



Health, Safety and Welfare Policy

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Version	Date	Author	Changes
1.0	07/08/2024	Sophie Gilmore	New Policy
1.1	26/08/2025	Patsy Crocker	Reviewed for completeness; no changes. Minor changes to grammar and punctuation.

Introduction

Hybrid Training Centre (HTC) places a fundamental importance on the health, safety and welfare of learners/apprentices, staff, and other stakeholders.

We consider that all stakeholders are entitled to learning and assessment that takes place in a safe, healthy, and supportive environment. We are committed to providing suitable and sufficient arrangements for health and safety as a critical element of our legal Health & Safety legislation and organisational obligations. We see this as essential both to maximising a positive experience of attending our centres and promoting achievements. We consider health and safety to be an integral part of our quality delivery of training and assessment. We will promote risk awareness, including the implementation of health and safety as an integral part of any person attending the centres and seek to encourage and support all our service users in remaining safe and healthy.

This statement forms part of our health and safety policy required under Health and Safety legislation. This safety policy also includes the HTC responsibilities for health and safety, the completion of risk assessments, protective and preventive measures for health and safety.

It is our policy to comply with all health and safety legislation, including Regulations, Codes of Practice, and other guidance. We will endeavour to provide a safe and healthy environment including, premises, equipment and systems of work that are safe and without risks to health, as far as is reasonably practicable.

We will provide suitable and sufficient information, instruction and training for employees, learners and apprentices as well as the small employers who work with us who may benefit from support from HTC resources. This is to ensure our policy, and procedures are understood and implemented and standardised across all delivery. Employees learners/apprentice must comply with any training and information which is given to them and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety, and welfare of others (public, contractors, and visitors) that may be affected by our organisation.

This policy will be brought to the attention of all staff, learners/apprentices, and employers with whom we work via internal training from our H&S officer. The policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety. This policy can be viewed on our website at www.hybridtec.co.uk

Risk Assessments and Health & Safety Vetting

HTC will ensure that workplace/ employer risk assessments are completed prior to the placement of an apprentice/ learner to ensure safety and compliance. The appropriate health and safety vetting form will be completed by an appropriate and experienced member of provider staff and risk assessments will be examined to ensure all risks have been identified and measures put in place

to safeguard learners/apprentices and visiting staff on employer premises. Risk assessment records are kept in the Health and Safety Checks File. On completion of risk assessments, any issues will be reviewed, and relevant control measures identified, recorded and monitored in line with this policy.

Risk assessments will be reviewed on-going through a rolling action plan to identify and action for any significant changes taking place. The Employer will ensure that risk assessments for all employees including appropriate safety measures for those apprentices including those who are under the age of 18 and may be restricted. (See young person's risk assessment). These are completed where appropriate, and reviews (monitoring visits) are carried out periodically on a regular six-to-eight-week basis throughout the duration of the apprenticeship. This will include the vetting of the learning environment by an appropriately trained member of staff prior to the placement of learner/apprentice.

Training, information, instruction, and supervision will be provided as required to employees and learners/apprentices and employers if required. This vetting also includes information on fire, first aid, PAT testing information. Assessors and Tutors who visit the employer will complete health and safety monitoring forms to ensure risk is monitored throughout the learning journey. Within the learning journey there are several additional opportunities for learners/apprentices to identify whether they feel safe in their environment (induction/reviews/ learner questionnaires, embedded themes within curriculum), and appropriate support and safeguarding measures identified.

The Designated Safeguard Lead will ensure all due diligence, safety checks and welfare issues are adhered to throughout the learner/apprentice journey. Refer to safeguarding and prevent policies and procedures.

Organisation & Responsibilities

Overall responsibility for health and safety in the company lies with the Executive Chair as qualified and suitable lead on health and safety matters and will ensure that this policy is carried out effectively.

Our Health and Safety Officer will ensure regular inspection and risk assessment regarding all HTC delivery sites as well as related activities following a regular planned review programme, to include the responsibility to report any failures of policy, hazards, dangerous events and take immediate, appropriate action.

