Health and Safety Policy – review September 2027

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Health & Safety at Work Etc. Act

The Health and Safety at Work Etc. Act 1974 represents the most radical piece of legislation affecting the work place since such legislation began early in the 19th Century. The essence of the act is to safeguard the health, safety and welfare of the employees and employers have a legal responsibility to make sure this happens.

The Act imposes general duties on employers, the self-employed and employees as well as creating the mechanism to introduce subsidiary codes of practice and guidance. The Act is referred to as an enabling act which allows for the Secretary of State to approve other pieces of legislation proposed by the Health and Safety Commission.

The Act requires that:

- All information must be pro-actively introduced and brought to the attention of employees.
- Employees must be consulted in all matters relating to health and safety at work.
    - Employers must prove that, in cases of possible transgression, they have done whatever is reasonable and practical to ensure that the particular infringement has not taken place. Under Section 40 of the Act, where a duty is qualified by "so far as is reasonably practicable", the burden is on the employer to prove that it was not reasonably practicable to do more than was done.
- Offending employers are prosecuted and if negligence is proved are given a heavy fine and a criminal record.

European Law - "Six Pack"

Additional European legislation was passed in 1992 and this has been added to the Health and Safety at Work Etc. Act 1974. This legislation has become known as the "Six Pack" and it covers: all areas of risk at work in general terms and is supported by approved codes of practice and guidance notes. Following the UK's exit from the EU, these regulations remain in force as UK domestic law (assimilated law) and are enforced by the Health and Safety Executive (HSE).

The Six Pack legislation includes:

1. Management of Health and Safety at Work Regulations

- Employers must take a responsible attitude towards the health and safety of their staff.
- Responsibilities must be detailed.
- Meaningful risk assessments must be undertaken by competent staff with results recorded and retained.
- Any action identified must be implemented within a "reasonable period".
- A company Health and Safety Policy must be prepared and distributed.

2. Health and Safety (Display Screen Equipment) Regulations

- A risk assessment must be undertaken for each computer workstation in order to ensure that the workstation is safe.
- The equipment must be comfortable for the user offering adjustability where necessary.
- Every effort must be taken to rest the eyes, hands, neck, shoulders etc to reduce the

possibility of long-term disability

3. Manual Handling Operations Regulations

- A risk assessment must be undertaken where manual handling is a routine part of the job.
- Appropriate training must be provided in relation to the tasks being carried out.

4. Personal Protective Equipment Regulations

- A risk assessment procedure must be carried out and wherever possible the risk should be eliminated at source.
- Protection against ever present but unpredictable hazards may require personal protective equipment such as hazard hats, eye protection equipment, safety shoes etc.

5. Workplace (Health, Safety and Welfare) Regulations

- This is designed to create a generally safer workplace focusing on areas such as a safer means of access, prevention of falls, sanitary and washing facilities, drinking water etc.
- This also includes specific hazard areas such as the safety relating to internal glass.
- Periodic general inspections of the workplace should be undertaken by a responsible employee or agency.

6. Provision and Use of Work Equipment Regulations (PUWER)

- This deals with specific equipment and machinery used in the workplace.
- All equipment must be controlled in an entirely safe manner always, including periodic checks and training of operators.

Additional Health and Safety Legislation

- Health and Safety (First Aid at Work) Regulations 1981 (amended October 2013)
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety (Consultation with Employees) Regulations 1996 (amended 1997)
- Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (England) Regulations 2022
- Construction (Design and Management) Regulations 2015
- Lifting Operations and Lifting Equipment Regulations (LOLER 1998)
- Control of Noise at Work Regulations 2005
- Control of Asbestos Regulations 2012
- Employers' Liability (Compulsory Insurance) Act 1969
- Occupiers' Liability Acts 1957 and 1984
- Prevention of Accidents to Children in Agriculture Regulations 1998 (relevant to smallholding activities)
- Equality Act 2010
- Children Act 1989 and 2004; Education Act 2002 (section 175)

- Keeping Children Safe in Education 2026 (statutory guidance, in force from 1 September 2026) and Working Together to Safeguard Children 2023
- Ofsted Education Inspection Framework (for use from 10 November 2025) and the Further Education and Skills inspection toolkit

Management of Health and Safety at Work Regulations

This Policy has been designed and created to provide management and employees of Bespoke Training and Education Ltd (BT&E) with concise details of the responsibilities with regard to the Health and Safety at Work etc. Act 1974 (HSW) and the Management of Health and Safety at Work Regulations (Management Regulations).

