



## Health and Safety Policy

### 1. Policy Statement

IBS Training and Development Ltd ("IBS", "the Centre") is committed to providing and maintaining a safe, healthy, and supportive learning and working environments for all students, staff, visitors, contractors, and stakeholders. IBS recognises its legal and moral responsibilities under UK health and safety legislation and is committed to preventing accidents, injuries, work-related ill health, and unsafe practices.

This policy sets out the arrangements through which IBS fulfils its duties under the **Health and Safety at Work etc. Act 1974** and associated regulations. Health and safety are regarded as a shared responsibility, requiring cooperation from management, staff, students, and all persons who use IBS premises or systems.

### 2. Scope of the Policy

This policy applies to:

- All employees, tutors, assessors, and visiting lecturers
- All students (full-time, part-time, on-site, blended, or online)
- Contractors, consultants, and service providers
- Visitors to IBS premises or activities

The policy covers all IBS activities, including teaching, assessment, administration, online learning, events, and off-site activities organised by IBS.

### 3. Legal Framework

IBS operates in compliance with all relevant UK 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
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010 (in relation to reasonable adjustments)

### 4. Responsibilities

#### 4.1 IBS Management Responsibilities



IBS management is responsible for:

- Providing safe premises, equipment, and systems of work
- Conducting regular risk assessments
- Implementing appropriate control measures
- Providing information, instruction, training, and supervision
- Ensuring emergency procedures are in place
- Monitoring and reviewing health and safety performance

The **Senior Tutor and Head of IT and Information Compliance** holds overall responsibility for health and safety coordination and compliance.

## 4.2 Staff Responsibilities

All staff must:

- Take reasonable care of their own health and safety
- Avoid actions that may endanger others
- Follow IBS health and safety procedures
- Use equipment and facilities safely
- Report hazards, accidents, and near misses promptly
- Cooperate with IBS on health and safety matters

Failure to comply may result in disciplinary action.

## 4.3 Student Responsibilities

Students are required to:

- Conduct themselves responsibly while on IBS premises or systems
- Follow all safety instructions and guidance
- Report hazards, unsafe behaviour, or incidents
- Respect the safety and wellbeing of others
- Use IBS equipment and facilities appropriately

Breaches of health and safety rules may result in disciplinary action under IBS regulations.

## 5. Risk Assessment and Control



IBS undertakes regular **risk assessments** to identify hazards and implement appropriate control measures. These assessments cover:

- Premises and facilities
- Teaching and learning activities
- Use of equipment and technology
- Fire safety
- Lone working
- Online and remote learning risks

Risk assessments are reviewed annually or when significant changes occur.

## 6. Accident and Incident Reporting

All accidents, injuries, dangerous occurrences, or near misses must be reported immediately to IBS management. IBS maintains an accident reporting system and complies with **RIDDOR 2013** reporting requirements.

Investigations will be conducted to identify root causes and prevent recurrence.

## 7. Fire Safety and Emergency Procedures

IBS is committed to ensuring effective fire safety management, including:

- Fire risk assessments
- Clear emergency evacuation procedures
- Fire alarms and extinguishers
- Clearly marked emergency exits
- Staff and student awareness of evacuation procedures

Emergency procedures are displayed prominently and communicated during induction.

## 8. First Aid

IBS ensures that:

- Adequate first aid arrangements are in place
- First aid equipment is maintained and accessible
- Staff are informed of first aid procedures

First aid incidents are recorded in accordance with IBS procedures.



## **9. Workplace Health, Safety and Welfare**

IBS provides a working and learning environment that meets statutory welfare standards, including:

- Adequate lighting, heating, and ventilation
- Clean and hygienic facilities
- Safe access and egress
- Suitable workstation arrangements

Display Screen Equipment (DSE) risks are assessed, particularly for staff and students engaged in prolonged computer use.

## **10. Control of Substances and Equipment**

Where applicable, IBS manages risks associated with hazardous substances and equipment by:

- Identifying substances subject to Coshh
- Providing safety data and guidance
- Ensuring safe storage and handling
- Providing training where required

## **11. Mental Health and Wellbeing**

IBS recognises the importance of mental health and wellbeing and is committed to:

- Promoting a supportive learning and working environment
- Minimising stress through reasonable workload management
- Encouraging open communication
- Signposting students and staff to appropriate support services

## **12. Health and Safety Training**

IBS provides health and safety information and training appropriate to roles and responsibilities, including:

- Induction training for staff and students
- Fire safety awareness
- DSE guidance
- Ongoing updates where required



### **13. Monitoring and Review**

Health and safety performance is monitored through:

- Inspections and audits
- Accident and incident analysis
- Risk assessment reviews
- Feedback from staff and students

This policy is reviewed annually or in response to legislative or operational changes.

### **14. Communication and Consultation**

IBS encourages consultation and communication on health and safety matters. Staff and students are encouraged to raise concerns and contribute to improving health and safety standards.

### **15. Policy Review and Approval**

This Health and Safety Policy were approved by the **Academic Board in November 2025** and will be reviewed annually to ensure ongoing compliance and effectiveness.

Version	Date Approved	Approved by	Review Date
1.0	Nov 2025	Academic Board	Nov 2026