b2 (94.2.5.234)
Fri, 28th Jan 2022 14:47:49 UTC	Envelope generated by Dan Gagg (94.2.5.234)

