Be Inspired Training Ltd

DOCUMENT TITLE & VERSION	HEALTH AND SAFETY Version 2 PATRICIA
ORIGINATOR	MALLALIEU
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RESPONSIBLE DIRECTOR	PATRICIA MALLALIEU
POLICY DUE FOR RENEWAL	NOVEMBER 2026

Be Inspired Training Ltd aims to promote the highest practical standards of safety, health and welfare throughout its organisation in the performance of its activities.

This policy is issued in accordance with the Health and Safety at Work Act (1974) and the
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

It is the intention of Be Inspired Ltd, so far as is reasonably practicable, to ensure that:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases or work-related ill health.
- There is a documented 'safe system of work' for all works operations carried out.
- There is provision and maintenance of plant machinery and equipment to ensure that they are safe and without risk to health, not only to employees and candidates, but to any other persons who may be affected.
- The working environment of all employees and learners is safe and without risk to health and that adequate provision is made with regard to facilities and arrangements for their welfare at work.
- The operations will be carried out in such a way that persons not in our employment who may be affected are not exposed to risks to their health or safety.

It shall be the duty of every employee within the workplace and candidates and or visitors to:

Co-operate with Be Inspired Training Ltd management, so far as is necessary to enable the employer to carry out their legal duty under the Health and Safety at Work Act (1974) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Take reasonable precautions for the health and safety of him or herself and of other persons who may be affected by their acts or omissions at work.

Not interfere intentionally or recklessly with anything provided for their health, safety or welfare.

The promotion of health and safety at work is a mutual objective for both employer and employee, candidates and third parties, and the responsibilities of management cannot be properly discharged without the active co-operation of all employees and candidates.

The Health and Safety at Work Act (1974) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and other Regulations introduced under its enabling powers impose statutory duties on employers and employees.

To enable these statutory duties to be carried out, it is the policy of Be Inspired Training Ltd, so far as is reasonably practicable, to ensure that the responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels of Be Inspired Training Ltd.

Practical steps are taken to safeguard the health, safety and welfare of all employees, candidates, visitors, others on premises or operations under our control and others who may be affected by our operations and procedures.

This policy of Be Inspired Training Ltd is to promote the highest practical standards of safety, health and welfare throughout its organisation in the performance of its activities.

To endeavour, so far as is reasonably practicable, to make and maintain its offices, places of work and any other establishments as healthy places in which to work and to avoid accidents in respect of its employees, its property, candidates and their property, third parties and their property.

The promotion of health and safety at work is a mutual objective for both employer and employee, candidates and third parties, and the responsibilities of management cannot be properly discharged without the active co-operation of all employees and candidates.

The Health and Safety at Work Act (1974) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and other Regulations introduced under its enabling powers impose statutory duties on employers and employees.
To enable these statutory duties to be carried out, it is the policy of Be Inspired Training Ltd, so far as is reasonably practicable , to ensure that the responsibilities for health and safety are properly assigned , accepted and fulfilled at all levels of Be Inspired Training Ltd.
Practical steps are taken to safeguard the health, safety and welfare of all employees, learners, visitors, others on premises or operations under our control and others who may be affected by our operations.

It shall be the duty of every employee at work and learners to:

- Cooperate with Be Inspired Ltd management, so far as is necessary to enable the employer to carry out their legal duty under the Health and Safety at Work Act (1974)and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Takereasonable precautions for the health and safety of him / herself and of otherpersons who may be affected by their acts or omissions at work
- Notinterfere intentionally or recklessly with anything provided for their health, safetyorwelfare.

RESPONSIBILITIES

Overallandfinal responsibility for health and safety is that of the Director.
Day todayresponsibility for ensuring this policy is put into practice is delegated to the Operations Director.
To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

LEARNER SAFETY

Director/Managers

- Have overall responsibility for ensuring that all workplaces are vetted and monitored in accordance with legal and contractual obligations.
- To ensure that resources are made available to meet the requirements of this Policy and/or SFA/other contracted conditions, with regard to vetting and monitoring.
- Have overall responsibility for ensuring records of vetting and monitoring of work placements, training or experience are kept and updated as necessary.
- Ensure they and employees are familiar with this policy and the schools incident reporting procedure

- Examine all notifications of RIDDOR reportable incidents to ensure staff working under their direction have formally reported such incidents to the Health and Safety Executive
- Ensure the HSE has been notified within the required timescales for the reporting of specified reportable incidents