First Aid

First Aiders are appointed for HTC and have a First Aid certificate which will be renewed every 3 years. The First Aid appointed persons and locations of first aid equipment and materials in Hybrid clearly signposted across the facility. In the case of our apprentices, the Employer must advise the provider of a workplace accident concerning our apprentices and ensure correct reporting regarding RIDDOR.

Meetings

Health and Safety will be discussed at formal meetings including supervision, where appropriate, and information will be circulated to all relevant people. Communicate with learners/apprentices, candidates and employers ensuring staff monitor the health, safety and welfare of those within the workplace ensuring clear reporting procedures if concerns are raised. This is also a common topic used on our progress reviews.

Employees

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must co-operate with HTC on health and safety matters and report any unsafe conditions to our H&S Officer. They must follow safe systems of work and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased learner/apprentice awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

Learners and apprentices

Learners/apprentices have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the H&S officer and co-operate with the Company on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others. Learners /apprentices sign and agree to a code of conduct as part of their commitment to their programme of study.

Illness or absence

Learners/apprentices must inform their employer/HTC/ skills coach if they are ill or will be absent and unable to attend off the job delivery sessions or planned assessment dates and times. This procedure is related to the learner/apprentice and employer sign up and induction. A follow up procedure will also take effect on the day of absence if we do not hear from the learner/apprentice or are notified of absence from the employer.

First-aid appointed persons are displayed around the facility

Fire Marshalls are fully trained, named around the facility.

Accidents/ reporting to HSE responsibility is with the Executive Chair and Managing Director

Fire

If an employee, learner/apprentice discovers a fire; they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes. The Fire Marshalls will be responsible to ensure the safety of all HTC

learners/apprentices and employees, others on site. The Fire Marshall will contact the emergency services. Employees and learners/apprentices must keep fire routes and exists clear and not interfere with any fire safety arrangements to ensure the requirements of the Fire Precautions Regulations.

Accidents

All employees who have an accident at work or are ill because of work must report it to the Managing Director or Executive Chair who will inform HSE of any reportable accidents.

The MD will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate counter measures.

Any visitor, contractor or learner who has an accident must also report the matter to the H&S officer, ensuring the correct recording for all incidents.

All near misses should also be reported to the Executive Chair (Health & Safety Officer).

Dangerous Occurrences

Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the H&S Officer.

RIDDOR

The Company will fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Emergency Services

At HTC the registered first aider will call the emergency services and ensure the comfort of any injured person, where applicable. In the workplace, learners/ apprentices will follow appropriate advice and guidance from identified personnel. The health and safety vetting form will identify those within the workplace who have responsibility.

Recording

A record of first aid will be kept on the appropriate form in the Health and Safety file located at the reception area.

Requirements

HTC will fulfil the requirements of the Health and Safety (First Aid) Regulations 1981 (updated 2015)

Well-being

HTC approach to well-being is based on the commitment:

- to eliminate behaviours that undermine personal effectiveness and self-esteem e.g., bullying and harassment (see Bullying and Harassment Policy for further details)
- to promote and support personal resilience and capacity to cope with problems
- to recognise and take account of the fact that individuals have issues in their personal lives that may impact adversely on their performance at work
- to ensure that the work environment is well ordered, pleasant, comfortable, and safe to promote good health
- to identify and monitor key performance indicators and feedback relevant to well-being and respond to any 'hot spots' or issues that are identified
- to provide a range of opportunities for employees/learners/apprentices to raise concerns regarding well-being issues

HTC recognises that well-being and performance are linked and endeavours to encourage the ability of everyone to thrive and perform in an aspirational and supportive environment. And for individuals to balance work and home life will lead to improved wellbeing and individual and organisational performance.

Definitions

We define 'well-being' as a positive mental state that enables individuals to cope effectively with problems, maintain a good perspective and recover quickly from setbacks. It is accompanied and enabled by good physical health, a sense of personal control, and a lifestyle where work and non-work factors are in balance.

Stress occurs when pressure exceeds an individual's perceived ability to cope.

