

Catalyst Learning & Development and Square Mile Leadership, the Professionals Network arm of Catalyst Learning & Development

Health and Safety

Catalyst Learning and Development Ltd (the employer) is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This is a statement of policy and does not form part of your contract of employment. This policy may be amended at any time by the employer in its absolute discretion. The employer will review the policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety?

Achieving a healthy and safe workplace is a collective task shared between the employer and staff. This policy and the rules contained in it apply to all staff of the employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants, and contractors, casual or agency staff, trainees, homeworkers and fixed term staff. Specific responsibilities of staff are set out in the section headed responsibilities of staff below.

Employer Responsibilities

The Employer is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the employers' business activities and of people visiting its premises.
- Identifying health and safety risks and finding ways to manage or overcome them.
- Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
- Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
- Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- Providing and health and safety induction and appropriate safety training to your role;
- Promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to minimise the risk of infection; and further complications.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The board of directors of the Employer has overall responsibility for health and safety and has appointed Operations Manager as the Personnel Director with day-to-day responsibility for health and safety matters.

Any concerns about health and safety matters should be notified to the Personnel Director.

Responsibilities of all staff

General staff responsibilities

All staff must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- Co-operate with the Personnel Director and the Employer generally to enable compliance with health and safety duties and requirements;
- Comply with any health and safety instructions and rules, including on the safe use of equipment;
- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- Keep the work place tidy and hazard-free;
- Report all health and safety concerns to the Personnel Director promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- Co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury in the Employer's opinion.

Staff responsibilities relating to equipment

All staff must:

- Use equipment as directed by any instructions given by representative of management or contained in any written operating manual or instructions for use and any relevant training;
- Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health Officer, who is responsible for maintenance and safety of equipment;
- Ensure that health and safety equipment is not interfered with; and
- Do not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to the Personnel Director so that details can be recorded in the Accident Book and cooperate in any associated investigation;
- Familiarise themselves with the details of the first aid facilities and trained first aiders, which are available from the Personnel Director;
- If an accident occurs, dial 0203 743 2323 and ask for the duty first aider, giving name, location and brief details of the problem.

The Personnel Director is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to national health alerts

If any epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangement and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infections. Any questions should be referred to the Personnel Director.

Staff responsibilities relating to emergency evacuation and fire

All staff must:

- Familiarise themselves with the instructions about what to do if there is a fire which are available from the Personnel Director;
- Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;

- Comply with the instructions of fire-wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
- Co-operate seriously in fire drills (ensuring that any visitors to the building do the same)
- Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the Personnel Director immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Personnel Director to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

On discovering a fire all staff must:

- Immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire; and
- Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
- On hearing the alarm all staff must:
 - Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
 - Leave without stopping to collect personal belongings;
 - Stay out of any lifts; and
 - Remain out of the building until notified by a fire warden that it is safe to re-enter.
- The Personnel Director is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.
- Risk assessments, display screen equipment and manual handling
- Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Personnel Director is responsible for workplace risk assessments and any measures to control risks.
- Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Personnel Director. The Personnel Director will then provide you with more details and agree if you would like to proceed.
- Guidance on the use of display screen equipment can also be obtained from the Personnel Director.
- Guidance on manual handling (for example lifting and carrying heavy objects) can be obtained from the Personnel Director and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is a risk of injury;

Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this policy is likely to result in disciplinary action in accordance with the Employer's disciplinary policy.

ILM Internal Quality Assurance (IQA) Health and Safety Policy and Strategy

- Catalyst Learning and Development is fully insured and has both Public and Employee's Liability insurance of up to ten million pounds.
- Associate trainers are self-employed and should hold their own Professional Indemnity insurance. We ask all trainers to supply us with a copy of this document.
- We may ask companies for a copy of their own H&S policy regarding training facilities.
- At the start of each session the trainers should carry out a Health and Safety risk assessment to confirm suitability of the training room provided by the client.
- It is the trainer's responsibility to highlight and Health and Safety concerns to Catalyst by calling the office if severe, or reporting on the Trainer Questionnaire post training if minor, this is to make us aware of what happened and the steps taken to resolve the issue.
- Trainers should take all reasonable measures to safeguard their own health and safety, and that of any other person who may be affected by their actions.
- Trainers must provide Professional /indemnity insurance with at least two million pounds of cover and hold their own Employers Liability insurance where appropriate.
- Catalyst reviews its own Health and Safety policy regularly.

Environmental Policy and Management

Catalyst is committed to improving the environment through both its own activities and those of others through the services provided to clients. Catalyst has developed a company-wide environmental policy, and this is communicated to employees through our inductions process and intranet.

