

## Health and Safety Policy

**Company Number: 8591900**

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### **Statement of General Policy**

Instill Excellence Limited (hereinafter referred to as “*the Company*”) fully accepts the obligations placed upon it by the **Health and Safety at Work etc. Act 1974** and associated health and safety legislation.

The Company is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, associates, contractors, clients, visitors and others who may be affected by its activities.

The Directors are responsible for ensuring that this policy is implemented, communicated to all relevant persons, and reviewed regularly.

### **Management Organisation and Arrangements**

This policy has been prepared and published in accordance with the requirements of the **Health and Safety at Work etc. Act 1974**.

The purpose of this policy is to:

- Establish general standards for health and safety at work
- Set out responsibilities for achieving those standards
- Ensure health and safety considerations are embedded within day-to-day management and decision-making

### **Management Responsibilities**

#### **1. Directors**

The Directors have overall responsibility for health and safety within the Company. In particular, they are responsible for:

- Ensuring this policy is implemented, maintained and reviewed
- Ensuring suitable and sufficient risk assessments are in place
- Monitoring the effectiveness of health and safety arrangements
- Ensuring appropriate resources are made available

#### **2. Managers and Responsible Persons**

Managers and those with delegated responsibility are accountable to the Directors for the implementation and monitoring of health and safety arrangements within their area of responsibility.

They are responsible for:

- Producing, maintaining and applying the Company's Health and Safety Policy and associated procedures
- Monitoring and reporting on the effectiveness of health and safety arrangements
- Providing advice on the implications of relevant health and safety legislation
- Identifying health and safety training needs
- Liaising with external bodies where necessary, including the Health and Safety Executive and Environmental Health

### **Health and Safety Management Process**

The Company believes that consideration of the health, safety and welfare of staff is an integral part of effective management.

Relevant UK legislation, regulations and **Health and Safety Executive (HSE) guidance** will be adopted as minimum standards.

Managers are expected to manage health and safety systematically by:

- Identifying hazards and risks
- Planning and implementing control measures
- Monitoring effectiveness
- Reviewing arrangements when circumstances change

Where significant additional expenditure is required to manage health and safety risks, this will be considered and authorised by the Directors.

### **Health, Safety and Welfare Guidelines**

The Company will maintain appropriate policies, procedures and guidance to support safe working practices.

Managers are responsible for ensuring that staff are made aware of relevant guidance and procedures and that they are followed.

Guidance may include:

- Safe systems of work
- Fire and emergency procedures
- First aid arrangements
- Accident and incident reporting procedures
- Training standards

### **Identification of Hazards and Risk Assessment**

The Company undertakes **suitable and sufficient risk assessments** in line with **HSE guidance**, following the recognised five-step approach:

1. Identify hazards
2. Decide who may be harmed and how
3. Evaluate risks and identify control measures
4. Record findings and implement controls
5. Review and update as necessary

Risk assessments will be reviewed:

- At least annually

- Following incidents or near misses
- When working practices, environments or activities change

### **Audit, Monitoring and Review**

The Company will monitor health and safety performance on an ongoing basis to ensure arrangements remain effective and proportionate.

Monitoring will include:

- Review of accidents, incidents and near misses
- Review of risk assessments and control measures
- Periodic checks of working practices, equipment and environments
- Consideration of staff feedback and reported concerns

Where deficiencies or areas for improvement are identified, appropriate action will be taken as soon as reasonably practicable.

Formal review of health and safety arrangements will take place at least annually, or sooner where:

- There is a significant change in activities or working practices
- An incident or near miss highlights the need for review
- New legislation or guidance is introduced

### **Training**

Health and safety training is recognised as an essential element of effective risk management and forms part of the Company's overall training arrangements.

The Company will ensure that employees, associates and managers receive appropriate information, instruction and training to enable them to carry out their duties safely.

Priority will be given to:

- Training for managers and those with responsibility for overseeing work, to ensure they understand their health and safety duties
- Training for staff relevant to the risks associated with their role and working environment
- Induction training for new staff, including health and safety expectations and reporting arrangements
- Refresher training where required due to changes in role, practice or risk

Training needs will be identified through risk assessment, supervision and review of incidents and near misses.

### **Records, Statistics and Reporting**

The Company will maintain appropriate records relating to health and safety, including:

- Accidents, incidents and near misses
- Identified hazards and concerns
- Risk assessments and reviews
- Training provided

Information gathered will be analysed to identify trends and areas for improvement and will be used to inform future planning and decision-making.

Where significant health and safety issues are identified, these will be escalated to the Directors for consideration and action.

#### **Reporting to the Health and Safety Executive**

Where required, reports will be made in accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

Responsibility for reporting rests with the Directors or their delegated representative.

#### **Specialist Advice**

Where necessary, specialist health and safety advice will be sought from competent external persons or organisations.

#### **Occupational Health and Wellbeing**

The Company is committed to supporting staff wellbeing and will, where appropriate, support staff to access occupational health or medical advice.

#### **First Aid**

Appropriate first aid arrangements will be made in accordance with the **First Aid at Work Regulations**, proportionate to the nature of the Company's activities and working environments.

#### **Fire Safety**

Fire safety arrangements will be managed proportionately.

Where the Company operates in host premises, including schools and training venues, staff will follow the fire safety and evacuation procedures of the host organisation.

#### **Equipment, Manual Handling and Work Equipment**

The Company will ensure that work equipment is suitable, maintained and used safely.

Manual handling risks will be assessed where required, and staff will be supported to avoid unnecessary lifting.

#### **Smoking**

The Company operates a no-smoking policy in all Company premises and host venues.

#### **Control of Substances Hazardous to Health (COSHH)**

Where hazardous substances are used, the Company will comply with the **Control of Substances Hazardous to Health Regulations (COSHH)**.

#### **Display Screen Equipment**

The Company complies with the **Health and Safety (Display Screen Equipment) Regulations** and supports staff to work safely when using display screen equipment.

### **Working Time**

The Company complies with the **Working Time Regulations** and supports staff wellbeing by encouraging appropriate rest and breaks.

### **Employee Responsibilities**

All employees and associates are required to:

- Take reasonable care for their own health and safety and that of others
- Co-operate with the Company on health and safety matters
- Follow Company policies, procedures and risk assessments

Failure to comply may be addressed through Company procedures where appropriate.

### **Contractors, Visitors and Others**

The Company seeks to ensure, so far as is reasonably practicable, the health, safety and welfare of contractors, visitors and others who may be affected by its activities.

Contractors are expected to:

- Comply with relevant health and safety legislation
- Work in a manner that does not place themselves or others at risk
- Co-operate with the Company on health and safety matters

Employees, associates and contractors working in host premises, including schools and community venues, are expected to follow host organisation health and safety policies and site-specific procedures.

Visitors are expected to conduct themselves in a manner that does not place themselves or others at risk.

### **Review**

This policy will be reviewed annually or sooner where necessary.

**Reviewed:** September 2025

**Next Review:** September 2026

**Signed:** 

**Cheryl Green**

Director

Instill Excellence Limited