



Vision
Training
North
East

Health & Safety Policy

Version: 1.7
Last Review: July 2026

Signed:

A handwritten signature in black ink, appearing to be 'G. O'Connell', written over a white background.

G. O'Connell.



Policy Name	Health & Safety Policy
Policy Owner	Operations Director Supported by Health & Safety Lead
Copy Type	External Copy

Approvals

First Approved	February 2013
Governance Approved	Y
SMT Approved	Y

Applicable To / Accessible By

Employees	✓
Learners/Apprentices	✓
Employers	✓
Website Access	✓

Reviews

Scheduled Review Cycle	Annual
Responsible Manager(s)	Operations Director Health and Safety Lead
Last Review Date	July 2026
Next Review Due By	July 2027
Current Version Number	1.7



Health & Safety Policy

1. Policy Statement

Vision Training (North East) Ltd recognises that effective health and safety management is fundamental to the safe delivery of high-quality education and training services.

We are committed to providing and maintaining a healthy, safe and supportive working and learning environment through effective risk management, employee consultation and continual improvement.

2. Purpose

The purpose of this policy is to ensure that Vision Training (North East) Ltd provides, so far as is reasonably practicable, a safe and healthy working and learning environment for employees, learners, employers, visitors and other stakeholders by:

- Complying with all relevant health and safety legislation and guidance.
- Identifying, assessing and controlling health and safety risks.
- Providing appropriate information, instruction, training and supervision.
- Promoting a positive health, safety and wellbeing culture, including reporting hazards, incidents and near misses.
- Monitoring and reviewing health and safety arrangements to support continual improvement.

3. Scope

This policy applies to all Vision Training (North East) Ltd activities and to all individuals engaged by the company, including employees, workers, learners, apprentices and visitors.

It also applies to any candidates, apprentices and learners registered for a qualification who may be affected by the working practices of our employees.

4. Responsibilities

4.1. Directors

Directors are responsible for:

- Providing strategic oversight of health and safety across the organisation.
- Ensuring compliance with the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation.
- Ensuring effective health and safety arrangements are established, implemented and adequately resourced.



- Monitoring organisational health and safety performance through regular reports, audits and assurance activities.
- Promoting a positive health, safety and wellbeing culture across the organisation.
- Ensuring appropriate action is taken to address significant health and safety risks and support continual improvement.

4.2. Health & Safety Lead and Officer

The Health & Safety Lead, supported by the Health & Safety Officer, is responsible for:

- Implementing and monitoring this policy across the organisation.
- Completing and reviewing organisational health and safety risk assessments.
- Investigating accidents, incidents and near misses, including RIDDOR reporting where required.
- Analysing accident, incident and near miss trends to identify improvements and reduce future risks.
- Providing health and safety advice, guidance and training.
- Monitoring legislative changes and recommending improvements.
- Chairing the Health, Safety and Safeguarding Steering Group.
- Coordinating health and safety audits and reporting performance to Directors.
- Maintaining the Health and Safety Log and promoting employee consultation.

4.3. Team Managers

Team Managers are responsible for:

- Implementing this policy within their teams.
- Ensuring employees receive appropriate induction, information and supervision.
- Reviewing DSE, lone working, manual handling and other relevant risk assessments.
- Monitoring employee and learner health and safety concerns within their areas of responsibility.
- Reporting accidents, incidents and concerns promptly.
- Supporting investigations and implementing agreed actions.

4.4. Employees

Employees are responsible for:



- Taking reasonable care of their own health and safety and that of others.
- Following health and safety policies, procedures and risk assessments.
- Using equipment and personal protective equipment correctly.
- Reporting hazards, accidents, incidents and near misses promptly.
- Carrying out dynamic risk assessments where circumstances change.
- Cooperating with health and safety arrangements, training and investigations where required.

4.5. Tutors and Assessors

Tutors and Assessors are responsible for:

- Promoting health and safety with learners throughout their programme.
- Ensuring learners receive appropriate health and safety information during induction and reviews.
- Completing or reviewing learner workplace risk assessments where required.
- Remaining aware of disclosed health conditions or additional needs that may affect health and safety.
- Responding appropriately to learner accidents, sudden ill health or health and safety concerns.
- Reporting learner accidents, incidents and concerns promptly to their Team Manager and the Health & Safety Lead.

