

Health and Safety Policy

Bid Response Document

Organisation	E Safety Training Limited
Policy owner	Director / Health and Safety Lead
Applies to	Employees, subcontractors, delivery partners, school staff, children, young people, visitors and others affected by our work
Review cycle	At least annually, or sooner following a significant incident, change in law, change in delivery model or commissioner requirement
Version	1.2 (updated 2026)

1. Policy Statement

E Safety Training Limited is committed to protecting the health, safety and welfare of employees, subcontractors, school staff, children and young people, parents, carers, visitors, commissioners and any other person who may be affected by our work.

We recognise that our services are delivered in a range of settings, including schools, special schools, alternative provision, residential education settings, community venues, online training environments and partner organisations. Our approach is therefore based on proactive risk assessment, clear roles, safe systems of work, effective communication and a culture where concerns are raised and acted upon promptly.

Health and safety is not treated as a separate administrative requirement. It is embedded into planning, delivery, safeguarding, data protection, staff wellbeing, subcontractor management and quality assurance.

2. Scope of the Policy

This policy applies to all work undertaken by or on behalf of E Safety Training Limited, including face-to-face training, online training, consultancy, audits, programme delivery, resource development, meetings, travel, events and any commissioned activity.

The policy applies to: employees, directors, consultants, trainers, subcontractors, volunteers, school staff, children and young people, parents and carers, visitors, partner professionals and commissioners who may be affected by our work activities.

3. Legal and Regulatory Framework

This policy is informed by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant health and safety legislation and guidance.

The Health and Safety Executive explains that every business must have a health and safety policy which sets out its general approach to health and safety and explains who does what, when and how. Where an organisation has five or more employees, the policy must be written down.

Under the Management of Health and Safety at Work Regulations 1999, employers must identify hazards, assess who may be harmed and how, evaluate and control risks, record significant findings where required, and review risk assessments.

4. Policy Aims

Our aims are to prevent injury, ill health and avoidable harm; provide safe working arrangements for staff and subcontractors; protect children, young people and school communities during delivery; ensure risks are assessed and managed proportionately; comply with relevant legislation and commissioner requirements; and maintain a positive safety culture where people are confident to speak up.

5. Responsibilities

5.1 Director / Senior Responsible Person

The Director has overall responsibility for health and safety and will ensure that suitable arrangements, resources and competent advice are in place. This includes ensuring that policies are reviewed, risks are managed, employees and subcontractors receive appropriate information, incidents are investigated, and health and safety learning is acted upon.

5.2 Health and Safety Lead

The Health and Safety Lead is responsible for maintaining this policy, supporting risk assessments, monitoring incident reports, advising staff and subcontractors, escalating significant risks and ensuring that health and safety considerations are included in planning and delivery.

5.3 Employees, Consultants and Subcontractors

All employees, consultants and subcontractors must take reasonable care of their own health and safety and that of others who may be affected by their actions. They must follow this policy, complete required training, comply with host-setting procedures, report hazards and incidents promptly, and avoid taking unnecessary risks.

No person working on behalf of the organisation should continue with an activity they believe to be unsafe. If immediate action is needed, they must stop, make the situation safe where possible, and escalate the concern.

5.4 Host Settings and Partner Organisations

Where work is delivered in schools or other partner settings, the host organisation retains responsibility for the safety of its premises and local arrangements. E Safety Training Limited staff will follow reasonable site rules, sign-in procedures, emergency arrangements and safeguarding expectations while also maintaining our own duty of care to staff and others affected by our work.

5.5 Children, Young People, School Staff and Participants

Children, young people, school staff and other participants will be supported to take part safely. They will be given clear instructions appropriate to the activity, setting and audience. Where participants have additional needs, communication differences, mobility needs, sensory needs or emotional regulation needs, reasonable adjustments will be considered in partnership with the host setting.

6. Risk Assessment

Risk assessments will be used to identify hazards, assess the likelihood and potential severity of harm, decide control measures, record significant findings where required and review arrangements when circumstances change.

Risk assessment may cover face-to-face delivery, online delivery, travel, lone working, venue safety, fire arrangements, manual handling, use of equipment, display screen equipment, stress and wellbeing, safeguarding-related risks, data-related risks, working with children and young people, and work involving subcontractors.

Risk assessments will be proportionate to the activity. For lower-risk routine work, standard controls may be sufficient. For higher-risk, unusual or complex work, a specific written risk assessment will be completed.

