



QTS-Global Ltd

Health and Safety Policy

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Amendments:

No:	Amendment	Date	Name & Signature
1	Investigation report added at page 9	08/07/16	B. Sharpe

Review Record:

Planned Review Date	Review By	Date Reviewed	Next Review Date
Nov 15	Brian Sharpe	05/10/2015	Apr 2016
Apr 16	Brian Sharpe	08/07/2016	July 2017
July 2017	Brian Sharpe	29/07/2017	July 2018
July 2018	Brian Sharpe	27/06/2018	June 2019
June 2019			

Health and Safety Statement

By Brian Sharpe
Chief Training and Commercial Delivery Officer

Overall responsibility for Health and safety (H&S) is vested in me by virtue of my appointment as Chief Training and Commercial Delivery Officer for QTS-Global Limited. This H&S statement is to be observed throughout the company and indicates the organisation and arrangements set up to achieve my objectives in compliance with the H&S regulations. It reflects the importance I personally attach to protecting both the environment and to the health, safety and welfare of all employees in my area of responsibility and of all others who may be affected by their acts and omissions.

Those reporting directly to me are to achieve my objectives and they are to ensure that all their staff do likewise. I with the support of the board of Directors will issue an annual development plan inclusive of a H&S plan which will set out both the targets and implementation and improvement of all H&S measures.

It is therefore my intention to ensure that QTS-Global Limited conducts its activities in a manner which avoids damage to the environment and provides all personnel with, so far as reasonably practicable:

- Safe systems of work.
- Safe facilities and equipment.
- Safe and healthy places of work with clear access and egress.
- Sufficient instruction, information and supervision to enable them to conduct their work activities safely without risk to their H&S, others or the environment.

Crucial to the success of the above is the ability to maintain an effective company ethos which allows us to identify significant workplace hazards and carryout assessments of the risks associated with them. I expect all managers at all levels to implement safe systems of work and that all employees fully co-operate with this system. Aligned to this all employees have a duty to bring to my attention, via the management, any and all significant hazards that appear in the workplace that are not subject to existing controls. I in turn will ensure that prompt action is taken to address the issues raised and ensure that adequate control measures so far as reasonable practicable are put in place.

The Health and Safety arrangements contained within the company H&S Policy must be read and fully understood by all. The policy will be monitored and reviewed annually to ensure it remains relevant and current.

Brian Sharpe
Director
QTS-Global Ltd

Health and Safety Policy

Legal Responsibilities

Health and Safety (H&S) Law states that organisations must:

- Provide a written health and safety policy (if they employ five or more people).
- Assess risks to employees, customers, partners and any other people who could be affected by their activities.
- Arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Ensure they have access to competent H&S advice.
- Consult employees about their risks at work and current preventive and protective measures.

Under the Corporate Manslaughter and Corporate Homicide Act 2007 an offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public, which results in death.

Ensuring the health and safety of all employees is a critical responsibility. Learners on WBL programmes in particular, may be unaware of the hazards and risks that are present in all workplaces, and will require constant and consistent supervision and monitoring. Providing environments that are consistently healthy and safe, not only at work but also in social and personal settings, is an ambitious target. Achievement of this target however will, however greatly reduce the incidence of personal trauma and distress.

This policy is for everyone involved in assessing the health and safety of employers and their workplaces or working within QTS-Global Limited. When assessing the workplaces of learners it is important to ensure that staff complete in full and submit the relevant documentation (Currently the Health & Safety Employers Form Sections 1-9 and Section 10 for each learner). Although companies may have a variety of sites each site must have its own Health and Safety 1-9 or site delivery risk assessment as required

It is QTS-Global Limited duty to protect the health, safety and welfare of their employees, and other people who might be affected by their business. QTS-Global Limited must do whatever is reasonably practicable to achieve this. This means making sure that all employees and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace. Risk assessments should be carried out that address all risks that might cause harm in the workplace.

QTS-Global Limited provides information about the risks in the workplace and how you are protected and instruct and train you on how to deal with the risks. You will be consulted on health and safety issues, either directly or through a safety

representative to ensure you are able to contribute to QTS-Global Limited health and safety management. Please direct any/all specific queries on health and safety issues in your workplace, in the first instance to your line manager, your safety representative or trade union (if you are a member of a union).

Benefits of Effective Health and Safety Management

The benefits of carrying out good-quality health and safety assessments are that you can:

- Ensure that learners are in a safe, healthy and supportive environment.
- Satisfy legal obligations.
- Satisfy SFA requirements where applicable.
- Ensure that arrangements made for learners provide for a good-quality learning experience and the transfer of essential health and safety knowledge which is part of the SFAs safe learner concept.
- Reduce potential losses and costs.
- Provide confidence for the learner and for the employer.

