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POLICY & PROCEDURES

HEALTH & SAFETY

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1. STATEMENT OF INTENT

Crosby Training is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all staff, learners, contractors, visitors, and other stakeholders who may be affected by its activities.

The company is committed to:

- Providing and maintaining safe and healthy working and learning environments
- Preventing work-related injury, ill health, and unsafe conditions
- Maintaining safe systems of work and safe use of equipment
- Supporting the physical and mental well-being of staff and learners
- Consulting with employees and learners on matters affecting health and safety
- Continually improving health and safety management systems and practices
- Considering the needs of individuals with disabilities, learning difficulties, medical conditions, or language barriers

Crosby Training will comply with legislation relating to workplace safety, fire safety, equipment use and employee welfare - including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992
- First Aid at Work Regulations 1981

All employees, learners, contractors, and visitors are expected to cooperate fully with this policy and associated procedures.



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2. OBJECTIVES

Crosby Training will:

- Maintain safe environments for staff, learners, contractors and visitors
- Identify, assess, and control risks associated with company activities, including offsite activities and remote working
- Encourage staff and learner involvement in health and safety awareness and risk management
- Provide appropriate information, instruction, training, supervision and resources
- Investigate accidents, incidents, hazards, and near misses and implement corrective actions
- Promote physical and mental health and well-being for staff and learners
- Ensure compliance with all relevant legislation, approved codes of practice, and internal procedures
- Ensure health and safety arrangements consider vulnerable persons and young learners where applicable

3. ROLES & RESPONSIBILITIES

3.1 GOVERNANCE & LEADERSHIP TEAM

The Governance & Leadership Team has overall strategic responsibility for health and safety and will:

- Ensure effective health and safety governance arrangements are in place
- Monitor organisational health and safety performance
- Review policy effectiveness annually
- Approve health and safety objectives and improvement plans



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3.2 CHIEF EXECUTIVE OFFICER

The CEO has overall operational responsibility for health and safety and will:

- Ensure this policy is implemented throughout the organisation
- Allocate sufficient resources to manage health and safety effectively
- Ensure competent persons are appointed to support compliance
- Promote a positive health and safety culture

3.3 MANAGERS & DESIGNATED STAFF

Managers designated staff are responsible for day-to-day implementation of this policy and will:

- Ensure safe systems of work are followed
- Conduct and communicate relevant risk assessments
- Ensure staff and learners receive appropriate instruction and supervision
- Report incidents where required under RIDDOR
- Support staff in maintaining safe working environments, including remote working arrangements
- Monitor compliance within their areas of responsibility

3.4 STAFF, LEARNERS, CONTRACTORS & VISITORS

All staff, learners, contractors and visitors must:

- Take reasonable care for their own health and safety and that of others
- Follow health and safety instructions, procedures and safe systems of work



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- Report accidents, incidents, hazards, near misses, and unsafe conditions immediately
- Use equipment and personal protective equipment correctly
- Cooperate with Crosby Training on health and safety matters
- Follow fire safety and emergency procedures

Staff working remotely are responsible for maintaining a safe and suitable working environment, including ensuring that workstations are free from obvious hazards and arranged to minimise the risk of injury or discomfort.

No person shall:

- Undertake activities that place themselves or others at unnecessary risk
- Intentionally misuse or damage equipment or company property
- Smoke or vape in non-designated areas

4. ARRANGEMENTS & PROCEDURES

4.1 RISK ASSESSMENT & RISK MANAGEMENT

Crosby Training will:

- Conduct suitable and sufficient risk assessments for all significant activities
- Review risk assessments regularly and following significant changes or incidents
- Ensure risk assessments consider vulnerable persons, young people, disabilities, medical conditions, and language barriers where relevant
- Carry out risk assessments for offsite activities in advance
- Encourage dynamic risk assessment and hazard reporting by staff and learners



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4.2 TRAINING & COMMUNICATION

Crosby Training will:

- Provide mandatory health and safety induction training
- Deliver refresher training where appropriate
- Communicate health and safety information through meetings, training sessions, emails, quarterly newsletters and notices
- Ensure learners receive relevant health and safety and emergency information

4.3 ACCIDENT, INCIDENT & NEAR MISS REPORTING

- All accidents, incidents, near misses, hazards, and work-related ill health must be reported immediately using the company reporting process
- Serious incidents must be escalated to management without delay
- Investigations will be conducted to identify root causes and prevent recurrence
- Incidents reportable under RIDDOR will be submitted to the relevant enforcing authority
- Records will be stored securely in accordance with GDPR and company data retention requirements