Background

The Regulations clarify and make more explicit existing law defined in the HSW Act. In addition, the Regulations address the following activities:

- Health and Safety Management
- Work Equipment Safety
- Manual Handling of Loads
- Workplace Conditions
- Personal Protective Equipment
- Display Screen Equipment

The Management Regulations

These Regulations set out general duties that apply to most work activities. They are designed to achieve an improvement in health and safety management and to clarify what is required of employers and employees.

The regulations require BT&E to take a systematic and organised approach to its responsibilities under the HSW Act.

The specific requirements are:

- **Risk Assessment**

  BT&E is required to assess the risks to the health and safety of all employees and others who may be affected by our work activities. Significant findings resulting from a risk assessment must be recorded and filed. Risk assessments shall only be carried out by competent persons.
  As BT&E works with learners under the age of 18, specific risk assessments will be completed for young persons (Regulation 19 of the Management Regulations), taking account of their inexperience, lack of awareness of risks and immaturity, as well as any special educational needs, disabilities, medical conditions (including allergies) or mental health needs. Risk assessments will also cover animal handling and zoonoses, farm machinery and vehicles, lone working, off-site activities and work placements.

- **Control Measures**

  BT&E is required to put into practice health and safety measures that result from a risk assessment. These measures will cover planning, organisation, control, monitoring and review - in effect, health and safety management.

- **Health Surveillance**

  BT&E will provide health surveillance for employees if a risk assessment indicates that it is necessary.

- **Information**

  All employees will have access to readily understandable health and safety information in the form of this Policy and other documentation and notices as required.

- **Training**

  BT&E is required to ensure that all employees have adequate training to do their jobs safely and avoid risks. Temporary workers will be provided with adequate health and safety information.

- **Summary**

  The provisions of the HSW Act and the Management Regulations are fully compatible with the operating principles of BT&E. We believe that this Policy will provide you with sufficient information to understand what your responsibilities are under the current legislation, It will take a little time and effort to fully update our procedures and develop a health and safety management system, but a systematic approach to this matter can only improve the working environment and enhance the services which BT&E provides to its clients.

- **Commercial Considerations**

  Market research shows that government bodies and even more corporate organisations require suppliers to prove that they have in place, and adhere to, a health and safety management policy.

  Failure to address the provisions of the Health and Safety at Work etc. The Act and the Management of Health and Safety Regulations is a breach of the law and can result in penalties including imprisonment.

Workplace (Health, Safety and Welfare) Regulations

General Health and Safety Guidelines and Accident Prevention

The guidelines below are intended to provide guidance to staff on general health and safety with more detailed guidelines relating to specific subjects that follow. By following the Health and Safety Policy and these support guidelines, staff will gain an understanding of BT&E approach to health and safety and of the need to comply with numerous statutory requirements. The required health and safety standards will also be achieved.

Application of the Regulations

Subject to some exemptions (see below) the Workplace Regulations apply to all non-domestic premises made available as a place of work.

The exemptions are:

- Inside a means of transport
- Buildings under construction
- Mineral resource exploration and exploitation
- Fishing boats

For temporary worksites other than construction sites (i.e. buildings visited infrequently, or parts of premises used infrequently and for short periods), the welfare provisions of the Regulations (e.g. sanitary conveniences and washing and changing facilities) shall have effect only as far as is reasonably practicable.

Responsibility for Compliance

Essentially, the responsibility for compliance with these Regulations falls on the person in control of the workplace. Depending on the circumstances this may or may not be the employer.

