

HEALTH & SAFETY POLICY

Date to be implemented from:	October 2025
Date to be reviewed by:	September 2026
Version No:	V10
Lead responsibility:	Director

Distribution to:

All Staff	☒
SLT only	☐
Teaching Staff/Tutors	☐
Administration Staff	☐
Other (please specify)	☒ Learners, Visitors & Partners

Key Contacts:

William Barrett-Bell Directors	01438 727667

This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

HEALTH & SAFETY POLICY

This Policy states that:

All employees, visitors and Learners on the premises have a duty to ensure the safety of themselves and others. The Directors of Barrett Bell Ltd are committed to ensuring that the Centre provides safe, healthy conditions for staff and Learners and all others visiting the premises.

In practice, this commitment is fulfilled by a range of measures broadly categorised as: organisation, management, procedures, planning, monitoring and review. This approach is designed to promote continuous improvements in standards, reinforced by the updated strategic Business Plan.

All staff must be familiar with all Policies and Procedures. This is highlighted at Induction, during Performance Management meetings and at training sessions. All staff must read, understand and agree to follow the Policies and Procedures.

Staff:

1. Everyone is responsible for Health and Safety.
2. Cooperation is fostered by communication and consultation, starting with Induction when joining the Centre community and continuing via appropriate information and training.
3. All new employees receive formal induction into the Centre by the Directors. At that induction, the employee receives a copy of the Health and Safety Policy. Role-related safety instruction is provided by the Centre Director as part of the induction into their particular sector of the Centre. Every new employee is required to complete a Health and Safety tour of the site, as a part of their Induction.
4. All staff must read and agree the Health and Safety Policy and sign to say they will adhere to its requirements. Where any part of the Health and Safety Policy needs updating or amending, it is every employee's duty to highlight this to senior staff and this leading on Health and Safety.
5. All staff are required to hold DBS clearance.

6. Where individuals are charged with particular responsibilities or undertake potentially hazardous work, guidance and support is provided, consisting of training, procedures and the wearing of personal protective equipment, as appropriate.
7. Where protective clothing or safety equipment is provided, items are to be worn and used in accordance with the manufacturers' instructions. Failure to comply is viewed seriously and may lead to disciplinary action. Where an employee produces medical evidence that the protective clothing and/or safety equipment could aggravate a medical condition, consideration will be given to a suitable alternative.
8. The First Aid Box must be kept up to date, checked monthly (and refilled where necessary) and accessible for all those on the premises.
9. Accidents must be recorded in the Accident Book and monitored by the administration team.
10. While these measures are intended to ensure that the Centre meets and exceeds its legal responsibilities, their success is ultimately dependent on the cooperation of all within the Centre. Staff, Learners, contractors and visitors have legal obligations not to prejudice the health, safety and welfare of themselves or others.
11. All relevant documentation is compiled and stored securely, including risk assessments, Minutes where Health and Safety is addressed, accident reports, evacuation (fire) and lockdown drills, critical incidents and training.
12. The building must be secured at the end of the day when all staff are offsite.
13. The person responsible for the implementation of the Health and Safety Policy is the Director, William Barrett-Bell, who is also responsible for specific workplace health and welfare matters.

Contractors

14. Contracts for the supply of goods or services are to include a provision highlighting the Centre's requirement for the contractor to satisfy all relevant aspects of the Health and Safety at Work Act 1974 and Deregulation Act 2015 and other safety regulations and standards applicable to working in occupied educational establishments where young and vulnerable persons are present.

15. Contractors are to be required to pay due regard to the safety of Centre Learners, employees, the general public and local residents etc at the “place of work” in accordance with requirements of legislation and good practice.

Learners

16. Everyone is responsible for Health and Safety and for exercising a duty of care towards Learners in our charge.
17. Suitable risk assessments are to be made for areas of practical instruction and for any offsite training or educational visits to ensure Safeguarding.
18. Learners should not be left unsupervised.
19. Learners should behave in a way that does not cause any danger and staff are empowered to manage situations where Learner behaviour is unacceptable.
20. Learners are requested to report any Health & Safety concerns to a member of staff as soon as noticed.
21. Learners may be disciplined for breach of Health & Safety.

Accidents and Notification

Accidents and incidents are subject to a reporting and review system to establish The immediate and root causes and subsequent action necessary to avert any repeat.

The Director will inform the Health & Safety Executive of any notifiable accident resulting in staff absence, any death because of accident at work, specific injuries received at work, anyone taken to hospital for treatment or a dangerous occurrence according to schedule 2 of RIDDOR.

All other notification is undertaken by the Health and Safety Officer.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves

Whenever an employee, supervisor or employee notices a health and safety problem which they are unable to put right they must inform the named person below immediately.

Consultation between management and employees is provided by:

Mr William Barrett Bell (Director)

Related policies and statements

All staff should ensure they read and understand the Health and Safety Policy in conjunction with other relevant Policies:

Single Equalities Plan
Complaint Procedure
GDPR Policy and Privacy Notice
Student Privacy Notice
Safer Recruitment Policy
Bullying & Harassment Policy
Student Code of Conduct
Whistleblowing Policy
Acceptable Internet Usage Policy