

Health and safety policy

This is the statement of general policy and arrangements for:

Keyturn Training Limited Name of organisation
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Overall and final responsibility for health and safety is that of:

Cheryl Shepherd Name of employer

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Julie Cranton

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. This policy is linked to the Health and Safety at Work Act 1974

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in our Health & Safety policy statement booklet.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated, will be reviewed every year.

Employee Safety Handbook - <https://keyturn.co.uk/wp-content/uploads/2020/03/H-and-S-Handbook.pdf>

Employer:

- To make employees aware of the Health and Safety Policy, included in the Employee Handbook and on the Keyturn Website
- To make apprentices and their employees aware of Keyturn's Health and Safety Policy and how to respond to any concerns. Links to the policy is provided in the Apprentice Handbook and links on the Keyturn website
- To make sure regular checks are carried out as per this policy and risk assessment
- To review the Health and Safety Policy annually
- To make sure apprentices places of work have up-to-date health and safety policies that are reviewed on a regular basis

Employees:

Employees should make themselves familiar with the Health and Safety Policy and their own health and safety duties and responsibilities, as shown separately.

- They must not take any action that could threaten the health or safety of themselves, other employees, customers or members of the public.
- Protective clothing and other equipment which may be issued for your protection because of the nature of their job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is their responsibility.
- They should report all accidents and injuries at work, no matter how minor, this should be emailed Directors immediately – Email: Cheryl.shepherd@keyturn.co.uk / Tel: 01788 815500

Apprenticeships:

When setting up apprenticeships with employers, Keyturn review the health and safety policies and procedures of the employers to make sure they are in line with the Health and Safety at Work Act 1974. The employers sign a commitment statement that confirms they 'provide a working environment that meets current health and safety legislation to enable their apprentice to work and learn safely for the duration of the apprenticeship'. Keyturn as a main provider of apprenticeships also sign the commitment statement confirming they 'provide a learning environment that meets current health and

safety legislation to enable the apprentice to learn safely for the duration of the apprenticeship'. Health and Safety is covered as part of the online material for apprentices and proof of completion is required and logged on the LMS system.


Monitoring the wellbeing of apprentices is important. An apprentice is both an employee and student as well as having personal lives. This can be overwhelming for an individual. To raise awareness we recommend employers, apprentices and Keyturn employees to be aware and improve an apprentice's wellbeing. Visit the following website for more information and helpful guidance - <https://www.instituteforapprenticeships.org/raising-the-standard-best-practice-guidance/welfare-and-wellbeing-raising-the-standards/> . Any accidents or ill health of apprentices must be reported to both the employer and the Keyturn office on 01788 815500 or email direct to the assessor. Contact details of the assessor can be found in the apprentice handbook.

Health & Safety and Risk is monitored on a monthly basis using the assessor feedback forms. The assessor feedback is done over the telephone once a month and signed off by the assessor, learner and employer. Any issues arising from this report is raised to the board of directors and employers and an action plan put together to resolve any H&S or other risk issues.

Most of Keyturn's delivery is either online or on the employers premises. As part of the Health and Safety process, we request that employers forward Keyturn their policy prior to the apprenticeship taking place. We also ask the employer to confirm that the apprentice has been given a copy of the policy.

Any Health and Safety issues must be reported to the Directors immediately – Email: Cheryl.shepherd@keyturn.co.uk / Tel: 01788 815500

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To make sure training and assessment of apprentices/learners is carried out in a safe environment	Cheryl Shepherd, Managing Director	FA056 Venue Check Sheets to be completed when running in-person workshops APR006 – Assessment Plan Review to be completed with a check including any concerns the apprentices may have in relation to health and safety Assessor, employer and apprentice to raise any concerns with Health and Safety directly to the Keyturn Director
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Cheryl Shepherd, Managing Director	Carry out risk assessments on an annual basis for each employee
To provide adequate training to ensure employees are competent to do their work	Cheryl Shepherd, Managing Director	Make sure any manual handling training is provided where needed
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Cheryl Shepherd, Managing Director	
To implement emergency procedures - evacuation in case of fire or other significant incident.	Cheryl Shepherd, Managing Director	Keyturn does not have a head office. Staff are encouraged to do an assessment of their workplace in line with the risk assessment
To make sure the external training rooms are a safe learning environment for the trainer and the learners	Cheryl Shepherd, Managing Director	Each trainer is given a Venue Health and Safety check sheet to use at the beginning of each workshop (Ref: FA056 Venue Check Sheet)
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Cheryl Shepherd, Managing Director	Maintenance on equipment is carried out on an annual basis by the relevant employee or supplier

To maintain safe and healthy working conditions whilst working at home employees are asked to complete the HSE Display screen equipment and workstation checklist	Cheryl Shepherd, Managing Director	Send out HSE checklist on an annual basis, review the actions to be taken that are on the sheet and follow up with relevant staff to make sure everyone is working in a safe way.		
Health and safety law poster is displayed:	n/a			
Not applicable as Keyturn Training Ltd do not have an office.	Not applicable as Keyturn Training Ltd do not have an office.			
Signed: (Employer)		Date:	24 June 2023	
Subject to review, monitoring and revision by:	Cheryl Shepherd	Every:	12	months or sooner if work activity changes

Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

Note 2: www.hse.gov.uk/riddor

Risk assessment

Organisation name: Keyturn Training

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Trips	Staff and visitors may be injured if they trip over objects	Keeping walkways clear of clutter/boxes. Including entrance hall, all offices	Better housekeeping by staff	All staff	Ongoing	Ongoing
Computers	Staff risk posture problems and pain, discomfort or injuries from overuse or improper use of equipment. Headaches or sore eyes can occur if there is poor lighting	<ul style="list-style-type: none"> - Information on how to sit correctly at a desk is provided - Workstations are assessed to make sure equipment is in the correct position - Eye tests are paid for, for full-time staff who regularly use a VDU 	Annual assessment of workstations (Using self-assessment form FH007)	All staff	Ongoing	Ongoing
Manual Handling	Staff who are doing heavy lifting of boxes	<ul style="list-style-type: none"> - Training material boxes to trainers are not to be packed so they are too heavy to lift - Heavy items are to be handled by those who have undergone Manual handling training - To keep heavy items where they are easily accessible - Anyone with any physical injuries or problems such as back ache or shoulder pain etc. should not be handling heavy items 	Provide Manual Handling Training where appropriate	Manager	Ongoing	Ongoing
Electrical Equipment and Installation	Staff could get electrical shocks or burns from using faulty electrical equipment. Faulty electrics could lead to fire section 2 (5) of The Provision and Use of Work Equipment Regulations 1998 refers to every employer being required to, "ensure that all work equipment is maintained in an efficient state, in efficient working order, and in good repair".	<ul style="list-style-type: none"> - Any faulty electrical equipment should be reported immediately to the manager - Faulty equipment should be removed - Electrical equipment to be checked by electrician (PAT tested) every four years if appropriate - IT equipment to be reviewed and checked by the Keyturn directors on an annual basis 	Set up next PAT testing with electrical company every four years	Manager	30/09/24	
Fire	Keyturn staff all work from home and should be aware of any equipment that may cause a fire	<ul style="list-style-type: none"> - Each member of staff to do a review of fire risk and evacuation of their own home 	No further action required			