HEALTH AND SAFETY POLICY 2026

Policy Statement

Straight A Training is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, learners, contractors, visitors and all others who may be affected by its activities.
We recognise that effective health and safety management is essential to maintaining a safe working and learning environment and is fundamental to the success of the organisation.
Straight A Training will take all reasonable steps to prevent accidents, incidents, injuries and work-related ill health by providing safe systems of work, appropriate information, instruction, training and supervision.
All employees and learners share responsibility for maintaining a safe and healthy environment and are expected to cooperate fully with this policy.

1. Purpose

The purpose of this policy is to:

- Protect the health, safety and welfare of employees, learners and visitors.
- Comply with health and safety legislation.
- Prevent accidents, injuries and work-related illness.
- Promote a positive health and safety culture.
- Ensure effective management of health and safety risks.
- Embed safe working practices throughout the organisation.

2. Scope

This policy applies to:

- Employees.
- Directors and senior leaders.
- Tutors, trainers and assessors.
- Apprenticeship coaches.
- Agency workers.
- Contractors and consultants.
- Learners.
- Visitors.

The policy applies to:

- Office-based activities.
- Remote and home working.
- Employer premises.
- Learner workplaces.
- Training venues.
- Meetings and events.
- Business travel.

3. Legal Framework

Straight A Training will comply with all relevant health and safety legislation, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Manual Handling Operations Regulations 1992.
- Display Screen Equipment Regulations 1992.
- Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010.

4. Health and Safety Responsibilities

Directors

The Directors hve overall responsibility for health and safety and will:

- Ensure effective implementation of this policy.
- Provide adequate resources for health and safety management.
- Monitor health and safety performance.
- Ensure legal compliance.
- Promote a positive safety culture.

Managers and Team Leaders

Managers are responsible for:

- Implementing health and safety procedures.
- Undertaking risk assessments.
- Investigating incidents where appropriate.
- Monitoring safe working practices.
- Ensuring staff receive appropriate information and training.
- Addressing health and safety concerns promptly.

Employees

Employees must:

- Take reasonable care of their own health and safety.
- Take reasonable care of others who may be affected by their actions.
- Follow health and safety procedures.
- Report hazards, accidents and incidents promptly.
- Use equipment safely.
- Cooperate with health and safety arrangements.

Learners

Learners are expected to:

- Follow health and safety instructions.
- Behave responsibly.
- Report hazards, accidents or near misses.
- Cooperate with staff and employers regarding safety requirements.
- Use equipment safely and appropriately.

5. Risk Assessment

Straight A Training will identify hazards and assess risks associated with its activities.
Risk assessments will:

- Be carried out by competent persons.
- Be reviewed regularly.
- Be updated following significant changes.
- Consider staff, learners, visitors and contractors.

Control measures will be implemented to reduce risks to an acceptable level.

6. Safe Working Environment

Straight A Training will:

- Maintain safe premises and facilities.
- Ensure adequate lighting, ventilation and heating.
- Keep work areas tidy and free from hazards.
- Maintain equipment in a safe condition.
- Ensure suitable welfare facilities are available.

All staff are responsible for maintaining safe work environments.

7. Fire Safety

Straight A Training is committed to maintaining effective fire safety arrangements.
This includes:

- Fire risk assessments.
- Clear emergency evacuation procedures.
- Appropriate fire detection and warning systems.
- Fire extinguishers and emergency equipment.
- Staff awareness and training.

All employees and learners must familiarise themselves with emergency procedures in the buildings they use.

8. First Aid

Straight A Training will ensure appropriate first aid arrangements are in place.
This includes:

- Access to first aid facilities where required.

- Reporting and recording of accidents.
- Access to emergency medical assistance when necessary.

Employees and learners should report all injuries, however minor.

9. Accident and Incident Reporting

All accidents, incidents, near misses and dangerous occurrences must be reported promptly.
Reports should include:

- Details of the incident.
- Date and location.
- People involved.
- Action taken.

Incidents will be investigated where appropriate to identify lessons learned and prevent recurrence.
RIDDOR reporting requirements will be followed where applicable.

10. Health and Wellbeing

Straight A Training recognises the importance of mental and physical wellbeing.
We are committed to supporting:

- Mental health awareness.
- Stress management.
- Work-life balance.
- Equality, diversity and inclusion.
- Employee wellbeing initiatives.

Employees are encouraged to discuss wellbeing concerns with their manager.

11. Lone Working

Some employees may work alone, travel independently or undertake remote visits.
Straight A Training will:

- Assess risks associated with lone working.
- Implement appropriate control measures.
- Maintain communication arrangements.
- Ensure staff know how to obtain assistance.

Employees undertaking lone working activities must follow organisational procedures.

12. Home Working

Where employees work from home, they remain responsible for maintaining a safe working environment.
Staff should:

- Ensure workstations are set up correctly.
- Report any concerns regarding equipment or safety.
- Take regular breaks from display screen equipment.
- Maintain good housekeeping practices.

13. Display Screen Equipment (DSE)

Straight A Training recognises the risks associated with prolonged use of computers and mobile devices.
Staff are encouraged to:

- Adjust chairs, screens and equipment appropriately.
- Take regular breaks.
- Report discomfort or health concerns.
- Complete DSE assessments where required.

14. Safeguarding and Health & Safety

Health and safety arrangements support safeguarding responsibilities.
Where staff identify concerns regarding learner welfare, they must follow the Straight A Training Safeguarding Policy and report concerns to:

Designated Safeguarding Lead

Jayne Raftery
Email: jayne@straighta.co.uk

Deputy Designated Safeguarding Leads

Linda Somerville
Email: linda@straighta.co.uk
Caroline Mendes
Email: caroline@straighta.co.uk
Beata Kuczynska
Email: beata@straighta.co.uk

15. Training and Information

Straight A Training will provide appropriate health and safety information, instruction and training.
Training may include:

- Induction training.
- Fire safety awareness.
- Risk assessment awareness.
- Display Screen Equipment awareness.
- Safeguarding and wellbeing.
- Emergency procedures.

Additional training will be provided where required.

16. Contractors and Visitors

Contractors and visitors must:

- Comply with health and safety requirements.
- Report hazards and incidents.
- Follow emergency procedures.
- Cooperate with staff instructions.

Contractors may be required to provide evidence of health and safety arrangements before undertaking work.

17. Monitoring and Review

Straight A Training will monitor health and safety performance through:

- Risk assessments.
- Incident reporting.
- Staff feedback.
- Workplace inspections.
- Policy reviews.

Any identified improvements will be implemented promptly.

18. Equality, Diversity and Inclusion

Straight A Training is committed to ensuring that health and safety arrangements are inclusive and accessible to all employees, learners and visitors.
Reasonable adjustments will be considered where required to support individual needs.

19. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Organisational changes occur.
- Significant incidents arise.
- Improvements are identified.

Approval

Organisation: Straight A Training
Policy Owner: Mathew Nutt
Approved By: Senior Leadership Team
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Next Review: Annually