

Health & Safety Policy

I & F Limited (trading as Skills4 Group)

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Company:	I & F Limited (t/a Skills4 Group)
Policy Owner:	Head of People
Approved By:	Managing Director
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I & F Limited T/A Skills4

Address: Unit 6 Cable Court, Preston, PR2 9YW Registered Company Number: 05166983
Phone Number: 0161 794 0528 Email: info@skills4group.co.uk

1. Statement of Intent

I & F Limited (trading as Skills4 Group) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, contractors and visitors.

The Company will comply with all relevant UK health and safety legislation and guidance, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Display Screen Equipment Regulations 1992
- RIDDOR 2013

As an education and training provider working with learners aged 16+, the Company recognises its extended duty of care in both workplace and learning environments.

The Company is committed to:

- Providing safe systems of work
- Preventing injury and ill health
- Managing risks effectively
- Promoting a culture of safety, accountability and wellbeing

This policy will be reviewed annually or sooner if significant changes occur.

Signed:  _____

Head of People

Date: 01/04/2026

2. Scope

This policy applies to:

- All employees (including remote workers)
- Learners (aged 16+)
- Contractors and third parties
- Visitors

It covers:

- Remote working environments
- The Preston office
- Any location where company business is conducted

3. Responsibilities

3.1 Board & Managing Director

The Managing Director holds overall accountability for health and safety and will:

- Ensure compliance with legislation
- Provide adequate resources
- Review health and safety performance
- Promote a positive safety culture

3.2 Head of People (Policy Owner)

Responsible for:

- Maintaining and reviewing the Health & Safety Policy
- Ensuring compliance with HSE and employment legislation
- Monitoring incidents, trends, and risks
- Coordinating training and awareness
- Supporting audits and inspections

3.3 Managers / Heads of Department

Managers are responsible for:

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- Implementing safe systems of work
- Completing and reviewing risk assessments
- Ensuring staff understand their responsibilities
- Monitoring team wellbeing and workload risks
- Investigating incidents and implementing corrective actions

3.4 Employees

Employees must:

- Take reasonable care of their own health and safety
- Follow company policies and procedures
- Report hazards, risks, and incidents promptly
- Use equipment safely and appropriately

Failure to comply may result in disciplinary action.

4. Risk Management

The Company is committed to identifying, assessing, and effectively managing risks to ensure the health, safety, and wellbeing of employees, learners, and all individuals affected by its activities.

4.1 Risk Assessment Approach

The Company will carry out suitable and sufficient risk assessments across all areas of operation, including:

Office environments

- Remote and home working environments
- Learner-facing activities, including 1:1 and group delivery
- Work equipment and technology use
- Lone working situations

Risk assessments will follow a structured and consistent approach:

- Identification of hazards
- Assessment of risk (likelihood and impact)
- Implementation of appropriate control measures

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- Recording and communication of findings
- Regular review and update

4.2 Learner and Education-Specific Risk

As an education and training provider, the Company recognises additional risks associated with working with learners, including young people and adults at risk.

Risk assessments will consider:

- Safeguarding risks and vulnerabilities
- Behavioural risks and learner conduct
- Risks associated with remote/online delivery
- Accessibility and inclusion requirements

Appropriate control measures will be implemented to ensure a safe and supportive learning environment at all times.

4.3 Remote Working Risk Management

Given the distributed nature of the workforce, the Company will ensure that risks associated with remote working are assessed and managed, including:

- Display Screen Equipment (DSE) and workstation setup
- Mental health and wellbeing risks, including isolation and workload
- Safe use of IT equipment and systems
- Home environment safety

Employees are responsible for maintaining a safe working environment and reporting any risks or concerns.

4.4 Review and Monitoring

Risk assessments will be:

- Reviewed at least annually
- Reviewed following any significant change (e.g. new processes, locations, or incidents)
- Updated following accidents, near misses, or identified risks

Managers are responsible for ensuring risk assessments are completed, implemented, and regularly reviewed within their areas.