4.6. Employer Engagement Officer

The Employer Engagement Officer is responsible for:

- Promoting health and safety expectations with partner employers.
- Clarifying employer and provider health and safety responsibilities before learners commence.
- Supporting the review of learner workplace risk assessments where required.
- Communicating relevant health and safety information and policy updates to employers.
- Escalating employer related health and safety concerns to the Health & Safety Lead.

4.7. Learners

Learners are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Following health and safety instructions provided by Vision Training and their employer.



- Using equipment, personal protective equipment and workplace facilities safely.
- Reporting accidents, incidents, hazards, sudden ill health or concerns promptly to their tutor or employer.
- Cooperating with reasonable health and safety arrangements throughout their programme.

4.8. Employers

Employers are responsible for:

- Complying with relevant health and safety legislation.
- Providing a safe working environment, suitable supervision and appropriate welfare facilities.
- Completing and reviewing learner workplace risk assessments in partnership with Vision Training.
- Reporting learner accidents, incidents, ill health and RIDDOR reportable events promptly.
- Providing appropriate information, instruction, training, supervision and personal protective equipment where required.
- Communicating any significant workplace risks or safety requirements to Vision Training employees visiting their premises.
- Working in partnership with Vision Training to safeguard learners and support safe learning.

Employers remain responsible for the overall health, safety, and welfare of learners while they are under their supervision.

5. Health & Safety Policy Implementation - Procedures

5.1. Overview

Vision Training (North East) Ltd manages health and safety through effective planning, communication, consultation, risk assessment and continual review.

All employees, learners and partner employers are expected to cooperate with the organisation's arrangements to ensure a safe and healthy working and learning environment.

Health and safety arrangements are monitored regularly to identify opportunities for continual improvement and respond to changes in legislation, guidance or operational practice.



5.2. Learners in the Assessment Centre

All candidates, apprentices, and learners attending Vision Training premises receive a health and safety induction during their first session. This includes the building layout, fire safety, evacuation procedures, welfare facilities, and first aid arrangements.

Tutors ensure learners understand emergency procedures and know how to report hazards, accidents or concerns promptly to a member of staff. The Health and Safety Lead reviews any reported issues and ensures corrective actions are taken.

5.3. Learners in the Workplace

Before learning or assessment begins, Vision Training completes or reviews an appropriate assessment of the employer's health and safety arrangements to determine whether the environment is suitable for learning and assessment activities. Vision Training only uses workplaces that demonstrate a satisfactory approach to health and safety.

Tutors confirm, where applicable, that learners are supervised by a competent person and that any workplace risks are clearly explained. Health and safety is discussed at every learner review, and any concerns are reported to the Health and Safety Lead for investigation and follow-up.

Where concerns about workplace health and safety are identified, appropriate action will be taken, which may include additional monitoring, suspension of workplace learning or escalation to the employer until the risks have been addressed.

5.4. Accident and Near Miss Reporting

Vision Training complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

A report is required when an incident is both work related and results in a reportable injury, disease, or dangerous occurrence. Reports are made within the statutory timescales and recorded for monitoring.

Managers and employees must notify the Health and Safety Lead immediately if a serious accident, incident, or near miss occurs.

All accidents, incidents and near misses are recorded, investigated where appropriate, and reviewed to identify trends, root causes and opportunities for continual improvement. Significant findings are reported to the Health, Safety and Safeguarding Steering Group.



5.5. Lone Working

Lone working includes situations where employees work away from others, such as home-based working, remote sessions, or observations in employer settings.

Employees receive training on safe lone working practices as part of their induction. Each employee must follow the 24-hour safeguarding check-in procedure, confirm arrival and departure from locations, and notify the on-call manager when home safely.

All lone workers are provided with personal alarms. Line Managers complete and maintain individual lone-working risk assessments, reviewed annually or following any change in circumstances.

Employees working from home must complete a Display Screen Equipment (DSE) assessment and ensure their home workspace is safe, secure, and free from hazards.

Further guidance is provided within the Lone Working Policy.

