

Health and Safety Policy

Reviewed: February 2026

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Vertex Learning Hub is committed to providing a safe, healthy, and supportive environment for all learners, staff, associates, contractors, and visitors. We recognise our legal and moral duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of all those affected by our activities.

This Health & Safety Policy outlines how Vertex Learning Hub meets its responsibilities under health and safety legislation and promotes a positive health and safety culture through effective management, risk assessment, and shared responsibility.

Health and safety is the responsibility of everyone. All staff and learners are expected to cooperate with Vertex Learning Hub in maintaining a safe learning and working environment.

This policy applies to all activities undertaken by Vertex Learning Hub, including face-to-face, blended, and online learning where relevant.

This policy will be reviewed annually or sooner if required by legislative change, incident review, or organisational need.

1.2 Legal Framework

Vertex Learning Hub operates in accordance with relevant health and safety legislation, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Equality Act 2010

PART TWO

Health & Safety Responsibilities

2.1 Director / Centre Lead

The Director or Centre Lead has overall responsibility for health and safety and will:

- Ensure this policy is implemented and maintained;
- Ensure compliance with health and safety legislation;
- Ensure suitable risk assessments are carried out;
- Provide adequate

resources to manage health and safety; • Review health and safety performance and incidents.

2.2 Designated Health & Safety Lead

Vertex Learning Hub will appoint a Designated Health & Safety Lead who will:

- Support the implementation of this policy; • Coordinate risk assessments and reviews; • Record and investigate accidents and incidents; • Liaise with external agencies where required; • Promote health and safety awareness and training.

2.3 Staff, Trainers and Associates

All staff, trainers, and associates must:

- Take reasonable care of their own health and safety and that of others; • Follow health and safety procedures and guidance; • Use equipment and resources safely; • Report hazards, incidents, or near misses promptly; • Participate in health and safety training where required.

2.4 Learners

Learners are expected to:

- Follow health and safety instructions; • Use facilities and equipment responsibly; • Report hazards or concerns to staff; • Behave in a way that does not put themselves or others at risk.

PART THREE

Health & Safety Arrangements

3.1 Risk Assessment

Vertex Learning Hub will:

- Carry out suitable and sufficient risk assessments; • Review risk assessments regularly or when changes occur; • Implement control measures to reduce risk; • Share relevant information with staff and learners.

3.2 Accident and Incident Reporting

- All accidents, incidents, and near misses must be reported; • Records will be maintained accurately and securely; • RIDDOR-reportable incidents will be reported to the relevant authority; • Incidents will be reviewed to prevent recurrence.

3.3 Fire Safety and Emergency Procedures

Vertex Learning Hub will:

- Maintain clear fire safety and evacuation procedures; • Ensure fire exits are clearly marked and unobstructed;
- Provide appropriate fire detection and safety equipment;
- Conduct fire drills where applicable;
- Ensure staff and learners are aware of emergency procedures.

3.4 First Aid

- Appropriate first aid provision will be available;
- Designated first aiders will be identified;
- First aid arrangements will be reviewed regularly.

3.5 Safe Learning Environment

Vertex Learning Hub will:

- Ensure premises are clean, well-lit, and suitably maintained;
- Manage slips, trips, and manual handling risks;
- Ensure equipment is suitable, maintained, and used correctly;
- Promote wellbeing and safe working practices.

PART FOUR

Training and Information

Vertex Learning Hub will:

- Provide health and safety information to staff and learners;
- Ensure staff receive appropriate health and safety training;
- Provide additional training where specific risks are identified;
- Promote awareness of individual responsibilities.

PART FIVE

Monitoring, Review and Continuous Improvement

5.1 Monitoring

Health and safety performance will be monitored through:

- Incident and accident analysis;
- Risk assessment reviews;
- Staff and learner feedback;
- Health and safety checks and audits.

5.2 Continuous Improvement

Findings from monitoring will be used to:

- Improve procedures and controls;
- Inform training and development;
- Reduce risk and enhance safety culture.

PART SIX

Policy Review and Communication

This policy will be:

- Communicated to all staff and learners;
- Made available on request;
- Reviewed annually;
- Updated in response to legislative change, incident review, or organisational change.

Approved by Vertex Learning Hub Management

Signed: _____

(Director / Centre Lead)

Date: _____