



Health and Safety Policy

Issue Date	February 2022
Date of Next Review	February 2023
Responsibility	Health and Safety Management Team
Signature	<i>D. Poved</i>

Health and Safety Policy Statement

Our policy is to take every possible step to prevent accidents and work-related ill health occurring to our learners, employees and others who might be affected by our business activities. We aim to do this by controlling the health and safety risks, which arise from our work activities adequately.

In particular we aim to:

- Provide safe and healthy working conditions for all staff and learners
- Provide and maintain safe equipment and plant
- Ensure hazardous substances are used safely
- Provide adequate information, training and supervision
- Ensure employees are competent to undertake their work safely
- Consult with employees on health and safety matters.
- Ensure all apprentices enrolled on Digital Marketing Mentor apprenticeships are being provided by their employer with safe and healthy working conditions.

Details of individual responsibilities and arrangements can be seen in our Health and Safety Procedures document below.

This policy will be reviewed annually and learners/employees will be advised of any changes accordingly.

Health and Safety Procedures

In order to ensure that health and safety is successfully managed within Digital Marketing Mentor (hereafter referred to as the Company) the following responsibilities have been allocated.

Health & Safety Management Team

Position	Name
Founder/Chair of the Board	David Prescod
Managing Director	Julie Thompson
Management Team	Alison Whatsize/James Sturdy

The Health & Safety Management Team has the corporate role of providing health and safety leadership for the Company.

The health and safety responsibilities of the team are:

- Devise Health & Safety policies, ensure all staff are made aware of the Company Health and Safety Policy during their induction and monitor compliance.
- Produce and implement a strategic Health & Safety Action Plan.
- Advise on action plans arising from risk assessments and monitoring these.
- Measure, review and audit the Health & Safety policy and implement any improvements.
- Ensure team decisions reflect its health and safety intentions.
- Ensure the health and safety policy statement reflects current priorities.
- Ensure management systems provide for effective monitoring.
- Review health and safety performance regularly.
- Ensure health and safety risk management systems are in place.

Consultation with Employees

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977 the Company will consult through the Company Management Team with elected Representatives on issues to include the following:

- The introduction of measures which could substantially affect the health and safety of employees or learners.
- The appointment of competent persons under the Management of Health and Safety at Work Regulations 1999 for the purpose of health and safety.
- Health and safety information which the employer is required by law to provide to employees.
- The introduction of new technologies into the workplace.
- The organisation or planning of any health and safety training which the employer is required by law to provide.
- By providing a contractual training agreement detailing the commitments of both parties

Audit and Review

The principle means of auditing and reviewing the Company Health and Safety Policy carried out by the Company Health and Safety Management team - detailed arrangements will be:

- Annual review and evaluation of the Company Health and Safety Policy ensuring that new legislation and/or other changes in circumstance are incorporated and that the policy remains effective.
- Investigation and reporting of all major injuries and dangerous occurrences (as specified in the Reporting of Injuries and Dangerous Occurrences Regulations 1995)
- Annual auditing to be undertaken in order to complement the above measures by providing an objective and qualitative self-assessment report of all the elements of the health and safety management system.

General Duties

- Ensuring management decisions reflect its health and safety intentions as articulated in the health and safety policy statement.
- Ensuring the health and safety policy statement reflects current priorities.
- Ensuring management systems provide for effective monitoring and reporting of health and safety performance.
- Reviewing health and safety performance regularly.
- Ensuring health and safety risk management systems are in place and remain effective.

Founder

The Founder/Chair of the Board is the nominated director responsible for health and safety. This person will:

- Liaise with insurers regarding legal matters to ensure compliance with all legislation pertinent to the Company.
- Ensure the Company has adequate, up to date employer's liability insurance cover.
- Ensure the company meets legislative requirements.
- Ensure the company remains Covid 19 safe with provision for home working where and when required.

Managing Director

The Managing Director is a member of the Health and Safety Management Team and this person will:

- Manage the operations by directing the business activities in line with established goals, objectives, and policies.
- Implement programmes to ensure attainment of business plan for growth and profit.
- Ensure that employee specific health and safety responsibilities are included in their job description and mentor agreements.
- Organise occupational health assessments and monitoring and maintaining employee records.
- Carry out accident investigation when required.
- Liaise on behalf of the Company with Regulatory Authorities.

