



2025

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**Health, Safety and Wellbeing
Policy**

Health, Safety and Wellbeing Policy

Introduction

This policy is prepared in accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974, with the intention of promoting a safe working environment that will, so far as is reasonably practicable, ensure the safety and health of SAIGE employees and anyone who may be affected by its SAIGEs undertakings and to enable the company to comply with UK Health and Safety (H&S) legislation.

Part 1: General Health, Safety and Wellbeing Policy

1.1 Introduction

This policy sets out the aims of the company, details the structure of the organisation and how it will manage and promote its health, safety and wellbeing objectives, together with the arrangements for implementation to ensure legal compliance. The policy reflects what the organisation does to comply with legislation and meet good practice and recognising the hazards that it works with. The associated procedures demonstrate how this is achieved and implemented on a day-to-day basis.

SAIGE recognises the corresponding need to create and review objectives and targets for continual improvement to meet legislative requirements and achieve best practice.

The policy is divided into five parts as follows:

Part 1: General Health, Safety and Wellbeing Policy Statement

Part 2: H&S Roles and Responsibilities

Part 3: Reporting Arrangements

Part 4: Audit

Part 5: Legal References



Part 1: General Health, Safety and Wellbeing Policy Statement

1.2 Health, Safety and Wellbeing Policy Statement

The Health, Safety and Wellbeing policy statement demonstrates how SAIGE will positively manage and implement Health, Safety and Wellbeing.

As a company, SAIGE is committed to operate in compliance with our responsibilities under the Health and Safety at Work etc. Act 1974¹ and all other relevant health and safety legislation, guidance and best practice is taken into account.

We aim to minimise risks to the health, safety and welfare of employees, associates, delivery partners and any others who might be affected by our activities. This policy requires the co-operation of all stakeholders.

We will:

- Provide adequate and consistent information, instruction, training and supervision to ensure that all employees are competent to undertake their role safely;
- We will ensure employee wellbeing by providing a respectful, fair and aspirational environment to work in;
- Implement and maintain safe and healthy working conditions, equipment and systems of work;
- Consult employees in an inclusive and open manner on matters that affect their health, safety and welfare whilst at work;
- Undertake hazard identification, risk reduction and implementation of suitable and sufficient control measures;
- We will promote safe working practices to prevent accidents and work-related ill health;
- The Board of Directors will actively support and encourage a positive and exemplary health and safety culture within SAIGE and;
- Monitor the performance of both individuals and the organisation to predetermined standards, in order to make continual improvements to health and safety standards

The Health, Safety and Wellbeing Policy, and the way in which it is operated, will be reviewed annually or when significant changes to working practices and/or legislation occur. It is communicated to all employees working under its control and other relevant interested parties.

¹ The Act is currently under review via private members Bill introduced October 21, 2024. This proposed amendment aims to enhance workplace safety by requiring employers to take proactive measures to prevent violence and harassment, with specific provisions to protect women and girls; this policy will be update accordingly if the Bill is passed



Part 2: Health and Safety Roles and Responsibilities

2.1 General Responsibilities

2.1.1 Implementation of Policy

Although responsibility for the overall effective delivery of the health and safety policy remains with the Board of Directors; the Chief Executive Officer (CEO) of the company is responsible for the day-to-day implementation of the policy.

This includes risk assessments to eliminate or reduce, to the lowest practicable level, potential hazards and to satisfy themselves that any activity carried out within their area of authority, conforms to all current legislation, approved codes of practice and guidance. **2.1.2 Co-operation of Employees** Responsibility also rests with employees, to co-operate with the implementation of this policy and to assist SAIGE in providing, so far as is reasonably practicable, a safe and healthy work environment.

2.2 Specific Roles and Responsibilities

2.2.1 The Board

The Board of Directors is responsible for ensuring that SAIGE's health and safety management system is proportionate, implemented and reviewed annually (or at any point if there are significant changes that impact health and safety).

The Directors review health and safety at their Board meetings and are assigned responsibility for reviewing and approving SAIGE's Health, Safety and Wellbeing Policy and strategy and ensures the governance of health & safety and provision of a safe, healthy and supportive environment for working and learning.

