

ELA TRAINING SERVICES

Health & Safety Policy



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HEALTH AND SAFETY POLICY

Statement of Intent

ELA Training Services has a legal duty of care towards protecting the health, safety and welfare of its employees and any others who may be affected by the Company's activities. In accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant statutory requirements, as well as our responsibilities under Department for Education funding rules, this statement outlines our commitment to maintaining the highest standards of health, safety, and welfare. We recognise our legal and moral duty to take all reasonably practicable steps to safeguard the wellbeing of our employees, learners (including apprentices and those under 18 or vulnerable adults), associates, and all other stakeholders to our premises.

The Chief Operating Officer (COO) holds overall responsibility for health and safety, although the day-to-day management sits with the Management Team. All staff will receive an induction covering health and safety to ensure they are adequately trained, followed by subsequent annual updates. All staff will receive sufficient information, instruction, PPE (if required) and supervision to enable them to carry out their role without causing unnecessary risk to themselves or others.

The allocation for safety matters and the arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy will be reviewed annually.

In addition to fulfilling our responsibilities under applicable health and safety legislation, this policy ensures that ELA Training Services conducts all activities in a way that minimises environmental impact while prioritising the safety and wellbeing of staff, learners, associates, and other stakeholders.

Definition and Scope

In compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable health and safety legislation, it is the policy of ELA Training Services to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees, learners, associates, and visitors while they are on its premises or engaged in activities under its control.

It is the responsibility of the COO, through the organisation's management systems, to ensure that all employees receive appropriate training, information, instruction, and supervision necessary to carry out their roles safely and without posing unnecessary risk to themselves or others.

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The COO is also responsible for ensuring that appropriate procedures are in place to maintain the premises in a safe and satisfactory condition, and that all work equipment is regularly maintained and tested, as required, to ensure its safe and effective operation.

All employees are responsible for reading and understanding the contents of this Policy Statement. Any questions, concerns, or requests for clarification should be directed to the designated Health and Safety Representative (HSR).

The following people have responsibility for ensuring health and safety standards are maintained.

| Name | Area of Responsibility |
|-------------------------|-------------------------------|
| Catherine Goodwin (COO) | Overall responsibility of H&S |
| Sandra Chatwood (HSR) | H & S Representative |

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Health and Safety procedures

The COO has overall responsibility for the management of health and safety. This includes ensuring that adequate resources are provided to maintain the premises, equipment, and materials in a safe and serviceable condition, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER). Potential risks to staff will be assessed, and where appropriate, control measures will be implemented to minimise those risks so far as is reasonably practicable.

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Company has appointed a designated Health and Safety Representative (HSR – Sandra Chatwood) who acts as the Company's Health and Safety Co-ordinator. They are nominated as the 'competent person' responsible for assisting the Company in implementing the measures necessary to ensure compliance with relevant statutory health and safety provisions. They will seek external advice where appropriate to support this function.

In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, employers have a legal duty to consult with employees, either directly or through elected representatives, on matters affecting their health, safety, and welfare. In accordance with this duty ELA Training Services ensures consultation with employees on the following matters:

- The introduction of any measures in the workplace that may substantially affect employees' health and safety.
- Arrangements for the appointment of competent persons to assist in meeting legal health and safety obligations.
- Information on workplace risks, including those arising from specific work activities, and the steps being taken to eliminate, reduce, or control those risks, so far as is reasonably practicable.
- Arrangements for the provision of health and safety training.
- The planning and implementation of new technologies and any implications for employee health and safety.

Management will always consider employee suggestions or feedback on how health and safety performance can be improved. Any such input should be directed to the designated Health and Safety Representative (HSR).

The Health and Safety Representative (HSR) is responsible for ensuring that regular inspections and testing are carried out by the Business Centre Landlords, for all firefighting equipment, fire alarm systems, fire detectors, emergency lighting, portable electrical equipment, and lifts. Accurate records of all inspections and tests will be monitored to ensure these are maintained and kept up to date.



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The Health and Safety Representative (HSR) is responsible for ensuring that regular fire evacuation drills are conducted on-site by the Business Centre Landlords.

