

HEALTH AND SAFETY POLICY

VERSION 18

1 AUGUST 2025

The below policy is in respect to both learners and staff members of Strive Training premises.

Note; individual names are given in this policy to ensure clarity of individual responsibility.

Therefore this document will require updating whenever there are changes to personnel with H&S responsibilities.

1. Our general policy is;

- to provide adequate control of the health and safety risks arising from our work activities.
- to consult with our employees and learners on matters affecting their health and safety.
- to provide and maintain safe equipment.
- to provide information, instruction and supervision for employees and learners.
- to prevent accidents and cases of work-related ill health.
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

2. Responsibilities;

- Overall and final responsibility for health and safety is that of Managing Director.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to a designated competent person. The designated competent person should be experienced, trained and hold either IOSH Managing Safely (minimum) or NESOSH National General Certificate qualification. The designated person is Matt Bernstein (Safety Manager).
- The activities that need to be carried out within this policy are the responsibility of the Safety manager, who reports to the Operations Manager and Managing Director.
- To ensure health and safety standards are maintained/improved, the following people (as of 1 August 2023) have responsibility in the following areas;

First aid: Kim Franks

Fire procedures: Kim Franks

Fire Officers: Kim Franks

- All of these report to the Operations Manager in respect of their Health and Safety responsibilities.
 - All of these are provided with guidance from the Safety Manager in respect of Health and Safety policy, procedures and responsibilities.
 - All employees have responsibility to:
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- co-operate with supervisors and managers on health and safety matters.
- not interfere with anything provided to safeguard their health and safety or that of their colleagues or visitors.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Strive Training management is responsible for the overall Health and Safety policy and for ensuring that our operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all learners, employees, freelance workers, contractors, visitors and others who may be affected by our operations.
- Day-to-day Health and Safety concerns are the responsibility of everyone working, learning or visiting Strive Training. Everyone at Strive Training has a responsibility for the safety of themselves and others.
- Strive Training believes that it is always unacceptable for a learner to experience abuse of any kind and recognises its responsibility to safeguard the welfare of vulnerable adults by commitment to practice that protects them.
- Strive Training is committed to:
 - co-operate with supervisors and managers on health and safety matters.
 - not interfere with anything provided to safeguard their health and safety or that of their colleagues or visitors.
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).
 - Learners receive health and safety details on first day of arrival.
 - Providing a safe learning environment for all learners with equal protection from all types of harm and abuse.
 - Vulnerable adults who are suffering, or likely to suffer, significant harm, and taking appropriate action to see that vulnerable adults are kept safe, both at the training centre and elsewhere while learning.
 - Working in partnership with learners, staff and other institutions to promote a safe learning environment.

3. Risk Assessments

- Six monthly risk assessments will be undertaken by the Safety Manager.
 - The findings of the risk assessments will be reported to the Managing Director.
 - Action required to remove/control risks will be approved by the Managing Director.
 - The Safety Manager will be responsible for ensuring the action required is implemented.
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- The Safety Manager will check that the implemented actions have removed/reduced the risks.
- Risk assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.
- Risk assessments are recorded and stored in G Drive/HR/Health & Safety/Risks Assessment Folders.

4. Consultation with employees

- Two employee representatives are appointed on an annual basis
- Current representatives as of 1 August 2025 are;
 - Kim Franks
 - John Stapleton
- Consultation with employee representatives takes place at the time of the 6 monthly risk assessments and at any time an emergency matter is raised.

5. Safe equipment

- The Safety Manager will be responsible for identifying all equipment needing maintenance and will maintain a list.
- The Safety Manager will be responsible for ensuring effective maintenance procedures for those items are drawn up.
- The Safety Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any Health and Safety related problems found with equipment should be reported to the Safety Manager.
- The Safety Manager will check that new equipment meets health and safety standards before it is purchased.
- Portable electrical equipment will be subject to a visual safety inspection by the Safety manager, upon purchase and on an annual basis thereafter.
- Portable electrical equipment will be subject to a full PAT inspection upon opening of the site and on a bi-annual basis thereafter.

6. Information, instruction and supervision

- The Health and Safety Law poster is displayed in the training centres/ leaflets are issued by the Safety Manager.
 - Health and safety advice is available from the Safety Manager.
 - Supervision of young workers/trainees will be arranged/undertaken/monitored by the First Aider at the training centre.
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7. Training

- Induction training in Health and Safety will be provided for all employees by the Operations Manager.
- Job specific Health and Safety training, if required will be provided by the Operations Manager or line managers.
- Training records are kept by the Safety Manager.
- Training will be identified, arranged and monitored by the Operations Manager and Safety Manager.