DelegatedPerson toAssist/Responsiblefor Health and Safety

- Ensure that they are familiar with the policy and incident reporting procedure
- Investigate all notifications of injuries, diseases and dangerous occurrences to determine
- whether they require formal reporting to the HSE and report such incidents to the HSE
- In the event of a reportable incident immediate action is taken to ensure a report is made to
- the HSE within the set timescales as required by guidance within this document
- Immediate notification to the Director informing them of a reportable incident
- All paperwork is retained
- All staff are aware of their responsibilities and how or where to report any incident's and
- defective items

Staff

- Vetting and monitoring staff are responsible for ensuring that workplaces where they have placed learners for training/experience are vetted in line with current health and safety law and contractual requirements. Vetting and monitoring staff
- are also responsible for ensuring that the Operations Director is aware of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) accidents suffered by a Learner. This includes injuries to Learners, which means they are off work for more than three days or where they have suffered an injury and are unable to return to their normal duties after three days.
  To verbally advise the delegated person who assists with Health and Safety
- or the Director immediately of any reportable injury, occupational disease or dangerous occurrence that has occurred
  That all incidents, no matter how trivial, are recorded in the incident book
- That they are aware of their responsibilities to know how and to whom they
- report any faulty or damaged equipment
  That all equipment is used correctly and safely in accordance with instructions
- and training
  To attend training to enable them to work in a safe manner and use
- equipment safely as required

Employers

- Itisthe responsibility of the employer/placement provider to inform the Company if a learner suffers an accident/ incident that is reportable under the RIDDOR regulations. Where a Learner has more than three days off work as a result of an injury suffered at work, or is unable to return to their normal duty after three days.

Learners

- Itisthe responsibility of the Learners to take reasonable care of their own health and safety and that of other people who may be affected by their actions.
- Learners must also cooperate with the placement provider in complying with the provider's legal duties.
- Learners will be provided with sufficient Health and Safety training to enable them to work safely. As a minimum they will be issued with a copy of the "Be Safe" booklet, or provided with a workbook covering Health and Safety as part of their course requirements.

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by all assessors/tutors.
The findings of the risk assessment will be reported to the Director.
Action required to remove/control risks will be approved by the Director.
The Operations Director will be responsible for ensuring that action required is implemented.
The Operations Director will check that the implemented actions have/removed/reduced the risks. Assessments will be reviewed annually in March or when the work activity changes, whichever is soonest.

Supervision of young workers/trainees will be undertaken by the Operations Director, or the relevant assessor for learners on client premises.
The Operations Director is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

COMPETENCY FOR TASKS AND TRAINING

Induction trainingwillbe arrangedforallstaffbythe Operations Director. Job specific training will be provided by the Operations Director.
Training records are kept at Be Inspired Training Ltd company office by the Operations Director. Training will be identified, arranged and monitored by the Operations Director.

RIDDOR, ACCIDENTS, FIRST AID AND WORK-RELATED HEALTH

Health surveillance will be arrangedby TheOperationsDirector.Health surveillance records will be kept by the Operations Director at Be Inspired Training Ltd Company office. The First Aid box is kept at Be Inspired Training Ltd Company office. The appointed first aider is Patricia Mallalieu. All accidents and cases of work-related ill health are to be recorded in the accident report form supplied in the Staff handbook. Additional forms may be requested by contacting the appointed first aider. The appointed first aider is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MONITORING

Tocheck our working conditions, and ensure our safe working practices are being followed we will carry out regular monitoring audits and activities.

RIDDOR Records

To keep RIDDOR record books for a minimum of three years after the date of the last incident in the book. However good practice recommends keeping them for at least 6 years in order to allow time for any civil litigation to be made.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

TheOperations Directorisresponsibleforensuringthefirerisk assessment is undertaken and implemented.
Escape routes are checked by the Operations Director every THREE MONTHS.
Emergency evacuation will be tested every SIX MONTHS.

Incidents to report to the Health and Safety Executive

- deaths
- major injuries
- over-7-day injuries – where an employee or self-employed person is away from work or unable to
- perform their normal work duties for more than 7 consecutive days
- injuries to members of the public or people not at work where they are taken
- from the scene of an accident to hospital
- some work-related diseases
- dangerous occurrences – where something happens that does not result in an injury, but could have done