

## Health & Safety for Learners Policy

### 1. Objective

The objective of this policy is to ensure that all learners, staff and visitors operate within a safe, healthy and supportive environment. As both an employer and a training provider, BMS Progress is committed to meeting its legal and moral responsibilities to protect the wellbeing of learners, ensuring they experience safe learning and working conditions throughout their apprenticeship.

This includes promoting the *Safe Learner* concept and upholding the standards outlined in the Department for Education's (DfE) Learner Health, Safety & Welfare: Safe Learner Blueprint.

### 2. Introduction

BMS Progress acknowledges a duty of care to safeguard the health, safety and welfare of all apprentices. As learners complete a large portion of their learning in workplace settings, we work closely with employers to ensure that hazards are identified, risks are mitigated, and safe systems of work are implemented.

We believe all learners are entitled to:

- A safe and healthy learning and working environment.
- Clear instruction, supervision and guidance.
- The opportunity to develop safe behaviours and contribute to safe working practices.

This policy applies to all learners, staff and visitors present on BMS Progress premises, and to apprentices working remotely within employer environments.

### 3. Definition

#### 3.1 Safe Learner

A safe learner is one who:

- Identifies hazards in their environment.
- Understands risk and the measures needed to control it.
- Acts confidently and safely, including challenging unsafe practice.
- Knows their limitations and seeks guidance where necessary.
- Contributes positively to safe working practices.
- Demonstrates safe behaviours at all times.

#### 3.2 Hazard / Risk

- Hazard: Anything with potential to cause harm.
- Risk: The likelihood that harm may occur from exposure to a hazard.

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### 3.3 Accident / Incident / Near Miss

- Accident: An event that results in injury or damage.
- Incident: An event that could have caused harm but did not.
- Near Miss: An unplanned event that almost caused injury or damage.

## 4. Compliance with Legislation

BMS Progress complies with all relevant legislative requirements, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- DfE funding rules relating to learner safety
- Industry standards and best practice guidelines

## 5. Responsibilities

### 5.1 Employer Responsibilities

Employers hold the primary responsibility for the health and safety of apprentices in their workplace. Employers must ensure:

- A full induction covering workplace hazards, emergency procedures, PPE and safe systems of work.
- Risk assessments are completed, reviewed and implemented.
- Safe equipment, supervision and training are provided.
- All significant risks are controlled.
- Accidents and incidents are recorded and reported.
- Learners know how to report hazards, concerns, or bullying/harassment.

Before training begins, BMS Progress will confirm with employers that suitability Health & Safety policies and procedures are in place for their apprentices. Where required we can assist in identifying and suggesting required improvement actions.

### 5.2 BMS Progress Responsibilities

BMS Progress LLP will:

- Verify employers have suitable Health & Safety policies and procedures in place before contracting.

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- Provide health and safety advice, guidance and expectations to employers, where required.
- Ensure Development Coaches monitor learner safety throughout the programme.
- Investigate health and safety concerns or incidents involving learners.
- Report and escalate concerns to the Designated Safeguarding Officer where appropriate.

## 5.3 Staff Responsibilities

All BMS Progress staff must:

- Follow company health and safety guidelines.
- Provide clear information, advice and guidance to learners.
- Report hazards or concerns immediately.
- Check learner safety and wellbeing at every formal review.
- Identify additional needs for training or support.

## 5.4 Learner Responsibilities

Learners must:

- Follow employer and provider health and safety procedures.
- Report hazards, incidents or unsafe behaviours.
- Use PPE correctly when required.
- Cooperate with supervisors and Development Coaches.

## 6. Procedure

### 6.1 Incident Reporting

Employers and partner organisations must keep records of:

- Accidents
- Incidents
- Near misses
- Bullying or harassment concerns

Appropriate communication should be shared with BMS Progress when they involve apprentices.

Learners must report hazards through their internal channels, as well as to their appointed Development Coach.

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## 6.2 Emergency Procedures

Learners must be made aware of:

- Fire evacuation procedures
- Assembly points
- First aid provision
- Emergency contacts

BMS and employers must ensure access to updated emergency procedures.