The HSR is responsible for ensuring that appropriately trained First Aiders and/or Appointed Persons are designated and that adequate first aid materials and equipment are available and maintained by the Business Centre Landlords.

The HSR is responsible for monitoring and reviewing health and safety training needs across the organisation to ensure staff remain competent and compliant.

The HSR is responsible for ensuring that all external work placements (if applicable) are properly vetted and monitored in accordance with the Department for Education (DfE) requirements and associated procedures.

All staff are required to perform their duties safely and in accordance with the policies and procedures approved by the COO. Any identified hazards or safety concerns must be reported to their line manager without delay.

All staff are responsible for ensuring that their actions do not place themselves or others at unnecessary risk. Any safety equipment provided must be used correctly and must not be tampered with or misused.

The HSE Health and Safety Law Poster is displayed in a prominent location by the Business Centre Landlords.

Risk Assessments

The COO is responsible for undertaking the company risk assessments as required by the Management of Health and Safety at Work Regulations 1999, ensuring that suitable and sufficient risk assessments are carried out for all work activities undertaken by staff, and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health, safety and welfare and stored at Head Office. Risk assessments are to be reviewed annually to ensure that they are still appropriate to the tasks covered. They will also be reviewed when new equipment is installed, when a new system of work is set up or when the business changes premises. Any action required to remove or control the risks identified will be approved by the COO who will be responsible for ensuring that any required action is implemented and communicated to all relevant personnel.

Accidents, First Aid and near misses (reportable under RIDDOR)

The First Aid Box, First Aiders and the Accident book is all provided by the Business Centre Landlords. It is their responsibility to ensure that the First Aid Boxes are kept fully stocked and equipped. All injuries, incidents, and dangerous occurrences at work involving employees or



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members of the public must be reported and recorded in the Accident Book.

The Business Centre Landlord will assess whether an incident is reportable under RIDDOR. If it is, the Business Centre landlord will report the incident to the relevant enforcing authority (Health and Safety Executive or Local Authority), using the appropriate method, either online ([Make a RIDDOR report - How to make a RIDDOR report - HSE](#)) or by telephone (0345 300 9923) in the case of any fatal or major injuries.

By law, workplace accidents must be reported to the Health and Safety Authority, as soon as possible. The COO is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising Management and staff of any measures that need to be put in place to minimise the risk of any incidents reoccurring. The COO is responsible for acting on investigation findings to prevent a recurrence.

Where a learner's injury is determined to be reportable under RIDDOR, the COO will notify the Department for Education (DfE) in accordance with funding and regulatory requirements.

Health Surveillance and Driving at Work

The COO is responsible in ensuring that staff who are required to drive as part of their work activities are competent to do so.

Health Surveillance is required for the purpose of driving for and behalf of ELA Training Services.

Arrangements will be made by notification from DVLA of a medical due.

Staff are responsible for checks on their vehicles and to ensure that the vehicle is kept in good working order; staff are to report any defects or problems with their vehicles.

All staff are responsible for ensuring that any vehicle accident is reported to the COO. It is the Company's policy to ensure that an employee using their own vehicle for the purpose of work must also have insurance that covers them for Business Use.

The COO will be responsible for ensuring that staff who are required to drive are competent to do so and will obtain copies and keep records on checks carried out on staff Driving Licence, MOT and Insurance.

Safe Equipment

The COO is responsible for identifying all equipment needing maintenance. They are responsible for ensuring effective maintenance procedures are drawn up and is also responsible for ensuring that all identified maintenance is implemented and that the record of any inspection, servicing or maintenance of equipment is recorded and that records are maintained. Any problems found with equipment should be reported to the COO. The COO will check that new equipment meets health and safety standards before it is purchased.



The COO is responsible for ensuring that employees are given adequate information, instruction and training in relation to the use of equipment and is also responsible for ensuring that records of any information, instruction and training are kept and maintained where necessary.

Safe Handling and Use of Substances (COSHH) *Control of Substances Hazardous to Health*

The Business Centre Landlords will be responsible for identifying all substances that need a COSHH assessment. The Business Centre Landlords will be responsible for undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary and will be responsible for ensuring that all actions identified in the assessments are implemented.

The HSR will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and will check that new substances can be used safely. The COO will ensure that assessments are reviewed every year or when the work activity changes, whichever occurs soonest.