5.6. Driving for Work (Use of Own Vehicle)

Driving for work is considered part of normal working duties. Employees who use their own vehicles must hold a valid UK driving licence, ensure their vehicle is roadworthy with a current MOT (if applicable), and hold motor insurance that includes business use cover.

Employees provide annual evidence of these documents to the Health and Safety Lead or Business Support Team and must report any changes to their driving licence or insurance status.

Journeys must be planned to avoid excessive driving times and fatigue, and rest breaks should be incorporated as required. Mobile phone use must be hands-free, brief, and only when safe to do so. Employees must not drive where they are affected by illness, fatigue, medication or any other condition that may impair their ability to drive safely.

The Health and Safety Lead will complete an individual driving-for-work risk assessment annually, and sooner where there is a change in role, health, vehicle, or following any driving-related incident. Assessments will follow the HSE “safe journey, safe driver, safe vehicle” approach and be retained securely in line with UK GDPR. All work-related vehicle incidents will be recorded and reported under RIDDOR where applicable.



5.7. Maternity

Where an employee notifies the organisation that they are pregnant, have recently given birth or are breastfeeding, an appropriate risk assessment will be completed on notification, reviewed during the pregnancy and again on return to work. Adjustments are made as necessary to safeguard health and wellbeing.

Where a learner reports pregnancy, tutors confirm that the employer has updated their risk assessment and report this to the Health and Safety Lead to consider any additional risks during observations or training.

5.8. Fire Safety and Evacuation

The Responsible Person for Vision Training premises ensures that a written fire risk assessment and associated fire safety arrangements are maintained and reviewed annually. Cooperation and information sharing with the landlord are documented. One fire drill is held each year, and additional drills occur after significant changes to the building or occupancy. The Fire Marshal (Health and Safety Lead) coordinates evacuations, supported by trained employees.

All employees and visitors must follow evacuation procedures and assemble at the designated point. Managers identify any employees, learners or visitors who may require a Personal Emergency Evacuation Plan (PEEP) and ensure appropriate arrangements are implemented and reviewed where circumstances change.

Tutors visiting employer premises confirm local evacuation procedures on arrival and ensure learners evacuate safely during any drill or emergency.

5.9. First Aid

The Health and Safety Lead and Officer act as appointed persons for first aid and maintain valid Emergency First Aid at Work qualifications.

An annual first aid needs assessment is completed to determine provision for on-site and off-site activities. Adequate first aid kits are maintained in the Business Support Office and at relevant delivery locations.

Tutors confirm, when visiting employer premises, who the designated first aider is and where first aid equipment is located. All accidents requiring first aid are recorded and reviewed.

First aid equipment is inspected regularly and replenished following use.



5.10. Health & Safety Meetings

Health and safety performance is reviewed quarterly at the Health, Safety and Safeguarding Steering Group, chaired by the Health and Safety Lead.

Standing agenda items include risk assessments, accidents and incidents, safeguarding, Prevent, training, legislative updates and emerging risks.

The Steering Group monitors progress against agreed actions, reviews emerging risks, legislative updates and organisational trends, and reports significant matters to Directors.

Health and safety is also a standard agenda item in all team meetings to ensure regular discussion and reinforcement.

5.11. Learner Accidents and Sudden Ill Health

Tutors respond to learner illness or injury during sessions by contacting the designated first aider, following emergency advice, and notifying the Team Manager. Accident or incident forms are completed and submitted to the Health and Safety Lead.

Learners who experience workplace accidents or ill health between sessions must inform their tutor, who records and reports the details for monitoring.

If a learner's absence exceeds four weeks due to ill health or injury, the centre will arrange a break in learning, maintain monthly welfare contact, and agree a return plan once fit to resume. All records are handled in accordance with UK GDPR.

Lessons learned from learner accidents and incidents are considered as part of the organisation's continual improvement arrangements.

5.12. Work-Related Stress and Mental Health

Vision Training takes employee and learner wellbeing seriously. A designated Welfare Lead promotes wellbeing through awareness campaigns, social media, and employee training.

The Operations Director and Quality Lead ensure all employees complete Wellness Action Plans every six months and that managers act on identified needs. The Health and Safety Lead completes and reviews Stress Risk Assessments using the HSE Management Standards to manage key stress factors such as workload, control, and change.

For learners, pastoral support is available and coordinated through the Welfare Lead. Further information is available in the Welfare Policy.



