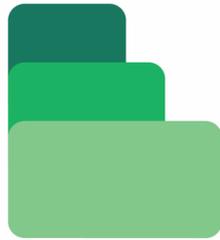


Health & Safety Policy



Leep

Potential powered up

Distribution	All staff		
Reference Number	HASP	Version	1.0
Author	Safeguarding and Health & Safety Lead		
Reviewed by	Group Associate Director of People		
Authorised by	Group Director of Quality & People		
Issue date	30.01.2026		
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DOCUMENT CONTROL

Version	Name	Comment	Date
1.0	G. Dawkes	New issue as Leep Group	30.01.2026

Policy Statement

For the purpose of clarity, the term “Leep” refers to the family of Leep organisations – Back to Work, Leep Trade & Leep Talent

1.0

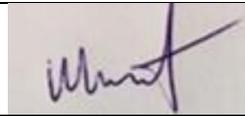
Back 2 Work (LEEP) aims to implement safe systems of work, to reduce risk for all learners, staff and visitors to the business and to promote the health and well-being of all its learners and staff, by providing adequate and sufficient information, instruction, training and supervision.

2.0 Statement of Principles

LEEP accepts responsibility for the health, safety and welfare of its learners, staff and visitors, under the terms of the Health & Safety at Work Act 1974.

As far as it is reasonably practicable, LEEP will:

- provide a safe, secure and healthy working and learning environment;
- demonstrate an ongoing and determined commitment to improving health and safety throughout the business;
- embed safe working practice into courses to prepare Learners for the workplace;
- reduce risk in the learning and working environment;
- comply with relevant legislation, regulations and best practice;
- promote health and well-being for all students and staff;

Signed	
Name	Luke Muscat
Position	Group CEO
Date	30/09/2024
Review Date	30/09/2025

3.0 Implementation

3.1 As far as it is reasonably practicable, LEEP will provide and maintain buildings, resources and systems of work that are safe. The Health and Safety Risk assessment identifies the main hazards and associated level of risks. LEEP will inform learners, students, contractors, visitors and stakeholders of workplace hazards. LEEP will require contractors and stakeholders to identify health and safety hazards that may impact on business activities.

3.2 Inspections and audits of locations where LEEP operate areas will be undertaken with risk assessments checked and reviewed where necessary.

3.3 LEEP will ensure that there are effective channels of communication for the health, safety and welfare of its employees and representatives through meetings and the circulation of regular reports.

3.4 Adequate resources will be provided to ensure all staff, learners, contractors and stakeholders are aware of this policy and committed to its effective implementation.

- 3.5** To comply with legislation all notifiable incidents are reported to the Health & Safety Executive (HSE).
- 3.6** LEEP will promote a safe learning environment for all learners, and ensure that appropriate arrangements are in place to protect staff and learners from harm.
- 3.7** LEEP will establish a safe learning environment in which all learners can develop risk awareness. Involvement of learners in the risk management process will be encouraged.
- 3.8** All staff will be adequately instructed and trained on health and safety issues that affect them, and the safe working practices that should be followed. Training is regularly updated.
- 3.9** The business has a Safeguarding Policy with supporting procedures in place for the reporting of abuse and other risk factors.
- 3.10** The business operates an automated locked door policy, to support emergencies that may lead to an evacuation situation.
- 3.11** LEEP have clear guidelines regarding evacuation procedures that are issued to all staff and visitors.
- 3.12** Any accident, incident, near miss, case of illness that may be linked to work, or other issue of significant concern with regard to health and safety standards or arrangements is reported using organisational national procedures and that appropriate investigations are carried out with a view to identifying causative factors and taking action to avoid recurrences. Concerns, incident and accidents must be reported to the health and safety advisor either directly or via a line manager.
- 3.13** Staff are to complete the online accident form using Microsoft Forms. A copy of this will be automatically sent to the Health and Safety Advisor and the appropriate action will be taken upon receipt of the form. Copies of accident forms will be kept securely on SharePoint. A central point of reporting is also available at healthandsafety@Leepgroup.com.

