



Health, Safety and Welfare Policy and Procedures

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Version Control

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1.0	07/08/2024	S Gilmore	Initial policy creation
1.1	26/08/2025	P Crocker	Minor grammar corrections
2.0	21/01/2026	S Gilmore	Major revision: restructured, gas safety requirements, Ofsted compliance

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PART A: POLICY STATEMENT

1. Introduction and Commitment

Hybrid Training Centre (HTC) places fundamental importance on the health, safety and welfare of learners, apprentices, staff, and all stakeholders. We are committed to providing a safe, healthy, and supportive environment for learning and work.

This policy sets out HTC's approach to health and safety as required by the Health and Safety at Work etc. Act 1974. It includes our statement of intent, the organisation and responsibilities for health and safety, and the arrangements in place to deliver our commitment.

HTC will:

- Comply with all relevant health and safety legislation, regulations, and codes of practice
- Provide and maintain safe premises, equipment, and systems of work
- Provide suitable information, instruction, training, and supervision
- Consult with staff on health and safety matters
- Monitor and review health and safety performance
- Maintain safe learning environments for apprentices on employer premises

2. Legal Framework

This policy supports compliance with:

Health and Safety at Work etc. Act 1974 - general duties of employers

Management of Health and Safety at Work Regulations 1999 - risk assessment requirements

Health and Safety (First Aid) Regulations 1981 - first aid provision

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) - accident reporting

Regulatory Reform (Fire Safety) Order 2005 - fire safety duties

Provision and Use of Work Equipment Regulations 1998 (PUWER) - equipment safety

Control of Substances Hazardous to Health Regulations 2002 (COSHH) - hazardous substances

Manual Handling Operations Regulations 1992 - manual handling

Health and Safety (Display Screen Equipment) Regulations 1992 - DSE use

Electricity at Work Regulations 1989 - electrical safety

Gas Safety (Installation and Use) Regulations 1998 - gas safety requirements

3. Policy Statement

HTC will, so far as is reasonably practicable:

- Provide a safe and healthy working and learning environment

- Ensure all equipment is safe and properly maintained
- Prevent accidents and cases of work-related ill health
- Provide adequate information, instruction, and training
- Ensure safe handling, storage, and use of substances
- Provide adequate welfare facilities
- Assess and monitor risks to employees, learners, and others
- Ensure the safety of apprentices on employer premises through robust vetting

This policy is reviewed annually and whenever significant changes occur. It is available on the HTC website at www.hybridtec.co.uk.

PART B: ORGANISATION AND RESPONSIBILITIES

4. Organisational Structure

Overall responsibility for health and safety rests with the Group CEO as the senior accountable person. Day-to-day management is delegated to the Health and Safety Officer. All staff have responsibilities for health and safety as set out below.

5. Responsibilities

5.1 Group CEO

- Ultimate accountability for health, safety, and welfare
- Ensuring adequate resources for health and safety
- Ensuring this policy is implemented effectively
- Reporting to HSE as required

5.2 Health and Safety Officer

- Regular inspection of HTC premises and delivery sites
- Conducting and reviewing risk assessments
- Investigating accidents, incidents, and near misses
- Maintaining health and safety records
- Providing advice and guidance to staff
- Coordinating health and safety training
- Reporting failures and taking immediate action

5.3 All Staff

- Acting responsibly and not putting themselves or others at risk
- Cooperating with HTC on health and safety matters
- Following safe systems of work
- Using equipment correctly and as trained
- Reporting unsafe conditions, accidents, and near misses
- Maintaining clean and tidy work areas
- Promoting health and safety awareness to learners

5.4 Skills Coaches and Assessors

- Conducting employer health and safety vetting visits
- Completing health and safety monitoring forms during visits
- Checking learner understanding of health and safety at reviews
- Reporting health and safety concerns immediately
- Ensuring learners have received employer inductions

5.5 Learners and Apprentices

- Acting responsibly and following safe working practices
- Reporting unsafe conditions
- Following instructions and training
- Using personal protective equipment as required
- Complying with the Code of Conduct
- Reporting illness or absence promptly

5.6 Employers (Apprenticeship Partners)

- Providing a safe working environment for apprentices
- Conducting risk assessments including young person assessments
- Providing health and safety induction
- Reporting accidents involving HTC apprentices
- Cooperating with HTC monitoring visits

PART C: ARRANGEMENTS

6. Risk Assessment

HTC conducts risk assessments for all activities, premises, and employer workplaces where apprentices are placed. Risk assessments identify hazards, evaluate risks, and implement control measures.

