

### **General Statement of Policy**

Our policy is to provide and maintain safe and healthy working conditions for our staff, associates, apprentices, trainees, employers, funding providers and visitors 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.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

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 annually in January.

### ***D Toomey***

David Toomey  
Managing Director  
27<sup>th</sup> January 2020

### **Context of policy**

Apex's Health & Safety Policy applies to Apex employees who work from premises in Ipplepen, Devon, and Exmouth, Devon and in Ardingly, West Sussex. As with other Apex policies, any Apex associates are covered by this policy. Apex's health and safety responsibilities also extend to working with employers to ensure a healthy and safe working environment for apprentices and learners at their premises.

### **Responsibilities**

- 1) Overall and final responsibility for health & safety in the company is that of David Toomey (Managing Director), who is also responsible for the day to day operation of the policy. Valerie Toomey (Director) is responsible as his deputy.
- 2) All staff and associates have the responsibility to co-operate with each other and the directors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 3) Whenever a member of staff or associate notices a health or safety problem, which they are not able to put right, they must straightaway notify David Toomey or, in his absence, Valerie Toomey.
- 4) Vetting and monitoring of premises of employers, who place apprentices and trainees on our programmes, is the responsibility of David Toomey.
- 5) Should a health & safety incident need to be reported to the Health & Safety Commission, completion of the form shown in Appendix A will provide the appropriate details.

## **General Arrangements**

### **Accidents**

- 1) The location of the First Aid Box at the employer's office is covered in the induction session for each new trainee.
- 2) The trained first aider at Apex is Valerie Toomey.
- 3) All incidents are to be reported to David Toomey.
- 4) Apex's accident record book is located in a Word document, named "Accident Book" in a folder named "Quality Assurance" at Apex's Exmouth office.

### **General Fire Safety**

Escape routes and fire safety issues are covered in the induction session for each new trainee.

### **Advice & Consultancy**

Health & Safety training for Apex staff and consultants is the responsibility of David Toomey.

### **Risk Assessment**

#### **Action required**

A risk assessment is carried out annually at Apex's three offices. No hazards were found at the last risk assessments on 27<sup>th</sup> January 2020 (Devon offices) and 22<sup>nd</sup> January 202 (Ardingly Office).

### **Housekeeping & Premises**

Premises maintenance and housekeeping is the responsibility of Valerie Toomey, who will supervise the offices in Devon and attend to these matters as appropriate. David Toomey does likewise at the Ardingly office.

### **Electrical Equipment**

- 1) Plugs, cables, sockets and extension leads are inspected annually in January. This is the responsibility of David Toomey.
- 2) Electrical machinery in the offices is that appropriate for a training organisation and due care should be used by those operating it.
- 3) Any electrical faults should be reported to David Toomey, who will arrange for a suitably qualified electrical contractor to correct the fault.

### **Dangerous Substances**

Apex's offices contain no known dangerous substances. Felt tip pens and correction fluid may give off small amounts of fumes and should be used with care.

### **Vetting and Monitoring of Employer's Premises**

Health & Safety vetting of employer's premises will be carried out when a new employer places apprentices or trainees on our programmes and will be monitored annually thereafter. The inspection has the objective of ensuring that the premises provide a safe and healthy working environment for the trainee. Where an apprentice or trainee is on a funded programme, Apex will agree the format of the documentation and practice to be used for such vetting and monitoring.

David Toomey  
Managing Director  
27<sup>th</sup> January 2020

**Date of document and date of next review: This document is dated 27<sup>th</sup> January 2020 and will be reviewed by Apex by no later than 22<sup>nd</sup> January 2021.**



**Appendix A**

**Form for notifying Health & Safety incidents to the Health & Safety Commission**

Date of incident
Brief description of incident
Details of those involved (trainee, company, Apex)
Action taken as a result of the incident
Revisions to Apex's Health & Safety procedures and policy as a result of the incident

Signature of Apex's Managing Director .....

Date of report: .....