
POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 1 of 17

1. Introduction**1.1 Scope**

This policy is applicable to all staff employed by Firebrand Training Limited ("Firebrand") in the UK.

1.2 Purpose

Under the Health & Safety at Work etc. Act 1974, Firebrand recognises and acknowledges full responsibility ensure the health and safety of its employees and others affected by its operations. This Health and Safety Policy articulates why and how we take responsibility and ensure this commitment is met.

1.3 Policy Statement

Creating an outstanding learning environment starts by creating a place where delegates and staff are free from harm. Well-being is a priority at Firebrand, and every single one of us has a role to play in identifying and mitigating risk.

1.4 Review

This Policy is reviewed annually to ensure that it continues to meet the needs of the management and staff of Firebrand and that it reflects current legislation, guidance and information.

2. The Policy comprises of three parts:**Part A – The Statement of Intent**

Sets out Firebrand's commitment to managing health and safety effectively, and what we want to achieve. Signed by our CEO, this statement demonstrates how health and safety is a commitment that comes from the very top of our organisation.

Part B – Organisational Responsibilities

Outlines the line of responsibility for Health and Safety management within Firebrand and identifies key roles within that structure.

Part C – Arrangements

Describes how Firebrand will implement the Policy and articulates the arrangements for health and safety across the Group. It covers, in the following order, Accident Reporting and Investigation, Asbestos, Auditing, Consultation with Employees, Contractor and Supplier Management, Display Screen Equipment (DSE), Driving, Electrical Safety, Eye Care, Fire and Emergency Evacuation, First Aid, Gas, Hazardous Items Substances / COSHH, Home and Remote Working, Information and Training, Legionella and Water Safety, Lone Working, Manual Handling, Mental Health and Stress, Permits to Work, Plant and Equipment, Pregnancy and Returning to Work, Premises, Risk Management & Assessments, Security, Smoking, Waste, Working at Height, Young Persons & Children.

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 2 of 17

3. Part A: Health and Safety Policy Statement of Intent

3.1 Firebrand acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of contractors working for the company, of the employees of clients where it is carrying out direct business on site and of members of the public who could be affected by its activities.

3.2 Firebrand will provide and maintain safe and healthy working conditions, ensuring, as far as reasonably practicable that:

- adequate resources are provided to ensure that proper provision can be made for health and safety matters;
- risk assessments are carried out and periodically reviewed;
- safe systems of work are provided and maintained so as to pose minimal risks to health and safety;
- all employees receive the necessary information, training and supervision in how to carry out their work in consideration of their safety and the safety of others;
- arrangements are established for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health;
- the provision and maintenance of all plant and equipment is safe and without risk to health and safety;
- health surveillance is carried out, where required;
- safety performance is monitored to maintain the agreed standards.

3.3 Firebrand will conduct effective consultation with employees and their representatives on health and safety matters, ensuring that employees are actively involved in health and safety.

Signed:



Paul Rowlett

Managing Director – Technology Education and Training

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Your fastest way to learn. Why wait?Part of the **BPP** Education Group

Owners:

Chief Executive Officer

4. Part B: Organisational Responsibilities

In line with the Policy statement detailed in Part A, it is necessary to identify Firebrand's organisation and responsibilities for successful implementation. This section gives the specific responsibilities of management and others.

4.0 Chief Executive Officer

The Chief Executive Officer has overall responsibility for health and safety and for:

- ensuring that adequate resources are available to implement the health and safety policy
- ensuring health and safety performance is regularly reviewed at Executive level
- monitoring the effectiveness of the health and safety policy
- reviewing the policy annually
- personally complying with Firebrand's H&S arrangements and setting a good example at all times.

The Chief Executive Officer also ensures that:

- the company has proper sources of H&S information and advice
- contact is maintained with the local environmental health authority, fire authority and any other relevant enforcement agency
- the health, safety and welfare of employees are considered when planning Firebrand's business activities
- all Firebrand staff are aware of their individual duties and responsibilities for health and safety
- those within the organisation are:
 - kept informed and up to date regarding Firebrand's Policy and arrangements
 - aware of their responsibilities for meeting Firebrand's H&S Policy and sufficiently equipped for meeting them

