

Health and Safety Policy

Policy Owner: Cubitt Education Ltd

Approved by: Sadie Walters

Date: 04.08.2025

Review Date: 04.08.2026

1. Policy Statement

[Your Organisation Name] is committed to ensuring the health, safety, and welfare of all employees, learners, visitors, and contractors involved in our training activities. We aim to provide safe and healthy working and learning environments, whether in our own premises, client premises, or online delivery settings.

We comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974, and we expect all staff, learners, and visitors to take reasonable care of themselves and others.

2. Scope

This policy applies to:

- All employees, learners, contractors, and visitors.
- All training activities, including face-to-face workshops, on-site client training, and online/virtual learning delivery.

3. Legal Framework

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Display Screen Equipment Regulations 1992 (for online training)
- Fire Safety Order 2005
- COSHH (Control of Substances Hazardous to Health) Regulations 2002
- Equality Act 2010 (reasonable adjustments)

4. Responsibilities

Management:

- Provide and maintain safe training and working environments.
- Conduct risk assessments for all training activities, including online delivery risks (e.g., screen fatigue, lone working).
- Provide appropriate health and safety training to staff.
- Ensure emergency procedures are in place and communicated.

Staff and Trainers:

- Take reasonable care of their own health and safety and that of others.
- Follow organisational health and safety procedures.
- Report any hazards, near misses, or accidents immediately.
- Ensure training environments are set up safely (including checking electrical equipment, seating, and room layout).

Learners and Participants:

- Follow health and safety instructions during training sessions.
- Report any hazards or concerns to the trainer or designated person.
- Behave in a way that does not endanger themselves or others.

5. Risk Assessment

- Risk assessments will be carried out for all training activities, venues, and events.
- For client premises, the trainer will check local health and safety arrangements before delivery.
- Online training will include assessment of risks such as screen fatigue and ergonomic considerations for staff and learners.

6. First Aid and Emergency Procedures

- First aid arrangements will be in place for all face-to-face training sessions, including identification of the nearest trained first aider and first aid kit location.

- Fire exits, alarms, and evacuation procedures will be explained at the start of each in-person session.
- In online training, participants will be advised to ensure they are working in a safe environment and take regular breaks.

7. Equipment and Resources

- All equipment (including laptops, projectors, extension leads) must be regularly tested and maintained.
- PAT (Portable Appliance Testing) will be carried out as required.
- Staff must not use faulty or unsafe equipment.

8. Health and Safety in Online Delivery

- Trainers must ensure a professional, safe, and distraction-free environment when delivering training online.
- Regular breaks will be scheduled to reduce the risk of eye strain and fatigue.
- Learners will be advised on good posture, screen positioning, and adequate lighting.
- Secure platforms will be used to safeguard participants and maintain privacy.

9. Accident, Incident, and Near Miss Reporting

- All accidents, incidents, and near misses must be recorded in the organisation's accident log.
- Serious incidents will be reported to the relevant enforcing authority in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

10. Training and Communication

- Health and safety training will be provided to all new staff at induction.
- Updates will be shared through team meetings, training events, or policy updates.
- This policy will be made available to all staff, learners, and clients upon request.

11. Monitoring and Review

- Health and safety arrangements will be monitored regularly to ensure they remain effective.
- This policy will be reviewed annually or following any significant changes to training activities, legislation, or incidents.

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