4.5 Reporting and Escalation

All employees must report:

- Hazards
- Near misses
- Unsafe working conditions

Reports will be reviewed promptly, and appropriate action will be taken to eliminate or control risks.

Failure to follow risk management procedures may result in disciplinary action.

5. Remote & Home Working

The Company recognises that a significant proportion of its workforce operates remotely. It is committed to ensuring that remote and home working arrangements are safe, effective, and support the health, safety, and wellbeing of employees and learners.

5.1 Employer Responsibilities

The Company will:

- Ensure that remote working arrangements are risk assessed and regularly reviewed
- Provide guidance on safe workstation setup, including ergonomics and posture
- Require all employees to complete a Display Screen Equipment (DSE) assessment
- Provide appropriate equipment where required to support safe working practices
- Promote good working practices, including regular breaks and appropriate screen use
- Support employee wellbeing, including monitoring workload and reducing risks of isolation
- Ensure systems and technology used for remote delivery are safe, secure, and fit for purpose

5.2 Employee Responsibilities

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Employees working remotely must:

- Maintain a safe and suitable working environment
- Complete required DSE assessments and act on any recommendations
- Follow company guidance on workstation setup and safe working practices
- Take regular breaks and manage screen time appropriately
- Ensure all equipment is used safely and for its intended purpose
- Report any hazards, risks, or concerns relating to their working environment
- Inform their manager of any changes that may affect their ability to work safely

5.3 Remote Delivery & Learner Safety

Where employees are delivering training remotely, the Company requires that:

- Appropriate professional boundaries are maintained at all times
- Company-approved platforms and systems are used for all learner interactions
- Sessions are conducted in a safe, appropriate, and professional environment
- Any safeguarding, wellbeing, or safety concerns relating to learners are reported immediately in line with company procedures

5.4 Wellbeing and Workload Management

The Company recognises the potential impact of remote working on mental health and wellbeing.

Managers will:

- Monitor workload and working patterns to prevent excessive hours
- Maintain regular communication with team members
- Identify and respond to signs of stress, isolation, or burnout

Employees are encouraged to:

- Raise any wellbeing concerns at an early stage
- Maintain clear boundaries between work and personal time where possible

5.5 Review and Compliance

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Remote working arrangements will be:

- Reviewed periodically to ensure they remain safe and effective
- Adjusted where risks are identified or circumstances change
- Failure to follow remote working guidance and requirements may result in disciplinary action.

6. Lone Working

The Company recognises that employees may be required to work alone as part of their role, including when working remotely, travelling, or delivering training in isolated environments. The Company is committed to ensuring that lone working is carried out safely and that risks are effectively managed.

6.1 Definition of Lone Working

Lone working includes any situation where an employee works without direct supervision or immediate access to assistance, including:

- Working from home or other remote locations
- Travelling for work purposes
- Conducting 1:1 sessions with learners

6.2 Risk Assessment

The Company will ensure that risks associated with lone working are assessed and appropriate control measures are implemented.

Risk assessments will consider:

- The working environment and location
- The nature of the work being undertaken
- Interaction with learners, employers, or third parties
- Time of working (e.g. early morning or late evening)
- Access to communication and support

6.3 Control Measures

To reduce risks associated with lone working, the Company will:

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- Ensure effective communication systems are in place (e.g. Teams, phone contact)
- Establish clear check-in and check-out expectations where appropriate
- Provide guidance on safe lone working practices
- Ensure employees understand escalation procedures in the event of an incident
- Avoid, where reasonably practicable, situations that pose an increased risk to employee safety

6.4 Employee Responsibilities

Employees who work alone must:

- Take reasonable care of their own safety and wellbeing
- Follow agreed lone working procedures and guidance
- Keep their manager informed of their working location where required
- Maintain regular communication as agreed with their manager
- Report any concerns, incidents, or near misses promptly

6.5 Learner-Facing Lone Working

Where lone working involves interaction with learners (including remote 1:1 delivery), employees must:

- Maintain appropriate professional boundaries at all times
- Use only approved company systems and platforms
- Ensure sessions are conducted in a safe and appropriate environment
- Remain alert to any safeguarding or wellbeing concerns and report these immediately in line with company procedures

6.6 Emergency Situations

In the event of an emergency, employees should:

- Contact emergency services where required
- Inform their manager as soon as reasonably practicable
- Follow company reporting procedures after the incident

6.7 Review and Monitoring

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Lone working arrangements will be reviewed periodically to ensure risks remain controlled and appropriate measures are in place.

7. Office Safety (Preston Site)

The Company is committed to maintaining a safe, secure, and compliant working environment at its Preston office. All reasonable steps will be taken to ensure the health, safety, and welfare of employees, visitors, and any other individuals on site.

7.1 Employer Responsibilities

The Company will ensure that the Preston site:

- Provides safe access and escape at all times
- Is maintained in a clean, safe, and suitable condition
- Complies with all relevant fire safety regulations, including fire risk assessments and evacuation procedures
- Has appropriate first aid provision and access to trained first aiders where required
- Ensures all equipment, fixtures, and facilities are safe, maintained, and fit for purpose
- Displays relevant health and safety information clearly (e.g. fire exits, emergency contacts)

7.2 Employee Responsibilities

Employees attending the office must:

- Take reasonable care of their own health and safety and that of others
- Follow all site-specific health and safety procedures
- Familiarise themselves with emergency procedures, including fire evacuation routes and assembly points
- Report any hazards, defects, or safety concerns immediately
- Use equipment and facilities safely and as intended

7.3 Visitors and Contractors

The Company will ensure that:

- Visitors and contractors are made aware of relevant health and safety procedures upon arrival
- Appropriate supervision is in place where required
- Contractors are competent and operate in line with health and safety expectations

Employees hosting visitors are responsible for ensuring that visitors follow site safety requirements.

7.4 Fire Safety

The Company will:

- Conduct and regularly review fire risk assessments
- Maintain clear evacuation procedures and designated assembly points
- Ensure fire safety equipment is maintained and accessible

Employees must:

- Follow all fire safety instructions and evacuation procedures
- Not obstruct fire exits or interfere with fire safety equipment
- Report any fire safety concerns immediately

7.5 Incident Reporting

All accidents, incidents, near misses, or hazards occurring on site must be reported in line with Company procedures.

The Company will:

- Record and investigate incidents
- Take appropriate corrective action to prevent recurrence

7.6 Review and Compliance

Office safety arrangements will be reviewed periodically to ensure ongoing compliance and effectiveness.

Failure to comply with office safety requirements may result in disciplinary action.

8. Training Delivery & Learner Safety

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The Company delivers all training through online platforms and is committed to ensuring that all remote delivery is conducted in a safe, secure, and supportive environment that protects the health, safety, and wellbeing of learners and employees.

As an education and training provider working with learners aged 16+, the Company recognises its enhanced duty of care and ensures that learner safety is embedded across all aspects of online delivery.

8.1 Safe Online Learning Environment

The Company will ensure that:

- All training is delivered through approved, secure platforms
- Systems used for delivery are appropriate, reliable, and fit for purpose
- Learners are provided with clear guidance on how to participate safely in online sessions

Risks associated with remote delivery are identified and managed

8.2 Professional Standards in Online Delivery

Employees delivering training must:

- Conduct all sessions in a professional and appropriate environment
- Maintain appropriate professional boundaries at all times
- Use only company-approved systems and communication channels
- Ensure communication with learners remains appropriate, transparent, and work-related

8.3 Safeguarding and Learner Wellbeing

The Company recognises that safeguarding applies equally in an online environment.

