

Health and Safety Policy

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Change Record

Issue	Date	Section(s) Affected	Description of Change / Change Request Reference / Remarks
1	01/04/2019	All	New Policy Produced
2	01/04/2020	All	Full Yearly Review
2	01/04/2020	9	Amendments – Health and Safety Representative / Lead replaced Directors
2	01/04/2020	7	Addition – Health and Safety Representative / Lead
2	01/04/2020	10	Amendments – Health and Safety Lead replaced Directors
2	01/04/2020	15	Amendments – Health and Safety Representative replaced Directors
2	01/04/2020	21	Amendments – Health and Safety Executive replaced Directors
2	01/04/2020	Appendix A	Amendments – Health and Safety Representative replaced Directors
3	08/01/2021	All	Full Yearly Review

4	28/04/2021	All	Document Fully Formatted
5	08/01/2022	All	Full document – annual review
6	08/02/2023	All	Full document – annual review
7	08/02/2024	All	Full document – annual review
8	05/02/2025	All	Full document – annual review – no changes
9	11/08/2025	13	Addition – Extra information on DSE
10	09/05/2026	All	Full Document – annual review

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1. Policy

Section 2(3) of the HASWA states -

"It shall be the duty of every Employer to prepare a written statement of his general Policy with respects to the Health and Safety at work of their Employees and the organisation and arrangements for the time being in force for carrying out that Policy, and to bring that statement and any revision to the notice of all Employees."

The following must be written down in the case of Employers who have five or more Employees. The essential elements of this Policy are therefore -

- To demonstrate commitment which would include a company statement of intent.
- To clearly state who is responsible and accountable in the organisation.
- To set down the arrangements, systems, and Procedure to ensure that work is carried out safely.

2. Procedures

In practice, the Employer needs to have a robust system to ensure that the correct information is available at the right time.

This should consist of detailed Procedures which make up the company Health and Safety manual.

The Procedure should include clear provisions for the Incident Log, where it is located, who makes the RIDDOR notifications and how they are handled.

Procedures need to be part of the general Health and Safety Training provided for all Employees.

3. Health and Safety Statement

The Health and Safety of all PHX Training Employees and Learners is of prime importance to the wellbeing of the Company.

It is our aim to make PHX Training a safe place in which to learn and work. We believe that we can achieve this by agreeing on standards both for individuals and the Company as a whole by the allocation of adequate resources and by encouraging effort and commitment to this end.

We make it clear to Managers, Leaders, and all Employees, including our Learners that the priority given to Health and Safety performance.

Our objective is a strong commitment to Health and Safety. PHX Training's main objective is the provision of safe and healthy working conditions for the prevention of any injury or ill health caused by our activities. We will ensure continual improvement in the management and performance of Occupational Health and Safety, minimising the possibility of any liability. We shall maintain safe systems of work, including safe plant, equipment, and methods of working both on and off our premises.

We recognise that in order to maintain a strong, healthy business PHX Training will do all it practicably can to improve and assist the health of its Employees through the provision of wellbeing support.

PHX Training is committed to ensuring that Learners are entitled to learning that takes place in a safe, healthy, and supportive environment. We also consider that safe learning and working are essential to maximise their experience and achievement. Our Policy is to adopt a 'best practice' approach with regard to hazards utilising the HSE hierarchy of control in reducing occupational risks to as low a level as practicable.

4. PHX Training Commitments

PHX Training will -

- Fully meet and wherever possible exceed all relevant Legal requirements and any other requirements to which we subscribe and meet our 'duty of care' to Employees and Learners, including responsibilities for Child Protection, Safeguarding and Prevent duty.
- Seek assurance that we have suitable and sufficient arrangements for Learner Health and Safety.
- Take appropriate action where expected standards are not met or maintained.
- Promote the raising of standards for Learner Health and Safety through support, and challenge, as appropriate.

Responsibility for Health and Safety rests with everyone including our Employers, Sub-contractors, Employees, Learners and Clients. We must all co-operate with each other to enable all statutory duties are complied with. PHX Training is strongly committed to providing Employees, Learners and any interested parties with systems, processes and meetings which allow open consultation, participation and communication on Health and Safety matters. The successful implementation of our policies requires total commitment from all levels. Health and Safety is an integral part of all functions and activities. All Employees and Learners receive appropriate training to achieve a high level of awareness, motivation, and knowledge. Elements that are identified as safety-critical are routinely revalidated to ensure that competency is maintained. Employees and Learners are informed of any hazards to Health or Safety which may be inherent in the workplace.