8. Accidents, first aid and work-related ill-health

- Health surveillance will be arranged by the Safety Manager.
- Health surveillance records will be kept by the Safety Manager.
- The first aid box is maintained by and kept in the centre office.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the First Aider. Individual Accident Report sheets are detached from this and forwarded to the Safety Manager, for secure storage and possible investigation.
- The Safety Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority, in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- A complete record of accidents and incidents of illness at work is maintained by the Safety Manager.

9. Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, the Safety Manager will assess working conditions every 6 months and ask staff to be aware of their environment and report issues. The Safety Manager will keep these assessments.
- The First Aider and Safety Manager are responsible for investigating accidents.
- The Safety Manager is responsible for investigating work-related causes of sickness absences.
- The Operations Manager is responsible for acting on investigation findings to prevent a recurrence.

10. Emergency procedures - fire and evacuation

- The Safety Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
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- Escape routes are checked by the Operations Manager and Fire Officer every week.
- Fire extinguishers are maintained and checked by Morgan Fire Protection every year and managed by Spring Villa Park Building Management

Alarms are tested by Spring Villa Park Building Management, with additional Fire alarm checks conducted internally by Spring Villa Park Building Management.

At our physical training premises, alarms are tested by the Managing Agents (German Fisher and New City College).

Guidance notes for communicating drill; emailed to all employees at 6-month intervals.

Fire System check

We will be testing the Fire Alarm system every Monday morning. The bell will sound, but don't worry there is no need for you to do anything. This is NOT a drill, just a check of the bell system.

Fire Drills

We will be undertaking regular fire drills. These will be held without prior warning at no more than 6 month intervals. Fire drills can be conducted by either sounding the alarm or by use of a manual bell. The procedure for conducting the fire drill if using the alarm system is detailed below:

Evacuation procedures

The procedure for those in the office in the event of an evacuation is shown below.

Should the fire alarm activate, please leave the building using the fire exit, at the front of the building and make your way to the **Assembly Point** – in the Car Park Area, outside the Security Gate in Spring Villa Road.

If you discover a fire, please take the following actions:



- Activate the nearest fire alarm
Inform a member of staff and confirm the location



- Leave the building using the Fire Exit at the front of the building and proceed to the **Assembly Point** – in the Car Park Area, outside the Security Gate Building in Spring Villa Road.



- Persons with disabilities will be assisted if required to evacuate the building in accordance with their personal emergency evacuation plan. Ask a member of staff for more information.
- To Request First Aid assistance, inform a member of staff.

If you discover a fire, activate the alarm at the nearest alarm point.

Deal with the fire only if it is safe to do so.

It is only safe to use an extinguisher if the fire is self-contained and if there is no danger of your exit being delayed or prevented by this action. There are several extinguishers, all operate the same way: Pull out the pin, aim nozzle at base of fire & squeeze the handle.

Water Extinguishers should be used for treating fires to paper, wood, materials and furnishings.

CO2 Extinguishers should be used for treating electrical fires.

Fire blankets should be used for treating very small, self-contained fires.

Kim (fire warden) will check the office area to ensure nobody is left in the building:

Visitors are required to sign the visitor book upon entry and when leaving the office. The Visitor book is held by the office administrator on duty in reception, who manages this process. In the event of a fire or fire drill, Kim will take the visitor book to the assembly point.

Kim Franks will call the emergency services.

Kim Franks will liaise with emergency services.

Health and Safety inspections and record

- Health and safety records held by the Safety Manager:

11. Eyesight test and spectacles

- At an employee's request, the company will pay for annual eyesight tests for employees. The company will pay for an annual, standard test but will not provide payment for enhanced tests such as those for contact lenses.
- The company will not pay for normal spectacles if they are required for regular use.
- If the Optometrist confirms in writing that an employee requires spectacles for display screen work only, or requires a different prescription for display screen work from their usual prescription, the company will pay the cost of standard frames and suitable lenses. The employee is free to upgrade frames at their own expense.
- The employee should submit written confirmation to the Head Operations Manager, who will authorize and provide payment.
- If Spectacles are subsequently not used in the workplace a refund to the company should be offered by the employee.
- These guidelines conform to and exceed employer obligations as outlined in current HSE guidelines.

This policy is reviewed annually. It was last reviewed on the 1 August 2025 and will be reviewed in August 2026.

This document is based on HSE 259.

Version	Description of changes	Date	Auth	Appr.
V18	Review document	01/08/25	Kim Franks	Jonny Phillips