The Company will:

- Embed safeguarding practices across all online delivery
- Ensure staff are trained to recognise signs of safeguarding and wellbeing concerns in a remote context
- Provide clear reporting and escalation routes for concerns

All employees must:

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- Remain alert to signs of safeguarding concerns, including changes in behaviour, engagement, or wellbeing
- Act immediately and report any concerns in line with company procedures

8.4 Learner Engagement and Behaviour

The Company will promote a safe and respectful online learning environment by:

- Setting clear expectations of learner behaviour during sessions
- Addressing inappropriate behaviour promptly and appropriately
- Taking action where behaviour presents a risk to others

8.5 Online Safety and Digital Conduct

To ensure a safe online environment:

Employees and learners must use systems responsibly and in line with company policies

- Personal contact details must not be shared between staff and learners
- All communication must take place via approved company platforms
- Any concerns relating to online safety must be reported immediately

8.6 Incident Reporting and Escalation

All incidents relating to learner safety, safeguarding, or wellbeing must be reported promptly.

The Company will:

- Record and review all reported concerns
- Take appropriate action to manage and reduce risk
- Escalate concerns where required in line with safeguarding procedures

8.7 Review and Continuous Improvement

Online delivery and learner safety arrangements will be:

- Monitored and reviewed regularly
- Updated in response to incidents, feedback, or changes in technology or delivery methods

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The Company is committed to continuous improvement to ensure a safe and effective online learning experience.

9. Work Equipment

The Company will ensure:

- Equipment is safe, maintained, and fit for purpose
- Employees receive appropriate training where required

Employees must:

- Use equipment correctly
- Report faults or defects immediately

10. Display Screen Equipment (DSE)

The Company recognises that the majority of employees use display screen equipment (DSE) as a core part of their role. It is committed to ensuring that DSE is used safely and in line with the Display Screen Equipment Regulations 1992.

10.1 Employer Responsibilities

The Company will:

Identify employees who are DSE users in line with regulatory definitions

Ensure all DSE users complete a workstation assessment (DSE assessment)

Provide guidance on safe workstation setup, including posture, ergonomics, and screen positioning

Support employees in implementing any required adjustments identified through assessments

Provide eye tests, where applicable, in line with regulatory requirements

Promote safe working practices, including regular breaks and variation of tasks

10.2 Employee Responsibilities

Employees who use DSE must:

- Complete a DSE assessment and review it when circumstances change

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- Follow guidance on safe workstation setup and use
- Take regular breaks from screen-based work
- Use equipment safely and as intended
- Report any discomfort, pain, or health concerns related to DSE use
- Inform their manager of any changes to their working environment that may impact safety

10.3 Workstation Setup

Employees are expected to ensure that their workstation is set up appropriately, including:

- A stable work surface and suitable chair
- Screen positioned at an appropriate height and distance
- Keyboard and mouse positioned to allow comfortable use
- Adequate lighting to avoid glare or eye strain

The Company will provide guidance and support to help employees achieve a safe and effective setup.

10.4 Health and Wellbeing

The Company recognises that prolonged DSE use can contribute to:

- Musculoskeletal issues (e.g. back, neck, or wrist pain)
- Eye strain and fatigue
- Mental fatigue

To reduce these risks, employees are encouraged to:

- Take regular short breaks (e.g. screen breaks)
- Change posture and move regularly
- Raise concerns early so that adjustments can be made

10.5 Review and Compliance

DSE assessments will be:

- Reviewed periodically
- Updated where there are changes to equipment, working environment, or reported issues

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- Failure to follow DSE guidance and requirements may result in disciplinary action.

11. Mental Health & Wellbeing

The Company recognises that mental health and wellbeing are integral to overall health and safety. It is committed to promoting a supportive working environment where employees feel able to perform effectively, raise concerns, and access appropriate support.

