



Risk Assessment and Health and Safety Policy (including public liability cover) 2025 - 26

Purpose/scope

- To ensure a safe and healthy working environment for employees, learners and others.
- To ensure all learners and members of centre staff develop health and safety awareness
- To comply with local health and safety regulations.

Definitions/terminology

- Risk Assessment: the evaluation of the risks to health and safety that arise in the working environment and then putting in place measures to control them.
- Public Liability cover: it's an insurance intended to protect centre from third party claims made by a learner or another member of the public if they are injured or their property damaged at the working environment.

Responsibilities

- Senior Management: overall responsibility of implementing this policy and promoting a culture of Health and Safety. Define individual responsibilities for health and safety matters
- Head of Centre: undertake personal responsibility for the assessment and subsequent control of health and safety risks.
- Centre Staff and Learners: including temporary staff to develop awareness of working safely.



Procedures

- Conduct Risk Assessment
- Promote standards of health and safety
- Provide and maintain appropriate systems to ensure a safe and healthy working environment
- Make available resources to fulfil this policy.
- Provide all employees and learners, including temporary staff, with sufficient information, instruction, training and supervision that they need to work safely and efficiently
- Ensure that all work placement providers or external partners are checked for suitability in terms of health and safety,
- Define individual responsibilities for health and safety matters.
- Conduct periodic reviews and revise the policy where necessary to ensure it remains relevant and effective.

Policy Aim:

- To fulfill duties as an employer and learning provider to protect the health, safety and welfare of its employees, learners, visitors and others who may be affected by its undertaking, in so far as is reasonably practicable.
- To proactively manage health and safety within the workplace not only as a legal duty but also as good practice which will prevent work related incidents/accidents and ill health, and increase employee and learner morale and motivation.

In order to do this, the centre will:

- Conduct Risk Assessment for continual improvement of health and safety management and performance and prevention of injury and ill health.
- Promote standards of health and safety that will, as a minimum, comply with the provisions and requirements of the local acts, all other statutory provisions as well as our own standards.
- Provide and maintain appropriate systems to ensure a safe and healthy



working/learning environment and to protect employees, learners and others

from harm, in so far as is reasonably practicable

- Make available such resources to fulfil this policy; in the form of finance, equipment, personnel and time as are necessary
- Define individual responsibilities for health and safety matters.
- Provide all employees and learners, including temporary staff, with sufficient information, instruction, training and supervision that they need to work safely and efficiently.
- Ensure that all work placement providers or external partners are checked for suitability in terms of health and safety,
- Provide and maintain a system to ensure that accidents and 'near misses' are fully investigated and appropriate action taken to reduce the likelihood of their reoccurrence.
- Conduct periodic reviews and revise the policy where necessary to ensure it remains relevant and effective, and to make policies easily available to all employees and learners.

This policy will be reviewed every 12 months by the Business Manager.