



Health and Safety Policy

Statement of General Policy

It is the intention of TDM to pursue high standards and continuous improvement in the Health, Safety and Welfare of its staff, clients, visitors and all others who may be affected by its work activities. TDM will do all that is reasonably practicable to implement best practice in the management of Health & Safety.

TDM recognises that Health & Safety is a core management responsibility and therefore requires full integration into the management of all its activities.

TDM will continue to keep staff and learners as safe as reasonably possible, due to covid 19 which includes maintaining home working for staff and virtual training delivery as much as possible- following government statutory guidance. TDM will maintain a blended approach to our delivery and ensure its primary function is to adapt to the individual learning plan of all our learners and their employers (where applicable).

It is TDM's intention as far as is reasonably practicable:

- To work towards good and best practice by a process of continual improvement and compliance with all relevant legislation, codes of practice and other appropriate guidance.
- To ensure managers show commitment to leadership and improvement in managing Health & Safety.
- To manage Health & Safety through the process of effective communication and promotion of our policy with our staff, clients, customers, partners, stakeholders including risk assessment, risk control, training and development.
- To ensure staff commitment to this policy, by ensuring that staff are consulted on Health & Safety matters.
- To provide and maintain premises that include good ventilation and equipment and systems of work that are as far as is reasonably practicable, without risks to health & safety.
- To carry out annual risk assessments on premises and systems, incorporating fire regulations, lone workers and home workers.
- To provide appropriate information, instruction, training, guidance and supervision to all those involved in risk assessment and control, and in particular to ensure that all relevant staff receive the training required for them to be able to carry out the tasks and duties in a competent manner.
- To maintain the workplace and all means of access and egress in a safe condition.
- To maintain safe and healthy working conditions and environment, including COSHH (where applicable), manual handling, first aid arrangements and controls to reduce the risk from Covid-19.
- To ensure all accidents/incidents/near misses are recorded and all RIDDOR reportable accidents are immediately submitted to the appropriate authorities e.g., HSE/Environmental health, etc.
- To ensure that our partner/clients/learners/customers are operating Health & Safety Procedures as agreed within our terms and conditions of contract.
- To provide a safe learning environment for all our clients who enter our premises
- To provide any personal protective clothing or aids that any individual would benefit from the use of and would support safer working practises - if, where & when applicable.
- To ensure all staff and clients/learners receive a comprehensive H&S induction upon commencement of employment or training and are informed of any restrictions or prohibitions that apply to them.
- To ensure that this statement and the Health and Safety Policy are reviewed annually and revised as necessary at regular intervals through Directors 'Review Meetings' and reviews with both senior management team and board of governors.
- To monitor Health & Safety performance throughout TDM and to use the outcomes to inform and improve management practices as part of our continual commitment to health & safety improvement.



Derrin Kent
The Development Manager Managing Director
Overall Responsibility for Health and Safety

Health and Safety Policy

1. Management System

This Health and Safety Policy forms the basis for TDM's Safety Management System. Suitable and effective application with the Health and Safety Policy, in conjunction with Company Operating Procedures will ensure compliance with the Health and Safety at Work Act 1974 and all its associated Regulations and Codes of Practice.

2. Responsibilities

The Directors are responsible for the day-to-day management of the TDM Safety Management System. The application and effectiveness of the Safety Management System is reported via online Meetings. All employees are required to co-operate on health and safety matters & measures. Reasonable care of their own health and safety and their working environment must be taken and all health and safety concerns reported to an appropriate person.

3. Organisation

The Health and Safety System is managed by the Directors through 'Review Meetings'. All other responsibilities are in accordance with the Health and Safety Flow Chart Document. The governors are updated on any Health and Safety issues at the quarterly board meetings.

4. Risk Assessment

Risk Assessments will be carried annually (unless changes in legislation occur prior to the review) in the following:

- The Management of Health & Safety
- Staff accessing premises
- Manual Handling
- Work Equipment, Machinery and Work Practises
- Display Screen Equipment
- Personal Protective Equipment.
- Working Alone
- Fire Regulations
- Vulnerable Persons
- Safeguarding (including the Prevent Duty)
- Critical incidents Risk Assessment
- Covid-19 risk assessment
- Remote working risk assessment
- Apprentice workplace risk assessment

Risk assessment forms and records will be kept on the TDM intranet for staff to access and manage accordingly. It is the responsibility of the senior management team and all staff to maintain the risk assessments current and highlight any issues or concerns. Please see Appendix 3 for links to the Risk Assessments.