11.1 Employer Commitment

The Company will:

- Promote a positive working environment that supports mental health and wellbeing
- Take reasonable steps to identify and manage work-related stress and wellbeing risks
- Provide access to support services, including a confidential Employee Assistance Programme (EAP)
- Encourage open and constructive conversations about wellbeing
- Ensure that mental health is considered as part of risk assessments and day-to-day management

11.2 Employee Assistance Programme (EAP)

The Company provides access to a confidential Employee Assistance Programme (EAP), which offers:

- 24/7 confidential advice and support
- Guidance on personal and work-related issues
- Access to counselling and wellbeing resources (where applicable)
- The EAP is available to all employees and can be accessed independently. Use of the EAP is confidential, and no information is shared with the Company unless there is a serious risk of harm.

Employees are encouraged to make use of this service where needed.

11.3 Manager Responsibilities

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Managers play a key role in supporting wellbeing and will:

- Monitor workload, working patterns, and team capacity
- Maintain regular communication with team members, particularly in a remote environment
- Identify early signs of stress, burnout, or disengagement
- Take appropriate action to address concerns, including making reasonable adjustments where required
- Signpost employees to available support services, including the EAP

11.4 Employee Responsibilities

Employees are encouraged to:

- Take reasonable care of their own mental health and wellbeing
- Raise any concerns at an early stage with their manager or appropriate contact
- Make use of available support services, including the EAP
- Maintain healthy working practices, including taking breaks and managing workload effectively

11.5 Remote Working Considerations

The Company recognises that remote working can present additional wellbeing risks, including isolation and blurred boundaries between work and personal life.

To address this, the Company will:

- Encourage clear boundaries between working time and personal time
- Promote regular communication and team connection
- Support flexible working arrangements where appropriate

Employees are encouraged to:

- Maintain a clear structure to their working day
- Take regular breaks and step away from screens
- Stay connected with colleagues and managers

11.6 Stress Management

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Where work-related stress is identified, the Company will:

- Assess contributing factors
- Implement appropriate control measures
- Review workload, expectations, and support arrangements

11.7 Confidentiality and Support

All wellbeing-related concerns will be handled sensitively and, where possible, confidentially.

The Company encourages employees to seek support without fear of stigma or negative impact.

11.8 Review and Continuous Improvement

The Company will:

- Monitor wellbeing trends and risks
- Review wellbeing initiatives and support mechanisms
- Make improvements where required to ensure an effective and supportive environment

12. Incident Reporting & Investigation

The Company is committed to ensuring that all accidents, incidents, near misses, and hazards are reported, recorded, and investigated appropriately. This enables the Company to identify risks, prevent recurrence, and maintain a safe working and learning environment.

12.1 Reporting Requirements

All employees must report the following as soon as reasonably practicable:

Accidents or injuries

- Near misses
- Hazards or unsafe conditions
- Incidents involving learners, including safeguarding or wellbeing concerns

Reports should be made in line with Company procedures and escalated to the appropriate manager without delay.

Failure to report an incident may result in disciplinary action.

12.2 Employer Responsibilities

The Company will:

- Maintain appropriate systems for recording incidents
- Ensure all reported incidents are reviewed and, where necessary, investigated
- Take appropriate corrective action to eliminate or control risks
- Monitor incident trends to identify recurring issues or areas of concern
- Comply with statutory reporting requirements, including reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) where applicable

12.3 Investigation Process

Where required, incidents will be investigated to:

- Establish the facts and root causes
- Identify any failures in systems, processes, or controls
- Determine appropriate corrective and preventative actions

Investigations will be proportionate to the severity and nature of the incident.

12.4 Learner-Related Incidents

Incidents involving learners will be treated with particular care and may include:

- Health and safety incidents during training
- Safeguarding or wellbeing concerns
- Behavioural incidents impacting safety

Such incidents must be reported and managed in line with both health and safety and safeguarding procedures.

