Health and Safety Policy

Effective/Review Date: November 2025

Approved by: Head of Centre

Next Review Date: November 2026

POLICY STATEMENT

2WARDS LIMITED is committed to providing and maintaining safe, healthy and supportive conditions for all staff, learners, contractors, visitors and anyone affected by our activities. We recognise our duties under the Health and Safety at Work etc. Act 1974 associated regulations (including COSHH, PUWER, RIDDOR, First Aid and Display Screen Equipment Regulations) and relevant industry standards.

This Policy applies to all activities conducted on-site, at external venues, and through remote/online delivery. We will take all reasonably practicable steps to prevent accidents, injuries, ill health and risks to mental wellbeing. We will ensure safe environments, safe equipment, effective risk assessments, competent staff, and clear procedures for incident reporting and escalation.

We are committed to fostering a positive safety culture, supporting mental health, preventing bullying or harassment (including online), and ensuring that everyone understands their role in maintaining a safe environment.

Employer Responsabilities

2WARDS LIMITED will:

- Comply with all relevant health and safety legislation and industry-specific requirements.
- Provide and maintain safe premises, equipment, materials and systems of work.
- Conduct and regularly review risk assessments for all delivery environments.
- Conduct online/remote delivery risk assessments, including DSE, digital conduct, safeguarding, lone working and screen fatigue.
- Ensure equipment is maintained safely and substances are handled and disposed of correctly.
- Maintain procedures for incident, accident and near-miss reporting, including online incidents.
- Record, investigate and escalate incidents as required, including reporting under RIDDOR.
- Provide appropriate training, induction, supervision and role-specific safety instruction.
- Promote positive mental health, manage stress risks and provide clear support routes.
- Monitor compliance and review the policy annually.

Employee, Learner, Contractor & Other Responsibilities

Employees must:

- Take reasonable care of their own health and safety and that of others.
- Follow all procedures, training and instructions.
- Use equipment and materials safely.
- Report hazards, defects, incidents, near-misses and well-being concerns.
- Maintain safe, respectful and professional conduct on-site and online.
- Ensure learners follow safety rules.

Learners must:

- Behave safely in classrooms, practical spaces and online sessions.
- Follow instructions regarding equipment, chemicals and materials.
- Report hazards, unsafe behaviour, accidents or wellbeing concerns.
- Use academy-issued kits safely when practising off-site.
- Follow safeguarding, privacy and digital behaviour rules.

Contractors must:

- Comply with site health and safety rules.
- Use safe, compliant equipment and report hazards or incidents immediately.
- Follow staff instructions while on-site.

Visitors must:

- Comply with all safety instructions.
- Report hazards or incidents immediately.
- Behave safely in all areas.

Roles and Responsibilities

Director:

- Holds overall responsibility for health and safety.
- Ensures adequate resources and strategic oversight.

Centre Manager / Health & Safety Lead:

- Manages implementation of this policy.
- Conducts and reviews risk assessments.
- Maintains incident reporting systems.
- Ensures staff training compliance.
- Oversees equipment safety and waste management.
- Acts as main health, safety and wellbeing contact.

Trainers / Assessors:

- Supervise learners to ensure safe practice.
- Implement risk control measures.
- Promote safe practice in remote delivery.
- Report concerns immediately.

Administrative & Support Staff:

- Follow safety procedures and report hazards.
- Assist with documentation and communication of safety information.