

Health and Safety Policy

This policy establishes clear guidelines on responsibilities for health and safety, ensuring a safe and secure environment for all.

This policy has been prepared and published under the requirements of Health and Safety at work legislation. The purpose of the policy is to establish general standards for Health and Safety at work and to distribute responsibility for their achievement to all managers, supervisors and other employees through the normal line management processes.

Both, an employer, and individual employees, have legal obligations to ensure, so far as is reasonably practicable, everyone's health, safety and welfare at work. The Company has a duty of care towards its employees.

Our Health and Safety Policy Statement

At the ITP we are committed to safeguarding the health and safety of all employees, learners, visitors, and anyone else impacted by our business activities or present on our premises. This

Our Health and Safety Policy aims to:

- ▶ Protect the health, safety, and welfare of all staff, learners, contractors, volunteers, members and visitors.
- ▶ Promote a proactive culture of safety and compliance with all relevant regulations and standards.

This policy is shared with all staff and contractors and is made available to learners, clients, suppliers, volunteers, members and visitors upon request.

We expect all individuals to:

- ▶ Take responsibility for their own safety and the safety of others.
- ▶ Perform tasks safely and in compliance with our policies and procedures.
- ▶ Immediately report any situation that poses serious or imminent danger or any inadequacies in our health and safety measures to their manager or designated team.

As part of our commitment:

- ▶ We provide the necessary training, supervision, and equipment to ensure safe practices.
- ▶ All employees, learners, clients and contractors are reminded of their legal duty to exercise reasonable care for themselves and others, to follow site rules and to collaborate in maintaining a safe environment.
- ▶ Interference with or misuse of safety equipment is strictly prohibited.

Together, we aim to create and maintain a workplace that values the well-being of all and minimises risks through collective effort and adherence to best practices.

Employer Responsibilities

The CEO and Directors have overall responsibility for health and safety and for ensuring the Company complies with the Health and Safety at Work Act 1974 and associated legislation.

The Company will take all reasonable steps within its power to:

- ▶ Comply with the requirements of the Health & Safety at Work Act (1974), associated regulations and any other relevant health and safety legislation
- ▶ Maintain safe access to a healthy and risk-free workplace

- ▶ Ensure that articles and substances are moved, stored and used safely
- ▶ Provide adequate welfare facilities
- ▶ Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of everyone while at work
- ▶ Comply fully with the requirement for elected safety representatives and training to fulfil their functions. Details of elected safety representatives will be displayed on notice boards.
- ▶ Staff are fully aware of their health and safety responsibilities as outlined in this policy.
- ▶ Sufficient insurance coverage is in place and renewed each year.
- ▶ A comprehensive training programme is implemented to ensure staff are equipped with the necessary skills and knowledge to perform their duties safely.
- ▶ Staff are supervised where necessary.
- ▶ Risk assessments are completed, recorded and regularly reviewed.

Employee Responsibilities

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions' and co-operate to enable management to carry out their responsibilities under the Act. Employees have duties under the Act, but the Company retains overall responsibility for health and safety.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where the employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

As an employee you are required to help us to maintain standards by:

- ▶ Taking reasonable care of your own health and safety and that of others who may be affected by what you do or do not do.
- ▶ Correctly using any protective equipment, clothing and footwear that are provided in accordance with training and instruction.
- ▶ Co-operate with us on health and safety and observe health and safety policies.
- ▶ Not interfering with, or misusing, anything provided for your health, safety or welfare.
- ▶ Immediately report any health and safety concerns or risks relating to yourself, an employee or a learner to the senior leadership team for appropriate action.

Please point out to your manager anything that could be considered as a danger to yourself or colleagues, e.g. loose wires, carelessly abandoned boxes, blocked exits and act to make and keep areas safe where necessary. You should also ensure that you are aware of all fire exits and the actions that should be taken in the event of an emergency evacuation.

Apprentices' Health and Safety

At the ITP, the safety and well-being of our learners are integral to our operations. We are committed to ensuring that all learning activities are conducted with the highest regard for health, safety, and welfare.

We also recognise our safeguarding and duty-of-care responsibilities towards learners and will take appropriate steps to protect them from harm while engaged in our activities.

To achieve this, we:

- ▶ Provide a secure and supportive environment for all learners.
- ▶ Regularly assess and control risks associated with learning activities.
- ▶ Ensure apprentices receive the necessary training and support during induction and throughout the programme.

- Involve apprentices in discussions about health and safety and encourage them to take an active role in maintaining a safe learning environment.
- Offer clear guidance, training, and support to empower students and apprentices to act safely and responsibly.
- Monitor and review our processes to ensure they remain effective and aligned with best practices.
- Ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Risk Assessments

All line managers are responsible for conducting regular risk assessments for the areas and activities under their supervision. These assessments must be reviewed regularly and whenever there are significant changes or incidents.

