

HEALTH AND SAFETY POLICY

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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 AND SAFETY POLICY

1 Policy Statement

All Staff, 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.

2 Principles

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.

- 2.1 Everyone is responsible for Health and Safety.
- 2.2 Cooperation is fostered by communication and consultation, starting with Induction (whether as Staff or a Learner) when joining the Barrett Bell Ltd community and continuing via appropriate information and training.
- 2.3 This Policy must be read in conjunction with the Single Equalities Plan, Acceptable Internet Usage Policy, Student Code of Conduct and all Evacuation plans pertaining to the location of delivery.

3 Employer Responsibilities

Employers hold the primary duty of care under the 1974 Health and Safety at Work Act to provide a safe and secure environment.

- 3.1 Barrett-Bell Ltd will identify workplace hazards and put measures in place to eliminate or control them in a Risk Assessment.
- 3.2 Barrett-Bell Ltd will maintain safe premises, equipment and working methods.

- 3.3 Barrett-Bell Ltd will ensure good welfare by providing adequate lighting, ventilation, temperature control, washing facilities and drinking water.
- 3.4 Barrett-Bell Ltd will provide safety training, clear instructions and appoint a competent 'named person' to oversee Health and Safety.
- 3.5 Barrett-Bell Ltd will involve Staff in consultations and discussions about Health and Safety.
- 3.6 The First Aid Box will be kept up to date by the Administrator, checked monthly (and refilled where necessary) and accessible for all those on the premises.
- 3.7 Accidents must be recorded in the Accident Book and monitored by the Operations Manager.
- 3.8 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.
- 3.9 All relevant documentation is compiled and stored securely, including Risk Assessments, Minutes where Health and Safety is addressed, accident reports, evacuations and temporary lockdown drills, critical incidents and training.
- 3.10 The building must be secured at the end of the day when all Staff are offsite.
- 3.11 The named 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.
- 3.12 The named person will report to the Health and Safety Executive (HSE) when required.

4 Staff Responsibilities

Staff are also responsible for Health and Safety, especially by maintain good self-care and compliance with all Policies.

- 4.1 All new employees receive a formal Induction into Barrett-Bell Ltd and its partners by the Directors and Administrators. At that Induction, the employee receives a copy of the Health and Safety Policy.
- 4.2 Role-related safety instruction is provided by the specific Manager as part of the Induction into their particular sector of industry. Every new employee is required to complete a Health and Safety tour of the site, as a part of their Induction.
- 4.3 All Staff must read and agree the Health and Safety Policy and sign to say they will adhere to its requirements. Staff must follow instructions at all times. 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.
- 4.4 All Staff are required to hold DBS clearance.
- 4.5 No member of Staff should leave Learners unattended.
- 4.6 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.
- 4.7 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.
- 4.8 No member of Staff should bring any materials, equipment or substances to the premises that could endanger themselves or others.
- 4.9 Staff must ensure their work area (including IT) is tidy and secure at the end of each day.
- 4.10 Staff must promptly report any hazards, near-misses, accidents or safety concerns to the Directors.

5 Contractors Responsibilities

- 5.1 All Contractors must adhere to the expectations of Barrett-Bell Ltd regarding Health and Safety.
- 5.2 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.
- 5.3 Contractors are to be required to pay due regard to the safety of Barrett-Bell Ltd Learners, employees, the general public and local residents etc at any Barrett-Bell Ltd 'place of work' in accordance with requirements of legislation and good practice.
- 5.4 Contractors are directly responsible for planning, managing and monitoring work to ensure the Health and Safety of their Staff. All Contractors must show they and their Staff are competent to carry out work at Barrett-Bell Ltd.
- 5.5 Contractors who fail to comply with Barrett-Bell Ltd's Health and Safety Policy may have their contract terminated and may face financial reparation where they have caused damage by failing to follow good practice.

6 Learners Responsibilities

Everyone is responsible for Health and Safety and for exercising a duty of care towards Learners in our charge. Equally Learners must ensure they behave in a way that supports good Health and Safety.

- 6.1 Learners at Induction, will be made aware of the risk assessments produced for areas of practical instruction, for any offsite training, educational visits or on-line training and the dangers/penalties for ignoring Health and Safety and Safeguarding requirements.
- 6.2 Learners should behave in a way that does not cause any danger to others and Staff are empowered to manage situations where

Learner behaviour is unacceptable. Learners who contribute to danger at work may be disciplined and/or requested to leave the course.

- 6.3 No Learner should bring any materials, equipment or substances to the premises that could endanger themselves or others.
- 6.4 Learners must ensure any area they use remains clean, tidy and secure at all times.
- 6.5 Learners are requested to report any Health and Safety concerns to a member of Staff as soon as noticed.

7 Accidents and Notification

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

- 7.1 The 'named person' overseeing Health and Safety at Barrett-Bell Ltd is **Mr William Barrett Bell (Director)**
- 7.2 All Staff, Learners and Key Stakeholders have the responsibility to co-operate with Teachers/Trainers/Tutors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves.
- 7.3 Whenever any person (Staff, Learner, Visitor, Contractor etc) at Barrett-Bell Ltd notices a Health and Safety problem they must inform the named person above immediately.
- 7.4 Some Health and Safety issues are quick to be resolved but no-one should attempt to rectify situations unless competent to do so.
- 7.5 The named person will inform HSE 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.
- 7.6 All other notifications are recorded in the Accident Book as required.