

## Health & Safety Policy April 2025

### Introduction

TPC Health Apprenticeships is committed to ensuring a safe and healthy learning environment for all apprentices, staff members, visitors, and stakeholders involved in our apprenticeship programme. Including a holistic approach that covers physical safety, mental health, lone and remote working. This Health and Safety Policy outlines our commitment to maintaining high standards of health and safety and applies to all premises and activities within the control of TPC Health Apprenticeships.

### 1: Our principles

The TPC Health Apprenticeship will comply with relevant legislation, regulations and best practice. As far as it is reasonably practicable, TPC Health Apprenticeships will

- Ensure the health, safety, and well-being of all individuals participating in our apprenticeship programme by providing a safe, secure and healthy environment
- Promote a safe learning environment for all apprentices, and ensure that appropriate arrangements are in place to protect apprentices from harm
- Provide apprentices, employees and workers with adequate and sufficient information, instruction, training and supervision to enable them to understand and fulfil their responsibilities and to be safe
- Promote and provide health and wellbeing for all apprentices, creating a positive safety culture by involving all stakeholders in health and safety matters. Where training takes place in an environment outside the direct control of TPC Health Apprenticeships, we will take reasonable steps to ensure adequate arrangements are in place to ensure the health and safety of apprentices.
- When collaborating with other organisations or bodies, TPC Health Apprenticeships will establish arrangements to ensure effective coordination and cooperation in matters related to the health, safety, and welfare of apprentices. Clear documentation will outline respective responsibilities to ensure mutual understanding and accountability

### 2: Roles and Responsibilities

**Senior leaders** at TPC Health Apprenticeships carry ultimate responsibility for Health and Safety that the company allocates sufficient resources in terms of staff, training and funding to fulfil its legal obligations. The principal responsibilities include

- Approve objectives and targets, ensuring they take account of stakeholders
- Monitor and evaluate performance against objectives through online and interactive training for both staff and apprentices. Ensure that meeting notes, 1-1 reviews and staff training that this policy is discussed. Review apprentice documentation. \*
- Approve Health and Safety Policy for the TPC Health Apprenticeships and TPC Health LTD
- Conduct an annual review of Health and Safety Performance using data collected as above\*

- All delivery team have a Health and Safety induction and participate in further regular mandatory training

**Health and Safety Lead** is accountable for promoting a positive health and safety culture through the company

- Communicating conditions, practices or arrangements for health, safety and welfare at work that may expose others to risk or cause harm.
- Maintain health and safety updates and changes that could impact apprentices and staff by attending health and safety meetings, webinars etc.
- Overseeing the implementation of the Health and Safety Policy, conducting risk assessments, and providing advice and support on health and safety matters.

If there are any health and safety, welfare and wellbeing issues contact the health and safety lead:

**Colleen Fleming**

[colleen.fleming@tpchealth.com](mailto:colleen.fleming@tpchealth.com)

07903 427475

**Delivery Team – Tutors and Programme support coaches** are accountable for promoting awareness of health and safety and ensure our apprentices are being provided with a safe and healthy learning and working environment.

- Learning that takes place in a safe, healthy and supportive environment
- A health and safety induction when apprentices start their programme which will include a discussion around work location and if the apprentice works from home or is a lone worker further checks will be arranged to ensure that the apprentice is in a safe environment
- Identifying any apprentices H&S concerns during tripartite reviews and raising were appropriate with the employer
- Apprentices are given appropriate learning resources
- Personal protective equipment and clothing as required
- Information on any restrictions or prohibitions that may apply to processes, equipment, areas, vehicles etc.
- Report any dangerous situations or occurrences and refuse to do anything that would place themselves or the apprentice at risk of harm.

**Apprentices** are responsible for the below however will be fully supported in raising their levels of awareness, understanding, commitment and promoting to an appropriate level in relation to:

- Attend appropriate induction and training
- Following health and safety rules or procedures in both work and training
- Not doing anything that would put you or others at risk
- Reporting any defects or dangerous situations which may be a risk to you or others
- Co-operating with others to ensure a healthy and safe working/learning environment

**Employers** will take active steps to ensure the employers we work with are committed and promote health and safety.

- Understand both our and their responsibilities around health and safety
- Are aware of our health and safety policy and reporting procedures in relation to their employees/our apprentice

- Ensure that the apprentice attends their induction and has ongoing health and safety support.
- Advise us if their apprentice is going to be off work for an extended period of time in order for TPC Health Apprenticeships to initiate a Break in Learning.
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#### **We do this through**

- Ensuring that our contract for service specify respective responsibilities
- Undertaking robust due diligence on the employers we work with
- Supplying an information guide that contains relevant policies and procedures relating to Health and Safety as well as the rules around initiating a Break in Learning in the event of extended absence.
- Ensure that their apprentices are supported with health and safety and are fully aware of the policies and procedure
- Keep ongoing open channels of communication around relevant issues.

### **Health and Safety Reporting and Procedures**

#### **Reporting Accidents or Incidents**

All accidents and incidents must be promptly reported and recorded. If a staff member experiences or becomes aware of an accident or incident involving an apprentice, they must immediately complete the Health and Safety Incident Form, available electronically in the staff handbook, and submit it to the Health and Safety (H&S) Lead. The H&S Lead will then take appropriate action, which may include conducting an accident/incident investigation.

For accidents or incidents occurring at the apprentice's place of work (whether their usual workplace or third-party premises), the employer and/or apprentice must notify TPC Health Apprenticeships immediately.

#### **Health and Safety Concerns**

If a staff member or apprentice has a health and safety concern, it must be documented, and an email notification should be sent to the H&S Lead. The H&S Lead will address the concern by providing information, advice, support, and guidance as necessary to mitigate and resolve the issue. Follow-up visits or tests will be conducted as deemed necessary.

#### **Addressing Ill Health**

In cases of ill health occurring while an apprentice is at their place of work (whether their usual workplace or third-party premises), TPC Health Apprenticeships must be informed immediately by the employer and/or the apprentice. Full details should be submitted to the H&S Lead for appropriate sharing and action.

TPC Health Apprenticeships will maintain regular communication throughout the period of ill health or until the apprentice has recovered, providing relevant information, advice, guidance, and support to both the apprentice and the employer.

#### **Employer Responsibility**

Employers are responsible for the health and safety of their employees. TPC Health Apprenticeships recognises its vital role in supporting the health and well-being of apprentices and will work collaboratively with employers to ensure a safe and supportive environment.

## **Monitoring and Review**

This Health and Safety Policy will be periodically reviewed and updated to ensure its effectiveness and compliance with current legislation and best practices.

### **This policy has been approved and authorised by:**

**Name:** Andrew McDowell

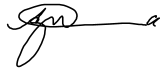
**Position:** Partner

**Date reviewed:** 1 April 2025

**Next review date:** 31 March 2026

**Version Number:** 2

**Signature:**

A handwritten signature in black ink, appearing to read 'Andrew McDowell', with a long horizontal flourish extending to the right.