The role of the Directors in relation to health and safety is to:

- Ensure that the company policies, procedures and working practices regarding health and safety meet or exceed legal obligations;
- Annually review the Health, Safety and Wellbeing Policy;
- Ensure that the CEO is kept abreast of any regulatory changes in relation to health and safety issues and the impact such changes may have on the business of the company;
- To receive reports as to health and safety performance, policies and arrangements and any major health and safety incidents so as to ensure that management identifies and implements any corrective action considered appropriate

2.2.2 Chief Executive Officer (CEO)

The CEO of SAIGE is responsible to the Board of Directors for the development and implementation of the SAIGE health and safety management system and for ensuring that they meet all legal obligations in relation to health and safety.

The CEO has ultimate responsibility for:

- Setting health and safety objectives and targets;
- Development and implementation of a robust Health, Safety and Wellbeing policy;



- Ensuring that that all staff, clearly understand their responsibilities for implementing health and safety;
- Ensuring that adequate resources are provided to enable health and safety to be implemented within the organisation; and
- Ensuring that adequate reviews are undertaken to ensure the effectiveness and implementation of the policy and; lead by example and develop a strong, positive health and safety culture

2.3 Employees

General duties of an employee include:

- Employees are responsible for their own health and safety;
- Ensure their actions will not jeopardise the safety or health of others;
- Obey any safety rules;
- Learn and follow the operating procedures, risk assessments and health and safety rules and procedures for the safe performance of the assigned job;
- Comply with information, instruction or training provided;
- Correct, or report any observed unsafe practices and conditions;
- Keep work areas clean and tidy and free from obstruction;
- Make suggestions to improve any aspect of health and safety;
- Cooperate with managers on health and safety matters;
- Take reasonable care of their own health and safety;
- Comply with emergency arrangements;
- Not to interfere with anything provided to safeguard their health and safety;
- Report accidents, incidents and hazards they observe to their Manager. Concerns can be raised at any time about an incident that happened in the past, is happening now, or may happen in the near future. (Whistleblowers are protected by the law and cannot be penalised for raising issues); and
- Report all health and safety concerns to their Line Manager, CEO, Union appointed safety representatives or their non-union representatives of employee safety

2.4 Associates

Associates are required to follow this policy whilst undertaking work on behalf of the company, including whilst hybrid working/working at home.

When undertaking activities at a centre, associates are also required to follow the health and safety policy/procedures in place at that site.



Part 3: Reporting Arrangements

This section identifies the general arrangements in place for Health, Safety and Wellbeing.

3.1 Accident/Incident/Near Miss Reporting and Investigation

3.1.1 Accident/Incident Reporting

An accident is an unplanned, uncontrolled event which has led to injury to people, damage to plant or machinery, the environment or some other loss. The reporting of accidents is not only a legal requirement, but also provides SAIGE with valuable information on its health and safety performance and areas for improvement. SAIGE shall, therefore, ensure that suitable arrangements are made for the reporting of all incidents, no matter how small and prevent under reporting.

All employees are required to report any accidents, incidents, actual fires, thefts or student welfare incidents and near misses via the electronic reporting system. Whether this be an employee, associate, contractor, visitor to the premises or members of the public. A company procedure identifies the steps to take.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires serious accidents and certain occupational diseases to be reported to the enforcing authority. These include a fatality, specified injury, members of the public going to hospital and receiving treatment (no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent), over 7-day absence from work due to a work-related injury (away from work or unable to perform normal work duties for more than 7 consecutive days, not counting the day of the accident). This duty is fulfilled by the SAIGE CEO.

3.1.2 Accident/Incident Investigations

All incidents should be investigated, initially by the CEO, who will complete an accident/incident report form and determining the immediate causes and immediate corrective actions required.

The CEO will also oversee the investigation findings and where required undertake further investigation to identify the underlying causes/deficiencies, identify corrective and preventive actions, identifying opportunities for continual improvement and communicate results of investigations to all interested parties. As well as reporting under RIDDOR as required.

3.1.3 Near Miss Reporting

A near miss is an event that did not result in injury, damage to plant, machinery, environment or some other loss, but had the potential to do so. This includes both unsafe acts and unsafe conditions. Near misses should be reported on the electronic system. This is to ensure that investigations can be undertaken, and additional controls implemented where required. This also ensures that lessons are learnt across the business and enable continuous improvement.

3.2 Contractor Management

A contractor is regarded as any person or company who enters into an agreement (verbal or written) with SAIGE on their behalf to carry out services on any of the SAIGE owned, or leased, estate. The works may be for planned preventative maintenance, emergencies, cleaning, security, statutory testing, construction, renovation or estates or compliance related improvements.