12.5 Corrective Actions and Follow-Up

Following an investigation, the Company will:

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- Implement appropriate corrective actions
- Communicate relevant learning points where appropriate
- Monitor the effectiveness of actions taken
- Update risk assessments or procedures as required

12.6 Record Keeping and Confidentiality

All incidents will be:

- Recorded accurately and retained in line with Company data retention requirements
- Handled sensitively and confidentially, particularly where personal or safeguarding matters are involved

12.7 Review and Continuous Improvement

The Company will:

- Regularly review incident data and trends
- Use insights to inform improvements to processes, training, and risk management
- Ensure continuous improvement of health and safety practices

13. Fire Safety

The Company is committed to ensuring that appropriate fire safety arrangements are in place to protect employees, visitors, and any other individuals on its premises.

13.1 Employer Responsibilities

The Company will:

- Conduct and regularly review fire risk assessments for its premises
- Implement appropriate fire prevention and control measures
- Ensure safe means of escape are maintained at all times
- Provide and maintain suitable fire detection and firefighting equipment
- Display clear fire safety signage, including escape routes and assembly points
- Establish and communicate evacuation procedures

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- Ensure appropriate fire safety training and awareness is provided to employees

13.2 Employee Responsibilities

Employees attending Company premises must:

- Familiarise themselves with fire safety procedures, including evacuation routes and assembly points
- Follow all fire safety instructions and procedures
- Participate in fire drills where required
- Not obstruct fire exits, escape routes, or firefighting equipment
- Not interfere with or misuse fire safety equipment
- Report any fire hazards or concerns immediately

13.3 Emergency Procedures

In the event of a fire or suspected fire:

- The alarm should be raised immediately
- All individuals must evacuate the premises promptly using the nearest safe exit
- Lifts must not be used during evacuation
- Individuals must proceed to the designated assembly point and remain there until instructed otherwise
- The emergency services must be contacted where required

Employees must not re-enter the building until it is confirmed safe to do so.

13.4 Remote Working Considerations

Employees working remotely are responsible for ensuring that their home working environment is safe, including:

- Maintaining clear access to exits
- Ensuring smoke alarms are present and functional where applicable
- Taking reasonable steps to reduce fire risks (e.g. safe use of electrical equipment)

The Company will provide general guidance on fire safety for home working environments.

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13.5 Training and Awareness

The Company will ensure that:

- Employees are provided with appropriate fire safety information and guidance
- Relevant staff are trained in fire safety responsibilities where required

13.6 Review and Compliance

Fire safety arrangements will be:

- Reviewed regularly and updated as required
- Monitored to ensure ongoing compliance with legal requirements

Failure to comply with fire safety procedures may result in disciplinary action.

14. First Aid

The Company is committed to ensuring that appropriate first aid arrangements are in place to support the health and safety of employees, visitors, and learners where applicable.

14.1 Employer Responsibilities

The Company will:

- Provide adequate and appropriate first aid arrangements in line with legal requirements
- Ensure suitable first aid equipment is available at Company premises
- Appoint trained first aiders where required, based on risk assessment
- Maintain first aid equipment and ensure it is accessible and in good condition
- Provide employees with information on first aid arrangements and how to access support

14.2 First Aid at Company Premises

At the Preston office, the Company will ensure that:

- First aid kits are available and appropriately stocked
- Details of trained first aiders are communicated and accessible

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- Employees know how to summon assistance in the event of an incident

14.3 Remote Working Considerations

Employees working remotely are responsible for managing minor first aid needs within their home environment.

Employees should:

- Ensure they have access to basic first aid supplies at home
- Seek medical assistance where required
- Report any work-related injury or incident in line with Company procedures

The Company will provide guidance on basic first aid awareness where appropriate.

14.4 Incident Response

In the event of an injury or medical emergency:

- Immediate assistance should be sought from a trained first aider (where available)
- Emergency services should be contacted where required
- The incident must be reported in line with Company incident reporting procedures

14.5 Record Keeping

All work-related injuries or incidents requiring first aid must be:

- Reported and recorded in line with Company procedures
- Reviewed where necessary to identify any required corrective actions

14.6 Review and Compliance

First aid arrangements will be:

- Reviewed periodically to ensure they remain appropriate and effective
- Updated in response to changes in working arrangements or identified risks

15. Contractor & Third-Party Safety

The Company will:

- Ensure contractors are competent
- Share relevant safety information
- Monitor activities where appropriate

16. Safeguarding

Skills4 Group is committed to safeguarding and promoting the welfare of all learners, including young people (aged 16–18) and adults at risk. Safeguarding is a fundamental part of the Company's duty of care and is the responsibility of all employees.