The Risk Assessment Procedure will:

- Identify and consider all work activities, including staff working from home.
- Evaluate exposure to hazards or risks as a result of activities undertaken.
- Consider feedback from self-assessments of all personnel involved.
- Evaluate existing control measures and consider their effectiveness.
- Make suitable recommendations to remove, reduce and correct risks.
- Identify and confirm those responsible for taking actions.
- Confirm completion dates.
- Evaluate the potential for harm based on:
 - The potential consequence(s) involved
 - The frequency of exposure experienced
 - The number of staff, customers exposed to the risk/hazard
 - The age and the experience of the staff, customers involved
 - Lone Working
- Identify staff & learners working within the office environment
 - Ensure there is adequate ventilation
 - Good hand hygiene – adequate stock of sanitiser
 - There is sufficient cleaning undertaken by the cleaning staff
 - All safety regulations are in place
- Ensure employers premises are safe places to work, including covid-19 safe place to work measures

All work-placement premises of employers that partner with TDM for delivery of apprenticeships and services will be subjected to risk assessment prior to apprenticeship programme commencing – though the employer has the primary responsibility for the health and safety of their employees/apprentices and should be managing any significant risks. As the training provider, TDM will take reasonable steps to satisfy ourselves that the employer is doing this.

5. Risk Management

Where reasonably practicable all risks identified as a result of the assessment(s) will be eliminated.

Where it is not practicable to eliminate the risk totally, the effect will be reduced to an acceptable level by the application of control measures.

Where necessary written notification of the risk/s will be issued to the appropriate person(s).

All staff can access our various risk assessments through the staff intranet, and these are reviewed and communicated to all staff on an annual basis.

All learners, including apprentices discuss health and safety with their coaches and training and work on professional attitudes and behaviours, which allow them to be active participants in the health and safety systems of their employers and of TDM. The coaches run a learner voice forum once a quarter where learners are encouraged to share ideas, quality improvement to the policies and systems in place.

6. Training and Development

TDM have written Policies and Procedures, which are reviewed, on an ongoing basis (as a minimum annually) and are accessible to all.

All new staff members and clients/learners/training groups will receive a comprehensive Health & Safety induction on commencement of employment or training.

Staff training will be prioritised and provided based on an individual's Continuous Professional Development Plan and will be determined by their level of responsibility and job role.

The effectiveness of all training provided is periodically reviewed, where the needs of the employee are considered as well as that of the Company.

Training of our learners is continuous and Health and Safety remains a national educational priority, which is embedded in all our training programmes.

7. Young People and Vulnerable Adults

Any person under 18 years of age is recognised as a child. Extra precautions may be needed for children and vulnerable adults due to their relative inexperience and possible lack of physical abilities and risk perception.

Also, TDM recognise the need to protect any person over 18 years of age who is recognised as vulnerable, requiring extra precautions due to restricted medical, mental and/or physical abilities and risk perception.

TDM recognise the need to support and protect young people by maximising opportunity and minimising risk through implementation following Safeguarding policies and procedures. (Also refer to our Safeguarding Policy)

Staff involved in day to day working with young people and vulnerable adults are subjected to DBS checks and are given a Health and Safety induction on how to proceed where it involves learners. Regular training and standardisation meetings provide a space to contribute with ideas on how to improve on current systems, ask questions to colleagues and share best practice.

Staff undertake Safeguarding training on a regular basis.

Staff also receive regular training and standardisation session on TDM core processes and procedures that ensure the staff know what to do where learners health and safety is concerned. For example, if a learner is feeling ill and they cannot attend training, the process states that the employer must be informed of absence to training and arrangements to be made to recover training at a later date.

Clients/Learners are encouraged to make a positive contribution to their own Health & Safety and that of others, they are encouraged to write about their health and safety learning and reflections in their reflective e-portfolio, to display it as part of personal and professional development to their managers and at end point assessment.