4.1 The Health, Safety and Environmental Manager

The Health, Safety and Environmental Manager is responsible for ensuring that

- Firebrand's Health and Safety Policies and Procedures are reviewed in accordance with the latest statutory legislation and other developments in health, safety and welfare
- advice is given to ensure compliance with H&S Policy and legal obligations
- site visits and internal site audits are carried out across the company
- the H&S Policy is implemented, and coordinated
- best practice standards in H&S are promoted
- all physical premises comply with The Health and Safety at Work Act 1974
- all activities relating to Firebrand's operations comply with The Health and Safety at Work Act 1974

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 4 of 17

- suitable provisions are provided for home workers
- the health, safety and welfare of employees are considered when planning business activities
- staff working for Firebrand are:
 - kept informed and up to date regarding Firebrand's Policy and arrangements
 - aware of their responsibilities for meeting the company H&S Policy
 - suitably trained in health and safety

The Health and Safety Manager also takes responsibility for all duties assigned to the Director of Operations at Wyboston, but for Firebrand Portsoken Street. These duties may be delegated to the local Facilities team.

4.2 The Director of Operations

The Director of Operations is responsible to the Chief Executive Officer, ensuring that at Wyboston and its overflow training facilities:

- Liaison takes place with the local environmental health authority and fire brigade and any other relevant enforcement agency
- full H&S documentation and records are maintained, including risk assessments and training records
- consultation with employees and delegates (both commercial and apprenticeship) takes place on matters of health and safety
- problems associated with the care, upkeep, and required alterations of any physical premises used and/or controlled by Firebrand are solved or escalated in good time
- any material risks to health and safety arising from work activities are suitably investigated and rectified
- all equipment and resources are suitable for the tasks assigned and are kept in good working order
- adequate training, information, instruction, and supervision is provided to ensure that work is conducted safely and without risk to health or safety
- they personally comply with the company's H&S arrangements and always set a good example, carrying out their duties with regard to their own and others' health, safety and welfare
- working with the BPP Group H&S team to ensure that all H&S events occurring at Firebrand sites or as a result of Firebrand's operations, including accidents and incidents, are properly recorded, and where appropriate reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- maintaining a safe workplace including safe access to and egress from the workplace at all times giving allowances for suitable facilities to cater for disabled persons easy access and egress from the premises
- ensuring arrangements are made for emergencies, and are tested frequently (e.g. through drills)
- ensuring that risk assessments are undertaken, reviewed and acted upon in keeping with H&S legislation

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 5 of 17

- coordinating Health and Safety Representatives, Fire Marshals, and First Aiders ensuring suitable and sufficient first aid arrangements are in place
- liaising with building managers and landlords on matters concerning Firebrand's use of buildings
- taking immediate action to ensure investigation and rectification of any risks to health and safety arising from work activities
- ensuring that new employees are adequately inducted before commencing any work activities on health and safety applicable to their working environment

4.3 The Human Resources Team

The HR team is responsible for the following activities across the company, excluding onsite and offsite training facilities:

- working with the BPP Group H&S team and the Director of Operations to ensure that all H&S events, including accidents, incidents and lost time relating to workplace injury, are properly recorded and, where appropriate, reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- working with BPP Group's Health and Safety team to provide H&S eLearning for all employees, at induction and throughout their time at Firebrand
- ensuring that employee information is available on request for the purposes of training and information
- supporting in implementing Reasonable Adjustments, as outlined in the Equality Act 2010
- supporting in facilitating Occupational Therapy for staff, where necessary.

4.4 Line Managers

All line managers are responsible for working with the Group HR and H&S teams to ensure that:

- support and risk assessments are offered to employees in the case of pregnancy, disability, mental illness, stress, injury, sickness, returning to work after sickness, injury or pregnancy
- work experience programmes are conducted with full regard to Health and Safety

4.5 Health and Safety Representatives

The Health and Safety Representatives are responsible for:

- performing and documenting regular housekeeping checks and audits, to ensure their designated location poses minimal risk eliminating, where possible, all hazards identified in checks and audits
- reporting outcomes of checks and audits to the Health and Safety team, ensuring sufficient arrangements are made at their location for first aid and fire safety
- supporting the Health and Safety team in ensuring Staff on site are suitable trained in matters of Health and Safety, and have all completed an induction

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 6 of 17

- supporting Health and Safety team in implementing outcome of external audits and risk assessments within their location
- complying with the company's H&S arrangements and setting a good example at all times.
- acting, in sites where First Aiders are not required or provided, as Appointed Persons responsible for looking after the first-aid equipment and facilities, reporting all incidents to the Health and Safety team (as applicable), and calling the emergency services when required. They must notify the Health and Safety team immediately if circumstances mean they are no longer able or competent to perform their role.