The SFAs safe learner concept is aimed to ensure learners remain safe whilst learning. This can be achieved through e-learning or through assessor engagement. Health and safety assessments must be undertaken before learning takes place or is funded (Sections 1-9 and 10 respectively). In order to achieve a good-quality and effective H&S assessment it is essential to have a competent person carrying it out. The assessment should provide everyone involved with a level of comfort and confidence in the system, particularly the assessors themselves.

Health & Safety Stages

There are 5 key stages that all staff within QTS-Global should follow to maintain best practise and ensure effective Health & Safety in all aspects of their work.



Stage 1:

- Having a clear and effective policy and procedures in place.
- Maintaining quality standards for activities that fully satisfy all legal, safety and contractual requirements.
- Dissemination of information and guidance of the process and documentation at each stage, effective and open two way communication channels.

Stage 2:

- Ensuring that all applicable sites are encompassed for clients, each site should have an individual Health & Safety Form 1-9.
- Provision of Information Advice and Guidance (IAG) to the employer on the requirements of the Assessment and associated needs.
- Effective planning for Assessment, with employer engagement.

Stage 3:

- Full Assessment using the current in use documentation.
- Where required previous visit reports should be available (especially if recommendations where identified).
- Evidence and/or comments in specific areas must be obtained prior to engaging with the employer.

Stage 4:

- Engagement with the employer at each location, focusing on both the positives and any areas of improvement.
- Ensuring that the employer is aware of the employer agreement and responsibilities on all parties for a safe and effective working environment.
- Informing the employer of the result of the assessment and ensuring all parties sign off the Form.
- Giving the employer a record of the assessment and a written action plan (if required).
- Agreeing on the monitoring of the action plan and learner with the employer and supervisor aligned to the outcome of Form 1-9.

Stage 5:

- Briefing the employer on the learning programme and what the learner is hoping to achieve.
- Discussing and agreeing any H&S action plan aligned to the Form 1-9 criteria.
- Completion of the Form 10 with each learner as part of the induction and first visit process.
- Monitoring the workplace on each visit and updating either the Form 1-9 or Form 10 as required.
- Maintain effective working relationships with all parties thereafter.

Additional Personnel over and Above Staff and learners

Contractors

QTS-Global Limited recognises that it also has a duty of care to all contractors. Contractors are required to recognise their duty of care to QTS-Global Limited and will be required by the terms of the contract to comply with the Health and Safety at Work Act.

- QTS-Global will ensure the provision of competent advice on all health, safety and welfare matters to all contractors.
- Contractors are to report accidents or incidents to QTS-Global Limited in the first instance.
- Ensure learners are always safe, and operate in healthy and supportive environments.

In addition QTS-Global will ensure that the following documentation and processes are in place and that they remain effective to ensure full compliance as needed.

- Display a Health and Safety Poster.
- Maintain procedures for dealing with emergencies such as fire and major incidents.
- Suitable and sufficient staff training on all aspects of health, safety and welfare.
- Systems for reporting, investigating and recording all accidents and incidents. The Tutor / Assessor are required to complete form 18 QTS Investigation report.
- Health and safety inspections of employer premises in line with the SFA's guidance.
- Induction training for staff and contractors alike.
- The Company will also require all contractors to provide method statement(s) and risk assessments for all work activities undertaken prior to commencement of the contract.

Responsibilities

QTS-Global Board of Directors

The Board of Directors have ultimate responsibility for health, safety and welfare in the Company; they are also responsible for the provision of all necessary policies and procedures relating to this provision.

QTS-Global Limited Staff Responsibilities

Every employee has a general duty, under The Health and Safety at Work Act 1974, to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions whilst at work.

Every member of staff has a responsibility to:

- Ensure that they comply with this policy.
- Comply with health and safety procedures and guidelines to enable them to work safely.
- Fully co-operate with managers to ensure the policy and associated procedures are implemented on a daily basis.
- Work safely and refrain from any activity that may endanger themselves or others.
- Not intentionally interfere with, or misuse equipment and facilities provided for their health and safety at work.
- Use the companies reporting procedures to record any hazards, potential risks, unsafe conditions, accidents or incidents that arise from their work activities.
- Participate in any health and safety training provided.

Learners Responsibilities

Learners have a responsibility for their own health and safety and for the health and safety of those around them.

Learners should also accept a personal responsibility for safety, adopting a standard of behaviour appropriate to the situation and following safety procedures and guidelines provided for their safety.

This policy may be amended as and when it becomes necessary due to any significant changes in local arrangements or in statutory requirements. The annual review will be completed in line with all other company documentation reviews.