Under Section 3 of the Health and Safety at Work etc. Act 1974, SAIGE has a duty to ensure the health, safety and welfare of all persons, not in direct employment. This includes contractors, sub-contractors, visitors and third parties.

The initial checks are managed by the CEO and include insurances, management of health and safety, general risk assessments, training, any enforcement action.

Once the contractor has been appointed to undertake specific work activities there is a contractor management procedure to follow which is undertaken by the Head of Operations. This covers the management of contractors on site and includes the requirements for inductions, signing in/out, key management, contractor records manual, and permit to work requirements, supervision, monitoring and post work checks and requirement for job/activity specific risk assessments.

3.3 Display Screen Equipment (DSE)/Computer Operation

SAIGE has duties within the Health and Safety (Display Screen Equipment) Regulations 1992 to employees who habitually use display screen equipment, including laptop computers as a significant part of their normal work. SAIGE will ensure that there is the provision of eyesight tests, with support to cover the cost of eye tests and a contribution towards glasses for DSE use.

Where an employee raises a matter related to health and safety in the use of DSE, SAIGE will:

Where there is a benefit to both employee and the business individuals may be able to work from home. This has to be authorised by the CEO, with a working at home assessment undertaken, approved and provided to the CEO.

3.4 Driving for Work

Employees who are required to travel on company business, particularly if driving or cycling, are required to do so in accordance with the Road Traffic Act 1988 (and subsequent amendments) and comply fully with the Highway Code at all times; failure to do so may result in disciplinary action. The Highway Code can be viewed for free online. The main requirements are that they must:

- Have a current drivers' licence and be eligible to drive in the United Kingdom;
- Have a licence that is appropriate for the type of vehicle they are driving;
- Not be under the influence of alcohol or drugs whilst driving for business;
- Have insurance that covers for business use if using their own vehicle;
- Wear a seatbelt whilst driving;
- Adhere to the speed limit both on the public highway and sites;
- Declare to the Head of Operations if they are caught speeding or are convicted of any other traffic offence;
- Have a current MOT and ensure the vehicle is adequately maintained;
- Declare to their manager any medical condition or medication which may affect their ability to drive;
- Not use handheld phones for calls/texts/emails unless the vehicle is parked, switched off and the keys removed. Only use hands free mobile phones when it is safe to do so and consider that the use is distracting. Although it is not illegal, action can still be taken for driving without due care and attention and will be taken into account in the event of an accident; and
- All drivers of company vehicles are required to report any accidents



3.5 Emergency Preparedness and Response

SAIGE shall identify the potential for emergency situations, and how to respond to such emergencies for each of the sites it occupies. The specific SAIGE Business Continuity Plans procedure identifies what needs to be in place for identified major risks/issues, and will include:

- Identification of potential emergency situations and accidents;
- Response to emergencies and mitigation of adverse health, safety, financial, environmental, and political impacts;
- Test and review of emergency preparedness and response procedures;
- Provide employees and visitors information on specific emergencies; and
- Arrangements for business continuity

The reasons for taking action are combinations of financial factors, moral factors and statutory and regulatory duties. Planning for emergencies and training employees in the implementation of a plan and procedures will:

- Reduce the time taken to respond to an incident;
- Assist the organisation in meeting its legal and moral responsibilities;
- Enable rapid recovery from any incident and will assist with business continuity;
- Help mitigate any losses such as lost business, insurance premium increases, damage to property and goods, etc.;
- Reduce exposure to liability, both criminal and civil;
- Improve the public image of the organisation; and
- Reduce impact on the environment

Examples of emergencies include:

- Incident leading to serious injuries or ill health;
- Fire & explosion;
- Release of hazardous materials/gases;
- Natural disasters, bad weather;
- Loss of utility supply;
- Pandemics/epidemics;
- Civil disturbance, terrorism, sabotage, workplace violence; and
- Traffic accidents

3.6 Fire Safety

SAIGE recognises and acknowledges their responsibilities under the Regulatory Reform (Fire Safety) Order 2005 to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all members of employees and other relevant persons, visitors and contractors, in respect of the risks of fire occurring at their premises, including the provision of suitable emergency procedures.

Fire poses a significant risk to human life, property and business continuity; therefore, SAIGE will take all reasonably practicable preventive and protective measures to eliminate or reduce the risk of a fire occurring and the risk of harm from fire to all relevant persons.