8. Control of Entry and Exit to Premises

All Staff, Clients/Learners and Visitors must adhere to the company requirements when entering or exiting company premises. On commencement of employment or training programme all staff and Clients/Learners will receive a local Health and Safety Induction including, detailing the entry and exit requirements.

All visitors will be accompanied or supervised by a known member of staff made responsible for them.

Visitors will be collected from reception by the person they are visiting and must stay with that named person, unless otherwise authorised and controlled by a TDM manager/director. That person will relay all local health and safety details and, in an emergency, it is the responsibility of that person to lead the visitor out of the building to the assembly point and ensure they are checked off the Visitors Register.

In the event of an evacuation all Signing In/Out Registers will be taken to the evacuation point by an appointed person. Clients/Learners that are visited in their own place of work will need to share the health and safety procedures with their coaches.

9. Control of Substances (COSHH)

It is the policy of TDM to ensure that all staff, their Visitors, Customers/Learners and Contractors are not exposed to any substance known to be hazardous to health. Where this is not practicable to achieve, adequate control measures will be introduced, aimed at reducing exposure to an acceptable level.

10. Contractors Rules and Regulations

The purpose of this arrangement is to ensure that all work performed for or on behalf of TDM is performed in a controlled manner thus ensuring compliance with company policy.

The details of this policy statement will apply to all contractors, their sub-contractors and their staff while performing any work in accordance with a TDM consultant's agreement. Prior to commencing any work, the contractor must consult with TDM management to determine whether it is safe to do so. The access of contractors will only be to such parts of the premises as is necessary for the purpose of carrying out the necessary work. Due to the nature of the work TDM performs special care must be taken when working with electrical equipment and the Information Security Policies and procedures must be always adhered to.

The management team must ensure any damage to equipment, installation or any other property whatsoever (whether such property be on the employer's premises or on neighbouring companies' premises) caused by the contractor due to their neglect will be made good to the acceptability of TDM and at the expense of the contractor(s) concerned.

TDM management will make certain contractors ensure effective work disciplines are applied and there are adequate precautions to ensure person(s) will not be at risk of injury and any equipment deemed unsafe, or unsuitable for use, is not used on site.

TDM management will ensure the contractor does not deposit any equipment, materials or rubbish anywhere on the premises without the consent of the company.

Consent will in no way render TDM liable for the care or safety of this equipment, materials or rubbish and on removal the contractor will leave all areas in a clean condition and to the satisfaction of the TDM management representative.

Contractors will provide all equipment, tools and other resources required to carry out the work needed. Contractors will not be allowed to affix advertisements or take photographs without permission from the company.

Each contractor is required to hold employers' liability and other relevant insurance.

Failure to comply with these conditions will result in the contractor being asked to leave the premises/site.

11. Electrical Safety

All electrical equipment will be maintained by TDM, this will include an annual inspection and, where deemed necessary, testing of the electrical system.

No employee must carry out electrical repair work themselves. A qualified electrician must carry out any necessary electrical work.

Electrical equipment that requires testing and inspection will be marked and a record kept of the result.

12. First Aid

First aid facilities are provided through a nominated person (or First-Aider), who will deal with any accident or incident in the appropriate manner using the equipment and facilities provided by TDM, in accordance with current Health & Safety Legislation. (See Appendix 2 for contact details of first aiders)

The facilities provided will be the direct responsibility of the nominated person, who will ensure that the contents of the first aid box are fully maintained.

All accidents and incidents with learners, customers or staff will be reported to the designated person and details recorded in the Accident Book.

Reporting to be made to the Managers and Directors of the following measures, based on the previous month's performance:

- Number of accidents reported.
- Number of reportable accidents (RIDDOR)
- Identification of trends.
- Corrective action(s) identified, who is responsible for its completion and confirmed timescales.

First aid treatment facilities made available to apprentices, learners, customers will be in line with our own arrangements, however in cases of emergencies we will call NHS 111 who will give advice on what to do for an urgent medical concern, or 999 for life threatening emergencies.