This Policy statement, PHX Training Health and Safety infrastructure and its subsequent arrangements, which are detailed within our electronic Health and Safety management system, shall be reviewed regularly to ensure that it reflects changing needs and circumstances and is kept up to date. Its effectiveness shall be monitored and acted upon by Leaders in the workplace and by the HSE representatives at Company level.

5. Introduction

It is the Policy of PHX Training to take all reasonable steps to ensure the Health, Safety and Welfare of its Employees and it will, so far as is reasonably practicable, establish Procedures and systems necessary to implement such a Policy. PHX Training will also ensure that all relevant statutory duties



and obligations are satisfied, including those duties set out in the Health and Safety at Work Act 1974.

PHX Training will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All Employees will be provided with such equipment, information, instructions, training, and supervision as is necessary to implement the Policy and achieve the stated objective.

PHX Training also recognises its duty to protect the Health and Safety of all visitors to the Company, including Contractors and temporary workers, as well as Clients and Customers.

Whilst PHX Training will take all reasonable steps to ensure the Health and Safety of its Employees, Health and Safety at work is also the responsibility of the Employees. It is the duty of each Employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of themselves or of any other person. If an Employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the Employee's duty to report this to his or her Line Manager or to the Director of the Company. An effective Health and Safety programme requires continuous communication between Employees at all levels.

6. Organisation

The Directors of the Company have overall responsibility for Health and Safety in PHX Training and will be responsible for overseeing, implementing, and monitoring the Policy and Procedures.

7. Communication and Co-operation

PHX Training will endeavour to communicate to Employees its commitment to Health and Safety and to ensure that Employees are familiar with the contents of this Policy.

If PHX Training is to build and maintain a Healthy and safe working environment, co-operation between Employees at all levels is essential.

All Employees are expected to co-operate with Line Managers / Health and Safety Representatives / the Health and Safety Lead and Directors of the Company, and to accept their duties under this Policy.

Employees have a duty to take all reasonable steps to preserve and protect the Health and Safety of themselves and of all other people affected by the operations of PHX Training.

Disciplinary action under the Company's Disciplinary Procedure may be taken against any Employee who violates Safety rules and Procedures or who fails to perform his or her duties under this Policy.

8. Training

PHX Training will ensure that all Employees will be trained in safe working practices and Procedures prior to being allocated any new role. Training will include advice on the use and maintenance of



personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for Employees to express any fears or concerns they might have about their jobs.

For further guidance, refer to – Health and Safety Training Procedure.

9. Inspections

PHX Training believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the workplace will be conducted by a Health and Safety Representative / Lead.

In addition, inspections will be conducted in the relevant areas whenever there are significant changes in nature and / or scale of PHX Training's operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the Policy and to identify areas where revision of the Policy may be necessary.

For further guidance, refer to - Inspections Procedure.

10. Work Equipment and Tools

PHX Training will take all reasonable steps to ensure the Safety of all Employees using work equipment and tools provided by the Company, as well as to ensure the Safety of others who may be affected by the equipment.

PHX Training will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will seek to inform and train Employees to use the equipment in a safe and efficient manner.

PHX Training will ensure that any item of work equipment purchased after January 1st, 1993 complies with relevant UK legislation and EC directives.

Should Employees have any problems relating to the operation of equipment, or the Safety of that equipment, they should immediately inform the Health and Safety Lead, so that steps can be taken.

All work equipment procured and tools, hired, or used by PHX Training will comply with statutory requirements and is to be maintained in good working order and repair. PHX Training will endeavour to ensure, in liaison with equipment suppliers and manufacturers that all equipment and tools used in the workplace are safe and suitable for the purpose for which it is intended.

All Employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with Health and Safety warnings where appropriate. The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.

Disciplinary action under the Company's Disciplinary Procedure may result from improper or unauthorised use of work equipment and tools.

11. Personal Protective Equipment

PHX Training recognises the duties and obligations established by legislation.

