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OF ESTATE MANAGEMENT

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# Apprenticeship Learner Health and Safety Policy

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# 1. Policy Statement

University College of Estate Management (UCEM) 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 learners regardless of where it is delivered and by whom.

# 2. Scope

This policy applies to all UCEM apprenticeship learners.

# 3. Statement of Principles

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

As far as it is reasonably practicable, UCEM will:

- provide safe, secure and healthy learning environments;
- promote a safe learning environment for all learners, and ensure that appropriate arrangements are in place to protect learners from harm;
- provide learners, 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 learner health and safety; and
- promote health and well-being for all learners.

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

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

# 4. Implementation

As far as it is reasonably practicable, UCEM will provide and maintain buildings, plant and systems of work that are safe. The Learner Health and Safety Risk Register identifies the main

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hazards and associated level of risks. UCEM will inform learners, employees and workers of relevant hazards. UCEM will require contractors and stakeholders to identify health and safety hazards that may impact on learner health, safety and welfare.

Inspections and audits of curriculum areas will be undertaken with risk assessments checked and reviewed where necessary.

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

Adequate resources will be provided to ensure all learners, 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 learners of the correct procedures, UCEM will establish learning environments in which all learners can develop feel safe and be safe.

## **5. Management Systems**

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

In relation to apprenticeship learners, UCEM has management systems in place to assess and monitor the safety of learners in the workplace.

UCEM 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.

UCEM 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.

## **6. Duties and Responsibilities**

The UCEM Board of Trustees recognise and accept their responsibilities for health, safety and welfare of all learners. They will approve the Apprenticeship Learner Health & Safety Policy and ensure that it is reviewed annually. The Board of Trustees receive quarterly updates on institutional health & safety matters including apprenticeship learner related issues.

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

The Vice Principal – Student Experience, the Head of Facilities and the Director of Apprenticeships are responsible for assisting the Principal in the implementation and monitoring of this policy. They will manage and co-ordinate the health, safety and welfare system within UCEM, according to legislation, reporting to the Senior Leadership Team and Board of Trustees. The Policy will be reviewed annually through UCEM's established governance process.

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

All UCEM employees, workers, apprenticeship learners and other persons involved via UCEM, 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 UCEM so that it can comply with the legal requirements placed upon it and in the implementation of this policy;
- inform UCEM if they perceive a danger or think arrangements or precautions implemented by UCEM 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 learners have a duty and responsibility to:

- inform their UCEM Apprenticeship Outcomes Officer 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.

## **7. Safeguarding and Prevent**

UCEM is committed to the safeguarding of learners and to fulfilling its obligations under the Prevent Duty. As such, safeguarding of learners and prevention of people from being drawn into terrorism and/or extremism are key feature of its apprenticeship delivery arrangements.

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UCEM sets out its expectations and commitments around effective safeguarding practices in its Safeguarding procedure.

UCEM's Prevent procedure provides details of UCEM's approach to complying with the Prevent Duty.

# **8. Supporting Policies, Procedures and Guidance**

This policy should be read in conjunction with the following policies, procedures and guidance documents, which set out details that relate to key aspects of UCEM's approach to safeguarding:

- UCEM Code of Practice - Safeguarding and Prevent
- Staff Safeguarding Code of Conduct;
- Safeguarding Procedure
- Prevent Procedure
- Online Safety Guidance
- Anti-Bullying and Harassment Policy and Procedures;
- Student Online Protocol (A guide to using the VLE);
- Recruitment Policy (staff)- Part 1 and Part 2;
- UCEM Code of Practice Chapter: Admissions and Recognition of Prior Learning (relating to the recruitment of students with criminal convictions)- Higher Education and Further Education;
- UCEM Code of Practice Chapter: Disability and Additional Needs;
- Privacy Policy and Data Protection Policy and Procedures, including Retention Schedule;
- Whistleblowing Policy (staff);
- UCEM Freedom of Speech Policy;
- UCEM External Speaker Policy and Referral Form;
- Code of Practice: Equality and Diversity

# **9. Policy Review**

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