POLICY

Health and Safety Policy for Education Delivery

Organisation	Asbiverse Limited trading as Intent Institute (part of Asbiverse Group)
Company number	13891216 (registered in England and Wales)
Registered office	Dairy House, Money Row Green, Holyport, Maidenhead, Berkshire, SL6 2ND
Document reference	II-HS-001
Version	2.0
Issue date	October 2026
Next review	October 2027, or sooner if legislation, statutory guidance or contract requirements change
Approved by	Ankur Shiv Bhandari, Director
Contact	info@intent.institute
Supersedes	Version 1.0 (ASB-HS-001, December 2024), issued under the Asbiverse Group name

Intent Institute is the Asbiverse Group division for public bodies and other industries, and a trading name of Asbiverse Limited. **Named roles in this policy will be appointed and confirmed before the start of any contract.**

1. POLICY STATEMENT

Intent Institute is committed to ensuring the health, safety and welfare of all learners, staff, visitors and contractors involved in our education delivery programmes. We recognise our legal and moral duty to provide a safe learning environment and will take all reasonable steps to prevent accidents, incidents and occupational ill health.

This policy applies to all activities undertaken as part of our education delivery, including classroom learning, practical training, physical activities and off-site visits.

2. LEGAL FRAMEWORK

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010

3. RESPONSIBILITIES

3.1 Director (Ankur Shiv Bhandari)

- Overall responsibility for health and safety
- Ensuring adequate resources for health and safety
- Appointing competent persons
- Monitoring policy effectiveness

- Setting health and safety objectives

3.2 Health and Safety Manager

- **Appointed:** To be appointed and named before contract start. Until then, Ankur Shiv Bhandari, Director, holds this responsibility.
- **Contact:** info@intent.institute

Responsibilities

- Day-to-day health and safety management
- Risk assessment coordination
- Incident investigation
- Training coordination
- Policy implementation
- Compliance monitoring

3.3 Programme Managers

- Risk assessment for activities
- Staff and learner safety briefings
- Incident reporting
- Emergency procedure implementation
- Equipment maintenance oversight

3.4 All Staff

- Following safe working practices
- Reporting hazards and incidents
- Attending mandatory training
- Using PPE where required
- Setting positive safety example

3.5 Learners

- Following safety instructions
- Reporting hazards and accidents
- Using equipment properly
- Wearing PPE when required
- Participating in safety training

4. RISK ASSESSMENT

4.1 Risk Assessment Process

1. Identify hazards
2. Determine who might be harmed
3. Evaluate risks and control measures
4. Record findings and implement controls
5. Review and update regularly

4.2 Types of Risk Assessments

General Risk Assessments

- Premises and facilities
- Normal teaching activities
- Office and administrative work
- Technology and equipment use

Specific Activity Risk Assessments

- Physical training and fitness activities
- Practical uniformed services training
- Use of specialist equipment
- Off-site visits and activities
- Work experience placements

Personal Risk Assessments

- Pregnant staff and learners
- Staff and learners with disabilities
- Young people (16 to 19 years)
- Vulnerable adults
- Individuals with specific medical needs

4.3 Risk Rating Matrix

Likelihood	Severity	Risk Level	Action Required
High	High	Very High	Stop activity immediately
High	Medium	High	Immediate action required
Medium	High	High	Immediate action required
Medium	Medium	Medium	Action required within 30 days
Low	High	Medium	Action required within 30 days
Low	Medium	Low	Monitor and review
Low	Low	Very Low	No immediate action

5. PHYSICAL TRAINING SAFETY

5.1 Fitness Activities

- Pre-activity health screening
- Qualified fitness instructors
- Progressive training programmes
- Adequate warm-up and cool-down
- Appropriate facilities and equipment
- Emergency first aid availability

5.2 Equipment Requirements

- Regular inspection and maintenance
- Suitable for intended use
- Appropriate for user abilities
- CE marking compliance
- PAT testing for electrical equipment
- Cleaning and hygiene protocols

5.3 Medical Considerations

- Health declaration requirements
- Medical condition accommodations
- Emergency contact information
- First aid qualified staff present
- Emergency action plans

- Access to emergency services

5.4 Environmental Factors

- Weather condition assessment
- Temperature and ventilation
- Lighting adequacy
- Surface conditions
- Space requirements
- Emergency access routes

6. PRACTICAL TRAINING SAFETY

6.1 Uniformed Services Training

- Realistic but safe scenarios
- Appropriate supervision ratios
- Clear safety briefings
- Emergency stop procedures
- Equipment safety checks
- Participant capability assessment

6.2 Equipment and Resources

- Professional standard equipment
- Regular safety inspections
- Appropriate storage
- Access control measures
- Maintenance schedules
- Replacement protocols

6.3 Supervision Requirements

- Qualified and experienced instructors
- Appropriate ratios (maximum 1:12)
- Clear communication systems
- Emergency response capability
- Continuous monitoring
- Intervention protocols

7. FIRE SAFETY

7.1 Fire Prevention

- Regular fire risk assessments
- Housekeeping standards
- Electrical safety compliance
- Hot work permit systems
- Smoking policies
- Combustible material management

7.2 Fire Detection and Warning

- Automatic fire detection systems
- Manual alarm points
- Regular testing schedules
- Battery backup systems

- Audible and visual alarms
- System monitoring

7.3 Emergency Evacuation

- Clear evacuation procedures
- Designated assembly points
- Fire marshal appointments
- Regular fire drills
- Evacuation aids for disabled persons
- Roll call procedures

