



Health and Safety Policy

For

Vocational Training Services Care Sector Limited

Statement of Intent

Vocational Training Services Care Sector Ltd (VTS) is committed to providing a safe, healthy, and supportive working and learning environment for all employees, learners, visitors, and contractors.

We recognise our duties under current health and safety legislation and will take all reasonably practicable steps to:

- Prevent accidents and work-related ill health
- Provide safe systems of work
- Ensure safe use, handling, storage, and transport of equipment and substances
- Provide appropriate information, instruction, training, and supervision
- Maintain safe premises and working environments

This policy applies to all VTS operations, including office-based activities, remote working, and work undertaken at employer premises.

This policy will be reviewed annually or sooner if significant changes occur.

Director Name	Emma Henigan
Signature	<i>Emma Henigan</i>
Date	28/07/2026 Emma Henigan (Jul 31, 2026, 3:51pm)
Review Date	15/04/2027

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 or the Health and Safety Office, Isobel Ward.

All employees must:

- Take reasonable care of their own health and safety and that of others
- Follow training and instructions provided
- Report hazards, risks, accidents, and near misses promptly
- Cooperate with management on health and safety matters

Employees must familiarise themselves with:

- First aid arrangements
- Fire safety procedures
- Emergency exits and assembly points
- Health and safety notices

Learners must comply with both VTS health and safety requirements and those of their employer while on placement.

VTS will cooperate with building owners, employers, and other third parties to ensure health and safety responsibilities are clearly understood and managed.

Arrangements

Risk Assessments

Risk assessments will be carried out by the health and safety officer 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 receive health and safety training at induction, including: - Safe use of equipment - Fire safety and emergency procedures - Reporting procedures

Refresher and additional training will be provided as required.

Communication

- Health and safety updates are shared in at meetings every other month
- Employees are encouraged to raise concerns or suggestions

Accident reporting and Investigation

- All accidents, incidents, and near misses must be reported immediately or within 24 hours
- Records will be kept in an accident log
- Incidents will be investigated to prevent recurrence
- Reportable incidents will be notified in line with legal requirements

First Aid

- Adequate first aid provision will be maintained
- Appointed person in charge of First Aid
- First aid kits will be accessible and regularly checked

Evacuation & Fire Safety

- Emergency escape routes will be clearly always marked and kept clear

- Fire risk assessments will be maintained
- Fire detection and firefighting equipment will be inspected regularly
- Fire drills will be conducted periodically

DSE and homeworking

- DSE assessments will be carried out for all relevant staff
- Employees working from home must ensure their workspace is safe
- VTS will provide guidance and equipment where reasonably practicable

Lone Working and Peripatetic staff

- Risk assessments will address lone working risks
- Staff visiting employer premises must follow site-specific safety procedures
- Communication arrangements will be in place for staff working alone

Control of substances hazardous to health

- Hazardous substances will be assessed and controlled
- Safety data sheets will be maintained where applicable
- Staff will be trained in safe handling procedures

Manual Handling

- Manual handling risks will be assessed
- Employees will receive training where required

Equipment Safety

- All equipment will be maintained in safe working order
- Faulty equipment must not be used and must be reported immediately

New and Expectant mothers

- Individual risk assessments will be conducted
- Adjustments will be made to duties or environment as necessary

Monitoring and review

- Health and safety performance will be monitored regularly
- This policy will be reviewed annually or following significant changes

Legislation

VTS operates in accordance with relevant health and safety legislation, including: -
Health and Safety at Work etc. Act 1974 - Management of Health and Safety at
Work Regulations 1999 - Regulatory Reform (Fire Safety) Order 2005 - 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 - Electricity at Work Regulations 1989 -
Manual Handling Operations Regulations 1992 - Health and Safety (First-Aid)
Regulations 1981

This policy will be made available to all employees and learners and will always be
accessible.



Issuer Vocational Training Services Care Sector Ltd

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Parties involved with this document

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