Personal resilience and self esteem

Supervision, contribution, and review (appraisal) process supports measures to prevent and manage risks to employee learners/apprentices' well-being, together with appropriate training and individual additional support. HTC seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work. For apprentices at work, regular monitoring including reviews, one to one tutorial, learner surveys/questionnaires ensure apprentices needing support can be highlighted and supported through our early intervention systems. HTC have implemented high quality training in mental health first aid to equip our staff to support each other and our learners and apprentices from the start of their journey to completion and beyond.

We will:

- Provide training and practical guidance on stress awareness and managing stress
- Provide training around competencies necessary to personal resilience e.g. problem solving and assertion skills
- Provide external information for expert information, advice and guidance

- Ensure that there are regular opportunities to review practice and study/work pressures, one to one with tutors/line managers, and in an appropriate environment via the supervision process
- In addition to progress reviews and supervision meetings, HTC provide a range of opportunities for employees and learners/apprentices to raise concerns through our Mental First Aid Champions
- Ensure that standards of behaviour and mutual respect are set out and reinforced both via policies and other forms of communication and that action is taken where individuals fall short of these requirements

Expert advice and support can be accessed here:

<https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>

[Mental Health Support Network provided by Chasing the Stigma | Hub of hope](#)

Training-Employer Responsibilities

It is the responsibility of the employer to ensure that their employees including apprentices and volunteers receive an adequate induction into health and safety, and on-going information, instruction and training in matters relating to health & safety in connection with their job role. The employer is responsible for ensuring that significant risks are identified, recorded, and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals. Risk assessments for apprentices must be carried out. HTC is responsible for ensuring that employers have discharged these duties through the monitoring of health and safety of employer workplaces.

Prior to the agreement of a training contract with an employer, a representative from HTC will arrange to visit the person responsible for the health and safety of any potential learners/apprentices. The purpose of this visit will be to assess the Health & Safety Arrangements and complete a risk assessment of the premises. It may be necessary to agree an action plan to make improvements before a contract to deliver training can be agreed.

Certain health and safety matters reside with the employer and will vary from site to site.

Normally these include:

- Fire instructions
- Evacuation procedures and assembly points
- Fire-fighting appliances
- Fire drills and tests
- Information on key people e.g., supervisor, first aider, fire warden, safety advisor or representatives
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment
- The risks identified by risk assessments, and the measures in place to prevent or control the risks for all the tasks to be undertaken

- Arrangements for reporting an accident, incident, or illness and for obtaining first aid assistance
- Arrangements for the provision, use and wearing of personal protective equipment and clothing
- Precautions and instructions for the safe use of hazardous substances
- Measures in place for preventing or reducing risks associated with manual handling or lifting
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of work-place transport
- The importance of good housekeeping, keeping the work area tidy and safe storage of materials
- Arrangements for personal safety, welfare, and personal hygiene arrangements
- Details of any prohibited or restricted tasks, activities, areas, or work equipment
- Specific or additional requirements related to the employer e.g. company rules or procedures Employer Health & Safety Assessment/ Vetting Procedure and Monitoring Arrangements/ visits

HTC will provide information advice and guidance to employers about their health and safety and other legal responsibilities.

The Skills Coach will make recommendations as to whether training and assessment can proceed in the workplace and will communicate any recommendations to the employer. The Skills Coach will identify if the workplace is accepted, accepted with an action plan, or rejected. Where the Assessor accept the employer with an action plan, the action plan will be clearly communicated to the employer and agreed objectives/actions documented with a timescale for each and a review date will be agreed.

The Skills Coach will also identify if there are any significant risks presented to HTC staff and will document the risk control measures.

All staff working on the premises of remote employers will report to their Line Manager any concerns or hazards which could put themselves or learners at risk.

Learner/apprentice Assessment

The learner/apprentice developing understanding and awareness of key health, safety and welfare issues should be assessed and evaluated on an on-going basis.

Learner/apprentice Induction, assessment, and monitoring procedures

HTC will ensure that learners/apprentices are informed about their right and responsibilities as part of their induction onto their learning programme. Additionally, initial assessment will be carried out and documented and will consider the individuals training and support needs in relation to health and safety, additional support needs and safeguarding.

