



Health & Safety Policy

East Birmingham Community Forum (EBCF)

Version: **v5.0**

Date Issued: **January 2026**

Review Date: **January 2027**

Document Control

Policy Owner: Human Resources

Approved By: Head of Quality

Contents

1. Policy Statement.....	3
2. Scope and Definition	3
3. Responsibility	3
4. Designated Health and Safety Lead	4
5. Staff Training	4
6. First Aid	5
7. Fire Safety	5
8. Electrical Safety	5
9. Lifting and Handling	6
10. Procedure for Accidents & Work/Learning Related Ill Health	6
11. Risk Assessments and Audit	6
12. Action Plan.....	6
13. Version Control.....	8

1. Policy Statement

The aim of this policy is to recognise the statutory responsibility and our commitment to health and safety. It is our responsibility to ensure all are protected so that they are able to enjoy and participate fully in their learning programme, within a safe environment.

The purpose of the policy is to meet the following objectives:

- Prevent accidents and cases of work/ learning related ill health;
- Provide adequate identifications processes and control of the health and safety risks arising from work and learning activities in order to provide a safe work and learning environment;
- Ensure all staff and learners have the skills, knowledge, training and experience to undertake their work and learning safely;
- Provide a safe environment for visitors and contractors and ensure suitable and sufficient information is provided on health and safety matters relevant to their individual undertakings;
- Ensure all staff, learners, visitors and contractors understand how to report and escalate incidents that may impact on health and safety in the learning environment;
- Implement emergency procedures including evacuation in case of fire or other significant incident;
- Engage and consult with staff, employee representatives and learners on matters affecting their health and safety;
- Ensure all representatives of the organisation understand their individual responsibility to adhere to and act upon this policy in an appropriate way.

EBCF is committed to maintaining a safe and healthy environment through proactive risk management and continuous improvement of health and safety practices.

2. Scope and Definition

We recognise and accept our responsibility in respect of health and safety and will ensure the provision of conditions that comply, as far as is reasonably practicable, with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health and Safety legislation.

In addition to Health and Safety Work Act 1974 guidance, other considerations have been reviewed to formalise this policy, these include Ofsted's Common Inspection Framework (CIF) and the Education and Skills Funding Agency's funding guidance.

This policy applies across all EBCF sites, delivery locations, and offsite learning environments.

3. Responsibility

The Senior Management Team is responsible for this policy, in conjunction with the Designated Health & Safety Lead. It is the responsibility of all individuals to comply with this policy, which includes;

- All Learners within our care
- All full time and part time members of staff;
- Volunteers;
- Temporary staff e.g. agency staff;
- Visitors and contractors.

Notwithstanding statutory legal duties, we all have a moral duty to ensure the health and safety of individuals by doing everything reasonably possible to prevent them from coming to foreseeable harm.

We will:

- Maintain a record of all accidents/incidents involving staff and learners and ensure that appropriate steps are taken to prevent recurrences;
- Ensure all staff receive health and safety training appropriate to their duties annually;
- Provide and maintain an accident book detailing all accidents/incidents/near misses to staff and learners. All are to be investigated and reported to the Designated Health & Safety Lead, using appropriate documentation;
- Report all accidents/incidents/near misses to our Senior Management Team quarterly;
- Ensure appropriate Employers Liability insurance is valid;
- Ensure the health and safety policy is kept up to date, and all new staff at induction are made aware of the policies and procedures in place.

This policy will be reviewed annually or updated where regulatory changes are made.

4. Designated Health and Safety Lead

Health and Safety is everyone's responsibility, with ultimate responsibility held by the Designated Health and Safety Lead who will establish and maintain Health and Safety within our business.

The Designated Lead will monitor compliance and report key risks to senior management.

5. Staff Training

Training is an integral part of ensuring this policy is adhered to and the health and safety of learners is central to our organization. Staff training is designed to ensure everyone is equipped with the knowledge and guidance on how to identify a health and safety risks, what to do in the event of a health and safety issues, how to report them and how to escalate them.

Health and safety training is incorporated within annual training programmes, as part of the development of a systematic training plan. Health and safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

The following areas of need shall be given special priority:

- Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- Training for all members of staff to familiarise them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- Induction and in-service training for staff at all levels to familiarise them fully with new requirements and hazards relevant to their area of work.
- Training for all staff who work with apprentices and employers, to ensure they understand their responsibilities to ensure a safe learning environment and report incidents at employer premises.

Training completion and effectiveness will be monitored to ensure compliance across all staff.

6. First Aid

It is the policy to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). Our Designated Health and Safety Lead is responsible for ensuring the Regulations are implemented and for identifying training needs.

First aid provision will be reviewed regularly to ensure adequate coverage across all sites.

7. Fire Safety

All staff and learners should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc. are not damaged.
- **Do not** use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your manager or a member of staff and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins and ensure that your waste bin is accessible for emptying when necessary.
-

Fire procedures will be regularly reviewed and communicated to staff and learners.