PHX Training will provide personal protective equipment (PPE) where risk assessment identifies the requirement for worker protection where the risk presented by a work activity cannot be adequately controlled by other means, and all reasonable steps will be taken to secure the Health and Safety of Employees who work with PPE.

For further guidance, refer to - PPE Procedure.

12. Manual Handling Operations

PHX Training's objective is to minimise any risk to Employees of accident or injury resulting from manual handling operations and will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made considering the task, the load, the workplace, and the capability of the individual concerned.

PHX Training will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

For further guidance, refer to - Manual Handling Procedure.

13. Display Screen Equipment

All reasonable steps will be taken by PHX Training to secure the Health and Safety of Employees who work with DSE. PHX Training will conduct Health and Safety Risk Assessments of all workstations staffed by Employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.

Employees are entitled to eye tests to ensure their visual acuity is compatible with the requirements of DSE work. If the examination reveals the need for corrective lenses, then the cost of providing lenses and frames, for display screen activity **only**, will be the responsibility of PHX Training.

Summary Table

Scenario	Employer Pays	You Pay
Glasses solely for DSE use	Full cost of basic glasses	Optional upgrades
General-use glasses (incl. DSE)	Only cost relating to DSE-specific correction	Remainder of cost

All DSE users will be given appropriate and adequate training on the Health and Safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

For further guidance, refer to - Safe Use of Display Screens Procedure.

14. Control of Substances Hazardous to Health

PHX Training is required by law to assess the risks from the use of substances at work. A Risk Assessment will be conducted of all work involving exposure to hazardous substances. The Risk Assessment will be based on manufacturers' and suppliers' Health and Safety guidance and the Company's own knowledge of the work process.

PHX Training will ensure that exposure of Employees to hazardous substances is minimised and adequately controlled in all cases.

All Employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the Health and Safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

For further guidance, refer to - COSHH Procedure.

15. Fire Safety

PHX Training's fire Safety Policy and Procedure take account of special fire hazards in specific areas of the workplace.

The Health and Safety Representative is responsible for the maintenance and testing of fire alarms and firefighting, prevention, and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds, it is the responsibility of any Employee present to activate the alarm and evacuate the building.

Fire extinguishers are also located at strategic points throughout the workplace.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points and are designed to close automatically after opening.

Fire exits are located at strategic points throughout the workplace.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

For further guidance, refer to - Fire Safety Procedure.

16. Emergency Situations

PHX Training has established a procedure to be followed in the event of serious or imminent danger whilst at work.

PHX Training are responsible for ensuring that necessary contacts with external services such as First Aid, Medical, Fire and Police are made.

For further guidance, refer to – Emergency Situations Procedure.

17. Risk Assessment

PHX Training are required by law to protect Employees, and others, from harm, and are responsible for assessing the risks, working out the likelihood of an accident happening and how severe the harm would be should it happen.

PHX Training will use Risk Assessments to identify risks and implement sensible control measures in the work place to control that risk. Some work tasks require greater risk assessment and control methods than others.

For further guidance, refer to - Risk Assessment Procedure.

18. Accidents, Incidents and Near Misses

PHX Training understand the importance of monitoring the effectiveness of the measures in place to control the risks within the workplace. As part of monitoring risk, PHX Training will investigate all accidents, incidents and near misses, to ensure that corrective action is taken, learning is shared, and any necessary improvements are put in place.

For further guidance, refer to - Accidents, Incidents and Near Miss Procedure.

19. First Aid

PHX Training are required to provide adequate and appropriate equipment, facilities, and competent individuals to ensure that Employees receive immediate attention if they are injured or taken ill at work.

PHX Training have ensured that First Aid stations are located in areas where Employees are concentrated around the workplace. All First Aid stations are clearly marked and are easily accessible by all Employees during all working hours, and a list of emergency telephone numbers of doctors and hospitals is posted next to each First Aid station.

For further guidance, refer to - First Aid Procedure.

20. Mental Health First Aid at Work

PHX Training have a general duty to ensure the health of Employees, so far as is reasonably practicable, and take Mental Health in the Workplace very seriously.

PHX Training recognise that there are a multitude of factors that can contribute to stress, both inside and outside of the workplace.