4.6 Fire Marshals

Fire Marshals are defined as persons who are trained to engage in fire prevention strategies, and to respond by sweeping through their assigned areas in the event of a fire alarm activation.

- Fire marshals will be named for each location.
- Fire marshals will ensure that all staff and visitors in their buildings vacate the premises in an orderly manner and assemble at the designated assembly point(s). They will do this by implementing their part of the Fire Procedure.
- Fire marshals will take temporary control of any fire evacuation situation until relieved of that task by an incident controller or the Fire Brigade.
- Fire marshals are not expected to become fire fighters.
- In the event of fire, their prime responsibility is for the safety of human life including their own. However, there are some outbreaks of fire that may be safely tackled by any member of staff, provided they have received the appropriate training.
- Fire marshals must notify the HR Administrator immediately if circumstances mean they are no longer able or competent to perform their role.

4.7 First Aiders

All first aid staff must have the necessary training and qualifications, as defined in The Health and Safety (First-Aid) Regulations 1981. It is the responsibility of all first aid staff to maintain a valid certificate of competence and to advise the HR Administrator when it is due to expire or if circumstances mean they are no longer able to perform their duties.

The list of first aid staff and their locations is given on notice boards, and on request from healthandsafety@bpp.com.

First aiders will:

- ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition
- record all treatments for which they are responsible, with specific details of the injury or other reason for treatment

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control
Reference: FB-POL-HS-002
Status: Operational
Classification: Public
Issue No.: 1.2
Issue Date: 11.06.24
Page: 7 of 17

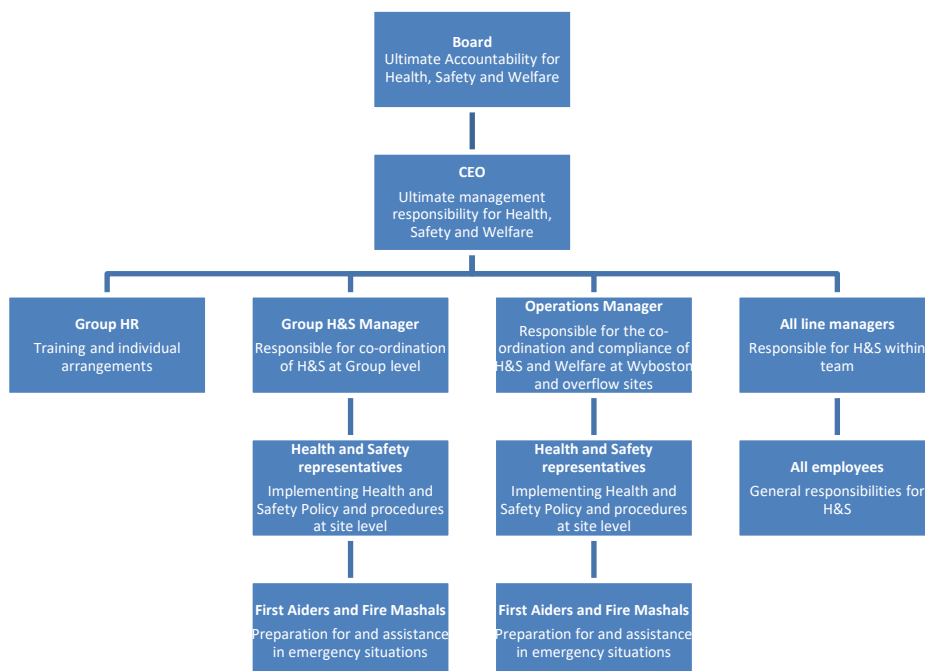
- ensure that all information of a personal nature obtained in the course of first aid duties shall be treated as confidential
- notify the HR Administrator (as applicable) immediately if circumstances mean they are no longer able or competent to perform their role.