Vision Training promotes a culture where employees and learners feel able to raise wellbeing concerns and seek support without fear of disadvantage.

5.13. Remote Working

All remote and home-based workers must comply with the Remote Working Policy. A self-assessment DSE checklist must be completed before starting remote work and reviewed annually or following any significant change.

Managers review DSE assessments, provide suitable equipment where necessary, and ensure employees understand safe working practices while at home.

Further guidance is available within the Remote Working Policy.

5.14. Consultation with Employees

Vision Training consults employees and, where applicable, their representatives on health and safety matters in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation occurs through the quarterly Steering Group, team meetings, and targeted briefings. Feedback is recorded and used to inform policy reviews and procedural improvements.

Employees are encouraged to raise health and safety concerns, suggestions or improvement ideas at any time through their manager, the Health and Safety Lead or the Health, Safety and Safeguarding Steering Group.

5.15. Definitions

Dynamic Risk Assessment

An ongoing assessment of changing risks carried out during an activity or visit. Employees are expected to continually assess their working environment and take appropriate action where circumstances change. Where risks cannot be managed safely, work should stop and concerns should be reported to the appropriate manager.

Near Miss

An unplanned event that did not result in injury, illness or damage but had the potential to do so.



5.16. Related Policies and Procedures

Specific Health and Safety Procedures are written under their separate headings and include (but not limited to):

- Accidents at Work Policy
- Business Continuity, Emergency Incident Plan
- Continuity of Apprenticeships Training Plan
- Disclosure & Barring Policy
- Essential Recruitment and Selection Practices Procedure
- Freedom of Expression Policy
- ICT Acceptable Use Policy
- Lone Working Policy
- Manual & Handling Policy
- Prevent Policy
- Remote Working Policy
- Risk Assessment Policy
- Safeguarding Policy
- Safeguarding Low level Concern Policy
- Whistleblowing Policy
- Welfare Policy

6. COMMON ADDENDUM

POLICY REVIEW

The Policy & Procedure Lead is responsible for managing the annual review of the policy.

The manager(s) indicated on the first page are responsible for completing the annual review of the policy and communicating all necessary changes to the Policy and Procedure Lead. The owner will then sign off the policy once updates are complete.

The review can be delegated to another manager as part of their Professional development. However, the policy owner retains full responsibility for ensuring the policy:

- Complies with current legislation
- Meets the centre's responsibilities as
 - a lead independent training provider
 - a partner in line with funding and awarding bodies' requirements
- Supports stakeholders in implementing the policy effectively.

The Quality Lead ensures that all employees acknowledge policy updates through the Quarterly Policy Monitoring Form.



POLICY ACCESS, COMMUNICATION AND PROMOTION

Internal, all employees

All policies are accessible via the VTNE shared folder. Managers must communicate relevant policies to their teams and ensure employees:

- Read the policies during induction
- Receive guidance on responsibilities and implementation
- Receive necessary training, e.g. Health & Safety
- Sign to confirm their understanding

Policy updates are communicated via email, intranet, and team meetings.

The Data and ICT Lead ensures policies are accessible to learners and employers, either online or by request.

Promotion of the policy to learners and employers (where applicable)

Tutors: Ensure learners understand their responsibilities and deliver related activities (e.g., safeguarding, welfare).

Employer Engagement Lead: Promotes relevant policies to employers and ensures they understand their responsibilities.

Monitoring and Reporting

Line managers monitor policy compliance within their teams and address any issues as they arise. Employees have a clear process for reporting any concerns, which should be communicated by line managers.

1. DEFINITIONS FOR POLICY PURPOSES

Please note that not all terms may be used within this policy.

Candidate(s): A person individual who has expressed an interest in a programme with Vision Training (North East) Limited but is not yet registered.

Learner(s): A registered learner on a short course or an apprentice learner registered on an apprenticeship with Vision Training (North East) Limited or a partner college.

Employer(s): The employer of a registered learner or candidate.

Employee(s): A person employed by Vision Training (North East) Limited.

The Centre: Vision Training (North East) Limited's Training Centre in Stockton-on-Tees and any current satellite offices.

Stakeholders: A member of one or more of the above groups relevant to the policy.