Any persons can only be deemed to be in control of a workplace to the extent to which s/he has control. For example, if a landlord has responsibility for shared areas, services or equipment in a workplace s/he only has responsibility for that over which they have control, thus individual tenants within the workplace will be responsible for those activities specified by the Regulations in the areas which they control.

Health & Safety Responsibilities (General)

Employer Responsibility

- Ensure that adequate resources are provided to allow proper provision for health and safety.
- An appropriate Health and Safety Policy document.
- Risk assessments are carried out and periodically reviewed.

- All identified hazards should be recorded and all risks evaluated with recommendations.
- Systems of work that are safe are provided and maintained and without risks to health.
- Arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health.
- All information relating to health and safety is brought to the attention of all employees.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- Where appropriate health surveillance will be provided for employees.
- The provision of all machines and equipment is safe and without risk to health.
- The working environment of all employees is safe and without risks to health.
- Adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The place of work is safe and there is safe access to and exit from the workplace.
- Monitoring activities are undertaken to maintain agreed standards.

Employee Responsibility

- To take reasonable care for the health of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with management in fulfilling statutory duties.
- Not to interfere with or misuse anything provided in the interests of health and safety.

General

- The Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees. The policy will also be reviewed following any serious incident, change in legislation or update to statutory guidance (including the annual update of Keeping Children Safe in Education).
- There are established and maintained procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.

Policy Statement and Organisation Details Section 2

2.1 **HEALTH AND SAFETY POLICY STATEMENT**

2.1.1 BT&E recognises and accepts the responsibility as an employer for providing a safe and healthy workplace and working environment for all its employees and has set up a Health and Safety Committee which comprises representatives from Management, representatives of Trade Unions and representatives of non-union staff.

2.1.2 BT&E will take all reasonable steps within its power to meet this responsibility, paying particular attention to:

(a) The provision and maintenance of plant, equipment and systems of work that are safe, as far as is reasonably practicable, and without risks to health

(b) Safe arrangements for the use, handling, storage and transport of articles and substances

(c) Sufficient information, instruction, training and supervision being available to enable all employees to avoid hazards and contribute positively to their own safety and health at work

(d) Safe access to and egress from properties of BT&E.

2.1.3 BT&E will provide or seek to provide competent technical advice on Health and Safety matters through the Health, Safety and Welfare Manager where this is necessary for the implementation of this policy.

2.1.4 BT&E has co-operated in the appointment of Safety Representatives by recognised Trade Unions and Safety Representatives (Non-Trade Union) and will provide them where necessary with sufficient facilities and training to carry out this task. This will not detract from the primary responsibility of managers and supervisors for ensuring safe conditions of work.

2.1.5 The Joint Safety Committee will provide the forum for this policy document and any items concerning Health, Safety and Welfare at work in so far as employees are concerned.

2.1.6 BT&E reminds its employees of their own duties under Section 7 of the Health and Safety At Work Act 1974 to take care for their own safety and that of other workers and visitors and to co-operate with BT&E so as to enable it to carry out its responsibilities successfully

2.1.7 This general policy will be reviewed annually by BT&E Health and Safety Committee. Where considered appropriate, it will be updated. Changes to this policy will be made to comply with any new regulations and codes of practice which may be issued by the Health and Safety Executive (HSE), UK legislation, or the Department for Education (including Keeping Children Safe in Education), and to reflect Ofsted inspection requirements.

Health and Safety Organisational Responsibilities

2.2 DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE CORPORATION

2.2.1 Members of the Corporation recognise their individual and collective responsibility for health and safety matters in respect of BT&E and to seek to engage the active participation of staff in improving health and safety.

2.2.2 BT&E has appointed Graham Coffey as health and safety director.

2.2.3 BT&E will ensure that health and safety performance is reviewed at each meeting of its Management and Performance Committee.

2.2.4 The Corporation will, on the advice of the Management and Performance Committee:

(a) approve adoption of this policy and of any amendments which may from time to time be made to it;

(b) review and monitor implementation of this policy.