4.8 All Firebrand employees

All employees have general responsibilities relating to Health and Safety. They have a responsibility:

- to carry out their duties with regard to their own and others' health, safety and welfare
- to comply with the Group's H&S arrangements
- not to interfere with or misuse anything provided by Firebrand in the interest of H&S
- to co-operate with Firebrand in carrying out its statutory duties.
- to bring to the prompt attention of H&S or senior management any unmanaged Health and Safety issues

5. Health and Safety Management Organisational Chart



NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 8 of 17

6. Part C: Health and Safety Policy Arrangements**6.0 Accident Reporting and Investigation**

Firebrand ensures that systems are in place to document and respond to accidents, incidents, near misses and dangerous occurrences. First aiders and customer service teams report all incidents centrally, so that remedial action can be taken where necessary, trends can be identified, and improvements can be made.

We are aware of our duty to report certain events to the HSE. Firebrand investigates all workplace accidents and cases of work-related illness which result in an employee being absent from work. We cooperate with authorities (including insurers) in their investigations.

6.1 Asbestos

Firebrand has surveyed all sites within its portfolio and is aware of where asbestos exists and in what form, and the situation is monitored by a competent contractor at 12-monthly intervals. An asbestos management plan has been created, and records are maintained. All contractors working near instances of asbestos are informed of its presence.

6.2 Auditing

To ensure that the arrangements for Health and Safety are being adhered to, internal audits are carried out at each location, measuring performance against the expectations articulated in this and other policies, alongside recommendations made in internal and external risk assessments. Significant findings will be escalated as necessary and included within Committee Meetings.

6.3 Consultation with Employees

Firebrand is committed to the consultation and participation of employees in establishing safe working conditions, practices and procedures. In keeping with the Health and Safety (Consultation with Employees) Regulations 1996, Firebrand will consult with employees in good time on matters relating to their health and safety at work and, in particular, with regard to:

- (a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
- (b) the arrangements for appointing or nominating competent persons for health and safety
- (c) any health and safety information required to provide to those employees by or under the relevant statutory provisions;
- (d) the planning and organisation of any health and safety training required by law
- (e) the health and safety consequences for those employees of the introduction (including the planning thereof) of new technologies into the workplace.

6.4 Contractors and Supplier Management

We depend on the work of contractors to ensure the smooth-running of our operations and

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Owners:

Chief Executive Officer

cooperate with our contractors to ensure their health, safety and welfare on site and to mitigate the risks they may pose to others. Before their engagement, contractors are reviewed to ensure they are competent, and suitable qualified.

Contractors are briefed on fire and emergency evacuation procedures, either on entry – for one-off contractors – or through their employers – for permanent contractors (such as cleaners).

Prior to the commencement of any refurbishment or project works on Firebrand premises the chosen contractor must provide Risk Assessments, a site-specific Fire/Emergency evacuation procedure, Method Statements and Permits to Work.

6.5 Driving

Firebrand is aware of its duty to ensure so far as reasonably practicable the health and safety of its employees engaged in the activity of driving on public roads for work.

Firebrand takes a sensible and proportionate approach to the issues associated with road travel and works together with its employees to effectively manage the risks from driving for work.

6.6 Disease and Pandemics

During a pandemic, we will follow guidance issued by the Government and Public Health Authorities. We commit to communicating regularly with delegates, staff and other stakeholders throughout any large-scale health event. Risk assessments are in place for all activities and roles likely to be directly or indirectly impacted by a pandemic. These assessments consider, amongst other things, outbreak control, infection reporting and data protection, cleaning and sanitisation, homeworking, social distancing, working patterns, building design, ventilation, PPE and mental health. This approach will be reinforced by additional policy, where necessary.

6.7 Display Screen Equipment (DSE) (*See also: Eye Care*)

Firebrand requires that all staff complete the online DSE training and self-assessment on an annual basis, or in the event of any significant change to the work environment, furniture or equipment. Health and Safety Representatives will follow up on any concerns raised by staff at Firebrand's physical premises and will report back to the HR Administrator with issues.

6.8 Electrical Safety

7.8.1 All portable electrical equipment used by Firebrand is subject to a scheme of test, inspection and maintenance, which is undertaken and recorded by a competent electrical contractor at no more than three yearly intervals. This includes equipment supplied to home workers by the company. I

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Owners:

Chief Executive Officer

7.8.2 Employees are advised that it is their responsibility to check for visible signs of damage to cables, plugs and sockets to electrical equipment, and instructed to stop using any electrical equipment immediately if any defects are noticed. Such issues are reported to Health and Safety Representatives. Defective electrical equipment is taken out of use, labelled 'Do Not Use' and reported to the relevant manager. Repairs are conducted by a company-appointed competent person.