The Company operates in line with relevant statutory guidance, including Keeping Children Safe in Education (KCSIE) and other applicable safeguarding legislation and best practice.

16.1 Safeguarding Principles

The Company will:

- Provide a safe environment for learners, employees, and stakeholders
- Take all reasonable steps to protect individuals from harm, abuse, neglect, and exploitation
- Promote a culture of vigilance, where concerns are identified and acted upon promptly
- Ensure safeguarding practices are embedded across all areas of delivery, including remote and employer-based learning

16.2 Responsibilities

All employees are responsible for:

- Understanding their safeguarding responsibilities
- Remaining alert to signs of abuse, neglect, or harm
- Reporting any safeguarding concerns immediately in line with company procedures

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- Maintaining appropriate professional boundaries with learners at all times

Managers are responsible for:

- Ensuring safeguarding practices are understood and consistently applied within their teams
- Supporting staff in responding to safeguarding concerns
- Escalating concerns appropriately where required

The Company has a designated Safeguarding Lead (DSL) who is responsible for:

- Overseeing safeguarding arrangements across the organisation
- Providing advice and guidance to staff
- Managing and escalating safeguarding concerns to relevant external agencies where appropriate
- Maintaining safeguarding records and ensuring compliance with statutory requirements

16.3 Training & Awareness

The Company will ensure that:

- All staff complete mandatory safeguarding training appropriate to their role
- Training is refreshed regularly in line with statutory guidance and organisational requirements
- Staff understand how to recognise and report safeguarding concerns

16.4 Reporting Concerns

All safeguarding concerns must be reported immediately in line with the Company's Safeguarding Policy and procedures.

Failure to report a safeguarding concern may result in disciplinary action.

17. Prevent Duty

The Company is committed to meeting its obligations under the Counter-Terrorism and Security Act 2015 and recognises its responsibility to prevent individuals from being drawn into terrorism as part of its wider safeguarding duty.

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Prevent forms part of the Company's overall approach to safeguarding and applies to all employees, learners, and stakeholders.

17.1 Commitment

The Company will:

- Promote a safe and inclusive environment where learners feel able to express views and challenge ideas appropriately
- Ensure that risks of radicalisation and extremism are understood and appropriately managed
- Embed the Prevent Duty within safeguarding practices and organisational processes
- Work in line with relevant government guidance and best practice

17.2 Responsibilities

All employees are responsible for:

- Understanding the principles of the Prevent Duty
- Remaining alert to signs of radicalisation or extremist behaviour
- Reporting any concerns immediately in line with company safeguarding procedures

Managers are responsible for:

- Ensuring staff understand their Prevent responsibilities
- Supporting appropriate action where concerns are raised

The Designated Safeguarding Lead (DSL) is responsible for:

- Providing advice and guidance on Prevent-related concerns
- Managing and escalating concerns to external agencies where appropriate
- Ensuring appropriate records are maintained

17.3 Training & Awareness

The Company will ensure that:

- All employees complete mandatory Prevent training appropriate to their role

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- Training is refreshed regularly in line with statutory and organisational requirements
- Staff understand how to recognise and respond to concerns

17.4 Online Delivery Considerations

As all training is delivered online, the Company recognises the importance of vigilance in a remote environment.

Employees must:

- Remain alert to changes in learner behaviour, engagement, or communication
- Report any concerns, including those arising in online interactions, without delay

17.5 Reporting Concerns

Any concerns relating to radicalisation or extremism must be reported immediately in line with the Company's Safeguarding Policy and procedures.

All concerns will be handled sensitively, recorded appropriately, and escalated where required.