2.3 DUTIES AND RESPONSIBILITIES OF THE ESTATES AND FACILITIES MANAGER

2.3.1 To ensure that BT&E Health and Safety policy is observed by employees, contractors and visitors, within the limitations of the financial and other resources for those purposes.

2.3.2 To advise BT&E on the preparation and implementation of accident prevention policies and programmes.

2.3.3 Together with the Line Managers/Tutors to identify safety training needs, to design safety training programmes, codes of practice and to assist with implementation wherever possible.

2.3.4 To assist Line Managers/Tutors in developing implementing and monitoring implement safe systems of work in all work areas.

2.3.5 To make appropriate and regular inspections of BT&E property, equipment, methods of work and welfare facilities, and check that safe procedures and arrangements are in operation.

2.3.6 To ensure that certificates and registers required under relevant legislation are properly compiled and maintained by the appropriate personnel.

2.3.7 To maintain records of all notifiable accidents and dangerous occurrences which take place within the workplaces and to ensure that the necessary information is provided by the appropriate personnel.

2.3.8 To investigate accidents and dangerous occurrences and prepare reports as appropriate and include the Health and Safety Executive where required to prevent recurrence of such incidents.

2.3.9 To act as technical adviser to the Joint Management / Health and Safety Committee on all Health and Safety matters.

2.3.10 To ensure that all BT&E property is provided with adequate fire fighting equipment and that all relevant statutory provisions are complied with.

2.3.11 To advise on its financial commitment to ensure that all obligations in connection with the Health and Safety At Work Act 1974 and any other Health and Safety regulations are complied with.

2.4 DUTIES AND RESPONSIBILITIES OF PRINCIPAL AND EXECUTIVE MANAGEMENT TEAM

It will be the duty of BT&E:

2.4.1 To ensure that all employees in their areas are conversant with and comply fully with the Health and Safety Policy always.

2.4.2 To ensure that all responsibilities for Safety, Health and Welfare are properly assigned and accepted at all levels and that they are being fulfilled.

2.4.3 To plan for adequate funds and materials to meet the Health, Safety and Welfare Programme.

2.4.4 To be responsible for the Safety, Health and Welfare Programme within the areas and functions for which they are responsible.

2.4.5 To participate and co-operate with the Estates and Facilities Manager in:

(a) Evaluating risks and hazards within BT&E areas and properties.

(b) Ensuring that all liabilities are adequately insured.

(c) Regularly reviewing the safety performance

2.4.6 To participate with the Estates and Facilities Management and Safety Representatives when discussing (a) (b) and (c) above.

2.4.7 To co-operate with the Estates and Facilities Manager in ensuring that all employees receive adequate training and equipment to carry out their employment safely.

2.4.8 To ensure that when contractors, sub-contractors are working in or on BT&E premises that they are aware of their own duties and responsibilities to themselves, to employees of BT&E and to the general public.

2.5 DUTIES AND RESPONSIBILITIES OF LINE MANAGERS INCLUDING LECTURERS

It is the duty of Line Managers and Tutors:

2.5.1 To be familiar and comply with BT&E Health and Safety Policy and ensure that all employees in his/her section comply with the Health and Safety Policy at all times.

2.5.2 To investigate all accidents and dangerous occurrences promptly to discover their cause and report with the minimum delay.

2.5.3 To complete accident reports involving injury, damage or lost time and submit such reports.

2.5.4 To report and record any dangerous incidents or occurrences encountered within his/her sphere of operation in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), including injuries to learners and visitors that result from a work activity and require them to be taken directly to hospital for treatment.

2.5.5 To ensure that adequate and trained supervision is available, especially where young people and people susceptible to special risks are involved, e.g. young people, children and students with learning difficulties and disabilities.

2.5.6 To ensure that all employees and students in their area or section know the location of the First Aid Box and facilities available for first aid treatment.

2.5.7 To liaise with Safety Representatives on all matters concerning Health, Safety and Welfare at Work.

2.5.8 To make arrangements for and to maintain good housekeeping in all work areas under their supervision and/or control.

2.5.9 To ensure that all new employees and students are made aware of the potential hazards of the job and are fully competent in the use of safe working methods.

