

Health and Safety Policy

Health and Safety Policy	
Version No	4
Operational from	September 2025
Policy prepared by	Nick Preston
Policy approved by	Judith Allen – CEO
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Purpose

Educationwise is committed to providing and maintaining a safe and healthy working and learning environment for all staff, learners, contractors, visitors, and others affected by our activities. We recognise our legal responsibilities under the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other relevant legislation, and we aim to go beyond compliance by promoting a culture of wellbeing and safety.

Scope

This policy applies to all Educationwise operations, including:

- Delivery in our premises or client sites.
- Remote or online learning environments.
- Work-based training and apprenticeships, where we share responsibility with employers.
- Work-related travel and events.

Our Commitment

Educationwise will:

- Provide safe and healthy working conditions, equipment, and systems of work.
- Carry out and regularly review risk assessments, implementing control measures to reduce risks.
- Ensure that staff and learners receive appropriate training, information, and supervision to work safely.
- Recognise **stress and mental health** as workplace health and safety issues, and provide support to reduce work-related stress.
- Consult with staff and learners through feedback mechanisms, surveys, and forums to identify and address health and safety concerns.
- Report and investigate incidents in line with **RIDDOR 2013** where applicable.
- Continuously monitor and improve health, safety, and wellbeing practices through audits, reviews, and action plans.

Responsibilities

The Senior Leadership Team (SLT)

- Hold overall responsibility for health and safety.
- Ensure that risk assessments, training, audits, and monitoring are carried out effectively.
- Review this policy annually or sooner if required.

Managers and Staff

- Take reasonable care for their own health and safety and that of others.
- Follow health and safety instructions, procedures, and training.
- Report hazards, accidents, incidents, or near-misses immediately.
- Support learners to comply with health and safety requirements during training.

Learners

- Take reasonable care of their own health and safety and that of others.
- Follow instructions provided by Educationwise and their employer (for apprentices and work-based learners).
- Report any hazards, accidents, or concerns promptly to their tutor, employer, or Educationwise.
- Follow safe practices in online learning, including appropriate use of equipment and platforms.

Employers hosting apprentices or learners

- Provide safe and healthy workplaces in line with health and safety law.
- Ensure learners are supervised, inducted into site-specific safety rules, and provided with appropriate PPE.
- Work with Educationwise to share relevant risk assessments and incident information.

First Aid and Fire Safety

- Educationwise will appoint trained **First Aiders** (names displayed at each site).
- First aid facilities and kits will be provided and maintained.
- Fire safety procedures, including evacuation drills and fire marshal appointments, will be in place and reviewed regularly.

Reporting and Recording

- All accidents, incidents, and near-misses must be recorded in the accident log.
- Serious incidents will be reported under **RIDDOR 2013**.
- Educationwise will investigate all incidents and take corrective action where needed.

Remote and Online Learning Safety

- Staff and learners are encouraged to follow safe ergonomic practices when working at home, including appropriate seating, screen positioning, and regular breaks.
- Online platforms will be monitored for safe and secure use, with safeguarding and data protection measures applied.
- Cyber-safety will be included in learner induction and ongoing digital training.

Training and Awareness

- All staff will receive health and safety training at induction and regular refreshers.
- Learners will be made aware of their health and safety responsibilities at induction.
- Managers will receive training on risk assessment and incident response.

Consultation

Educationwise is committed to consulting staff and learners on health and safety matters through:

- Staff forums and team meetings.
- Learner feedback and surveys.
- Health and safety representatives where appointed.

Review Cycle

This policy will be reviewed annually by the SLT and updated as necessary in response to legislative changes, regulatory requirements, or organisational needs.