

Version Control

Version: 6.0

Summary of Updates: British English compliance, QA improvements, designated person relocated to approval section, updated review dates.

Approval

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Health & Safety Policy

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Title		Version
Health and Safety Policy		3.0
Approval Body	Date	Review Date
Corporation	02/12/2024	02/12/2025
Policy Owner	Neville Algar	

Approval

Name	Neville Algar
Signature	<i>N.Algar</i>
Position	Head of Education

Policy Statement

Ignite Training is committed to health and safety in the leadership and management of the organisation and ensure an adequate provision for the health and safety of all, staff, learners and participants in the delivery and assessment of products, training events and workshops. All individuals have a legal responsibility, as stated in Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to others. In order to promote health and safety, as far as reasonably practicable in the delivery of the products Ignite Training ensures that:

- staff are provided with relevant information, instruction, training, and supervision as is necessary to ensure health and safety
- learners and any relevant third parties are made aware of health and safety considerations including evacuation procedures and first aid
- any sites used to facilitate the delivery of any product or service have strict health and safety arrangements in place which include as a minimum risk identification,

assessment and implementation of control measures, accessibility, evacuation, availability of first aid kits and means of communication

- equipment is safe and without risk to health and safety in accordance with Health and Safety at Work Act 1974 and the Equality Act 2010
- site and facility risk assessment are in place and dynamic risk assessments during every training, assessment or other learning or participation activity
- staff ensure that all accidents are managed, logged and reported to the Health and Safety Officer for investigation and future preventative action to be initiated. All information related to accidents is required to be maintained on file. Where an accident is deemed to be resultant of malpractice or maladministration; this is reported in line with the Ignite Training Malpractice/Maladministration policy.

Scope

Ignite Training have established this policy to ensure compliance with the Health and Safety at Work Act 1974 in the delivery of the products it is approved to deliver. This policy is relevant to all sub-contracted services, staff, learners, participants and any relevant third parties. Any enquiries in the deployment of this policy should be directed to the Ignite Sport Health and Safety Officer.

Risk Assessments

Every work activity to be undertaken will be subjected to a health and safety risk assessment prior to the activity starting, in consultation with those who will undertake the work. A separate fire risk assessment may be undertaken by a the Health and Safety Officer who will take reasonable steps to reduce the risk from fire and ensure occupants can safely escape the premises if a fire does occur.

Health and safety risk assessments will be undertaken by the health and safety officer and the findings will be reported to whoever can take the appropriate remedial action. Action required to remove or control health and safety risks will be approved by the SLT. The health and safety officer will check that the implemented actions have removed or reduced the risks. Health and safety risk assessments will be reviewed every 12 months or when significant changes in the work activity occur, whichever is soonest. Tutors and other staff working off site are to ensure that they engage with the safety staff on location should the environment require remedial action.

Safe Equipment

When selecting and purchasing items of equipment it is essential to ensure, as far as possible, that such items are safe and are appropriate for the task and location for which they are intended to be used. The health and safety officer is responsible for ensuring that any new equipment meets health and safety standards before it is purchased.

Account must be taken of the persons required to use the items which must be selected to minimise any possible adverse effects to the user and other persons who may be affected. It is also essential to ensure that all equipment is kept safe through regular maintenance and inspection and that all employees are trained to use equipment safely and are aware of instructions provided by manufacturers and suppliers. Any problems found with equipment should be reported to the health and safety officer. The health and safety officer is responsible for identifying all equipment needing maintenance. They are also responsible for ensuring effective maintenance procedures are drawn up and they are responsible for ensuring that all identified maintenance is implemented.

Hazardous Substances

Using chemicals or other hazardous substances at work can put people's health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health. The main law on hazardous substances at work is the Control of Substances Hazardous to Health Regulations 2002 ("COSHH"). It defines hazardous substances to include most hazardous chemicals (including waste and by-products), biological agents and any dust. Harmful substances which are covered by COSHH include the vast majority of commercial chemicals, many of which have a warning label.