The findings of these risk assessments must be documented in writing, including a target date for addressing any identified actions.

Where risks cannot be fully eliminated, all employees working in the affected area must be informed of the risks involved.

Fire Evacuation and Safety

To protect all staff, learners, and visitors in the event of a fire, the organisation has clear procedures in place and complies fully with fire safety legislation such as the Regulatory Reform (Fire Safety) Order 2005.

Our commitments:

- Fire alarms are tested weekly.
- Every 6 months a Fire Evacuation Test is carried out, where all staff are required to leave the building and meet at the Fire Assembly Point.
- Fire extinguishers are available and clearly marked throughout the building.
- The designated assembly point is located in the car park.
- Fire evacuation instructions are clearly displayed in key areas.
- Fire safety is covered as part of staff induction.
- Regular fire drills are conducted to ensure everyone is familiar with evacuation procedures.

In the event of a fire:

1. Raise the alarm immediately if a fire is discovered.
2. Leave the building via the nearest safe exit.
3. Proceed directly to the designated assembly point.
4. Do not re-enter the building until authorised by a fire marshal or emergency services.
5. Fire marshals or designated staff will take responsibility for checking safe evacuation of their areas and performing roll calls if needed.

Failure to follow fire safety procedures or interfering with fire safety equipment may result in disciplinary action.

First Aid

It is the policy of the company to make provision for First Aid and the training of 'First Aiders' in accordance with the Health and Safety (First-Aid) Regulations (1981), The Company will ensure, where necessary there is sufficient first aid cover for all working hours and there are suitable first aid supplies readily available.

Details of trained First Aiders and the location of first aid kits are displayed on noticeboards within the office. This information is reviewed regularly to ensure adequate cover is available during all operating hours.

Accidents and Illness

All accidents and illness, no matter how minor, must be reported immediately to your manager and logged in the accident book. These records are reviewed regularly to prevent similar accidents happening in the future.

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive, shall rest with the Director.

Eye Care

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'.

Definition of User

It will generally be appropriate to classify someone as a Display Screen Equipment User if most or all the following criteria apply:

- ▶ The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results
- ▶ The individual has no discretion as to the use or non-use of the display screen equipment
- ▶ The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- ▶ The individual uses display screen equipment in this way daily
- ▶ The performance requirements of the job demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

Procedure

Eye tests should be organised through a local optician and the company will pay for the test.

Should you require glasses specifically for VDU use; the company will follow the procedure of other employers and pay for the standard issue spectacles. Should you wish to purchase more expensive frames, the company will contribute the amount for the standard issue; you would then be required to pay the difference. If you require glasses specifically for VDU use, you will need to take along a letter authorising the optician to release information to the Company concerning the outcome of the test.

Should the optician recommend use of spectacles because of general or other specific eyesight problems, the Company will still pay the cost of the eye test but will be unable to provide payment for spectacles.

Individuals wishing to undertake eye tests should speak with their manager for further details.

Manual Handling

Many injuries that happen at work are caused by failure to move or handle objects safely. You can protect yourself and minimise the risks by following these guidelines:

- ▶ Assess how heavy or awkward the item is and, if appropriate, ask for help

- ▶ Stand close to the object with your feet apart and spread your weight evenly. Bend your knees and lift with your legs keeping your back in a natural line
- ▶ Lift smoothly and keep the load close to your body. Avoid twisting your body
- ▶ When carrying an object keep your arms tucked in and make sure you can see where you are going
- ▶ If equipment is provided, make sure you use it correctly.
- ▶ When sitting at a computer for long periods of time ensure you take regular short breaks looking away from the screen and standing up occasionally if needed.

Smoking

Smoking in enclosed spaces is against the law therefore, it is prohibited in any area of the workplace. E-cigarettes are also prohibited under Company Policy. Anyone found to be doing so may be disciplined.

Persons Responsible for Health and Safety

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Jo Evans	01932 788 861	Jo.evans@theitp.org
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Policy Review

This policy is reviewed annually or as needed in response to legal or organisational changes.

Signed and Approved By	Charlotte Goodwill
Job Title	Chief Executive Officer
Signature	
Date Signed	22/01/2026

Document Management

Owners: Hanna Bland – Finance and Operations

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Next Review Date: 22/01/2027

Version Control

Version	Date	Change
Version 01	05/09/2022	New document
Version 02	05/12/2024	Inclusion of Our Policy Statement
Version 03	09/07/2025	Inclusion of Fire Evacuation
Version 04	22/01/2026	Amendment to RIDDOR terminology. Reference to Regulatory Reform (Fire Safety) Order 2005. Changes to Fire Alarm testing, conducted weekly and evacuations every 6 months. Minor wording

		amendments. Amendment from First-Aid Regulations (1981) to Health and Safety (First-Aid) Regulations (1981).
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