

## HEALTH, SAFETY AND ENVIRONMENTAL POLICY

### STATEMENT

- CT Skills believes the protection of the environment is an integral part of good institutional business practice and that it has a duty to conduct all its operations with due regard for the environment, and commits to maintaining and, wherever possible, improving the quality of the environment through continuous improvement of its management system. In addition, to advise and support others to share the CT Skills' commitment through relevant best practice and communication, to make a positive contribution to the environment.
- CT Skills is furthermore committed to safeguarding the health, safety, and welfare of all employees and of all other persons affected by its operations. To this end, the CT Skills management system promotes a proactive approach to identifying and reducing risks to facilitate a safe working environment for all its employees and those working under its control.
- Some CT Skills service users may be from particularly vulnerable groups, and operations are accordingly conducted in the specific context of emphasis on all learners being entitled to a safe, healthy, and supportive learning environment.
- CT Skills seeks to make the most effective and efficient use of all resources to encourage all employers, learners, contractors, and wider stakeholders to embrace an HS&E culture based on continual improvement in both management and performance. As part of this commitment, and aspirations to optimum standards of governance, CT Skills places HS&E considerations at the heart of all its business activities.
- CT Skills will review this Policy at least annually, ensuring that it reflects both the HS&E intentions and the overall direction of the organisation, and continues to be appropriate to the nature and scale of its HS&E risks and impacts.

### HEALTH & SAFETY FOR APPRENTICESHIPS

CT Skills has a statutory duty for the health and safety of apprentices in the workplace where they are 'in Contract' with CT Skills. CT Skills will ensure that:

- All employers complete a Health and Safety review before any learner starts an apprenticeship with CT Skills.
- Where any Health and Safety issues are identified, appropriate action to be agreed and resolved before an apprenticeship commences.
- Employers are aware of the requirement to inform CT Skills of any learner incident/accident relating to Health & Safety.
- Assessors are aware of how to raise any concerns identified while visiting or supporting apprentices.
- All apprenticeships to be reviewed if any concerns around the health and safety of learners is raised.

This Policy furthermore provides the framework for setting HS&E objectives and will be available to all interested parties. CT Skills holds and will maintain certification to relevant Standards OHSAS 45001 and ISO 14001.

### AIMS

CT Skills, will:

- Meet all relevant legislation, government guidelines, regulations, codes of practice and other requirements as set in Health and Safety at Work etc. Act 1974, Management of Health & Safety at Work Regulations 1999 & 2006, Environmental Protection Act 1990, GDPR 2018, and associated Legal Requirements.
- Ensure that, on a continual improvement basis, HS&E hazards and aspects are identified, risks assessed, and suitable management controls put in place to prevent injury, ill health, and adverse environmental impacts.
- Develop management processes to ensure that HS&E factors are considered during planning and implementation.
- Engage with learners, employees, contractors, subcontractors, and wider stakeholders to further reduce HS&E risks and impacts associated with working for, with, or on behalf of CT Skills.
- Reduce resource consumption and prevent pollution to air, ground, and water.
- Work with subcontractors to ensure that partners delivering CTS contracts are aware of our requirements and that they review and adopt environmental best practice appropriate to their organisation during delivery.

- Ensure that exercising due diligence in respect of HS&E responsibility is a condition of employment.
- Maintain a commitment to train all staff in Health, Safety and Environmental awareness.

**RESPONSIBILITY** All employees and managers have a statutory responsibility regarding CT Skills' Health, Safety and Environmental obligations. Overall operational responsibility lies with the Chief Executive Officer, Directors, and the Heads of Operations.

**Authorised:**

**Alex Ford (Chief Executive Officer).**

**Date: 30.08.2023**

*This Policy applies to all contracts*