Examples may include bleach and other cleaning agents with a warning label, wood dust, glues and adhesives, solvents, paints, pesticides and chemical fertiliser, medicines and biological agents, oils and fuels, printer/photocopier toner, inks, and paper dust. This list is not exhaustive. The health and safety officer is responsible for identifying all substances that need a COSHH assessment. They are responsible for undertaking COSHH assessments; ensuring that all actions identified in the assessments are implemented; ensuring that all relevant employees are informed of the COSHH assessments and checking that new substances can be used safely before they are purchased. Assessments will be reviewed every day or when the work activity changes, whichever is soonest.

Training

All employees and learners must receive health and safety induction training as soon as possible after starting employment and job specific health and safety training where work activities require it. Training will also be provided when risks change. Supervisors and managers have a responsibility to identify training needs and to arrange and monitor training of all employees and others under their control. A training needs analysis should be conducted for each job and if this highlights a training requirement then appropriate training must be provided within a reasonable time scale. Records of all training undertaken by employees will be kept by the head of centre. Apprentices will be trained on the health and safety expectations of the training provider and their employer during their induction and as part of their ongoing on-programme monitoring.

Reporting Accidents, Investigation and Monitoring

All employees are required to report all accidents and work-related causes of sickness absence to their supervisor or manager. The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors and to prevent a recurrence. The health and safety officer is responsible for investigating accidents they are also responsible for investigating work-related causes of sickness absence. They are also responsible for acting on the results of the investigation.

All apprentices are required to report any accidents, incidents or illness to their employer and to the training provider as soon as practical. They must follow their workplace absence/illness policy for reporting to their employer. Absence can be reporting to the training provider by contacting head office .This will be recorded, monitored and evaluated and risk assessments completed or updated of required.

Accidents and First Aid

Employers are required by law to have first aid provisions in the workplace and to ensure that there is always a qualified first aider or an appointed person or emergency first aider present. An appointed person is someone who is authorised, in the absence of a trained first aider, to take charge of the situation if there is a serious injury or illness. They should record all the cases they treat and each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of the injury suffered and treatment given. The records should be kept in a suitable place, and should be readily available. Employers are also required to report certain work-related accidents, dangerous occurrences and diseases. The appointed person or first aider may be any one qualified and identified as such. The first aid box is kept in the Main Office. All accidents and instances of work-related ill health will be recorded in the accident book which is kept by the health and safety officer. The head of centre is also responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Emergency Procedures

All employees should read the Fire Action Notices provided in all areas of the workplace which give details of the company's fire and emergency procedures. Escape routes will be checked every 12 months by the health and safety officer.

Responsibilities

The health and safety officer is:

Name	Email	Telephone
Justin Merritt	J.Merritt@ignitesportuk.com	

Employers are responsible for;

- Providing and maintaining safe equipment and safe systems of work
- Ensuring materials and substances used are properly stored, handled, used and transported
- Assessing the risks to the health and safety of anyone who may be affected by work activities
- Consulting with employees on matters affecting their health and safety and ensure that all employees are competent to do their tasks
- Providing information, training, instruction and supervision
- Providing a safe place of employment
- Providing a healthy working environment
- Providing a written Health and Safety Policy
- Looking after the health and safety of other people, in addition to employees
- Talking to safety representatives

The Directors have overall responsibility for

- Ensuring that the Company's Health and Safety Policy is implemented effectively by its managers, team leaders and other employees
- Ensuring that robust health and safety management systems and arrangements exists
- Supporting the Health and Safety Lead and their assistants in meeting their health & safety responsibilities.

The Health & Safety Officer is responsible for:

- Bringing the policy to the attention of employees through the induction and appraisal processes and ensuring that they and other employees have adequate levels of competency to complete their work tasks safely;
 - Keeping up to date on developments in health and safety legislation and practice and report changes to Directors and the management team
 - Identifying the hazards and relevant legislation applying to the company and assessing the associated risks
 - Planning and implementing arrangements to eliminate or control significant risks and to comply with the relevant legislation by ensuring all work-related hazards are identified and suitable and sufficient risk assessments are undertaken;
 - Developing local procedures and safe working practices
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- Ensuring the policy is promoted at every opportunity, including; the staff intranet, at inductions, training events, learner induction, site inductions etc.