Personal Protective Equipment (PPE)

The COO will be responsible for ensuring that, where the need for PPE is identified, that it is suitable for the activity it is required for and that it is suitable for the individual using it. The HSR will be responsible for ensuring that PPE is maintained, clean and that it is replaced when necessary. It is our company policy that all PPE is issued free of charge. The HSR will be responsible for ensuring that PPE is suitably stored when it is not being used.

The MD will be responsible for giving training, information and instruction to employees on the use of PPE and how to look after it, and will also be responsible for keeping & maintaining records of the training, information and instruction given to employees.

Display Screen Equipment

The COO via site representative will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained. Action required in removing or controlling of the risks identified will be approved by the COO. Assessments will be reviewed every year, when the work activity changes, whenever you change location, or whichever is soonest.

The COO via site representative will be responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.

It is this Company's policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor if they are needed for work, if requested by the employee.



Electrical Equipment (Includes PAT Portable appliance testing)

It is the Company's policy to ensure that any electrical system at work is safe to use and properly maintained. The COO will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined. The electrical installations will be examined on an on-going basis and records of any examinations or works carried out on the electrical installations will be kept and maintained by a qualified electrician.

Faulty equipment should be reported immediately to the COO via the site representative and labelled faulty and not used until it has been repaired or replaced. The COO will be responsible for ensuring that staff are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe.

They will also ensure that records of any advice or information given to staff are kept and maintained.

Site representative via the COO will be responsible for keeping and maintaining records to show that any faults have been rectified.

Welfare

It is the policy of ELA Training Services for the Business Centre Landlord to provide enough clean toilets and wash basins with hot and cold running water, soap and drying facilities for those expected to use them. The Business Centre Landlord will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps, and containers are clearly and correctly labelled as potable drinking water.

The Business Centre Landlord shall ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and stored where food will not get contaminated. It is the Company's policy to provide a working environment where people can work without being irritated by any internal substances. Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to the COO. It is the policy of ELA Training Services to ensure that the Business Centre Landlords traffic routes are kept in good repair and are free from obstruction. It is also the policy of ELA Training Services to ensure that the Business Centre Landlord takes precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to the site representative and be dealt with quickly but employees should not put their own health and safety at risk.

The Business Centre Landlords will ensure that lighting is suitable and sufficient to allow staff to work and move around safely. The Business Centre Landlord and ELA Training Services employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open, or fire extinguishers obstructed.

Smoking is strictly forbidden on the premises. Smoking is permitted away from the premises within the grounds and waste needs to be distributed in the smoking facilities provided.



Lone Working

ELA Training Services will ensure that staff who work by themselves without close or direct supervision or those who have to visit other premises, should make sure their colleagues or manager know where they are going and when they will be back and should record their visit in their outlook calendar.

ELA Training Services are to advise staff who work by themselves without close or direct supervision or those who have to visit other premises, to take a mobile phone. It is the Company's Policy to ensure that no staff member will work alone on any task that has been assessed as having any risks related to lone working. Where a risk is identified a lone worker, checklist must be completed.

Information, Training and Supervision

The COO via site representative will be responsible for delivering basic health and safety induction training to all new staff. This induction will include the contents of this policy, along with any specific health and safety requirements relevant to the individual's role or work environment. In addition, all staff will receive health and safety refresher training on an annual basis, or more frequently, if necessary, due to changes in legislation, procedures, or identified risks.

Relevant health and safety information received electronically, such as updates from regulatory bodies or internal communications, will be shared with staff where appropriate to ensure continued awareness and compliance.

Role-specific health and safety training will be provided as required, based on the nature of the job and the associated risks.

Supervision of young workers / trainees will be arranged / undertaken / monitored by the appropriate L&D Coach / Assessor.

The site representatives are responsible for ensuring that employees of other Companies, Contractors or Visitors are given relevant health and safety information.

Learners

All learners must comply with their employer's health and safety policy, associated risk assessments, and any workplace-specific health and safety arrangements at all times. Learners are also expected to apply best practice as promoted by ELA Training Services throughout their programme.