Key objectives of our environmental management policy:

- Conduct our business in an environmentally responsible manner
- Minimise and/or eliminate the use of substances or materials that may cause material impacts to the environment.
- Reduce waste generated by our operations; and
- Minimise environmental risks by employing safe technologies and operating procedures

These policy statements have been adopted throughout our company and are reflected in the way we conduct our operations and in the advice and services we provide our clients.

Modern Slavery and Human Trafficking Policy

Catalyst Learning and Development Ltd is committed to driving out acts of **modern day slavery and human trafficking** within its business and that from within its supply chains, including sub-contractors, and partners. The company will not support or deal with any business knowingly involved in **slavery** or **human trafficking**.

Ethics for Catalyst SML Personnel

Buying or selling of goods

Catalyst SML Personnel are not permitted to buy or sell goods on your own behalf on our premises or during your working hours.

Collections from employees

Unless specific authorisation is given by the Personnel Director no collections of any kind are allowed.

Client Relations

We provide services to clients and Catalyst SML Personnel are employed to do work on behalf of our clients, mostly on their premises. Because of this relationship our clients may from time to time request that an individual be removed from a job in accordance with their contract with us. In such circumstances, we will investigate the reasons for such requests. However, if our client maintains their stance we will then take all reasonable steps to ensure that alternative work is provided. This procedure is separate from any concurrent disciplinary matter, which may need to be addressed.

Clients premises

Whilst visiting or working at any client premises, Catalyst SML Personnel must ensure that you are aware of and comply with their rules and requirements e.g. security, health and safety, smoking (prohibited by English law), parking

Whistle Blowers

If you believe that the company is involved in any form of wrongdoing such as:

- committing a criminal offence;
- failing to comply with a legal obligation
- endangering the health and safety of an individual; environmental damage; or
- concealing any information relating to the above

You should in the first instance report your concerns to a Director who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department.

- If you do not report your concerns to a Director you may take them directly to the appropriate organisation or body.
- The Public Interest Disclosure Act 1998 prevents you from suffering a detriment or having your contract terminated for 'whistle-blowing' and we take very seriously any concerns which you may raise under this legislation.
- We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances

Safeguarding Policy

Catalyst is committed to safeguarding and promoting the welfare of all learners including young and vulnerable adults and expects all staff, employers, associates and other learners to share this commitment. We aim to create and maintain a safe environment where all learners feel safe, secure and valued and know they will be listened to and taken seriously.

To protect the learners working with us, we recognise the need to provide a safe learning environment, free from health and safety risks, free from bullying and harassment and promoting good practice in all our work. As part of this we are committed to informing and updating employers and partners, sharing good practice and constantly reviewing our provision, seeking development through Ofsted learner and employer feedback, along with individual quality reviews.

We believe that all learners have the right to be protected from harm, abuse or exploitation irrespective of age, disability, gender or gender re-assignment, marital or civil partnership status, race, religion or belief and sexual orientation and as such this policy supports our commitment to Equality, Diversity and Inclusion. Directors, Managers, staff and Associates understand the importance of working in partnership with learners and employers to safeguard and promote the welfare of learners.

We will endeavour to safeguard learners by: Valuing them, listening to and respecting them, Involving them in decisions which affect them, ensuring all concerned are aware of and committed to the safeguarding policy, providing a safe environment for learners, sharing information about concerns with relevant parties, recruiting staff safely, ensuring all necessary checks are made, adopting a code of conduct for all staff, providing effective management through induction, support and training, ensuring staff understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff.

This policy will be reviewed annually or sooner if developing legislation changes around and proactively respond to the demands of any changes to ensure that we are promoting a safe environment. All staff receive Safeguarding training and are encouraged to feedback in to the development of our policies and practices to ensure that we embrace the safety of our learners, employers and staff.

British Values

As part of the Prevent Strategy Catalyst Learning and Development including Square Mile Leadership follow and promote fundamental British Values to reflect life in modern Britain.

Whilst 'Britishness' is reflected in our food, recreation, family life, religion and art, etc., it is probably nowhere more poignantly present than in our values; which inform the basis of much of our British culture.

Ofsted requires all training providers 'to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs'.

Most of the values we think of as British are common to most areas around the world.

What British Values Are

- **Democracy**
- **The Rule of Law**
- **Individual Liberty**
- **Mutual Respect and Tolerance of Different Faiths and Beliefs**

Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating diversity of the UK.

Fundamental British Values are not exclusive to being British and are shared by other democratic countries as a way of creating an orderly society, where individual members can feel safe, valued and can contribute for the good of themselves and others.

The Prevent Duty

The government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

The Prevent Duty "to have due regard to the need to prevent people from being drawn into terrorism" effective from 1 July 2015. Square Mile leadership follows the guidelines set out in the;

Revised Prevent Duty Guidance: for England and Wales Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. Originally issued on 12th March 2015 and revised on 16th July 2015. The full live document may be viewed by following the link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf