



ESTAR

ELITE SKILLS, TRAINING
& RECRUITMENT

CP-010

**Health and Safety
Policy**

REV: 00



Policy owner: Head of Quality & Compliance

Operational leads: Senior Leadership Team (SLT), Health & Safety Lead, Programme Managers

Applies to: All staff, learners, apprentices, employers, associates, subcontractors and visitors

Provision: Funded and non-funded delivery (including apprenticeships and adult skills)

Review cycle: Annual, or following significant change or incident

Version: 00

1. Statement of intent

ESTAR Education is committed to providing and maintaining a **safe and healthy environment** for all staff, learners, apprentices, visitors and others who may be affected by our activities.

We will take all reasonably practicable steps to:

- prevent injury, ill health and accidents;
- comply with all relevant health and safety legislation and guidance;
- provide safe systems of work and learning;
- promote a positive health and safety culture; and
- continually improve our health and safety performance.

Health and safety is a **shared responsibility**, and everyone has a duty to act responsibly and safely.

2. Scope

This policy applies to:

- ESTAR premises and training facilities;
- off-site delivery and employer premises (apprenticeships);
- remote and blended learning environments;
- work placements, site visits and practical training;
- staff activities, learners and visitors.

3. Legal framework

ESTAR operates in line with relevant UK health and safety legislation, including (but not limited to):

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations
- Workplace (Health, Safety and Welfare) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Provision and Use of Work Equipment Regulations (PUWER)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Fire Safety legislation

4. Responsibilities

4.1 Senior Leadership Team

- Provide leadership and resources for health and safety.
- Ensure suitable arrangements, policies and procedures are in place.
- Review health and safety performance regularly.

4.2 Health & Safety Lead

- Oversee implementation of this policy.
- Coordinate risk assessments and safe systems of work.

- Investigate incidents and near misses.
- Liaise with external competent persons where required.
- Ensure statutory reporting obligations are met.

4.3 Programme Managers

- Ensure health and safety arrangements are applied within their areas.
- Confirm that learning environments are safe and suitable.
- Ensure learners receive appropriate health and safety information and induction.

4.4 Tutors, Assessors and Staff

- Take reasonable care of their own health and safety and that of others.
- Follow health and safety procedures and training.
- Report hazards, incidents and near misses immediately.
- Stop activities that present a serious and imminent risk.

4.5 Learners and Apprentices

- Follow health and safety instructions and training provided.
- Use equipment and PPE correctly.
- Report hazards, accidents or concerns promptly.
- Behave responsibly and not endanger others.

4.6 Employers and Partners (Apprenticeships)

- Provide safe working environments for apprentices.
- Comply with relevant health and safety legislation.
- Cooperate with ESTAR to manage risks effectively.

5. Risk assessment

ESTAR will:

- identify hazards associated with its activities;
- assess risks to staff, learners and others;
- implement appropriate control measures; and
- review risk assessments regularly or following change.

Risk assessments will cover:

- premises and facilities;
- practical training activities;
- employer workplaces (apprenticeships);
- lone working and off-site activities;
- fire safety and emergency procedures.

6. Safe systems of work

ESTAR will ensure:

- activities are planned and delivered safely;
- staff are competent and appropriately trained;
- equipment is suitable, maintained and used correctly;
- personal protective equipment (PPE) is provided where required;
- clear procedures exist for high-risk activities.

7. Fire safety and emergencies



ESTAR will:

- maintain fire risk assessments for all premises;
- provide clear evacuation procedures;
- ensure fire detection, alarms and firefighting equipment are maintained;
- conduct fire drills as appropriate.

Staff, learners and visitors must familiarise themselves with fire procedures and follow instructions during emergencies.

8. Accident, incident and near-miss reporting

All accidents, incidents and near misses must be reported immediately.

ESTAR will:

- record incidents appropriately;
- investigate causes and implement corrective actions;
- report incidents under RIDDOR where required.

9. First aid

ESTAR will:

- provide suitable first aid arrangements based on risk;
- ensure trained first aiders are available where required;
- maintain first aid equipment and supplies.

First aid arrangements will be communicated clearly to staff and learners.

10. Health, wellbeing and mental health

ESTAR recognises the importance of wellbeing and mental health and will:

- promote a supportive and inclusive environment;
- encourage early reporting of stress or wellbeing concerns;
- provide reasonable support and adjustments where required.

11. Safeguarding and vulnerable individuals

Health and safety arrangements will align with ESTAR's safeguarding procedures to protect:

- young people;
- vulnerable adults; and
- individuals with additional needs.

12. Training and information

ESTAR will ensure:

- health and safety information is provided during induction;
- staff receive appropriate training for their roles;
- learners receive relevant health and safety guidance linked to their programme;
- refresher training is provided where required.

13. Contractors and visitors

All contractors and visitors must:

- comply with ESTAR's health and safety requirements;



- cooperate with staff to maintain safe conditions;
- not undertake unsafe activities on ESTAR premises.

14. Monitoring and review

ESTAR will monitor health and safety performance through:

- inspections and audits;
- incident trend analysis;
- staff and learner feedback;
- management review meetings.

This policy is reviewed:

- annually; and
- following significant incidents, changes to operations or legislation.

15. Policy communication

This policy is:

- available to staff and learners;
- communicated during induction;
- accessible on ESTAR systems and website where appropriate.

Date of last Review	Print Name	Position
02/02/2026	Keiran Casey	Chief Executive Officer
	Darren Beach	Quality Manager