4.0 Health and Well-being

- 4.1** LEEP will promote health and well-being for all students and staff.
- 4.2** To support this aim, smoking (including e-cigarettes) is not permitted inside any building and is only permitted in the designated smoking shelters at all sites. The 'no smoking' regulations support this policy.
- 4.3** LEEP will encourage healthy lifestyles by providing information, raising awareness, and where appropriate, providing support to help learners and staff take positive measures to improve their health and well-being.
- 4.4** LEEP will take measures to manage stress for employees in the workplace.
- 4.5** LEEP will assess occupational health risks. All staff should be made aware of the occupational health risks that affect their work. LEEP will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health. Health surveillance will be conducted where appropriate to comply with health and safety legislation.

5.0 Management Systems

- 5.1** LEEP has a Health and Safety Management System in place in compliance with the HSE guidance and Good Working Practice.
- 5.2** LEEP will record all accidents, incidents and near misses to drive improvement in health and safety management and investigate when appropriate. Any lessons learned from such events will be used to take corrective and preventative action to avoid recurrences.

5.3 LEEP will actively and openly review and report on health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

5.4 LEEP will engage and collaborate with contractors to ensure their:

- Health and Safety capability and competence fulfil LEEP expectations;
- Health and Safety performance is monitored; and
- Work activities have minimal Health and Safety impacts on LEEP activities.

5.5 Implementation of health and safety contacts on each site who will liaise with the Health and Safety Facilities Manager to report any issues within each office space. This may be through on site Office Leads or directly with the Health and Safety Estates Manager.

6.0 Responsibilities and Duties

6.1 Staff, learners and visitors have a responsibility to:

- comply with 'safe systems of work' or any other health and safety instructions that will safeguard themselves and others;
- report accidents, incidents and near misses to the Health and Safety Estates Manager.
- co-operate and promote safety at work and report any defects in plant, machinery, equipment, tools or systems of work;
- make use of and take care of protective and safety equipment;
- consider their own and others health and well-being.
- Report any apparent cases of serious or imminent danger, other situations with significant health and safety implications, or shortcomings in organisational arrangements to an appropriate management and/or organisational Health and Safety representative.
- Ensure that, if working from home, they are working in a suitable, safe environment and have a safe workstation with the correct equipment. If this is not possible then LEEP will provide access to the nearest LEEP office for completion of work duties.

6.2 They should not:

- undertake any action or activity which could place themselves or others at increased risk of injury or harm;
- willfully damage LEEP property that could endanger themselves and others;
- smoke in LEEP buildings or its grounds unless in a designated area

6.3 The Health and Safety Estates Manager: The Health and Estates Manager:

- reporting all incidents to the enforcing authority in line with RIDDOR 2013. In general, incidents are reportable under RIDDOR when there has been an accident which caused the injury, the accident was work-related and the injury is of a type which is reportable - <https://www.hse.gov.uk/riddor/specified-injuries.html>
- Maintaining a record of all incidents whether reportable under RIDDOR or not and keeping a log of actions implemented to reduce the chance of reoccurrence.
- Ensuring that adequate risk assessments are carried out in line with company Risk Assessment Policy.

6.4 SMT and Area Managers have a responsibility and duty to support the implementation and monitoring of this policy.

6.5 The Health and Safety Estates Manager, HR Team, Directors and Area Managers are responsible for assisting the Group CEO in the implementation and monitoring of this policy. They will manage and co-ordinate the health, safety and welfare system in the business, according to legislation, reporting to the Senior

Management Team. The Health and Safety Estates Manager will implement an annual review of this Policy, which will be monitored by the Board of Directors.

6.6 The Group CEO has overall responsibility for ensuring compliance with health & safety legislation.

The Directorship recognises and accept their responsibilities for health, safety and welfare at work.

The Directorship/HR/Quality Executive approve the Health & Safety Policy and ensure that it is reviewed annually.

6.7 Monitoring Arrangements

This Policy will be monitored and reviewed by the Health and Safety Estates Manager, Board of Directors informed by area managers and the Health and Safety Estates Manager will ensure implementation of the Policy.

This policy has immediate effect and replaces all previous versions. This policy will be reviewed at least annually or earlier if there are any fundamental changes to the business Operation or Practice.

Copies of all approved Policies can be found on the all of the Group businesses SharePoint sights.

The impact and currency of all LEEP Policies are reviewed annually by the originators and relevant consultation groups.

The latest version is identified, with the date of issue.