Risk assessments are:

- Completed before any new activity or placement
- Reviewed regularly and following any incident
- Recorded in the Health and Safety file
- Communicated to relevant staff and learners

Young person risk assessments are completed for all apprentices under 18, identifying any restrictions on activities.

7. Employer Vetting and Monitoring

Prior to placing an apprentice, HTC conducts a health and safety vetting visit covering:

- Employer risk assessments and control measures
- Fire safety arrangements
- First aid provision
- PAT testing and equipment safety
- Supervision arrangements
- Welfare facilities

Employers are accepted, accepted with action plan, or rejected based on the assessment. Ongoing monitoring visits are conducted every 6-8 weeks throughout the apprenticeship.

8. Training and Information

HTC provides health and safety training to all staff during induction and on an ongoing basis. Learners receive health and safety information at induction and throughout their programme. Records of training are maintained in personnel files.

9. First Aid

First aiders are appointed and hold valid certificates renewed every 3 years. First aid equipment is located at all HTC sites and clearly signposted. A record of first aid treatment is maintained in the Health and Safety file.

10. Fire Safety

Fire marshals are trained and named at each site. Fire action notices are displayed. Fire drills are conducted regularly. Fire routes and exits must be kept clear at all times.

11. Accident Reporting and RIDDOR

All accidents, incidents, and near misses must be reported to the Health and Safety Officer and recorded in the accident book. Reportable injuries, diseases, and dangerous occurrences are reported to HSE in accordance with RIDDOR 2013. The Group CEO investigates all accidents to determine causes and implement preventive measures.

12. Equipment and Machinery

All equipment is maintained to correct safety standards and subject to regular inspection. PAT testing is conducted as required. Defects must be reported immediately and equipment must not be used until repaired.

13. Gas Safety and Practical Training

As a provider of gas training leading to ACS certification, HTC has specific responsibilities:

- All gas training equipment is installed and maintained in accordance with Gas Safety (Installation and Use) Regulations
- Gas training areas have appropriate ventilation and gas detection
- Practical assessments are supervised by competent, Gas Safe registered assessors
- Emergency procedures are in place for gas leaks or incidents
- Learners are instructed in safe isolation procedures before practical work
- All gas appliances used for training are regularly serviced and safety checked

14. Hazardous Substances (COSHH)

Risk assessments are completed for all hazardous substances. Staff and learners must follow the control measures identified. Any illness related to substance use must be reported immediately.

15. Manual Handling

Manual handling is avoided where possible. Where necessary, training is provided in safe handling techniques. Two-person lifts are encouraged. Any injury during manual handling must be reported.

16. Display Screen Equipment

Workstation assessments are completed during induction. Regular breaks from DSE work are required (at least 5 minutes every hour). Training is provided on correct workstation setup.

17. Electrical Safety

Electrical work is only carried out by competent persons. Defects must be reported immediately. Portable appliance testing is conducted as required and records maintained.

18. Lone Working

Risk assessments are conducted for lone working activities. Staff working alone maintain regular contact and follow reporting procedures. If risks cannot be adequately controlled, alternative arrangements are made.

19. Premises and Welfare

HTC premises are maintained in a safe condition with adequate welfare facilities including toilets, drinking water, washing facilities, and appropriate temperature, ventilation, and lighting. Defects are reported and rectified promptly.

20. Wellbeing and Mental Health

HTC is committed to supporting the wellbeing of staff and learners through:

- A zero-tolerance approach to bullying and harassment
- Mental Health First Aid trained staff
- Regular opportunities to raise concerns (reviews, supervision, surveys)
- Support for work-life balance
- Access to external support resources

Expert support is available at: www.nhs.uk/mental-health and Hub of Hope (Chasing the Stigma).

21. Monitoring and Review

This policy is reviewed annually and following any significant incident or change. Health and safety is discussed at management meetings and staff supervisions. Learner feedback on safety is collected through surveys and informs the Self-Assessment Report.

22. Related Policies

- Safeguarding Policy
- Anti-Bullying and Harassment Policy
- Lone Working Procedure
- Fire Safety Procedures
- First Aid Procedures

Appendix A: Key Contacts

Role	Responsibility
Group CEO (Sophie Gilmore)	Overall H&S accountability, RIDDOR reporting
Health and Safety Officer	Day-to-day H&S management, inspections, risk assessments
Designated Safeguarding Lead	Safeguarding and welfare concerns
First Aiders	First aid treatment (names displayed at each site)
Fire Marshals	Fire evacuation (names displayed at each site)

External Contacts

HSE (Health and Safety Executive): www.hse.gov.uk

Emergency Services: 999

Policy Approval

Signature:

Date:

Sophie Gilmore
Group CEO