- Monitoring the above arrangements to ensure that they are working effectively;
- Recording the significant findings of their risk assessments in an appropriate manner;
- Ensuring that employees are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered;
- Reviewing the health and safety performance of the company annually and provide a summary of that review to the board of directors;
- Reporting to the SLT any situation where the standards set out in the Company's General Statement of Health and Safety Policy cannot be implemented.
- Receive accident and incident reports, investigate and report under RIDDOR as appropriate, compile and analyse accident and incident data
- Revising the policy by working with SLT as necessary to ensure that it remains valid;

All employees are responsible for:

- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions;
- Co-operating with the Health & Safety Team and management team so far as is necessary to enable the risks to be controlled and achieve compliance with relevant legislation;
- Using all work equipment and substances in accordance with the instruction and training received;
- Not intentionally misusing anything provided in the interests of health, safety and welfare; and
- Reporting to the Health & Safety Team, their supervisor or manager any health and safety problem which they cannot deal with themselves or any shortcoming they consider to be in the health, safety and welfare arrangements.

Additional to employee responsibilities, line managers are responsible for:

- Carrying out risk assessments for their assessment teams such as DSE, Lone Working and Manual Handling.
- Bringing the policy to the attention of employees through the induction and appraisal processes and ensuring that they and other employees have adequate levels of competency to complete their work tasks safely;
- Keep up to date on developments in health and safety legislation and practice

Additionally to employee responsibilities assessors are responsible for ensuring allocated Apprentices/learners are:

- Informed of this policy at induction

- Informed of health and safety risk assessments that could impact on them
- Notified of changes in health and safety policies and procedures that affect them
- Ensuring Apprentice/learner work place assessments are carried out appropriately (see risk assessment policy)

Apprentices/Learners in the workplace:

- All workplaces are risk assessed and rated low, medium or high risk. Only workplaces demonstrating a satisfactory approach to health & safety are used for meetings and assessments.
- We ask that Apprentices/students are allocated supervisors/mentors who can responsibly oversee their activities in a safe way.
- H & S forms part of each learner review and is regularly discussed in meetings. Adverse findings are investigated and actioned.
- We require all assessors to have a DBS check prior to coming into contact with vulnerable groups.

Allegation reporting

Learners are required to report any allegation in relation to the health and safety via the Ignite Training complaints procedure. Staff, or any relevant third parties are required to report any allegation in relation to health and safety in accordance with the Ignite Training Malpractice and Maladministration Policy. Where required, Ignite Training will take appropriate action and corrective measures.

Implementing the policy

Promoting the policy

- producing and circulating an Health and Safety policy to everyone
- encourage a company wide health and safety culture by raising the profile of health and safety across the company to encourage learners and staff to remain vigilant and report concerns
- ensuring all the workforce and Learners understand the possible consequences of non-conformance
- create a safe environment where learners and staff feel confident
- building opportunities to promote and discuss health and safety in relation to the curriculum
- include standard agenda items at all meetings to raise the profile of health and safety
- embed health and safety training and development at all points throughout the staff and learner journey from induction

Gaining commitment

- Adopting easy to follow process in relation to Health and Safety that are monitored and reviewed regularly
- Staff policy champion groups are set up to lead the implementation of this policy
- Embedding health and safety in everything we do including induction and training
- Promoting health and safety at learner reviews and staff 1-1's
- Leading by example
- Communicating changes in relation to health and safety clearly and regularly
- Offering all staff and learner training in health and safety

Monitoring and Review

The SMT will monitor the effectiveness and review the implementation of this policy with regards to its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in the implementation of this policy. This policy will be reviewed annually as a minimum and may be amended at any time.

Associated Policies

- Malpractice Maladministration Policy
- Whistleblowing Policy
- Complaints Policy