



## Health and Safety Policy

This is the health and safety policy of:

### **Brighter Horizons Training and Development**

We believe that the health and safety of staff, learners and visitors is of paramount importance. We make our learning environment a safe and healthy place for staff, learners and visitors by assessing and minimising the hazards and risks to enable the learners to thrive and achieve their potential.

We aim to make our learners, external agencies and employees aware of health and safety issues and to minimise the hazards and risks to facilitate a positive learning experience in a healthy and safe environment.

### **Part 1: Statement of Intent**

Our health and safety policy is to, so far as is reasonably practicable:

- Prevent accidents and cases of work related ill-health.
- Manage health and safety risks in our workplace.
- Provide such information, instruction, training and supervision necessary to ensure that our employees are competent to undertake their work.
- Consult with our employees on matters of health and safety.
- Encourage all employees to engage in maintaining safe working practices.
- Maintain safe and healthy working conditions.
- Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.

### **Part 2: Responsibilities for health and safety**

Overall responsibility for health and safety:

[Antonia Ogden-Meade, Director](#)

Day-to-day H&S responsibility for ensuring that this policy is put into practice:

[Sam Page, Head of Quality and Education](#)

## **1. Risk Management**

- Identify workplace hazards and assess risks.
- Develop and implement risk control measures.
- Carry out regular inspections and audits to monitor safety compliance. Complete the [Health and Safety checklist](#) every month.

## **2. Policy and Procedure**

- Develop, maintain, and update health and safety policies and procedures.
- Ensure policies comply with current legislation (e.g., H&S at Work Act, COSHH).
- Communicate policies effectively to all staff and contractors.

## **3. Training and Awareness**

- Organise and deliver health and safety training for staff.
- Ensure all employees are aware of emergency procedures, safe working practices, and their responsibilities.

## **4. Incident Management**

- Investigate accidents, incidents, and near misses.
- Maintain accident/incident records and submit required reports to regulators.
- Recommend corrective actions to prevent recurrence.

## **5. Compliance Monitoring**

- Ensure the organisation complies with statutory H&S regulations.
- Liaise with regulators (e.g., HSE) during inspections or audits.
- Keep up to date with changes in legislation and best practice.

## **6. Emergency Preparedness**

- Develop and test emergency procedures, including fire, evacuation, and first aid plans.

- Ensure first aiders, fire wardens, and other emergency roles are trained and prepared.

## 7. Health & Wellbeing Promotion

- Promote a safe and healthy working environment.
- Advise on ergonomics, manual handling, and occupational health measures.
- Support mental health and wellbeing initiatives.

## 8. Reporting & Record Keeping

- Maintain records of risk assessments, inspections, training, and incidents.
- Provide regular reports to senior management on H&S performance and compliance.

The following people have responsibilities in the following areas:

### First Aider – Kirsty Campbell, Assessor/Programme Enrolment Officer

- **Provide immediate help** to anyone injured or taken ill at work.
- **Assess the situation quickly and calmly** to ensure it is safe for themselves and others.
- **Give appropriate first aid** within the limits of their training.
- **Call emergency services** if further medical help is needed.
- **Keep casualties safe and comfortable** until professional help arrives.
- **Record details** of accidents, incidents, and treatment given in the accident book/log.
- **Report accidents and concerns** to the appointed person, manager, or Health & Safety officer.
- **Maintain first aid equipment** (e.g., check first aid kits are stocked and accessible).
- **Stay up to date** with refresher training to keep skills and certification current.

### Fire Warden - Tracey Grant, Head of Compliance and Finance

- Carry out regular checks of fire exits, escape routes, extinguishers, alarms, and signage. Complete the Fire safety checklist every month.
- Ensure fire doors are kept closed, exits are clear, and escape routes are unobstructed.
- Report any fire hazards or maintenance issues to management / H&S officer.
- Take part in fire safety training and refresher sessions.
- Help with fire drills, ensuring staff and visitors understand evacuation procedures.
- Maintain a list of staff or visitors requiring assistance (e.g., people with disabilities) and ensure Personal Emergency Evacuation Plans (PEEPs) are in place.

