

Centre Policies and Procedures 2026/27

Eglantine Health and Safety Policy 2026/2027

Statement of Intent

Eglantine is committed to complying with the requirements of the Health and Safety at Work etc. Act 1974, to ensure the health, safety and welfare of our subcontractors. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Our Statement of Policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our subcontractors on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of substances.
- To ensure all subcontractors are competent to do their tasks, and to give them on-going training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.

The Organisation

All subcontractors must cooperate with Eglantine in establishing and monitoring safe and healthy working conditions to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels. Each individual has a legal obligation to take reasonable care for his or her health and safety, and to avoid any actions that may be detrimental to the health and safety of themselves or others.

- It is Eglantine's policy not to dispense any form of medications or be a party to the security of such for learners or sub-contractors.
- All staff will be given such information, instruction and training as is necessary to enable the safe performance of work activities. This will be communicated / carried out to all subcontractors and learners via email, letter, handouts, and one to one or group training where appropriate.
- All subcontractors will be given the opportunity to raise issues regarding health, safety and welfare.
- Competent people have been appointed (Health & Safety Specialist) to assist us in meeting our statutory duties. If required, specialists from outside the company will be appointed.
- We will regard the neglect of health and safety by our staff as a serious matter to be treated according to normal disciplinary procedures.

Health and Safety of Students

All members of staff directly involved with student teaching or welfare are responsible for the day-to-day health, safety and welfare of students.

Students are required to take all reasonable care to ensure that their actions do not endanger themselves or others. Whilst it is the responsibility of Eglantine to provide and maintain equipment that is safe, students should not use any equipment they consider to be unsafe and should report it immediately to persons in charge. Students must:

- Ensure that they are familiar with the relevant health and safety information and safe operation procedures in their curriculum area or workplace
- Not undertake any procedure unless authorised to do so
- 14-16 students will be subject to certain prohibitions these will be defined in the individual curriculum area arrangements for young persons
- Cooperate with staff regarding health, safety and welfare matters.

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Health and Safety Arrangements

The law requires employers to establish procedures to ensure their safety policy is:

- Planned, implemented and acted upon
- Monitored and reviewed, to determine its success or otherwise, and
- Audited to judge whether the whole safety management approach is appropriate and relevant.

Health and Safety Accident/ Incident and Near Miss Reporting

Health and safety accidents/incidents including injuries, dangerous occurrences, occupational ill-health and violent incidents which cause injury or illness to persons, damage to property or a combination of both.

Staff and students are required to report any accidents/incidents to senior management at Eglantine including minor accidents requiring first aid treatment on the accident/incident reporting system; using the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) form.

Reporting

Records are centrally logged, sufficiently detailed (and GDPR compliant), and readily accessible for legal and archiving purposes. Senior management will review the accident/incident and near miss information reported and investigate where necessary.

Monitoring

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Arrangements Section

Eglantine will carry out risk assessments/Health & Safety Checklists, which will be reviewed annually at every workplace to ensure adequate controls of health and safety for our learners and sub-contractors alike. Any issues arising from the risk assessments will be addressed in line with the Health and Safety at Work Act 1974. Any issues and concerns must be brought to the attention of the Eglantine Health & Safety Specialist. Any subcontractor in need of training on health and safety must discuss this with the Managing Director in order for adequate training to be organised. Basic health and safety requirements will be discussed with you during your induction and annually at appraisal/CPD Review.

Smoking Policy

We recognise the effects of smoking and passive smoking in the workplace. To protect the health and well being of all our subcontractors, and in accordance with the legislation of July 1st 2007 we do not allow smoking within any of our premises. When working on customers' premises all subcontractors must abide by our customers policy regarding smoking arrangements.

Sue Richardson
Managing Director

Date: June 2026
Review Date: June 2027