4.4 FIRE SAFETY & EMERGENCY PROCEDURES

While building management or venue operators retain primary responsibility for fire alarms, evacuation systems, and building-wide fire safety arrangements within our managed offices and external venues, Crosby Training will:

- Ensure staff and learners are aware of local emergency procedures
- Comply with all site-specific fire safety and security arrangements



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- Communicate evacuation procedures to learners and visitors
- Participate in fire drills and emergency exercises where required
- Maintain compliance with security procedures, including the access control system at our Head Office, St Hughs House to ensure authorised entry only
- Ensure visitors are appropriately managed and supervised while on site
- Where applicable, staff and learners must comply with site lockdown and security procedures communicated through Safeguarding, Prevent, or emergency management arrangements

4.5 FIRST AID

Crosby Training will:

- Provide adequate and appropriate first aid arrangements
- Ensure trained first aid personnel are available where required
- Maintain suitable first aid equipment and facilities
- Communicate first aid arrangements to staff and learners

4.6 REMOTE & LONE WORKING

Crosby Training recognises the risks associated with remote and lone working and will:

- Assess risks associated with lone and remote working activities
- Provide guidance on safe home working arrangements
- Support staff well-being and mental health
- Maintain appropriate communication arrangements for lone workers



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4.7 OFFSITE ACTIVITIES

Staff and learners attending external locations must:

- Follow the health and safety rules of host organisations
- Participate in activity-specific briefings where required
- Report hazards, incidents, or concerns arising during offsite activities

4.7.1 WORK PLACEMENTS

As part of their course or programme, learners may be expected to undertake work placements at external organisations. Crosby Training is committed to ensuring the health, safety and welfare of learners during all placements.

ROLES & RESPONSIBILITIES

CROSBY TRAINING:

- Ensure placements are suitable, safe, and properly vetted
- Conduct a pre-placement risk assessment to identify potential hazards
- Provide learners with placement-specific health and safety briefings before they attend

PLACEMENT PROVIDER:

- Maintain a safe working environment
- Provide induction and training on site-specific procedures, emergency arrangements, and safe working practices
- Supervise learners and ensure compliance with legal health and safety obligations



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LEARNER:

- Follow all health and safety instructions provided by both Crosby Training and the placement provider
- Report any hazards, incidents, or near misses immediately
- Use personal protective equipment and follow safe systems of work

RISK ASSESSMENT

A risk assessment will be conducted for each placement, considering the activities, environment, and potential hazards. Additional considerations will be made for learners with disabilities, medical conditions, or other vulnerabilities.

EMERGENCY PROCEDURES

Learners must familiarise themselves with emergency exits, first aid facilities, and emergency contacts at the placement site. Crosby Training will ensure learners understand reporting procedures for incidents or emergencies.

MONITORING & DOCUMENTATION

Crosby Training will maintain records of risk assessments, inductions, and any incidents or corrective actions arising from placements. Staff will conduct regular check-ins to monitor learner welfare and compliance during placements.

4.8 CONTRACTOR MANAGEMENT

Crosby Training will ensure that contractors:

- Demonstrate competence and safe working practices
- Provide suitable risk assessments and method statements where appropriate
- Comply with relevant legislation and site rules
- Are appropriately supervised and monitored during activities



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4.9 HEALTH & WELLBEING

Crosby Training is committed to promoting staff and learner wellbeing by:

- Providing access to support and guidance
- Promoting awareness of mental health and stress management
- Implementing measures to reduce work-related stress
- Providing learners with healthy eating options and guides to live well
- Conducting occupational health assessments and health surveillance where required

5. SAFEGUARDING & PREVENT

For the above please refer to our *Safeguarding & Welfare Policy & Procedures*, specifically *Section 3: the Prevent Duty*.

6. MONITORING & REVIEW

- This policy is reviewed annually or following significant operational or legislative changes
- Managers and the Senior Management Team will monitor implementation and compliance
- Health and safety performance will be reported to the Governance & Leadership Team periodically
- Corrective actions identified through audits, inspections, or investigations will be monitored to completion.



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7. ACCESS TO INFORMATION

Health and safety policies, procedures, guidance and training materials are available to staff through induction sessions and management communication channels. Relevant updates and alerts will be communicated through meetings, emails, reports, news bulletins and training activities.

This policy should be read alongside:

Safeguarding & Welfare Policy, Emergency Situation Lockdown Procedure, Data Protection Policy, Equality and Diversity Policy & Procedures, Lone Working Policy & Procedures and the Crosby Training Staff Handbook.