Additionally, all employees must:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

### **Part 3: Arrangements for health and safety**

**Risk Assessment** Appropriate risk assessments will be completed, kept under review and their findings implemented.

**Communication of policy** A copy of this policy is available electronically, as well as displayed on the office notice board. All staff are required to read this policy as part of the induction process and when it is reviewed and updated.

**Training of employees** Training shall be provided on induction and on exposure to new or increased risks, for example following the introduction of new equipment, technology or systems of work. Where refresher training is required, it will be repeated periodically. Records of all training shall be kept.

**Consultation with employees** Consultation with employees on health and safety matters will take place routinely as they arise and following any review of health and safety matters where changes are required.

**Fire Safety** A fire and evacuation procedure is available for the site and will be kept under review. See [fire safety policy](#) for more details

**Manual handling** - Manual handling instructions are communicated through induction and must be followed when carrying any load.

**Selection of, provision of information to and monitoring of sub-contractors to ensure competence** . Appropriate checks will be carried out to ensure sub-contractors working on site have

the appropriate technical knowledge and knowledge of health and safety related to their work and to ensure their work is kept under review. Sub-contractors to provide risk assessments and method statements and evidence of their competency e.g. qualifications, training completed, references, or membership of a trade body, where applicable.

**Public safety assessment and procedures** - A risk assessment has been carried out for members of the public on site and will be kept under review. All visitors shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary.

**Evacuation & Emergency Procedures** - In the event of an emergency, the fire alarm will sound and a designated person will ensure the evacuation of all persons present on site to their assembly point, contact the emergency services when required and ensure compliance with any relevant emergency procedure.

Staff shall be informed of the emergency procedures on induction and reminded each year. The emergency evacuation procedure will be rehearsed at least once each year.

**Accident and investigation Procedures** - Where there is an accident or incident at work, an accident or incident report must be completed. Any accident at work or in connection with work (whether involving an employee, visitor or other person), must be reported immediately to the appropriate person who shall arrange for the accident to be investigated and an accident report prepared, recommending means of preventing re-occurrence where appropriate.

Where the accident or incident is of a type that needs to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

**Work equipment selection and maintenance** - All work equipment provided by the employer for use at work shall be:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances,
- regularly inspected;
- used only by people who have received adequate information, instruction and
- training; and
- accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

All equipment used must be maintained in a safe condition and in good repair. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

The use of any equipment that is not owned by the employer must be authorised in advance.

### **Display Screen Equipment (DSE) assessment / provision**

- The workstation of anyone who uses display screen equipment for a significant amount of time (two or more hours per day) will be assessed (and where necessary adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrist aches. Adequate chairs, work surfaces and equipment shall be provided.
- Periodic breaks from using the equipment are encouraged.
- On request a voucher (or reimbursement of cost on production of a receipt) for an eye and eyesight test by an optician will be provided. If special corrective appliances for display screen work only are required and a normal appliance cannot be used, the employer will bear the cost of a basic appliance (e.g. the least expensive frame and basic lenses).

- Where necessary, training on the safe use of display screen equipment shall be made available.

### **Welfare provisions**

Adequate provision will be made for welfare facilities at all sites.

### **First aid provisions**

Adequately stocked first aid boxes will be kept on site. All First Aiders shall receive first aid training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid at Work certificate.

| <b>Date</b> | <b>By Whom</b>  | <b>Summary of Update</b>  | <b>Date to be reviewed</b> |
|-------------|-----------------|---|----------------------------|
| Sept 2021   | Jenny Rollinson | <ul style="list-style-type: none"> <li>• Devised &amp; implemented</li> </ul>   | Sept 2022                  |
| Sept 2022   | CJ Silverlock   | <ul style="list-style-type: none"> <li>• No changes</li> </ul>  | February 2023              |
| April 2024  | KVBelmore       | Whole document reviewed and re-written  | April 2025                 |
| Sept 2025   | Sam Page        | <ul style="list-style-type: none"> <li>• responsibilities of the fire warden / First Aider and H&amp;S have been added</li> <li>• H&amp;S checklist created to be actioned every month</li> </ul> | Sept 2026                  |
| April 2026  | Kathryn Belmore | Workplace first aider updated   | April 2027                 |