7.8.3 Personal mains electrical equipment may not be used within Firebrands offices or Training Centre unless written permission is obtained from the Training Centre Manager or HR Administrator, and equipment is subject to the above requirements for portable electrical equipment.

6.9 Eye Care

Firebrand recognises its legal obligation to subsidise the costs of eye tests and corrective lenses for visual display unit users. Employees can claim back a cost of their eye test through BUPA. Please refer to our benefits information for more detail.

6.10 Fire and Emergency Evacuation

Firebrand acknowledges its specific legal and moral responsibilities, where fire is concerned.

6.10.1 The organisation commits to reducing the likelihood of fire, by appointing a competent person to perform annual risk assessments at all sites. We act on subsequent recommendations and seek to continuously improve our defences. We maintain good levels of housekeeping and exhibit particular care when purchasing and maintaining electronic equipment, both fixed and portable. Fire Marshals and Customer Service teams at each centre are trained in fire prevention.

6.10.2 An automatic fire detection and warning system is installed at each building. At each site, we ensure that fire systems are in place and maintained that work to facilitate the detection of fire and alert the emergency services (e.g. alarm systems), assist evacuation (e.g. emergency lighting / emergency release doors / emergency signage), starve fire (e.g. fire extinguishers), and minimize its spread (e.g. fire doors / automatic lift grounding). Through a regular testing and maintenance schedule and regular housekeeping checks, we ensure these systems are fit for purpose. All actions taken to maintain safe fire management systems are recorded in on-site fire logbooks.

6.10.3 Adequate means of escape are available at all centres, and Firebrand ensures that procedures are in place so that our premises can be efficiently evacuated should fire break out. Training, alongside biannual drills and information boards at each site, ensures that everyone on site is familiar with evacuation procedures. Employees and delegates receive instruction in fire safety procedures as part of their induction, and all evacuations are reviewed by the Wyboston Training Centre Manager, local Health and Safety Representatives and on-site fire marshals, so that improvements can be

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Owners:

Chief Executive Officer

implemented where necessary.

6.10.4 Training information, guidance and drills are provided for all staff, delegates, contractors and visitors, as necessary, so that every person on site may be properly informed of fire policy at each centre. Additional training is provided to Fire Marshals, who are responsible for assisting during evacuations, liaising with the fire brigade, and performing fire prevention duties.

6.10.5 Personal Emergency Evacuation Plans (PEEPs) are offered to all building users who may require additional support in an emergency.

6.10.6 Fire and emergency evacuation procedures are reviewed annually.

6.11 First Aid

First aid requirements have been assessed for each centre, and arrangements made for each Firebrand premises. First Aiders and/or Appointed Persons for first aid are available at all Centres. A training record is kept, and complete and regularly-inspected first aid kits are available at each Centre. First aid arrangements are reviewed annually.

6.12 Gas (See also: Fire and Emergency Evacuation)

All gas appliances and pipes are subject to routine maintenance checks by a competent contractor. Gas supplies at each centre can be isolated, and emergency evacuation policies are in place in the event of a leak.

6.13 Hazardous Substances / COSHH

6.13.1 The possession, carrying or use of any firearms, imitation firearms, or offensive weapon is banned from all Firebrand Centres, with the exception of firearms, imitation firearms and / or offensive weapons being used for legitimate purposes and authorised in writing by the Health and Safety Manager or Director of Operations in advance.

6.13.2 UK knife law allows individuals to carry non-locking pocketknives with a blade length up to 3 inches (7.62 cm) without any need for a valid reason. At Firebrand, any bladed article is only permitted where there is a valid reason, which may include work or religious observance.

6.13.3 With the exception of equipment used on site by authorised BPP staff or contractors for the purposes of work, any legal bladed article will only be permitted under the strict condition that it remain concealed. Anyone found breaching this clause may be instructed to leave the premises.

6.13.4 A hazardous substance is typically any substance, material or proprietary product that carries a hazard-warning label. Most substances, materials or proprietary products that

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Owners:

Chief Executive Officer

the Company uses daily in work activities do not fall into this category, however, in cases where any potentially hazardous substance is used, the risk is minimised through consultation with the manufacturer's instructions.

6.13.5 Firebrand prohibits the use of hazardous cleaning products by anyone other than authorised persons. Cleaners have designated, lockable storage for all cleaning materials at all centres, and cleaning materials are not stored where they could be accessed by unauthorised persons. The Health, Safety and Environmental Manager maintains COSHH data and risk assessments and method statements for all cleaning, supplied by the cleaning contractor.