## 6.3 First Aid

Workplaces must provide:

- Trained first aiders
- First aid kits
- Emergency arrangements for injuries

## 6.4 Fire Safety

Employers must ensure:

- Clear signage for fire exits and equipment
- Regular equipment testing
- Staff and learners are aware of procedures

## 6.5 Electrical Safety

Employers must conduct regular inspection and maintenance of equipment.

## 6.6 Hazardous Substances (COSHH)

Employers must provide:

- Appropriate labelling and storage
- Safe handling procedures
- Training for anyone working with chemicals

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## 7. Concerns & Investigation

### 7.1 Reporting Concerns

Learners, employers and BMS Progress staff must report any concerns relating to health and safety, unsafe working conditions, bullying, harassment, or incidents involving apprentices. Concerns may include:

- Accidents, injuries or near-misses
- Unsafe equipment or working conditions
- Lack of supervision
- Failure to follow safe systems of work
- Concerns about welfare, bullying, harassment or intimidation
- Any situation where a learner feels unsafe

Concerns should be reported immediately to the Development Coach, employer representative, or Designated Safeguarding Officer depending on the nature of the issue.

### 7.2 Initial Review

Upon receiving a concern, the Development Coach will:

- Speak with the learner to understand the issue
- Determine whether an immediate risk is present
- Confirm whether the employer has taken any action or completed relevant documentation (e.g., accident reports, RIDDOR submissions)
- Escalate urgent issues immediately to the Designated Safeguarding Officer and/or Senior Management Team

All concerns must be recorded in accordance with internal reporting procedures.

### 7.3 Investigation Process

Where a concern indicates a potential breach of health and safety or safeguarding requirements, BMS Progress will initiate an investigation. This may involve:

- Discussions with the learner, employer and any witnesses
- Reviewing evidence such as risk assessments, training records or incident logs
- Assessing whether employer health and safety responsibilities have been met
- Liaising with the employer's health and safety representative
- Determining whether adjustments, additional training or corrective actions are required

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Investigations will be conducted promptly, sensitively, and objectively. Findings will be documented and securely stored.

## 7.4 Corrective Actions

Following an investigation, BMS Progress may:

- Require the employer to implement improvements or corrective actions
- Provide additional training or support for learners or staff
- Increase monitoring of the workplace
- Temporarily suspend learning activity in unsafe environments
- Refer incidents to external authorities where required (e.g., HSE, safeguarding partners)

All actions will be proportionate to the level of risk identified.

## 7.5 Learner Support

Learners involved in an incident or investigation will be offered appropriate support, which may include:

- Safeguarding guidance
- Additional coaching discussions
- Adjustments to their learning environment
- Referral to external support services where appropriate

Learners will be given opportunities to discuss concerns privately and confidentially.

## 7.6 Review and Monitoring

The Development Coach will monitor the learner's safety and wellbeing at subsequent reviews. This includes asking targeted questions regarding:

- Safety in the workplace
- Understanding of safe working practices
- Any changes in work duties or environment
- Any ongoing concerns with supervision or employer support
- Any experience of bullying, harassment or discrimination

Emerging concerns will be escalated through the same process.

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## 7.7 Evaluation of Trends

Information from concerns and investigations is analysed quarterly and annually and fed into:

- Health & safety reporting
- Risk assessments
- The Self-Assessment Report (SAR)
- Quality improvement planning

This ensures continuous improvement in safeguarding and health and safety standards.

## 8. Support

BMS Progress will provide:

- Guidance for employers on meeting their legal duties
- Additional safety training for learners where required
- Ongoing advice and support through Development Coaches
- Safeguarding support for individuals affected by bullying, harassment or unsafe practice

Learners will always be given the opportunity to discuss safety concerns privately.

## 9. Policy Enforcement

BMS Progress reserves the right to:

- Suspend training with an employer where significant safety concerns exist
- Require corrective actions before training continues
- Withdraw learners if health and safety cannot be assured

Breaches of health and safety responsibilities may result in:

- Contract suspension
- Reporting to regulatory authorities
- Internal disciplinary action for staff or learners

This policy has been approved by the Directors of BMS Progress and will be reviewed and updated as required.

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Any questions should be directed to:

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