

Health and Safety Policy

Statement

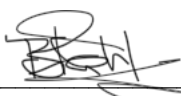
Bhavinder Singh Tahli, Director of Work'n'Learn, is committed to the promotion of, installation of, and continued improvement of, all Health, Safety and Welfare obligations placed upon the company by The Health and Safety at Work Act, European Union Directives, Safeguarding Legislation, and all subordinate legislation at present and in the future. The services provided by Work'n'Learn vary greatly and encompass the following – Mental Health (counselling, mentoring, therapy, coaching) – Work Placements (block work experience, extended work experience) – Qualifications (accredited and non-accredited) – Information, Advice and Guidance – Workshops (awareness programmes for SEN students) – Resources. The company has an ongoing objective to protect employees, visitors, school students, members of the public, and contractual partners from workplace injury, occupational illness, and all safeguarding issues while undertaking its normal business activities. The Director, all employees, contractual partners, and school students on programme, must be committed and dedicated to the objective of reducing the risk of injury, illness, and Child Protection issues in the place of learning and the place of work.

To support this commitment, all employees, contractors, and working partners will be experienced, qualified, and competent to carry out their roles and responsibilities safely. Ongoing training will be the company's philosophy to ensure all involved are compliant with updated and new legislation.

All parties involved are expected to consider health, safety, and the safeguarding of young people as an essential part of their continued commitment and success in the undertaking of their roles and responsibilities.

Continuous improvement is imbedded in the company ethos; therefore, all policies and procedures will be reviewed annually unless circumstances or new legislation dictate otherwise.

As working with children (young people) is the core of the company's business activities, Safeguarding Policies and Procedures, and the competence of everyone involved is paramount.

A handwritten signature in black ink, appearing to read 'Bhavinder Singh Tahli', is written over a horizontal line.

Bhavinder Singh Tahli: Director

30th June 2024








Date

Health and Safety Policy






Arrangements

Bhavinder Singh Tahli is fully aware of his responsibilities as Director of Work'n'Learn, and therefore will ensure the working practices of all involved will comply totally with all current Legislation in every business activity of the company.

The integral part of the business is working with schools, other educational service providers, work experience placement companies, and other contractual organisations in the continued education of young people, and will therefore:

-  Liaise closely with every school's nominated personnel to gather and utilise information on individual school students as to determine a work experience placement that meets the educational needs of the students while working in a safe environment.
-  Undertake, as necessary, Health, Safety, Welfare, and Safeguarding checks on all individual companies taking on young people on work experience programmes.
-  Will ensure that all employees, contractual partners, and work experience Placement Company nominated personnel, are competent, experienced, qualified, and fully aware of the overriding factor of keeping young people safe while in school or out of school on organised out of school programmes.
-  The company will ensure that Disclosure and Barring Service (DBS) checks will be in place and to the appropriate level to match the individual roles and responsibilities of those involved in working with young people. The Director, Bhavinder Singh Tahli, will personally create and maintain a Single Centre Record (SCR) for all employees and contractual partners whose personal roles and responsibilities place them in contact with young people. The SCR will fall within the guidelines of Government Statutory Guidance.
-  Will carry out in-house and out-of-house Risk Assessments to ensure compliance with current Legislation, including Fire, Electricity, Display Screen Equipment, Manual Handling, Lone Working, Home Visits, and other necessary assessments as the business activities dictate.
-  Hold adequate Insurance cover to protect employees, visitors, contractual partners, and members of the public who could be affected by the company's business activities. Employer's Liability Insurance, Public Liability Insurance, and Personal Indemnity cover, will all be in place and valid and renewed annually.
-  Employees will be given appropriate training when necessary to remain compliant with Legislation and maintain their competence while carrying out their roles and

responsibilities. All involved will be continually updated on any changes in Legislation or Best Practice forthcoming from Governing Organisations.









-  Will monitor and review all policies and procedures at least annually unless circumstances or changes in Legislation dictate otherwise.
-  Will keep and maintain all records of Risk Assessments, Placement Company Health and Safety checks, training, DBS checks, business activities, and other relevant information while adhering with Data Protection for sensitive information regarding young people.
-  Bhavinder Singh Tahli will encourage an open-door-policy to allow any employee or business partner to report any person or practice they perceive to be a risk, or put forward any proposal for the improvement of best practice within the organisation.
-  Will, with the co-operation of business partners, investigate any incident / accident / allegation that occurs in any area of the company's business activities, and will have the appropriate paperwork and systems in place to ensure Work'n'Learn meets with its legal duty.
-  The company will seek professional advice and guidance from the relevant Governing Authority / Body / Individual as and when necessary to maintain compliance and best practice.


The success of any organisation's Health and Safety Management System depends on the continued co-operation of all involved, encompassing competence, training, communication, and robust systems to maintain a safe environment for all.

Health and Safety Policy

Organisation / Responsibility

The Director of Work'n'Learn, Bhavinder Singh Tahli, has overall responsibility for the company's Health, Safety, Welfare, and Safeguarding Management System. The Director will therefore be responsible for:

-  The recruitment of employees and contractual personnel who are qualified, experienced, and competent to carry out their roles and responsibilities with safety and quality in mind.
-  Maintaining all records of Policies, Procedures, Single Centre Record (DBS checks), Risk Assessments, Training, Insurance, Incident / Accidents, and Allegations made by any person regarding the wellbeing of young people.
-  Organise adequate training, when necessary, for employees and partners to maintain the competency of all personnel.
-  Liaise with schools, service providers, and other governing bodies, to obtain / forward the relevant information concerning young person(s) as to allow the company to place young persons in a safe environment whilst on work learning programmes.
-  Organising work experience placement company checks regarding a young person's Health, Safety, Welfare, and Safeguarding while participating in work experience programmes under the care of Work'n'Learn. Only fully competent employees or contracted in partners will carry out placement company checks to ensure the Safety and Safeguarding of young persons.
-  Reporting, contacting, meeting with, appropriate persons in respect of any allegations made by a young person, or concerning a young person, or any incident or accident that may occur. In any incident concerning a young person, Safeguarding Procedures will be observed.
-  Supplying correct and adequate Personal Protective Equipment when necessary to allow employees and work experience students to remain protected from hazard and risk while carrying out their work place tasks.
-  Monitoring and Reviewing all Health, Safety, and Safeguarding Systems to ensure the continued compliance with Legislation and the Law.



Bhavinder Singh Tahli: Director

30th June 2024

Date