In order to ensure that suitable and sufficient arrangements are in place for fire prevention and emergency response, SAIGE undertake the following activities:

- Where SAIGE are in control of the premises, they discharge their duty to SAIGE to ensure a fire risk assessment is undertaken by a competent person and effective control measures implemented to mitigate this risk;



- Site specific emergency response plans are developed and implemented which detail the procedures for implementation with information on fire evacuation plan/escape routes, fire drills, fire-fighting equipment;
- Fire safety inspections and testing of fire related equipment;
- All employees, associates, contractors and visitors are made aware of the fire arrangements in place in their work locations. Where work is undertaken in premises controlled by others, they must determine the clients' fire arrangements, and comply with those arrangements;
- Training is provided to employees on fire safety, fire investigation, and emergency procedures

SAIGE will work closely with fire authorities to ensure that it not only complies with legislation but meets good practice in property development, design and ongoing management of the portfolio

3.7 First Aid Arrangements

SAIGE implement and maintain the first aid requirements in line with The Health and Safety (First Aid) Regulations 1981.

SAIGE ensure employees receive immediate attention if they are injured or taken ill at the company.

SAIGE include the provision of first aid to all non-employees that may reasonably be affected by its undertaking.

SAIGE ensures that:

- Arrangements are made so that immediate attention is received in a situation requiring first aid and that an ambulance is called in serious cases;
- The arrangements made will manage the types of injuries or illness suffered at work and where applicable apply to others in relation to the types of work carried out;
- Accidents are reported; and
- First aid arrangements are reviewed regularly

The level of first aiders required has been ascertained using a first aid 'needs analysis' which is held with the SAIGE CEO.

In general terms a needs assessment identifies that with less than 25 employees an appointed person is required, with 25-50 there should be employees trained to the Emergency First Aid at Work level and with more than 50 employees First Aid at Work training. As well as ensuring there are adequately trained first aiders the company also appoints nurses to provide support for anyone taken ill whilst at company.

The appointed person takes charge of the first-aid arrangements including looking after equipment and facilities, call emergency services. They take charge but not administer first aid.

This ensures that the following can be arranged:

- The first aid requirements;
- The materials required to administer first aid;
- Selection and training;
- Information on first aid arrangements;
- Reporting accidents and maintaining records; and
- Reviewing the arrangements



Any accidents, however minor, or ill health occurring must be notified on the internal incident reporting system.

3.8 Housekeeping

SAIGE recognises its responsibility to ensure, so far as is reasonably practicable, a safe place of work and safe systems of work for all employees. This cannot be achieved without good standards of housekeeping. In particular, the workplace must be kept clean and tidy to avoid the creation of hazards.

The Workplace (Health, Safety and Welfare) Regulations 1992 requires that waste materials must not be allowed to accumulate, except in suitable receptacles; workplaces and inherent furniture, furnishing and fittings must be kept sufficiently clean; floor, wall and ceiling surfaces of internal workplaces must be capable of being cleaned. The regulations also require workplace floors and traffic route surfaces, as far as is reasonably practicable, to be kept free from obstructions, articles or substances likely to cause slips, trips or falls.

Poor standards of housekeeping can be a cause of slips and trips resulting in injury and damage and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the workplace.

Workplace inspections and audits are carried out on a regular basis by the CEO to identify areas where housekeeping standards require improvement and any areas requiring remedial action.

To ensure that satisfactory standards of housekeeping are achieved and maintained, all employees should:

- Check, at the beginning of each working day, that their work area is clean and tidy;
- Always put items away after use;
- Clean up immediately any spillages, especially those that could create a slipping hazard;
- Maintain any walkways around their work area so that they are free from obstructions such as boxes or discarded equipment;
- Ensure that waste materials are properly disposed of;
- Not store items in any other location but the designated area; and
- Ensure the work area is left tidy and any items of equipment or work substances used have been put away at the end of the working period

3.9 Lone Working

Lone workers are technically those who work by themselves without close or direct supervision.

Where work activities require employees to work alone managers should ensure the risks to these employees are assessed and adequate control measures in place including communication, monitoring, emergencies and incident reporting. SAIGE will undertake a lone worker risk assessment if identified as necessary which considers the likelihood of injury and the possible consequences.

The CEO is responsible for carrying out a lone working risk assessment and for directly involving the lone worker.

Employees should always report any concerns to their manager or the CEO.



3.10 Occupational Health Management

SAIGE identifies that good health is good business and aims to prevent and control risks to health at work, promoting good health, reducing the impact of ill-health in the workplace and provide support for those with conditions made worse by work and facilitating a return to work following illness or disability.

