

Health and Safety Policy 2026-27

NextStep Training Limited (NST)

Document control

This is Version 7.0 of the policy for 2026-27. It replaces Version 6.3 (February 2025). The main changes are: the COVID-19 section has been replaced by a short section on infectious illness in line with current UK Health Security Agency guidance; references to other organisations' offices have been corrected to NST's Hackney office; the legislation NST follows is listed; and workplace risk assessments are linked to safeguarding and Prevent.

Version	Date	Author	Authorised by	Next review
7.0	21 October 2026	Ahmed Khan (Managing Director and Health and Safety Lead)	Ahmed Khan, Managing Director	21 October 2027
6.3	19 February 2025	—	Ahmed Khan, Managing Director	February 2026

Next review date: 21/10/2027

Approval: This policy has been reviewed and approved by:

Name: AHMED KHAN

Title: Managing Director

Signature: 

Date: 21/10/2026

1. Health and safety policy statement

NST recognises that good health and safety management supports the safe delivery of quality services. We are committed to providing and maintaining a healthy and safe working environment for all our employees, apprentices and other learners, employers, visitors and anyone else affected by our work.

2. Aims

- to comply with health and safety law (Section 3)
- to identify hazards (the potential for harm), assess risks (the likelihood of that harm happening) and manage those risks
- to make sure employees, apprentices and others are told about the risks identified and, where appropriate, receive instruction, training and supervision
- to consult employees and their representatives on health and safety matters
- to provide and maintain safe and healthy premises and work equipment
- to make sure employees are competent to do their work, providing training where needed
- to maintain appropriate health and safety management systems and arrangements
- to monitor and review how well these arrangements work and improve them where needed

3. Legislation

NST follows health and safety law, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety (First-Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010, including reasonable adjustments

4. Scope

This policy applies to all areas of NST's work and everyone it employs, including employees, contractors and volunteers. It also applies to apprentices and other learners registered with NST, and to anyone affected by the working practices of NST staff, at NST's Hackney office, at apprentices' workplaces and during travel between them.

5. Responsibilities

Managing Director

The Managing Director, Ahmed Khan, has overall responsibility for health and safety and is NST's Health and Safety Lead. He is responsible for:

- making sure this policy is implemented effectively by managers and all staff
- making sure robust health and safety management systems and arrangements exist and are resourced
- keeping up to date with health and safety law and practice, and reporting changes to the Board of Governors
- identifying hazards and making sure suitable and sufficient risk assessments are carried out and recorded
- promoting this policy at induction, training, learner induction and progress reviews
- consulting employees on health and safety matters in good time and taking their views into account
- receiving accident and incident reports, investigating them and reporting under RIDDOR where required
- reviewing health and safety performance every year and reporting it to the Board of Governors, including any situation where these standards cannot be met
- chairing the quarterly health and safety meeting

Line managers

- carrying out risk assessments for their teams, such as display screen equipment, lone working and manual handling
- making sure their team know this policy and are competent to work safely
- keeping up to date with health and safety developments relevant to their area

Tutors and assessors

Tutors and assessors make sure their apprentices are:

- told about this policy at induction
- told about health and safety risks that could affect them, and about any changes to policies and procedures
- covered by an appropriate workplace risk assessment (Section 8.2)

They also discuss health and safety at every progress review and report any concern straight away.

All employees

- taking reasonable care of their own health and safety and that of others affected by what they do or fail to do
- co-operating with management so that risks are controlled and the law is followed
- using work equipment and substances in line with their instruction and training
- not misusing anything provided for health, safety and welfare
- reporting any health and safety problem, accident, near miss or shortcoming in arrangements to their manager or the Health and Safety Lead

6. Identifying and managing concerns

Health and safety concerns should be raised with the Managing Director or line manager as soon as possible. They are managed through risk assessment:

- NST carries out risk assessments for its employees, apprentices, employers' sites and others affected by its activities.
- Individual risk assessments are carried out where needed to take account of personal circumstances, such as health conditions, disability, pregnancy or age (apprentices under 18).
- Risk assessments are carried out in consultation with managers, specialists, employees, apprentices, employers and their representatives.
- Control measures follow the principles of prevention, and are communicated and trained into the team.
- Actions from risk assessments are implemented, recorded and reviewed.

7. Putting the policy into practice

Commitment

- using simple health and safety processes that are monitored and reviewed regularly
- embedding health and safety in everything we do, including induction, training, learner reviews and staff one-to-ones
- leading by example and communicating changes clearly and regularly
- offering all staff and apprentices health and safety training

Training

- The Health and Safety Lead and other leaders hold, or are supported to obtain, at least a Level 2 health and safety qualification.
- Training on this policy is included in induction for all new staff.
- Staff refresher training is held at least every year, or when this policy changes.
- Line managers make sure their team are trained in this policy.