- Monitor and where appropriate investigate accidents, including near misses, reporting them to the health and safety adviser.
- Organise and participate in workplace inspections within the allocated time frames.
- Ensure Risk Assessments are carried out where and when required.
- Provide, within their capability, or co-ordinate the provision of specialist advice, processes and support services.
- Promote a positive safety culture within the Company.

Digital Marketing Mentor Teaching Mentors

Teaching mentors have responsibility for ensuring that the health and safety policy is implemented within their own areas of delivery and with all learners they manage / supervise. They must ensure suitable arrangements are in place to monitor the teaching environment /workplace and maintain safe conditions. Where hazards are identified, the risks must be controlled, so far as is reasonably practicable.

All employees of the Company have the following personal responsibilities under the Health and Safety at Work Act 1974:

- To comply with the Company Health and Safety Policy.
- To take reasonable care of their own health and safety and that of others affected by their acts or omissions.
- To cooperate with management in complying with relevant statutory Health & Safety requirements.
- To make proper use of safety equipment provided.
- Not to intentionally misuse items or articles provided in the interests of safety.
- To report all accidents to the Managing Director whether injuries or damage have occurred or not.
- To report to the Managing Director any health and safety hazards that can affect learners' health or welfare.

General Duties

- Systems are in place for learners, contractors and visitors to the company.
- Systems are in place for the safe use of all equipment.
- Adequate training, information, instruction and supervision is provided.
- Systems are in place to take immediate and appropriate steps when required.

Work equipment is kept in good working condition. This includes:

- The regular maintenance and servicing of equipment provided to ensure that work is conducted safely.
- To investigate and rectify any health and safety risks arising.
- Bringing to the prompt attention of the Managing Director any health and safety issues that require their attention.
- Ensuring that all accidents and near misses are properly recorded, reported and investigated.
- Ensuring that systems are in place for maintaining safe access to and from the place of training at all times.
- To ensure all statutory Health & Safety requirements are implemented and maintained.
- To ensure all building designs and modifications whilst conforming to legislative requirements take into account the needs of the end user.

Line Management/Subcontractors

All levels of line management are responsible for ensuring that the health and safety policy is implemented within their own work areas and with all employees they manage/supervise. They must monitor the training venue/workplace to ensure that safe conditions are maintained.

Where hazards are identified, they must ensure the risks are controlled, so far as reasonably possible.

Management duties include the following:

- Ensuring that employees, contractors and members of the public are aware of safety procedures.
- Establishing that all equipment is suitable for the task and are kept in good working condition. This includes the regular maintenance and servicing.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.
- Bringing to the prompt attention of the Managing Director, any health and safety issues that require their attention.
- Ensuring that all accidents and near misses are properly recorded, reported and investigated.
- Ensuring general and specific risk assessments are carried out for all tasks and significant hazards are recorded and controlled.
- Maintaining safe access to and from the place of training at all times.

Working with Employers of Apprentices

- The employer has the primary responsibility for the health and safety of their apprentice and should be managing any significant risks. As the training provider, Digital Marketing Mentor carries out due diligence to check that each employer has in place appropriate health and safety policies when working in partnership with any employer to provide an apprenticeship.
- Digital Marketing Mentor will 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, it is the responsibility of Digital Marketing Mentor, as the training provider, to understand what each apprentice will be doing, the risks involved and how these are managed, and to ensure that the instruction, training and supervisory arrangements have been properly thought through.

Learners

- All Learners of the Company have the following personal responsibilities under the Health and Safety at Work Act 1974.
- To comply with the Company health and safety policy.
- To take reasonable care of their own health and safety and that of others affected by their acts and omissions.
- To co-operate in complying with relevant statutory provisions.
- To make proper use of safety equipment provided.
- Not to intentionally misuse items or articles provided in the interests of health, safety and welfare
- To report all accidents to their teaching mentor whether injuries or damage have occurred or not. Note: where a learner is absent due to an accident or ill health, a break in learning will be completed and the ESFA informed.
- To report to their teaching mentor any health and safety hazards, safety problems or any shortcomings they find in the Company environs or health, safety and welfare arrangements.