To ensure that potential employees are fit for the job they are applying for and to identify any pre-existing medical conditions which may need managing, applicants are required to complete a pre-employment medical questionnaire. The completed forms will be vetted by an appropriate person/body.

All occupational health records are kept with SAIGE, HR Services in the employee's individual personnel record; Occupational health records are kept for 40 years from the date of the last entry.

3.11 Stress Management

SAIGE is committed to providing a safe and healthy working environment for their employees and recognises the importance of fostering psychological as well as physical well-being. Specifically, SAIGE is committed to the promotion of healthy wellbeing, to the prevention of workplace pressure causing stress, and to the provision of support to any member of employees who may suffer stress.

This commitment arises from SAIGE's duty of care to all employees, and more generally the recognition that a safe and healthy working environment contributes to the motivation, job satisfaction, performance, and creativity of all employees.

There is no specific law on controlling stress at work, but broad health and safety law applies. This means that employers have a legal duty to take reasonable care to ensure that health is not put at risk through excessive and sustained levels of stress arising from the way work is organised, or from the day-to-day demands placed on their workforce, and that all employees have an individual responsibility to minimise the risk of any kind of harm to themselves and their colleagues and to co-operate with management in its efforts to manage work-related stress.

The CEO can support with reactive and proactive (individual or group) stress risk assessments.

3.12 Workspace

SAIGE endeavours to provide workspace and a working environment for employees that satisfy the requirements of the Workplace (Health, Safety & Welfare) Regulations and allows for sufficient unoccupied space to facilitate unimpeded access and egress, especially emergency escape.

3.13 Temperature

SAIGE endeavours to maintain temperatures within the workplace that are reasonable for all employees. Though no upper temperature limit is currently specified within legislation, indoor working temperatures should be "reasonable for the comfort of persons employed" and should not be less than 16°C for office work and 13°C if the work involves extreme physical effort.



3.14 Ventilation/No Smoking Policy

Regulation 6 requires that effective and suitable measures are taken to ensure that enclosed workplaces are adequately ventilated and “stale air or air that is hot or humid” is replaced at a reasonable rate. “Ventilation” includes both openable windows and mechanical systems, and the legal requirements include avoidance of unpleasant smells and exhaust fumes, where possible. The main method of ventilation within the premises is by openable windows and extractor fans for internal spaces without windows (toilets).

SAIGE premises are designated as no smoking and employees//visitors are not to smoke on the premises. This is also required by the Health Act 2006 and Smoke-free (Premises and Enforcement) Regulations 2006. Smoking in any enclosed space is a criminal offence. It is prohibited for anyone to smoke in any buildings.

3.15 Women’s Health

3.15.1 Woman of Childbearing Age

SAIGE recognises that some physical, biological and chemical agents, processes and working conditions can affect the health or safety of women of childbearing age and particularly new or expectant mothers or their unborn child. Generally, the majority of work activities and environment at SAIGE should not present any undue risk to women of childbearing age or expectant mothers and their unborn child or new mothers.

SAIGE is aware of the susceptibility of women to certain hazards/risks that may arise as a consequence of their employment and will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any women employed, so far as is reasonably practicable.

SAIGE is aware of the statutory requirements imposed on, and relating to, work undertaken by women and will comply with these requirements. Female employees will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health.

3.15.2 New and Expectant Mothers

Employees have a responsibility to notify their manager of their pregnancy. SAIGE will then take all reasonable steps to safeguard the health, safety and welfare of the expectant mother, and of their unborn child and undertakes to assess all risks to expectant or new mothers arising from their work activities and to take appropriate preventative or control measures.

It is the responsibility of the line manager to undertake a risk assessment and regularly review it with the individual to take account of changing circumstances.

SAIGE undertakes to regularly monitor the work undertaken by expectant or new mothers, especially during the development of pregnancy, in order to continually assess the individual’s ability to work safely and without risk. All problems identified will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled, and safe systems of work established.

If the new mother returns to work within 6 months of giving birth or while breastfeeding a further risk assessment will be carried out.



As part of the assessment process for expectant or new mothers working at SAIGE, working procedures are to be applied as follows:

- Exposure to physical agents such as vibration, noise, temperature extremes, ionizing radiation, poor or prolonged working postures and repetitive movements are to be avoided or at least minimised; and
- Manual handling activities will be assessed and the individual's ability to carry out these activities regularly monitored; this is particularly important as these abilities will alter as the pregnancy develops.