Review

This policy is reviewed at least every year, and sooner after a major change, such as a change of premises, or after a serious incident.

8. Related procedures

8.1 Apprentices at NST's office

At induction, or at their first session at NST's office, apprentices are introduced to the layout of the premises, health and safety requirements, fire procedures, welfare facilities and first aid arrangements.

8.2 Apprentices in the workplace

- Every workplace is risk-assessed before the apprentice starts and rated low, medium or high risk. Only workplaces that show a satisfactory approach to health and safety are used. The assessment also covers safeguarding and Prevent, in line with the Safeguarding, Child Protection and Prevent Policy, and is reviewed at least every year.
- Employers are asked to give apprentices a supervisor or mentor who can oversee their work safely. Employers supervising apprentices under 18 must take account of their age and inexperience.

- Health and safety is part of every progress review. Adverse findings are investigated and acted on.
- All tutors and assessors have an enhanced DBS check before working with apprentices.

8.3 Accidents and near misses

- Staff, apprentices and visitors must report accidents and near misses at NST's office to the main office as soon as they happen.
- Apprentices must report accidents at work, or in training, to both their employer and NST.
- Every accident, incident or near miss is recorded and investigated, and reported under RIDDOR where required. See the Accidents at Work Policy.

8.4 Absence and illness

- Staff follow the staff absence and illness procedure.
- Apprentices report absence and illness to their employer, following their workplace procedure, and to NST's office.
- Absence is recorded and monitored. Repeated or unexplained absence is followed up by the tutor and, where there may be a safeguarding concern, the Designated Safeguarding Lead.

8.5 Infectious illness

NST follows current UK Health Security Agency guidance on infectious illnesses. Staff and apprentices with symptoms of an infectious illness, such as a high temperature, should stay away from NST's office and avoid contact with others, especially people at higher risk, until they feel well enough. Good hand and respiratory hygiene is encouraged, and individual risk assessments are carried out for anyone at higher risk.

8.6 Lone working

- Lone workers include staff working alone at NST's office and staff working away from it, such as tutors visiting apprentices' workplaces.
- Lone workers receive instruction and training at induction to reduce or remove the risk of harm, and must follow the lone working procedure in the Safeguarding, Child Protection and Prevent Policy and the Lone Working Policy.
- Line managers complete and record a lone working risk assessment for each lone worker.
- The HSE guidance "Protecting lone workers" is available to all staff.

8.7 New and expectant mothers

When an employee or apprentice tells NST she is pregnant, has given birth in the last 6 months or is breastfeeding, a risk assessment is carried out by her line manager (or, for an apprentice, with her employer) straight away, reviewed as the pregnancy progresses and on return to work. Her health and wellbeing are monitored and adjustments made as needed.

8.8 Fire safety and evacuation

- A fire drill is held at least once a year and recorded.
- The Fire Marshal co-ordinates evacuation. [Name of current Fire Marshal and deputy to be confirmed.]
- The evacuation assembly point is displayed in the reception area.

- The fire alarm is tested regularly by the building manager, and fire extinguishers are maintained under contract.
- Personal emergency evacuation plans are made for anyone who needs help to evacuate.

8.9 First aid

- NST has trained first aiders who hold an Emergency First Aid at Work certificate. [Names to be confirmed and displayed in the office.]
- A first aid box with a standard range of supplies is kept in NST's office at Unit A2, Ment House, 1B Mentmore Terrace, London E8 3DQ, and checked regularly.

8.10 Health and safety meetings

The Health and Safety Lead chairs a quarterly health and safety meeting, attended by health and safety and safeguarding staff. Topics include:

- issues raised in the last quarter and risk assessments
- accidents, near misses and RIDDOR reports
- safeguarding and Prevent, including any themes from workplace risk assessments
- changes to health and safety law and guidance, including COSHH and RIDDOR, and to safeguarding, Prevent and Channel guidance
- training due in the next quarter, including emergency first aid, IOSH or other health and safety training, Prevent for all employees, and safeguarding for all employees and the safeguarding team
- fire drills (at least one a year)
- the quarterly report to the Managing Director and Board of Governors, and any changes needed to health and safety policies and procedures

9. Associated policies

- Accidents at Work Policy
- Risk Assessment Policy
- Lone Working Policy
- Safer Recruitment and Disclosure and Barring Policy
- Safeguarding, Child Protection and Prevent Policy 2026-27
- Prevent Risk Assessment and Action Plan 2026-27
- Staff Acceptable Use Policy 2026-27