Learners are required to comply with this Health and Safety Policy where relevant, as well as follow the specific instructions of their L&D Coach / assessor. L&D Coaches / assessors are responsible for ensuring that learners receive a thorough induction, including relevant health

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and safety procedures and any known or foreseeable risks associated with their training or work environment.

All learners undertaking an Apprenticeship or Programme will be subject to a Health and Safety workplace audit prior to enrolling onto the programme. Workplace audits are carried out in conjunction with the employer and cover all basic Health and Safety requirements to keep learners safe at work.

While the employer holds primary responsibility for the health and safety of their employees, ELA Training Services ensures that this responsibility is clearly communicated during initial discussions where expectations are discussed. Associates are equally responsible for ensuring compliance with all relevant health and safety legislation. Additionally, Health and Safety is checked at monthly progress review visits.

Workplace Health and Safety audits are risk banded according to the workplace sector risk and level of Health and Safety compliance against the vetting form including checking that the employer has a valid ELI certificate.

Dependent on the sector and risk vetting are monitored as follow:

High Risk – 3 Months

Medium Risk – 6 months

Low Risk – 12 months

Where workplace vetting checks identify the placement as non-compliant such as not having valid employer's liability insurance, learners are not enrolled until all risks are resolved and the placement re-audited.

Safeguarding and Prevent Duty

Health and safety is closely linked with safeguarding responsibilities, particularly in relation to learners who may be under 18 or considered vulnerable adults. ELA Training Services ensures alignment between this policy and its Safeguarding and Prevent Policy. Staff are required to consider not only physical safety but also emotional wellbeing, online safety, and the prevention of exploitation or radicalisation. Please also refer to our ICT and AI Acceptable Use Policy. Health and safety concerns that may indicate a safeguarding issue must be reported in accordance with safeguarding procedures immediately.

Mental Health and Stress Risk

In line with the Management of Health and Safety at Work Regulations 1999, ELA Training Services recognises mental wellbeing and work-related stress as important components of employee health.

Risk assessments will consider psychosocial hazards such as workload, isolation, and work environment, particularly in remote roles. Support mechanisms, such as access to our Well-



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Being Team, resources or referrals, will be provided where necessary to maintain a healthy and productive working environment. Please speak to your line manager in the first instance or a member of the Safeguarding Team via safe@ela-training.co.uk

Environmental Policy

It is the policy of ELA Training Services to conduct its operations in a way that minimises any adverse impact on the environment, promoting sustainability and responsible resource use across all areas of the business. Please refer to our **Environmental and Sustainability Policy**.

Wherever practicable, environmentally friendly materials and substances will be used. Waste will be minimised through reduction, reuse, and recycling initiatives. Where recycling is not possible, disposal will be managed using approved and licensed contractors in compliance with environmental regulations.

Hazardous substances will be handled and stored in a manner that prevents any release into the atmosphere, drains, or watercourses, ensuring full compliance with environmental protection legislation.

Business Continuity

In addition to fire safety and first aid arrangements, ELA Training Services maintains procedures for responding to a range of emergency scenarios including severe weather, building closure, IT failure, or critical incidents affecting staff or learners.

Our Business Continuity Policy plans are reviewed periodically to ensure essential services can continue with minimal disruption. Staff are briefed on emergency protocols, and designated personnel are responsible for activating response plans when required.

Promoting Commitment to the Policy

ELA Training Services is committed to embedding a culture of health and safety awareness and compliance across all aspects of its operations. This policy will be actively promoted through a range of activities and communication methods. The list below outlines core mechanisms, though other methods may be used as appropriate:

- Health and safety training for all new staff during induction, with annual refresher training and updates for existing staff.
- Use of email footers to promote awareness of key policies and contact points (e.g. safeguarding email address).
- Integration of health and safety expectations within broader policy areas such as Safeguarding and Prevent, ensuring staff and learners understand how these policies interlink.
- Discussion of health and safety issues during regular learner review meetings and progress checks.
- Inclusion of health and safety expectations in employer briefings and onboarding materials.



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Review

The effectiveness of this procedure and associated arrangements will be reviewed annually under the direct supervision of the Chief Operating Officer.

| Adoption Date | Updated | Review Date | COO |
|---------------|------------|-------------|---|
| 08/2018 | 31/07/2025 | 01/08/2026 |  |



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