The Assessor will ensure that the learner/apprentice has received an induction into working safely by their employer before assessment takes place. The induction will consist of ensuring that the learner/apprentice is aware of their own organisations policies and procedures and establishing their current level of understanding and identifying any training they may require.

The Assessor will ensure that learners/apprentices demonstrate a good understanding of health and safety as well as demonstrate safe practice and safe behaviours in their work and learning. It is the responsibility of the Assessor to establish any additional training or support needs and arrange this with the employer throughout the learning programme.

The Assessor will ascertain at meetings with learner/apprentice if they have been involved in any accidents at work and will check if this has been reported and relevant documentation completed (i.e. accident and incident reports, RIDDOR reportable) and will discuss with the manager any investigation carried out and the outcomes. It is however, expected that employers and learners will notify the provider immediately of any accidents and incidents that learners are involved in.

The Assessor will also check the learner/apprentice understanding of health and safety and the concept of the safe learner during the formal progress reviews by asking specific questions and will document their responses. The Assessor will also ask the learner/apprentice how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject. The Assessor will identify if the learner/apprentice needs further training, advice, or guidance in relation to health, safety, and safeguarding. Any concerns about health and safety or safeguarding must be reported immediately to the Designated Safeguarding Lead and/ or the Managing Director and appropriate action taken.

Learners/apprentices will be invited to complete induction and final evaluations which helps HTC to monitor the effectiveness of inductions and learning programmes in providing information, advice and guidance about health and safety and in establishing if learner/apprentice understanding of health and safety has been raised. Results will inform the self-assessment report (SAR).

On programme interviews will also be carried out randomly and questions are asked about how safe learners/apprentices feel in their environment if their awareness of health and safety has been raised and what could be improved. They are also asked if they have experienced any form of bullying and harassment in their workplace. This information is analysed and reported through the learner voice and informs the self-assessment report (SAR).

All employees including apprentices and learners will be informed of this policy, risk assessments and control measures. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager. Employees and learners/apprentices will be coached in the correct use of equipment prior to its use, where appropriate. A record of employee's training and instruction will be kept in the individual's Training/ Personnel file. HTC and the employer will ensure that employees and learners/apprentices can carry out every required task in Health and Safety terms to the required standard, demonstrating competency.

Risk Assessments

Specific training and instruction will be provided as appropriate to the employees and learners/apprentices as identified in risk assessments. This will include training, as appropriate, in:

- health and safety arrangements
- employee/apprentice responsibilities
- control measures following risk assessments

- safe use of equipment (including display screen equipment where appropriate and electrical safety)
- accident and first-aid arrangements
- fire arrangements

Guidance

Any employee/apprentice who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

Machinery & Equipment

All equipment provided by HTC, and employer will be to the correct safety standards. This includes PAT testing.

All safety devices and controls must always be used by employees and learners/apprentices.

Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person i.e. Equipment must not be used until it has been repaired and safe to use again. Employees should check equipment before operation.

Advice

Any employee or learner/apprentice who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

Requirements

HTC will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

Hazardous Substances

Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the Health and Safety file. Employees and learners/apprentices must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk.

If an employee or learner/apprentice feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

If an employee or learner/apprentice is uncertain about the use of any substance they must seek advice from the nominated responsible person before using it.

Manual Handling

Employees, learners/apprentices must not move any load, which they think may cause them an injury. Training will be given to employees in safe working methods, where appropriate.

Any employee or learner/apprentice who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

Two person lifts are to be encouraged, where practical. The employer will fulfil the requirements of the Manual Handling Operations Regulations if required.

Employee and learner/apprentice responsibility

Below is a list of some of the basic rules for employees, learners/apprentices to follow:

- keep your work area clean and tidy, particularly from things likely to cause injury
- always use equipment the way described in instructions
- follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain
- never interfere with equipment, electricity, or any safety features
- report any defects or damage to equipment
- do not put yourself or others at risk by engaging in horseplay or substance misuse

It is a requirement of employment for everyone to abide by health and safety rules. Any employee breaching safety rules will be subject to disciplinary procedures.

Any employee or learner/apprentice who notices a hazard must report it immediately. HTC encourages suggestions from employees and learners/apprentices to promote good practice in Health & Safety.

