

HUMANISE SOLUTIONS

Elevating People · Official Policy (Effective 1 January 2026)

Health and Safety Policy

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Approved by	Scott Ward (CEO)
Policy owner	CEO

Document control: This document is controlled. Printed copies may not be current. The latest approved version is held by Humanise Solutions. Changes are recorded in the version-control register and approved by the policy owner.

CITY & GUILDS ASSURED ALIGNMENT

Safe delivery environments for learners, staff and visitors support the risk management and quality of provision expected under City & Guilds Assured, and are integrated with our planning, risk-assessment and safeguarding arrangements.

1. Policy statement

Humanise Solutions is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of our employees, learners, clients, visitors and anyone who may be affected by our activities. We comply with the Health and Safety at Work etc. Act 1974 and all applicable regulations and codes of practice. Our goal is to provide and maintain a safe and healthy environment and to prevent accidents, injuries and work-related ill health.

This statement is supported by an organisation of responsibilities and a set of arrangements, below, and is brought to the attention of all employees. It is signed on behalf of the organisation by the CEO.

2. Scope

This policy applies to all employees, contractors, associates, volunteers, visitors, learners and clients of Humanise Solutions, and covers all operations and activities, including delivery at our own and third-party venues and online delivery.

3. Legal framework

We have regard to relevant legislation including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health and Safety (Display Screen Equipment) Regulations, the Control of Substances Hazardous to Health (COSHH) Regulations and first-aid requirements, as applicable to our activities.

4. Organisation and responsibilities

Management responsibilities: ensure health and safety policies and procedures are implemented and adhered to; provide adequate resources; ensure risk assessments are carried out and acted upon; provide information, instruction and training; and review and update arrangements regularly.

Employee and associate responsibilities: take reasonable care of their own and others' health and safety; comply with instructions, procedures and control measures; report concerns, hazards, accidents and near-misses promptly; use equipment and any protective measures correctly; and participate in training.

Learners and visitors: follow reasonable instructions and site rules communicated to them, and report any hazards or incidents to staff.

5. Arrangements: risk assessment

We carry out and regularly review risk assessments for our activities and delivery settings, identifying hazards, evaluating risks, and implementing proportionate control measures. Activity- and venue-specific assessments are completed before delivery, and dynamic risk assessment is applied throughout. Completed assessments are recorded, communicated to relevant staff and stored securely. This connects directly to our Planning, Risk and Safeguarding arrangements.

6. Arrangements: fire safety and emergencies

At each delivery location we establish and maintain emergency arrangements appropriate to the venue, including knowledge of evacuation routes and assembly points, fire-safety provision, and a named person responsible for health and safety for the activity. Every activity has clear emergency contact procedures and an incident-escalation route that includes safeguarding concerns.

7. Arrangements: first aid and incident reporting

Appropriate first-aid provision is identified for each setting. We operate a system for reporting and recording accidents, incidents and near-misses, investigating their causes and taking corrective action to prevent recurrence. Reportable incidents are notified under RIDDOR where applicable.

8. Arrangements: equipment, environment and online delivery

Equipment is maintained and safe to use, and a clean, safe environment is maintained at venues under our control. For online and home-based working, we provide display-screen-equipment guidance and promote safe working practices. Where relevant, manual handling, lone working and substances hazardous to health are assessed and controlled.

9. Wellbeing and stress

We recognise the importance of mental as well as physical wellbeing and take reasonable steps to manage work-related stress and promote a supportive environment, consistent with our wider wellbeing provision.

10. Training, information and consultation

Health and safety training is provided to employees at induction and as required by their role, and health and safety information is communicated through meetings, briefings, notices and training. We consult with staff on matters affecting their health and safety.

11. Monitoring, review and approval

We monitor and review the effectiveness of our health and safety arrangements through audits, inspections and review meetings, and continually improve our performance. This policy is reviewed annually, or sooner if required by changes in legislation, operations or following an incident. Approved by Scott Ward, CEO, and effective from 1 January 2026.