Failure to report concerns may result in disciplinary action.

18. Training & Awareness

The Company will ensure that all employees receive appropriate health and safety training to enable them to carry out their roles safely and effectively.

18.1 Training Requirements

The Company will:

- Provide health and safety training as part of employee induction
- Require all employees to complete mandatory health and safety training on an annual basis
- Provide additional role-specific training where required

18.2 Employee Responsibilities

Employees must:

- Complete all mandatory health and safety training within the required timeframes
- Apply learning in practice and follow all health and safety guidance
- Raise any gaps in knowledge or training needs with their manager

18.3 Monitoring and Compliance

The Company will:

- Maintain records of training completion
- Monitor compliance with mandatory training requirements
- Take appropriate action where training is not completed

Failure to complete required training may result in disciplinary action.

19. Monitoring, Audit & Continuous Improvement

The Company is committed to monitoring health and safety performance and continuously improving its practices to ensure a safe working and learning environment.

19.1 Monitoring

The Company will:

- Monitor health and safety performance through incident reports, risk assessments, and feedback
- Review trends to identify recurring risks or areas for improvement
- Ensure that actions arising from incidents or concerns are implemented and followed through

19.2 Audit and Review

The Company will:

- Conduct periodic reviews and audits of health and safety arrangements
- Assess compliance with legal requirements, internal policies, and procedures
- Review the effectiveness of control measures and make improvements where required

19.3 Roles and Responsibilities

Managers are responsible for:

- Monitoring health and safety within their areas of responsibility
- Ensuring that risks are managed effectively and controls are in place
- Escalating any significant concerns or risks

The Head of People is responsible for:

- Overseeing health and safety compliance across the organisation
- Reviewing policy effectiveness and recommending improvements
- Supporting audits and ensuring appropriate actions are taken

19.4 Continuous Improvement

The Company will:

- Use data, feedback, and audit outcomes to inform improvements
- Update policies, procedures, and training where required
- Promote a proactive approach to identifying and managing risk

20. Linked Policies

This policy should be read in conjunction with the following Company policies and procedures:

- Safeguarding Policy
- Prevent Duty Policy
- Remote Working Policy
- Display Screen Equipment (DSE) Policy
- Disciplinary Policy
- Grievance Policy
- Data Protection and GDPR Policy
- Equality, Diversity & Inclusion Policy
- Bullying & Harassment Policy
- Whistleblowing Policy
- Internet & Email Usage Policy

- These policies provide additional guidance and controls to support the Company's overall approach to health, safety, wellbeing, and compliance.

21. Review

This policy will be reviewed to ensure it remains up to date, effective, and compliant with relevant legislation and best practice.

The policy will be:

- Reviewed annually as a minimum
- Reviewed following any significant incident or identified risk
- Updated in response to changes in legislation, guidance, or organisational structure
- The Head of People is responsible for overseeing the review and ensuring that any updates are communicated appropriately.

22. Approval

Signed: _____



Head of People

Date: 01/04/2026 _____

APPENDIX A - ADDITIONAL COMPLIANCE ARRANGEMENTS

Competent Person

The Company appoints the Head of People as the competent person responsible for providing health and safety advice in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Employee Consultation

The Company will consult with employees on health and safety matters through regular meetings, feedback channels, and direct communication with managers.

Risk Assessment Process

Risk assessments will follow a structured process: hazard identification, risk evaluation, control implementation, documentation, and review at least annually or following significant change.

Emergency Procedures

Emergency procedures include first aid response, escalation to emergency services where required, and internal reporting to management. Emergency contacts are maintained and accessible.

Training Requirements

All employees will receive health and safety induction training. Role-specific training will be provided where required, with refresher training conducted periodically.

Monitoring & KPIs

Health and safety performance will be monitored using KPIs such as incident rates, training completion rates, and audit findings. Reviews will be conducted quarterly.

Insurance

The Company maintains Employers' Liability Insurance in accordance with legal requirements.