It is a requirement of all employees and learners/apprentices to abide by health and safety rules, as agreed at their induction. Any employee or learner/apprentice seriously breaching safety rules may be required to leave their employment or learning programme.

Electricity

Any defects or damage to electrical equipment must be reported immediately by staff to the relevant person. Anyone suffering an electrical shock must report this as an accident.

A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves.

Electrical equipment that requires testing and inspection will be marked, and a record kept of the result. Any records will be kept in the Health and Safety file.

HTC will fulfil the requirements of the Electricity at Work Regulations.

Display Screen Equipment (DSE)

All workstations are laid out with standard equipment and all staff will complete a workstation risk assessment during induction, with adjustments identified where necessary. Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e., employees and learners/apprentices are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

Employees and learners/apprentices will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. This includes apprentices within both their workplace and training room environment. Any other relevant information and training will be provided.

HTC will meet the requirements of the Display Screen Equipment Regulations 1992.

Maintenance of Premises

The Health & Safety Officer will liaise with staff and employers to ensure all premises are always maintained in a safe and healthy condition. Employees must take responsibility for general housekeeping, cleanliness, and tidiness.

Adequate welfare facilities, toilets, drinking water, washing facilities, etc. will be provided at all delivery sites including satisfactory working environment with adequate temperature, ventilation, and lighting. Any defects or damage to the premises or its fixtures and fittings, must be reported by employees and learners/apprentices to the relevant manager as well as to the premises' caretaker if appropriate.

Lone Working

A lone worker can be defined as someone who works by themselves without direct supervision. Remote working is also the term used for employees who work away from their main office base on a regular basis in either a part-time or full-time capacity. To prevent serious incidents occurring organisations are required to ensure the safety of all staff who works alone. This is done by carrying out an assessment of the risks to staff. HTC have put measures in place to reduce the likelihood of these incidents occurring, such as contingency planning, assessment of risk, staff keeping in regular contact. Staff must also play their part in maintaining their own personal safety by adhering to the safety measures put in place by the HTC to protect them, for example, phoning in on time, using equipment correctly, reporting areas of concern. The Health and Safety Executive (HSE) define lone workers as "those who work by themselves without close or direct supervision".

Health and Safety at Work Act 1974

All organisations have a duty to maintain a safe working environment' so far as reasonably practicable' for our employees under the Health and Safety at Work Act. This means that employers are expected to protect their workers against risks to their health and safety.

The Act also expects that the working environment is safe and that training to ensure the health and safety of workers is carried out. These requirements are not only for office-based staff but lone workers and the environments they encounter too.

Management of Health and Safety at Work Regulations 1999

The regulations make it clear what employers must do under the Health and Safety at Work Act, the main requirement of which is to assess all the risks to the health and safety of their employees and, if the organisation have more than five employees, to record the outcomes of the assessment. The risk assessment should identify the risks associated with lone working, outline any safety measure that can help to reduce the risk and ensure that the safety measures are put into practice and reviewed regularly to make sure they are still valid.

If the risk assessment shows that the risk is too hazardous for one lone worker to manage alone, other arrangements will need to be introduced. The regulations also expect employees to take reasonable care for their own personal safety.

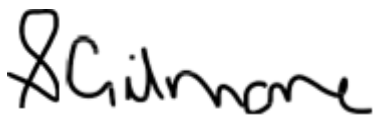
Health and Safety (First Aid) Regulations 1981 (updated 2015)

The regulations require employers to provide first aid equipment so that emergency first aid can be received by employees if needed. This could include the provision of first aid equipment in the car for lone workers travelling alone in case they are involved in accidents and incidents.

Provision and Use of Work Equipment Regulations 1998

If lone workers use equipment during their working day, the regulations require the risks to the health and safety of employees to be assessed. This is to ensure that the equipment is safe, suitable, regularly maintained and is used only by those who have been specifically trained in its use.

It is the responsibility of HTC to ensure all employees, learners/apprentices, including apprentices at work) and associates are in a safe working environment.



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Sophie Gilmore
Managing Director

1st September 2025
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Date