13. Accident Investigation and the Reporting of Injuries (RIDDOR)

TDM will report to the appropriate authorities all work related accidents, diseases and dangerous occurrences that occur within its premises. It will also ensure that Work placement Providers adhere to the RIDDOR Procedures. RIDDOR Reportable Accidents are:

- Death or major injury
- Over three-day injury
- Disease
- Dangerous Occurrence

The detail and level of an accident investigation will be in accordance with the seriousness of the accident and whether it is confirmed as being a 'Reportable' accident. Accident investigations will be conducted by a Health and Safety qualified person, they will be documented, and records retained for three years after the date on which it happened. They will include:

- The date and method of reporting.
- The date, time and place of the event.
- Personal details of those involved.
- A brief description of the nature of the event or disease.

14. Fire Arrangements

It is the policy of TDM to assess the risk that fire poses to our business, its staff, Clients/Learners, Visitors and Contractors. To this end, TDM completes a fire risk assessment as part of the Health and Safety Risk Assessment within its premises.

TDM will also provide effective firefighting equipment, which is maintained and checked annually by an approved contractor. Documentation will be recorded within the fire risk assessment as and when applicable.

Information and training where necessary are provided for all personnel based on the task(s) to be performed and the risk(s) involved.

Fire drills are performed at least once every six months, the outcome of which is monitored.

15. Manual Handling

It is the policy of TDM to assess the risk manual handling poses to its staff and Clients/Learners.

To this end effective training will be given to those at risk in safe handling methods and lifting and carrying aids will be provided to prevent harm.

Employees and Clients/Learners must follow the methods described as a result of the risk assessment and training given.

16. Working Alone

It is the responsibility of TDM for assessing the potential dangers of any lone workers and reducing risks as far as reasonably practicable. The Employee, Client/Learner (where applicable), has an equal responsibility for their own safety and must adhere to TDM Procedures (where applicable).

TDM considers its lone workers to be those whose work activity is carried out away from supervision for a significant part of the time.

Prior to undertaking the work activity alone, the following should be considered:

- Travel arrangements
- Accommodation
- Fully charged company mobile phone
- Activities to be performed
- Safety systems in place and those required adequate control measures will be introduced, aimed at reducing exposure to an acceptable level.

Staff members must report any concerns or issues to their line managers or Health and Safety representatives.

17. Display Screen Equipment (DSE)

It is the policy of TDM to assess the risk associated with the use of DSE for its staff, Clients/Learners and others who may be affected. To this end TDM completes a separate annual Health and Safety risk assessment.

It is TDM's Policy to ensure that all identified DSE users Employee and Clients/Learners will be offered an eyesight test (on request), for which the company will pay.

All workstations will be assessed, and the assessment recorded. Control measures will be put in place as necessary to reduce the risk from the use of DSE.

Employees will be shown how to use DSE properly and how to adjust the workstation appropriately. Any other relevant information and training will be provided.


The company aims to meet the requirements of the Display Screen Equipment Regulations 1992.

It is the responsibility of each staff member to follow guidelines for DSE and general Health and safety in the workplace. Staff can raise any concerns to their line managers to act.