PHX Training recognises that respecting the privacy of information relating to individuals who have received Mental Health First Aid or may be experiencing a Mental Health problem or a Mental Health crisis at work is of high importance.

For further guidance, refer to - Mental Health First Aid at Work Procedure.

21. Reporting of Accidents, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require certain categories of injury, disease, or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence.

The Line Manager must ensure full and prompt completion of a Health and Safety Incident Reporting Form, in line with the Accidents, Incidents and Near Miss Procedure, to ensure that PHX Training can make any necessary statutory reports to the HSE, monitor, and review incidents, and act if necessary. Following a major injury to an Employee or a dangerous occurrence as defined in the Regulations the PHX Training will make a report to the local HSE office.

Accidents to visitors, which arise out of or in connection with work and which result in them being taken to hospital for treatment, may need to be reported to HSE in the same way.

For further guidance, refer to - RIDDOR Procedure.

22. Health Surveillance

PHX Training recognises that some Employees may from time to time be at increased risk of injury or ill-health resulting from work activities.

Where an Employee at special risk is identified, a further assessment of risk in addition to the general Risk Assessment will be undertaken.

For further guidance, refer to - Health Surveillance Procedure.

23. Gas Safety

PHX Training understand the need to comply with the relevant regulations to help Employee and Public safety. In Centres where PHX Training are responsible for the Maintenance and Repair of Gas Appliances, a competent gas engineer will be required to install, maintain, or repair appliances.



For further guidance, refer to - Gas Safety Procedure.

24. Electrical Safety

PHX Training understand the need to comply with the relevant regulations to help Employee and Public safety and will ensure that only a competent person, with the required Qualifications will be instructed to install, maintain, or repair appliances.

For further guidance, refer to - Electrical Installation Testing Procedure.

25. Appendix A - Company Safety Rules

All Employees should be aware of, respect and adhere to the rules and Procedures contained in this Policy.

General Rules

- All Employees must immediately report any unsafe practices or conditions to their Line Manager or the Health and Safety Representative.
- Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the Health and Safety of any other person are forbidden.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the Health and Safety of that person or any other person.
- Employees must not adjust, move, or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties unless instructed to do so by their Line Manager.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other Employees.
- No Employee should undertake a job which appears to be unsafe.
- No Employee should undertake a job until they have received adequate Safety instruction and is authorised to carry out the task.
- All injuries must be reported in line with the Accidents, Incidents and Near Miss Procedure.
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- No Employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times.
- Personal Protective Equipment must be worn wherever appropriate.

Access and Egress

- Walkways and passageways must be kept clear from obstructions at all times.
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
- Any liquid spilt on the floor should be wiped up immediately.

- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a Safety hazard.
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

Housekeeping

- Work sites must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.
- All holes must be covered when not in use and clearly marked with warning signs when in use.
- All materials must be properly and safely used and when not in use properly and safely secured.

26. Appendix B - Learners / Apprentices in External Workplaces

'Learners / Apprentices in External Workplaces' refers to Learners / Apprentices within a Work Based Learning environment, such as Apprenticeships or Work Placements, who are learning in an external workplace, or environment.

PHX Training is committed to ensuring Learners / Apprentices are safe and a provision of high-quality learning is delivered.

A "Safe Learner" will, through the quality of their learning experience -

- Gain an understanding of the importance of Health and Safety, and Understand how hazards are identified, risks are assessed and the principles of control measures.
- Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.

We expect Colleagues, Learners / Apprentices, and other Employers to share this commitment by complying with our policies and, where appropriate, our Procedures and to understand that they too have legal and moral obligations to themselves and to one another.

Health and Safety risks in relation to Learners / Apprentices will be identified through Risk Assessment of their place of work prior to enrolment onto the programme.

All workplaces will have the appropriate level of Health and Safety check and ongoing monitoring carried out through the Workplace Suitability Risk Assessment Process.

Any risks reported on the Risk Assessment form will be adequately controlled and documented.

Learners / Apprentices will be given clear lines of responsibility within their place of work and given information in the Learners / Apprentices handbook regarding Health and Safety and who to contact within our organisation. Learners / Apprentices must report accidents, incidents and hazards they observe to their Manager, Team Leader, or Supervisor.

The designated Health & Safety email is healthandsafety@phxtraining.co.uk