7.4 Fire Fighting Equipment

- Appropriate extinguisher types
- Regular servicing and inspection
- Staff training on use
- Clear access routes
- Emergency lighting systems
- Firefighting equipment registers

8. FIRST AID ARRANGEMENTS

8.1 First Aid Requirements

- Qualified first aiders on duty
- Appropriate first aid equipment
- Emergency contact procedures
- Incident recording systems
- Regular training updates
- First aid room facilities

8.2 First Aid Personnel

- **Minimum Requirements:**
  - 1 qualified first aider per 50 people
  - Pediatric first aid for under 18s
  - Emergency first aid at work minimum
  - Annual refresher training
  - Current certification maintenance

8.3 First Aid Equipment

- Comprehensive first aid kits
- AED (Automated External Defibrillator)
- Specialised equipment for activities
- Regular stock checks
- Expiry date monitoring
- Accessibility compliance

9. ACCIDENT AND INCIDENT MANAGEMENT

9.1 Reporting Requirements

- Immediate verbal reporting
- Written reports within 24 hours
- RIDDOR compliance where applicable

- Serious incident notification
- Parent/guardian notification
- Insurance company notification

9.2 Investigation Process

- Immediate scene preservation
- Witness statement collection
- Evidence gathering
- Root cause analysis
- Corrective action identification
- Learning dissemination

9.3 RIDDOR Reporting

- **Reportable Incidents:**
  - Deaths
  - Specified injuries
  - Over-7-day injuries
  - Diseases
  - Dangerous occurrences
- **Reporting Timescales:**
  - Fatal/specified injuries: Immediately
  - Over-7-day injuries: Within 15 days
  - Online reporting via HSE website

10. OCCUPATIONAL HEALTH

10.1 Health Surveillance

- Pre-employment health screening
- Regular health assessments
- Specific exposure monitoring
- Health record maintenance
- Confidentiality protection
- Reasonable adjustments

10.2 Stress and Mental Health

- Stress risk assessments
- Workload management
- Support service access
- Mental health first aid
- Absence management
- Return to work support

10.3 Display Screen Equipment

- DSE assessments
- Appropriate equipment provision
- Regular breaks scheduling
- Eyesight testing
- Ergonomic training
- Workstation adjustments

11. EMERGENCY PROCEDURES

11.1 Emergency Response Plan

- Clear emergency procedures
- Emergency contact lists
- Communication systems
- Evacuation procedures
- Lockdown procedures
- External agency liaison

11.2 Emergency Contacts

- **Internal Contacts:**
  - Site Manager: confirmed for each delivery site before contract start
  - Health and Safety Manager: contact through info@intent.institute
  - Director: Ankur Shiv Bhandari, contact through info@intent.institute
- **External Contacts:**
  - Emergency Services: 999
  - NHS 111: 111
  - Nearest Accident and Emergency department: recorded in each site risk assessment
  - Suspected poisoning: NHS 111, or 999 in an emergency

11.3 Communication Systems

- Emergency communication procedures
- Parent/guardian notification
- Media handling protocols
- Staff notification systems
- Visitor management
- Social media guidelines

12. TRAINING AND COMPETENCE

12.1 Mandatory Training

- Health and safety induction
- Fire safety awareness
- Manual handling
- First aid (selected staff)
- Risk assessment
- Emergency procedures

12.2 Specialised Training

- Activity-specific safety training
- Equipment operation training
- Instructor qualifications
- Professional development
- Refresher training
- Competence assessment

12.3 Training Records

- Central training register
- Individual training records
- Certification tracking

- Refresher scheduling
- Competence evaluation
- Training effectiveness review

13. CONTRACTORS AND VISITORS

13.1 Contractor Management

- Pre-qualification requirements
- Risk assessment review
- Method statement approval
- Permit to work systems
- Supervision arrangements
- Performance monitoring

13.2 Visitor Safety

- Visitor induction procedures
- Escort arrangements
- PPE provision
- Emergency procedures briefing
- Access restrictions
- Visitor registration

14. MONITORING AND REVIEW

14.1 Performance Monitoring

- Accident/incident rates
- Near miss reporting
- Training completion rates
- Risk assessment currency
- Audit findings
- Learner feedback

14.2 Audit Programme

- Annual health and safety audits
- Activity-specific inspections
- Compliance assessments
- External audit participation
- Corrective action tracking
- Best practice identification

14.3 Review Process

- Annual policy review
- Incident-driven reviews
- Legislative update reviews
- Best practice integration
- Stakeholder consultation
- Continuous improvement

15. CONSULTATION AND COMMUNICATION

15.1 Health and Safety Committee

- Quarterly committee meetings
- Staff representation
- Learner representation
- Management participation
- Action tracking
- Communication dissemination

15.2 Communication Methods

- Notice boards
- Staff briefings
- Learner assemblies
- Email communications
- Website information
- Training sessions

16. RELATED POLICIES AND PROCEDURES

- Safeguarding Policy
- Anti-Bullying Policy
- Equality and Diversity Policy
- Data Protection Policy
- Emergency Response Plan
- Risk Assessment Procedures

17. DOCUMENT CONTROL

- **Author:** Asbiverse Limited trading as Intent Institute
- **Approved:** Ankur Shiv Bhandari, Director
- **Distribution:** All staff, learners, contractors
- **Review:** Annual or following significant incident
- **Location:** Staff handbook, website, notice boards

This policy demonstrates our commitment to maintaining the highest standards of health and safety in all our educational activities