18. Driving for company purposes.

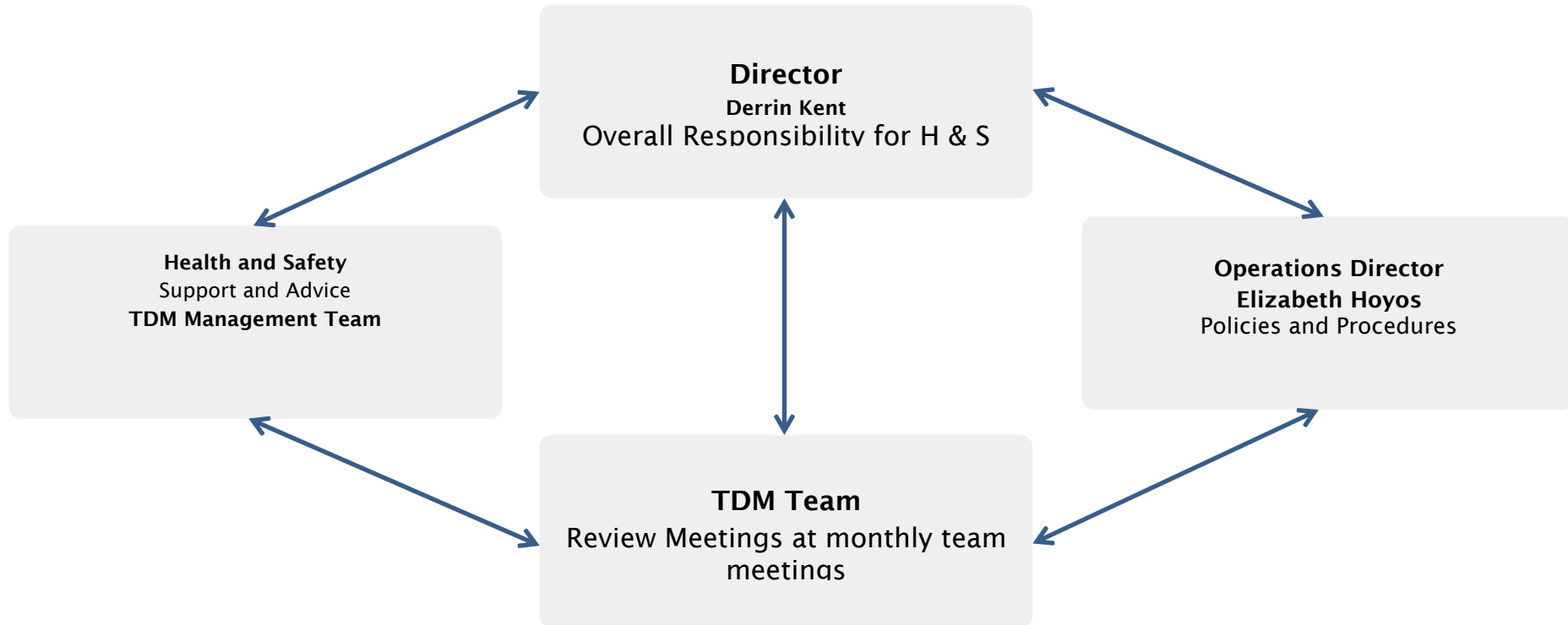
Staff are required to be adequately covered with car insurance and are required to inform their insurance companies of utilising their car for TDM business purposes.

Document Management

Document Name and Reference	Health and Safety Policy -TDMPP003				
Classification	External				
Policy Ownership	This policy is owned by all staff at TDM				
Policy lead originator and point of contact in relation to its content:	Elizabeth Hoyos-Operations Director Derrin Kent- Managing Director Jennifer Johnson- Quality and Compliance Manager Designated Safeguarding Lead				
CEO policy and procedure approval	Derrin Kent Managing Director-Director of Studies-Governor				
Signature					
Date	10 th January 2023				
Version Control					
Issue Date	Revision Number*	Revision Date*	Revision Changes*	Initials	Next revision Date
01/09/2007	001		Issued and various reviews on an annual basis	DK,GB	Annually
01/09/2007	013	03/09/2020	Reviewed and updated -ensure covid measures added	EH,DK	January 2021
01/09/2007	014	18/01/2021	Reviewed	EH,JJ	January 2022
01/09/2007	015	10/01/2022	Reviewed, addition of document control table.	JJ,EH	January 2023
01/09/2007	016	10/02/2023	Reviewed	EH	January 2024

*Significant changes or reviewed

Appendix 1
Health and Safety Organisational Chart



Appendix 2

First Aiders at TDM

Name and Email	Location	Notes
Jenny Johnson jenny@tdm.co.uk 03331010040	Birmingham Centre and remote	First Aider - Training 2019 and 2021 IAG and arranging First Aid refreshers for team members Monitor completion of RIDDOR book and report
Joe Mackett joe@tdm.co.uk 03331010076	Worcester Training Centre	First Aider - Training 2019 and 2021 In charge of office first aid box and posters RIDDOR book in office
Ben Parker Ben.parker@tdm.co.uk 03331010079	All Centres	First Aider -Training 2019 and 2021
Christina Wood Christina.wood@tdm.co.uk 03301222442	All Centres	First Aider - Training 2019 and 2021

Appendix 3

Risk Assessments in the staff Intranet

Please access all Risk Assessments using your Company Login credentials to this Drive Folder

<https://drive.google.com/drive/folders/1y5o-k4RrCSI2CR-2koOYz1qJE11J7COj?usp=sharing>

Please contact Ben Parker (IT infrastructure)
Ben@tdm.co.uk

if you are TDM staff member and require access