7. Safe Delivery in Schools and Education Settings

Before delivery, staff will confirm relevant arrangements with the school or host setting, including arrival procedures, visitor sign-in, parking, accessibility, room layout, emergency arrangements, safeguarding contacts and any known needs that may affect safe participation.

During delivery, staff will maintain professional boundaries, ensure activities are appropriate for the age and needs of participants, avoid unsafe room layouts or overcrowding, and seek support from school staff where behaviour, distress, medical needs or environmental factors create risk.

Where children or young people are present, school staff should remain available in line with the host setting's safeguarding and supervision arrangements. E Safety Training Limited staff should not be left with sole responsibility for supervising children unless this has been expressly agreed and risk assessed.

8. Safeguarding and Health and Safety Interface

Health and safety and safeguarding are closely linked. Physical safety, emotional safety, online safety, safe supervision, professional boundaries and staff wellbeing must be considered together.

Any safeguarding concern identified during delivery will be managed in accordance with the organisation's Safeguarding Policy and the host setting's safeguarding procedures. Where a safeguarding issue also creates a health and safety risk, both processes will be followed.

9. Employee and Subcontractor Welfare

The organisation will take reasonable steps to support the health, safety and welfare of employees and subcontractors. This includes considering workload, lone working, travel demands, emotional impact, exposure to distressing safeguarding content, online abuse, harassment, bullying and work-related stress.

Staff are encouraged to raise concerns early. Managers will respond proportionately and may adjust work plans, provide debriefing, seek specialist advice, review risk assessments or escalate concerns where necessary.

10. Lone Working and Personal Safety

Lone working may occur during travel, remote work, online delivery, consultancy visits or attendance at external settings. Lone working will be risk assessed where relevant.

Control measures may include sharing diary details, confirming arrival and departure arrangements, using professional contact details, avoiding unsafe locations, maintaining charged mobile phones, following host-site visitor arrangements and escalating concerns promptly.

Staff must not place themselves at risk to resolve a situation. Where there is immediate danger, they should remove themselves if safe to do so and contact emergency services.

11. Travel and Driving for Work

Employees and subcontractors are responsible for ensuring that any vehicle used for work is roadworthy, appropriately insured and legally compliant. They must not drive when unfit through tiredness, alcohol, drugs, medication or ill health.

Work travel should be planned sensibly, allowing adequate time, rest breaks and safe parking. Mobile phones must not be used while driving unless legally and safely hands-free. Staff should consider weather, distance, late finishes and personal safety when planning travel.

12. Online and Remote Working

Remote and online delivery must be planned to protect physical, emotional and digital safety. Staff should use appropriate platforms, professional accounts, secure links and suitable privacy settings.

For online sessions, staff should consider access controls, participant management, screen sharing, recording permissions, safeguarding routes, chat functions, behaviour expectations and how concerns will be escalated if a participant becomes distressed or discloses risk.

13. Work Equipment and Display Screen Equipment

Work equipment, including laptops, projectors, cables, chargers and presentation equipment, must be suitable, maintained in safe condition and used as intended. Staff should visually check equipment before use and remove defective equipment from use.

Display screen equipment users should set up workstations to reduce avoidable strain. This includes considering screen height, seating, keyboard and mouse position, lighting, breaks and posture. Remote workers should take reasonable steps to maintain a safe working environment.

14. Manual Handling

Staff should avoid unnecessary lifting and carrying. Where equipment or materials need to be moved, staff should assess the load, route, distance and whether help or alternative arrangements are required.

Staff should not lift items that are too heavy, awkward or unsafe. Where possible, training materials should be transported digitally or in manageable quantities.

15. Fire, Emergency and First Aid Arrangements

When working at a host setting, staff will follow the site's fire, evacuation, lockdown and emergency arrangements. Staff should familiarise themselves with exits, assembly points and local instructions on arrival where practical.

For organisation-led events, appropriate first aid and emergency arrangements will be considered during planning. Accidents, near misses and emergencies must be reported and recorded.

16. Infection Prevention and Public Health

The organisation will follow relevant public health advice where applicable. Staff should not attend face-to-face delivery if they are unfit to work or may pose an avoidable infection risk to others.

Reasonable hygiene measures should be followed, including hand hygiene, safe disposal of tissues or waste, appropriate ventilation where possible, and consideration of vulnerable participants or settings.

