



## **Health and Safety Policy**

### **This Health and Safety Policy contains four sections:**

- Swatpro's statement on Health and Safety.
- The organisation.
- The objectives.
- The arrangements.

### **South West Association of Training Providers Statement:**

The South West Association of Training Providers recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its subsequent modifications and realises that good Health and Safety must underline all its activities and those of its partners.

This Policy is applicable to all persons working for and on behalf of the Association. It has been produced with the aim of outlining the framework through which Swatpro, its partners, learners and employees can jointly create a healthier and safer working environment both in the workplace and in the training centres, whilst also striving to improve the quality of Health and Safety provision within its partners.

The ultimate responsibility for the implementation of this policy lies with the Managing Director. This policy will be reviewed annually.

### **The organisation:**

South West Association of Training Providers Ltd (Swatpro) was formed to provide an effective, efficient and cost-effective provider partnership solution for providers of learning and skills.

The company has a unique pedigree as it is a not-for-profit company limited by guarantee with its membership being established providers approved on the ESFA Apprenticeship Provider & Assessment Register (APAR).

The membership consists of partner training organisations, the majority of whom are support providers who sub-contract from Swatpro to deliver learning and skills, and partners who are Main providers on the register who also subcontract from Swatpro.

**The Objectives:**

- to ensure a safe working environment for its employees and learners
- to comply with requirements of relevant legislation and current good practice;
- to promote a positive attitude to health, safety and wellbeing amongst its employees, partners and learners;
- to ensure that learners receive appropriate/safe instruction, training and supervision;
- to actively monitor the management of health and safety within the partners and where appropriate make recommendations
- improve the quality of health and Safety provision within its partners

**Communication and Accessibility:**

Swatpro will ensure that this Health and Safety Policy is communicated effectively to all employees, partners, and learners. The policy will be made available during staff and learner inductions and accessible via internal systems such as intranet platform SharePoint. Updates or revisions to the policy will be communicated clearly to all stakeholders.

**The arrangements:**

Swatpro will be responsible for monitoring its partners Health and safety procedures and policies to ensure they meet the Health and Safety at work Act 1974 and subsequent modifications.

This will be achieved by carrying out monitoring visits from which a report is produced, and each partner risk banded according to perceived risk to learner safety. Swatpro will also hold copies (where possible) of all partner policies and review them annually.

The visits will include reviewing partners:

- Accident reporting procedures
- Health and Safety Policy and risk assessments
- Safeguarding and Child Protection Policy
- Staff training
- Learner information and guidance
- Employer Health and Safety visit checklists

It will also be achieved through a Service level agreement between Swatpro and its partners that requires them to:

- Comply with Education Skills Funding Agency or other funding body requirements as stated in Swatpro Code of Practice.
- Implement a policy and procedure(s) for Health and Safety in line with legislative requirements and Agency guidelines.
- Keep up to date with changes to legislative requirements and external guidance.

- Annually review Health and Safety policies and procedures.
- Attend meetings and participate in sharing good practice across the partnership. Facilitate audits undertaken by Swatpro.
- Comply with requirements and implement actions agreed as the result of the audit and monitoring process.
- Keep records as required by RIDDOR or other legislation. Report incidents, accidents and near-misses to Swatpro soon as is practical after they occur, and in any case within 3 working days.

The individual partners are responsible for the production and implementation of their own Health and Safety Policy for their employees, premises and Swatpro sub-contracted learners.

- They must carry out a workplace risk assessment before placing a learner with an employer.
- Carry out a risk assessment specific to the learner (S10)
- They must ensure the learner receives Health and Safety training as part of the programme induction
- They must ensure the employer carries out a Workplace Health and Safety induction to the learner
- They must continually assess a learner's knowledge and understanding of Health and Safety through the Learner Progress Review or Clicks2learn.

## **Responsibilities of Swatpro Academy Employees and Learners**

### **Responsibilities of Employees and Learners:**

All Swatpro employees and learners have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions. They are required to:

- Follow health and safety instructions and procedures.
- Use any equipment or protective measures provided.
- Report hazards, accidents, or unsafe conditions to their line manager or tutor promptly.
- Participate in health and safety training provided.
- Support a positive culture of health, safety, and wellbeing.

Learners are expected to engage with health and safety training, ask questions where unsure, and follow any specific safety instructions given by employers or training providers.

### **Health and Safety Training:**

Swatpro will ensure that all employees receive relevant and appropriate health and safety training during induction and on a regular basis thereafter. This includes training related to specific job roles, updates in legislation, and safe working practices. Partners must ensure that:

- All staff involved in the delivery of training or learner supervision are appropriately trained in health and safety.
- Learners receive health and safety training during their induction and ongoing reinforcement throughout their programme.
- Training records are maintained and reviewed annually.

### Emergency Procedures:

Swatpro ensures that all partner organisations and academies have suitable emergency arrangements in place, including fire safety, first aid, and evacuation procedures where applicable. During monitoring visits, emergency protocols will be reviewed to confirm they are up to date, clearly displayed, and communicated to learners. All learners should receive an emergency induction from their employer at the start of their placement.

## Annex 1

Review of Health and Safety Policy

Date	Name	Record of change	Next review date
10/8/21	J Wilkie	Formatted	
12/09/23	S.Abbott	Formatted	
29/04/25	S.Gibbs	Additions to include; Academy responsibilities, Emergency procedures, H&S training, Legal compliance.	28/04/2026

### Legal Compliance:

In addition to the Health and Safety at Work etc. Act 1974, Swatpro and its partners operate in compliance with relevant health and safety legislation, including:

- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Equality Act 2010, in relation to reasonable adjustments

