

PACE Northwest – Health, Safety & Welfare Policy

Approved by: Board of Directors

Policy owner: Health & Safety Manager

Effective date: 29 August 2025

Next review due: Annually (or sooner if guidance/law changes)

1. Purpose

PACE Northwest is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, apprentices, contractors, visitors and others who may be affected by our activities.

This policy sets out our responsibilities and arrangements to comply with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other relevant UK legislation.

2. Scope

This policy applies to:

- All training centres, offices, workshops, classrooms, and off-site training locations.
- All staff, learners, apprentices, contractors, visitors, and employers involved with PACE Northwest provision.

3. Legal framework

PACE Northwest complies with, but is not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Display Screen Equipment Regulations 1992
- Safeguarding and Prevent duty (Counter-Terrorism and Security Act 2015)

4. Policy statement

PACE Northwest will:

- Provide safe and healthy working and learning environments.
- Identify and manage risks through risk assessment and control measures.
- Provide appropriate training, information, instruction and supervision.
- Consult with staff and learners on health, safety and welfare matters.
- Ensure welfare facilities (toilets, rest areas, first aid, drinking water) are adequate and accessible.
- Review and update safety arrangements regularly.

5. Responsibilities

Board of Directors

- Overall accountability for health, safety and welfare.
- Approves this policy and ensures adequate resources.

Health & Safety Manager (Policy Owner)

- Maintains the Health & Safety Management System.
- Ensures risk assessments are carried out and reviewed.
- Coordinates training, drills, monitoring and reporting.
- Acts as point of contact with HSE and enforcing authorities.

Line Managers

- Implement policy in their areas.
- Carry out risk assessments and ensure controls are in place.

- Ensure staff and learners receive required training and supervision.

All Employees

- Take reasonable care for their own health and safety and that of others.
- Comply with safety rules and procedures.
- Report hazards, near misses, accidents and concerns immediately to their line manager or becs@pace-com.org.

Learners and Apprentices

- Follow safety instructions and training.
- Use equipment safely and appropriately.
- Report hazards, accidents or concerns to their tutor/assessor.

6. Arrangements

Risk assessments

- Conducted for all activities, including workshops, classrooms, offices, trips, placements, and events.
- Reviewed annually or sooner if circumstances change.

Accident & incident reporting

- All accidents, near misses and dangerous occurrences must be reported immediately.
- RIDDOR reportable incidents will be notified to HSE by the Health & Safety Manager.
- Records kept in the Accident Book and reviewed for trends.

First aid

- Adequate number of trained First Aiders available.
- First aid kits located in key areas; contents checked regularly.

Fire safety

- Fire risk assessments in place.
- Fire drills at least once per term.
- Fire alarms and extinguishers maintained and tested.

Welfare facilities

- Clean toilets, washing facilities, drinking water and rest areas provided.
- Arrangements in place for learners or staff with additional needs.

Display screen equipment (DSE)

- Workstation assessments provided for staff using computers regularly.
- Eye tests available for eligible staff.

Hazardous substances (COSHH)

- Inventories and data sheets maintained.
- Staff trained on safe use, storage and disposal.

Training

- Health & Safety induction for all staff and learners.
- Refresher training annually or role-specific where required (e.g., first aid, fire marshal).

Safeguarding and welfare

- Commitment to a safe and supportive environment for all learners, especially under-18s and vulnerable adults.
- Clear links between this policy and the Safeguarding & Prevent Policy.

7. Consultation and communication

- Health & Safety matters discussed at staff meetings.
- Learner forums used to capture feedback.
- Policy published on the website and available at all centres.

8. Monitoring and review

- Regular inspections by the Health & Safety Manager.
- Annual audit and report to the Board.
- Review of accident/incident data to identify trends.
- Policy reviewed annually or after significant change.

9. Contacts

- Health & Safety enquiries: **becs@pace-com.org**
- Emergency: call 999 and follow site emergency procedures.

10. Related policies

- Safeguarding & Prevent Policy
- Emergency Lockdown Procedures
- Fire Evacuation Procedures
- Equality, Diversity & Inclusion Policy
- Business Continuity & Critical Incident Plan

Version control: v1.0 (29 Aug 2025)