17. Violence, Abuse, Harassment and Challenging Behaviour

E Safety Training Limited will not tolerate violence, threats, harassment, discrimination, intimidation or abuse towards employees, subcontractors, school staff, children, young people, parents, carers or partners.

Where behaviour during delivery becomes unsafe, staff should pause or stop the activity, seek support from the host setting, remove themselves if necessary and report the incident. Any safeguarding concern linked to behaviour must also be escalated through safeguarding procedures.

18. Children and Young People with Additional Needs

Where children and young people have SEND, medical needs, communication differences, sensory needs, mobility needs or emotional regulation needs, safety planning should be inclusive and proportionate.

This may include accessible resources, additional processing time, quieter spaces, visual prompts, clear routines, support from familiar staff, adapted activities, reduced sensory load and clear exit or regulation strategies.

Health and safety decisions must avoid excluding children unnecessarily. The aim is to enable safe participation through reasonable adjustments and partnership with the host setting.

19. Subcontractor and Partner Management

Subcontractors delivering on behalf of E Safety Training Limited must work safely, follow relevant policies and provide evidence of suitable arrangements where required. This may include insurance, risk assessments, safeguarding arrangements, safer recruitment checks, competence, training and incident reporting procedures.

Where a subcontractor identifies a hazard, incident, near miss or safeguarding-related safety concern, they must report it promptly to E Safety Training Limited and, where relevant, the host setting.

20. Information, Instruction and Training

Employees and subcontractors will receive health and safety information appropriate to their role. This may include induction, policy briefing, risk assessment processes, lone working, incident reporting, safeguarding interface, safe delivery expectations, online delivery safety, travel safety and wellbeing.

Training needs will be reviewed when roles change, delivery models change, incidents occur, or new risks are identified.

21. Incident, Accident and Near Miss Reporting

All accidents, incidents, near misses, hazards and unsafe conditions must be reported as soon as possible. Reports should include what happened, who was involved, where and when it happened, immediate action taken, whether anyone was injured, and any further action required.

Incidents will be reviewed to identify learning, required control measures, training needs or escalation. Where legally required, reportable incidents will be notified under RIDDOR or other relevant reporting duties.

22. Consultation and Communication

The organisation will communicate health and safety expectations clearly to employees, subcontractors and relevant partners. Staff will be encouraged to contribute to risk assessments, raise concerns and suggest improvements.

Where work is delivered in partnership with schools or commissioners, health and safety expectations will be clarified through planning discussions, contracts, delivery briefings or written arrangements as appropriate.

23. Monitoring and Review

Health and safety arrangements will be monitored through incident review, staff feedback, subcontractor oversight, delivery review, risk assessment updates and policy review.

This policy will be reviewed at least annually, or sooner where there is a significant incident, change in legislation, change in service delivery, commissioner requirement or identified weakness in current arrangements.

24. Commitment

E Safety Training Limited is committed to delivering safe, professional and responsible services. We will work with schools, commissioners, employees, subcontractors and partners to ensure that health and safety is actively managed, proportionate, inclusive and embedded in everyday practice.

Appendix 1. Practical Health and Safety Arrangements

Area	Control / Arrangement
Face-to-face school delivery	Confirm visitor arrangements, DSL/senior contact, supervision, room suitability, emergency procedures and participant needs before or on arrival.

Online delivery	Use professional platforms and accounts, secure joining links, appropriate settings, clear behaviour expectations and a route for concerns or distress.
Lone working	Share diary details, keep phone charged, avoid unsafe situations, confirm arrival/departure where needed and escalate concerns promptly.
Travel	Plan journeys sensibly, ensure vehicles are roadworthy and insured for business use, avoid driving when unfit and take rest breaks.
Staff wellbeing	Encourage early reporting of stress, harassment, threatening behaviour or emotional impact from safeguarding-related work.
Subcontractors	Confirm suitability, insurance, competence, relevant policies and reporting expectations before delivery.
Incidents and near misses	Record what happened, immediate action taken, who was informed and what further action is required.
Review	Use learning from incidents, feedback and changes in delivery to update risk assessments and procedures.

Appendix 2. Reference Sources

- Health and Safety Executive: Prepare a health and safety policy.
- Health and Safety Executive: Health and Safety at Work etc Act 1974.
- Health and Safety Executive: Managing risks and risk assessment at work.
- Legislation.gov.uk: Health and Safety at Work etc. Act 1974.
- Legislation.gov.uk: Management of Health and Safety at Work Regulations 1999.

Approval

Approved by	
Role	
Signature	
Date	