

Health and Safety Policy

Policy Ref	Version	Date Issued	Review Date
T8-POL-004	1.0	June 2026	June 2027

1. Policy Statement

T8 Learning and Development Ltd is committed to providing a safe and healthy environment for all learners, staff, associates, and visitors in all settings where training is delivered. We will comply with all relevant health and safety legislation and take all reasonably practicable steps to prevent accidents, injury, and ill health.

2. Legal Framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)

3. Responsibilities

3.1 Director

Darren Tate, as Director, holds overall responsibility for health and safety within T8 Learning and Development Ltd and will:

- Ensure that all training venues are assessed for suitability and safety prior to delivery
- Conduct or commission risk assessments for all training activities
- Ensure all staff and associates are briefed on health and safety arrangements before delivery
- Maintain records of accidents, incidents, and near misses

3.2 Staff and Associates

All staff and associates must:

- Follow all health and safety procedures and instructions
- Report any hazards, accidents, or near misses to the Director immediately
- Not undertake any activity for which they have not been trained or assessed as competent
- Take reasonable care for their own health and safety and that of others

3.3 Learners

Learners are expected to:

- Follow all health and safety instructions given by their trainer
- Report any concerns about safety to their trainer immediately
- Not behave in any way that puts themselves or others at risk

4. Risk Assessment

A written risk assessment will be completed for all training activities, including practical assessments. Risk assessments will be reviewed annually and following any accident or significant change to delivery.

5. Emergency Procedures

At the start of every training session, the trainer will brief learners on:

- The location of fire exits and assembly points
- The location of first aid equipment and the nearest first aider
- The procedure for raising the alarm in the event of fire or emergency
- Any specific hazards relevant to the training venue or activity

6. Accident Reporting

All accidents, incidents, and near misses must be recorded in the T8 Learning and Development Ltd accident log. Where an incident meets the threshold for reporting under RIDDOR, the Director will report to the Health and Safety Executive (HSE) within the required timescales.

7. First Aid

A trained first aider will be present or accessible during all face-to-face training sessions. A first aid kit will be available at all delivery venues.

8. Review

This policy will be reviewed annually and following any significant incident or change in legislation.

9. Sign-off

Approved by	Position	Date
Darren Tate	Director / Lead Trainer	June 2026