3.15.3 Menopause

SAIGE recognises that many women experience menopausal symptoms at some stage and can transition over several years. Typically, between age 45 and 55. The perimenopause is the phase leading up to menopause, when a woman's hormone balance starts to change. For some women this can start as early as their twenties or as late as their forties.

The menopause can cause a wide range of physical and psychological symptoms that can last for several years and may be felt to varying degrees.

SAIGE supports women through this time of change by undertaking specific menopause risk assessments as required, workshops are made available to managers and women to raise awareness and identify appropriate adjustments.

3.16 Wellbeing

SAIGE recognises that it needs healthy and well-motivated workers if they are to deliver high-quality services. Effectively managing occupational health is key to achieving this.

The Health, Work and Well-being (HWWB) strategy, is a joint initiative between the Department of Health, Department for Work and Pensions and the Health and Safety Executive promoting organisations to invest in their employee wellbeing.

Experiencing wellbeing means that an individual feels good; is functioning at an optimal level psychologically, socially and physically; can fulfil their potential and flourish; work productively; and generally, have a positive impact on their surroundings, whether at work, home or in the community. SAIGE will explore the use of online and face-to-face support mechanisms (such as the T-Cup platform and Mindspace) to help all employees to self manage their wellbeing.

The CEO will advise on Wellbeing initiatives and ensure that the subject is considered in all activities. SAIGE ensures that employees come to work and have:

- a conducive environment to work in
- suitable equipment so that they can fulfil their tasks
- clarity of role and responsibilities
- clear procedures and processes to fulfil their work responsibilities
- the necessary training to be competent to do their job
- regular breaks and clear boundaries of working times
- reasonable expectations without excessive pressure
- support if they are struggling
- development opportunities based on their abilities



Part 4: Audit

SAIGE will implement planned internal audits and reviews by the CEO which will include the scope of the management system and its application to ensure the effectiveness of the arrangements, compliance with Health and Safety legislation.

The audit programme includes:

- Communication of the audit programme to relevant parties;
- Providing the resources necessary for the audit programme;
- Planning, coordinating and scheduling audits;
- Ensuring that audit procedures are established implemented and maintained;
- Ensuring the control of records of audit activities;
- Ensuring the reporting of audit results and audit follow up

The management system is monitored, audited and reviewed and updated by the CEO at planned intervals to ensure its continuing suitability, adequacy and effectiveness. Reviews will include: assessment opportunities for improvement and the need for changes to the occupational health and safety management system including policy and objectives.

4.1 Reviews

Health and safety documentation is reviewed on an annual basis or in the event of significant changes. This includes the health and safety policy and associated topic specific policies, procedures and risk assessments.

An annual Health & Safety Report will be provided via the CEO for the Board of Directors which shall consider the: progress against the current Health and Safety strategy; results of internal audits and site inspections; results of consultations; communication from external interested parties; Health and Safety performance; status of incident investigations; follow-up from previous management reviews; changing circumstances; legal updates, recommendations for improvement and highlight the focus for the forthcoming year.

4.1.1 Continuous Improvement

The results of the inspections, audits, reviews and incident investigations will all contribute to identifying areas for continuous improvement and will be reviewed by the Board.

Other areas will also be considered to include new technology; good practice from other organisations; suggestions from employees; external parties such as insurers; knowledge and understanding of health and safety issues; new or improved materials available; changes to the workforce competence or capability.



Part 5: Legal References

- The Health and Safety at Work etc. Act 1974 (HSW Act);
- The Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Confined Spaces Regulations 1997;
- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended);
- The Data Protection Act 2018;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Road Traffic Act 1988 (and subsequent amendments);
- The Electricity at Work Regulations 1989;
- Manual Handling Operations Regulations 1992 (as amended);
- Regulatory Reform (Fire Safety) Order 2005 & Fire (Scotland) Act 2005;
- Health and Safety (First-Aid) Regulations 1981;
- The Gas Safety (Installation and Use) Regulations 1998;
- The Workplace (Health, Safety and Welfare) Regulations 1992;
- The Health and Safety (Training for Employment) Regulations
- Ionising Radiations Regulations 2017
- Modern Slavery Act 2015

Review

Document ID	Document Title	Work Area	Version Number	Issue Date	Review Date	Author	Ofqual Related
POL	HEALSAFWELL	HR	v0.2	March 2025	March 2026	R Palmer	Y

Version Control

Version Number	Summary of change	Date Changed	New Review Date

