



## **Health and Safety Policy**

For

Vocational Training Services Care Sector Limited

**Introduction**

Vocational Training Services Care Sector Ltd (VTS) is committed to providing a high-quality education & training delivery service throughout Essex and into the surrounding counties. We are a small independent training provider delivering peripatetic, work-based education & qualifications (mainly apprenticeships) to learners of all ages. We operate from offices within shared blocks in Westcliff on Sea, Essex and Colchester, Essex. Learner training predominantly takes place on employers’ premises; however learners do attend one of our offices from time to time to attend learning sessions and sit on line assessments.

Integral to our ongoing success is the need to ensure we uphold our duty with regard to the health & safety of our staff, learners and visitors. This document sets out our approach to this.

**Statement of Intent**

At VTS we are committed to providing and safe and healthy working environment for our staff and visitors. We understand that maintaining a high standard of health and safety is essential for the well-being of our workforce.

This policy is to explain the responsibilities that everyone within VTS has with regards to health and safety and make sure that everyone is aware of who to report to.

This policy will: -

- Help manage health and safety risks in the workplace.
- Provide clear instructions to staff as to who and where to report information.
- State emergency procedures, including evacuation.
- Provide clear instructions as to the training to be undertaken.

Director Name	Emma Henigan
Signature	<i>Emma Henigan</i>
Date	2/5/25 Emma Henigan (May 2, 2025, 1:01pm)

## Responsibilities

Overall and final responsibility of all Health and Safety matters sit with the Director, Emma Henigan.

Day to day responsibilities to ensure this policy is put into practice sit with the Office Manager, Shannon True.

All employees have the responsibility to work in the manner they have been trained to ensure the health and safety of themselves and those around them.

It is the responsibility of the employee to know the locations of the following:

- First aid box
- Fire protection equipment
- Emergency escape routes and assembly points
- Health and Safety Law poster

Employees are also required to know who to report accidents to.

Building management and upkeep is the responsibility of the building owners, Dove Jeffery Homes.

## Arrangements

### Risk Assessments

Risk assessments will be carried out by the Office Manager and reviewed annually or when a significant change has occurred. We will review the risks and try to reduce and make changes where possible.

### Training

All employees will undergo health and safety training during their induction period, this will include;

- The use of equipment provided by VTS to be able to complete their role.
- Emergency exits and meeting points.
- Who to report to with regards to faulty equipment, new risks, accident or injuries
- Fire alarm system explained, and location of equipment shown.

Further on-going training will take place as and when required due to any changes that may occur.

### Communication

We communicate any updates to health and safety to our staff via a monthly team meeting. Staff are also encouraged to report concerns or suggestions to the Office Manager.

## Evacuation & Fire Safety

All escape routes and gangways are to be always kept clear. Exit signs are clear and plans are tested routinely to make sure they are effective.  
Our Fire safety equipment is inspected annually by Chubb and renewed as necessary.

## DSE and homework

We regularly complete DSE assessments and all employees are encouraged to inform the Office Manager of any changes that they feel they require. Home working set ups are the responsibility of the employee, however where possible VTS will supply equipment to make the arrangement safe. Staff also complete training for this.

## Learners

All learners must comply to their own workplace's health and safety requirements. However when they visit our offices they will be asked to read our Health and safety induction and are shown the fire exits.

## New and Expectant mothers

An additional risk assessment will be undertaken for new or expectant mothers and adaptations to their working environment and workloads will be made as necessary.

## RIDDOR and COSHH

Staff are aware that reporting of accident and injury needs to be made within 24 hours to either the Office Manager or their Line manager. Staff are also trained on the proper handling of any materials or substances that could cause harm.

## Legislation

VTS recognises its responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation. As such we use the HSE website [HSE: Information about health and safety at work](#) – to make sure we are up to date and compliant with any changes. VTS adheres to the following legislation.

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002

Health and Safety (Display Screen Equipment) Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Electricity at Work Regulations 1989

Manual Handling at Work Regulations 1992



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