6.14 Home and Remote Working

Risk assessments on individual Home workers are carried out annually.

6.15 Information and Training

7.15.1 Firebrand provides information and training, so far as is reasonably practicable, to help ensure employees' health and safety at work. All employees are given health and safety training upon induction and continue to receive information about Firebrand H&S Policy and arrangements.

7.15.2 Information and/or training is also provided for specialist roles, such as the Training Centre Manager, HR Administrator, Health and Safety Representatives and Fire Marshals, H&S Committee Members, First Aiders (FAW) and Emergency First Aiders (EFAW), and those responsible for releasing trapped passengers from lifts, using a ladder or operating an EvacChair.

6.16 Legionella and Water Safety

We acknowledge our duty to protect those within our buildings from the risk of infection from legionella within our cooling systems, or other risk as a result to contaminates within our water systems.

We work with building managers to ensure that risk assessments are performed at each site every two years, and monitoring is conducted at a regularity determined by these assessments.

6.17 Lone Working

Risk assessments on Lone workers are carried out yearly. Groups other than employees, e.g. visitors, cleaners and contractors, are also be considered in the controls of lone working.

6.18 Manual Handling

Firebrand embraces its duty to protect its employees against the risk of injury from manual handling tasks. Firebrand endeavours to eliminate any manual handling tasks identified as

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 13 of 17

having a significant risk from the workplace. However, where it is not reasonably practicable to do this, the tasks are assessed, and the risks are reduced by implementing safe working procedures and providing information to employees on safe handling methods. Risk assessments are performed for all regular manual handling activities. If manual handling forms a part of employee's work, suitable and sufficient training will be provided.

6.19 Mental Health and Stress

We recognise our duty to offer support to staff experiencing mental health issues (including stress), and to offer support accordingly. All members of staff have access to Mental Health First Aiders (see the HR system for information) and are enrolled in our Employee Assistance Programme, which offers confidential advice on anything from legal to personal or financial issues, and leaders within the business work to anticipate and mitigate stressful circumstances.

6.20 Permits to Work

At this stage, there are no activities identified as high-risk. Should this change, we will engage a permit to work system.

6.21 Plant and Equipment

All plant and equipment under our control is inspected at reasonable intervals, with records kept centrally and at each site. Remedial activity is scheduled as necessary, and all defective equipment is labelled as such and taken out of service. We choose equipment that conforms to relevant safety standards and engage competent contractors to ensure the correct installation and maintenance.

6.22 Pregnancy and Returning to Work

7.22.1 We recognise our legislative requirement to carry out a specific risk assessment of work that may put at risk the health of a pregnant employee, or an employee returning to work after pregnancy. We adjust the individual's work and work environment accordingly.

7.22.2 We provide suitable rest facilities for workers who are pregnant or breastfeeding and offer a healthy and safe environment for nursing employees to express and store milk.

7.22.3 Personal Emergency Evacuation Plans (PEEPs) are offered to all pregnant employees, so that they can prepare for a safe and rapid evacuation, with support where necessary.

6.23 Premises

7.23.1 Firebrand recognises its duty to protect the health and safety of everyone in the workplace and ensure that adequate welfare facilities are provided. Safe access

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 14 of 17

and egress are provided at each centre, and welfare facilities are available for all building users.

7.23.2 Annual risk assessments are performed at each centre, and recommendations are acted upon.

7.23.3 Health and Safety Representatives take responsibility for ensuring that each premises is regularly inspected, and that good standards of housekeeping are maintained. This team also acts as a first point of contact for reporting concerns and is responsible for maintaining welfare and comfort on site and for performing additional risk assessments where necessary.

6.24 Risk Management & Assessments

General fire and health and safety risk assessments for each site are completed annually through Firebrand's external Health and Safety Consultancy. Progress against these recommendations is closely monitored by the Wyboston Training Centre Manager and Group Operations Director.

Risk assessments are also performed against tasks and individual needs – for instance, each VDU user, home worker and lone worker performs an annual self-assessment, and pregnant and returning to work employees perform an individual risk assessment in partnership with health and safety representatives.

6.25 Security

7.25.1 A security risk assessment should be performed at each premises, and arrangements are in place in response to these. All employees are informed of their own individual responsibilities concerning security.

