



**Apprenticeships
Health & Safety Policy**

AMENDMENTS

Serial	Authority/Reference/Detail	Date Amended	By Whom Amended
1	Annual review - update to appropriate job titles	11/05/2021	Neil Saunders
2	Annual review - update to appropriate job titles	2/2/2023	Neil Saunders
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Policy Statement

TQ Education & Training Ltd (Pearson TQ) is committed to ensuring, as far as is reasonably practicable, that learning associated with its programmes takes place in a safe, healthy and supportive environments, which meet the needs of apprentices regardless of where it is delivered and by whom. Pearson TQ are part of the global Pearson plc and as such all staff follow and adhere to the wider Pearson Global H&S policy in addition to the specific areas within this Apprenticeship policy.

Scope

This policy applies to all PTQ apprenticeship apprentices.

Statement of Principles

PTQ will comply with relevant legislation, regulations and best practice.

As far as it is reasonably practicable, PTQ will:

- provide safe, secure and healthy learning environments;
- 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;
- demonstrate an ongoing and determined commitment to improving apprentice health and safety; and
- promote health and well-being for all apprentices.

Where part of the learning takes place in an environment outside the direct control of PTQ (i.e. employer premises); PTQ will take all reasonable steps to ensure that adequate arrangements are in place to ensure the health and safety of apprentices. PTQ cannot be responsible for the health and safety of apprentices using public areas to access online learning (e.g. internet cafes, public spaces with Wi-Fi access) however, it is strongly recommended that apprentices adhere to the PTQ Online Safety Guidance at all times.

In working with other organisations/bodies, PTQ will make arrangements to co-ordinate and co-operate effectively for reasons of apprentice health, safety and welfare. In particular, respective responsibilities shall be clearly identified and documented as appropriate, to ensure understanding.

Implementation

PTQ have effective channels of communication for the health, safety and welfare of apprenticeship apprentices through its established governance processes and operating procedures.

Adequate resources will be provided to ensure all apprentices, employees, workers, contractors and stakeholders are aware of this policy and committed to its effective implementation.

Through a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees, workers and apprentices of the correct procedures, PTQ will establish learning environments in which all apprentices can develop, feel safe and be safe.

Management Systems

PTQ has management systems to ensure good practice based on Health and Safety Executive (HSE) health & safety management guidance.

PTQ has management systems in place to assess and monitor the safety of apprentices in the workplace.

PTQ will record all accidents and near misses to drive improvement in health and safety management and investigate when appropriate. Any lessons learned from such events will be used to take corrective action to avoid re-occurrences.

PTQ will actively and openly review and report on health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

Duties and Responsibilities

PTQ recognise and accept their responsibilities for health, safety and welfare of all apprentices.

The PTQ Lead for Apprenticeships has overall responsibility for ensuring compliance with health & safety legislation and for implementing procedures to ensure compliance with this Policy.

The Senior Programme Manager, Senior Quality Compliance Manager and Senior Functional Skills Manager are responsible for assisting the Head of Apprenticeships in the implementation and monitoring of this policy. They will manage and co-ordinate the health, safety and welfare system within PTQ, according to legislation, reporting to the Senior Leadership Team. The Policy will be reviewed annually through PTQ's established governance process.

PTQ managers have a duty and responsibility to support the implementation and monitoring of this policy and related procedures.

All PTQ employees, workers, apprenticeship apprentices and other persons involved via PTQ, including guest speakers have a duty of care under the Health & Safety at Work Act 1974 to:

- take reasonable care of their own health and safety, and that of others;
 - follow any health and safety instruction or training that they have received;
 - report all health and safety incidents, accidents and near misses;
 - cooperate with PTQ so that it can comply with the legal requirements placed upon it and in the implementation of this policy;
 - inform PTQ if they perceive a danger or think arrangements or precautions implemented by PTQ are inadequate and/or putting anyone's health and safety at risk; and
 - not interfere with any health and safety equipment, arrangements or precautions.
- In addition, apprenticeship apprentices have a duty and responsibility to:
- inform their PTQ Apprenticeship Coach if they think the work that is being undertaken or inadequate precautions in the workplace is putting their health, safety and well-being at risk;
 - fully cooperate and comply with their employer's health and safety requirements, instructions and training.

Policy Review

This policy will be reviewed annually or more frequently if deemed appropriate to do so.