Action to take in the event of a fire alarm:

- Immediately stop what you are doing and walk (do not run) to the **nearest** available safe exit;
- Make your way to the appropriate assembly point;
- Once you are at the assembly point you should report to the manager or lead tutor in attendance, so that they can account for everyone;
- **Do not** leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the manager in attendance.

Action to take if you discover a fire:

- Raise the nearest alarm on the premises;
- The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

8. Electrical Safety

Our Designated Health and Safety Lead will arrange:

- Testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992);

- Appropriate precautions to reduce the risk of ignition by electrical equipment or otherwise in areas where combustible dusts, flammable liquids or gases are used or stored;
- For staffs' personal electrical equipment intended for use on company business to be inspected and tested by a competent person before use and at regular intervals thereafter.

Regular checks will be undertaken to ensure ongoing compliance with electrical safety standards.

9. Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques, the need to complete specific training if lifting and handling may occur frequently within their role, and to use appropriate assistive equipment or services for heavy or complex lifts.

Staff must follow safe handling practices at all times to reduce risk of injury.

10. Procedure for Accidents & Work/Learning Related Ill Health

In the event of an accident or incident of work/ learning related illness involving a learner during training activities on our or any employer premises in which we carry out training, the following actions must be taken:

- The incident must be reported to the allocated Trainer soon as possible, either by the learner or the responsible person at the premises;
- The incident must be recorded in an accident book;
- Staff and learners who are absent following an accident or illness must complete a self-certification form, which clearly states the nature and cause of the injury, on their return to work;
- Where an incident takes place on employer premises involving a learner or apprentice, the Trainer/Tutor must ensure that the employer is aware of the incident and that their own procedures are followed, in addition to following the procedures outlined in this policy;
- All incidences and procedures are to be reported to our Designated Health and Safety Lead for recording and monitoring purposes;

Any investigation and report of a learner accident must consider if these points have been addressed and recommend steps to prevent recurrence.

All incidents will be reviewed to identify root causes and implement improvements.

11. Risk Assessments and Audit

Risks will be identified through an annual assessment of the main working and learning environments, carried out by our Designated Health and Safety Lead. This will be signed off by our Designated Health and Safety Lead, reported to our Director and filed each year for every delivery location.

Risk assessments will be reviewed periodically to ensure they remain current and effective.

12. Action Plan

This plan outlines our commitment to ensuring a safe working environment, complying with relevant legislation, and fostering a culture of safety awareness.

Action Items	Objective	Responsible Team/ Person	Timeline	Success Metrics
1. Conduct Workplace Safety Audits	Assess current workforce diversity to identify gaps in representation	HR and senior leadership team	Quarterly	Number of hazards identified and addressed
2. Develop and Implement Safety Training	Ensure all employees receive adequate safety training	HR and senior leadership team	Ongoing	100% employee participation; training completion rates
3. Establish Emergency Procedures	Prepare staff for potential emergencies	Health and Safety Lead	Q1 2026	Emergency drills conducted; employee feedback on procedures
4. Review and Update Safety Policies	Ensure safety policies are current and effective	HR and senior leadership team	Annually	Number of policy updates and employee awareness
5. Monitor vulnerable learners during activities.	To ensure continuous supervision and support for vulnerable learners throughout the activity.	Health and Safety Lead / Senior Staff	During each activity	Regular checks and feedback from staff on the safety and wellbeing of vulnerable learners.
6. Monitor and Evaluate Safety Performance	Regularly assess safety performance and make improvements	Health and Safety Lead	Monthly	Safety performance metrics; reduction in incident rates

Offsite locations will be assessed by the delivery trainer/tutor before provision begins, to ensure the health and safety of learners. The assessment will cover:


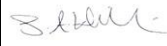


- Computer positioning in relation to the individual using it;
- Seating;
- Wiring;
- Obstacles;
- Fire exits;
- Lighting;
- Electrical equipment functionality, including in the kitchen;
- Identification of potential hazards.

All Health and Safety risks discovered should be addressed by the trainer/tutor to remove the risk. This may include reconfiguration of the environment or relocation to another area. A detailed report of all observed Health and Safety risks will be completed describing actions taken at the time and recommendation for further actions or investigation. Risk assessments in employer premises will be

undertaken in liaison with the employer to ensure apprentices and tutors/trainers are protected in the learning environments.

An organisational risk register will be held by the Designated Health and Safety Lead, reported to Senior Management Team on a monthly basis, with key risks being identified and mitigating actions reported upon. Each risk will be RAG rated dependent on the likelihood of the risk occurring and the impact it will have should it occur, with regular updates to reduce the impact should a risk occur.

13. Version Control

Version	Description of Change	Author	Date	Approved by
1.0	Version 1.0	S.Khan / Z. Sharif	July 2023	
2.0	Version 2.0	S.Khan / Z. Sharif	July 2023	
3.0	Version 3.0	S.Khan / Z. Sharif	July 2024	
4.0	Version 4.0	S.Khan /J.Hall	January 2025	
5.0	Version 5.0 Policy updated to strengthen health and safety practices, with additional guidance on staff responsibilities, monitoring, and risk management processes.	S.Khan (HR)	January 2026	S.Etheridge (Head of Quality)