7.25.2 Firebrand's Security Policy, Access Control Policy and CCTV Policy are available to all employees.

6.26 Smoking

7.26.1 Smoking (including the use of e-cigarettes) is strictly prohibited in all buildings, including personal offices, and around the entrances to buildings.

7.26.2 Anyone wishing to smoke may do so outside the premises. Here, smokers are encouraged to dispose of their litter in a responsible manner and within designated areas, making use of ash bins provided near the entrances to buildings for this purpose.

7.26.3 All vehicles owner or controlled by Firebrand are always to be smoke-free.

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Your fastest way to learn. Why wait?



Part of the **BPP** Education Group

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control

Reference: FB-POL-HS-002

Status: Operational

Classification: Public

Issue No.: 1.2

Issue Date: 11.06.24

Page: 15 of 17

7.26.4 Positive assistance will be given to smokers who wish to give up the habit of smoking.

6.27 Waste

Waste is suitably collected, and contractors are in place to dispose of waste responsibly. Risk is assessed and documented. Waste Carrier Licenses are demanded and verified (number & date) against the Environmental Agency public register and waste transfer notes for general refuse are held. Particularly hazardous waste – such as asbestos, printer cartridges and fluorescent lightbulbs – is handled by a specialised contractor.

6.28 Working at Height

Our employees avoid working at height, whenever possible. Where there is no other option, we only proceed once satisfied with the level of training, equipment, supervision, risk assessment, permits and competence to ensure that work can be carried out in a safe and suitably-planned manner.

6.29 Young Persons & Children**7.29.1 Work experience**

Under 16s are not permitted on site unless they are making a short (30 minute), fully accompanied and controlled visit, or their attendance forms part of a formal work experience programme.

Young people must only undertake work experience programmes with Firebrand that have been approved by HR and the Group Finance Director. A risk assessment must be carried out by a H&S Representative before we have confirmed that the young person can experience working for Firebrand and a Confidentiality Agreement has been issued. A risk assessment must be carried out for each request for work experience and needs to take into account the increased likelihood of immaturity and susceptibility, and the reduced level of experience.

7.29.2 Learners

Learners under the age of 18 may only attend a Firebrand site or site being used by Firebrand for learning as part of our structured training programme or to take an exam, which is subject to Safeguarding controls.

7.29.3 Safeguarding support

Firebrand acknowledges its heightened duty of care for young people, and sufficient H&S inductions are provided to all learners onsite. Learners are able to obtain Safeguarding support through a variety of means, these are:

- Paul Templeton – Training Centre Manager
 - Mobile: 07590350711

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control
Reference: FB-POL-HS-002
Status: Operational
Classification: Public
Issue No.: 1.2
Issue Date: 11.06.24
Page: 16 of 17

- Email: ptempleton@firebrandtraining.com
- Venessa Cox – Learning Support and Welfare Manager
 - Mobile: 07860 953780
- Safeguarding email - Safeguarding@firebrandtraining.com
- Website - [Safeguarding & Welfare Escalation Form \(office.com\)](#)
- Jira - [SENCO / Welfare Notification - Apprenticeship Service Desk - Jira Service Management \(atlassian.net\)](#)

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Your fastest way to learn. Why wait?



Part of the **BPP** Education Group

POLICY

Health and Safety Policy

Owners:

Chief Executive Officer

Document Control
Reference: FB-POL-HS-002
Status: Operational
Classification: Public
Issue No.: 1.2
Issue Date: 11.06.24
Page: 17 of 17

7. Document Controls**7.1 Document Approvals**

Named person(s) below indicates that this document has been reviewed and approved by the appropriate people. This document is subject to formal change control procedure.

Date	Role/Position	Name
07/12/2023	HR Manager	Laura Christie
29/01/2024	Health, Safety and Environmental Manager	Amelia Cavinder
21/05/2024	Chief Finance Officer	Gordon McLeod

8. Amendment History

Date	Version	Author	Description
07/12/2023	1.0	Laura Christie – HR Manager	First draft for sign off
29/01/2024	1.1	Adam Wood	Merge in KM's organisational responsibilities
11/06/24	1.2	Annette Martinelli	Added Paul Rowlett signature and revised issue number

NOTE: Printouts of policy documents must be compared to the master copy on the SharePoint site to determine whether they are up to date. This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the document owner.

Your fastest way to learn. Why wait?Part of the **BPP** Education Group