2.5.10 To liaise with Management to ensure that every employee is adequately equipped and trained.

2.5.11 To be constantly on the alert for dangerous conditions and practices, to issue appropriate instructions and to notify as quickly as possible so that appropriate action can be taken to prevent accidents occurring.

2.5.12 To be aware of their responsibilities to students within the teaching environment.

2.6 DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES

2.6.1 To take reasonable care of themselves and of other persons who may be affected by their acts and omissions at work.

2.6.2 To co-operate fully with the Health and Safety at Work Policy of BT&E and perform any duty in a manner which will comply with any requirements imposed by relevant legislation.

2.6.3 Not to interfere with or misuse any equipment, plant, tools or machinery provided or installed by BT&E

2.6.4 To observe safety rules and working systems at all times, to wear the appropriate safety clothing and protective equipment, and use safety devices where supplied.

2.6.5 To report any accidents, unsafe practices, dangerous occurrences, unsafe systems of work, damage to machinery, plant tools and equipment to their Line Managers and to the Estates and Facilities Manager.

2.7 APPOINTED SAFETY REPRESENTATIVES

2.7.1 Identified areas of responsibility for each Safety Representative will be clearly designated.

2.7.2 When an employee becomes aware of a dangerous situation, practice or hazard he/she must bring this to the attention of the Line Manager.

2.7.3 Should the matter not be satisfactorily resolved then the employee must report the matter to his/her Safety Representative.

2.7.4 The Safety Representative shall record the matter and approach the Line Manager.

2.7.5 If the matter is not satisfactorily resolved the Safety Representative and Manager shall report to the company director.

2.7.6 In the event of the matter still not being satisfactorily resolved then it shall be placed before the Safety Committee.

2.8 NON-TRADE UNION APPOINTED HEALTH AND SAFETY REPRESENTATIVES

2.8.1 BT&E recognises the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 to appoint non-trade union representatives.

2.8.2 Those appointed will represent non-union employees on the joint Health and Safety Committee and participate fully in the activities of the committee as outlined in the constitution.

2.9 LEGAL IMPLICATIONS

2.9.1 The Health and Safety at Work Act, 1974 places a general duty and responsibility on all employees of BT&E

2.9.2 Any employee who behaves in a way which endangers his or her health and/or safety at work may be prosecuted, irrespective of whether his/her conduct is in violation of specific rules. If it would place at risk the health or safety of other employees, the employee may be found guilty of a criminal offence.

2.9.3 Fines may be imposed on a summary conviction for any offence under the Act. In addition, imprisonment or an unlimited fine, or both may be imposed in certain cases.

2.9.4 An Improvement Notice and Prohibition Notice can be issued in respect of a person by an Inspector of the Health and Safety Executive.

2.10 VISITORS AND STUDENTS and CONTRACTORS

BT&E recognises its responsibilities to all visitors, students and contractors and will endeavour to:-

a) Inform visitors and students of hazards which they might expect to encounter and the appropriate precautions that must be taken.

b) Comply with a common duty of care under the Occupiers' Liability Act 1957 (visitors) and the duty owed to non-visitors under the Occupiers' Liability Act 1984.

c) Provide adequate insurance cover including employers' liability insurance (as required by the Employers' Liability (Compulsory Insurance) Act 1969) and public liability insurance covering learners and visitors.

d) Issue all contractors (existing and new) a copy of the Contractors pack, which includes all information on what they should expect from BT&E and what will be expected of them whilst they are working in or around the facilities.

e) Ensure all visitors and contractors sign in and out, wear visible identification and are supervised as appropriate. In line with KCSIE 2026, appropriate checks (including enhanced DBS checks with barred list information where the activity is regulated activity) will be obtained before any contractor or volunteer has unsupervised or regular contact with learners under 18.

2.11 STAFF, VISITORS AND STUDENTS WITH LEARNING DIFFICULTIES AND DISABILITIES

2.11.1 BT&E recognises its general duties and provisions under Health and Safety regulations will also apply to people with learning difficulties and disabilities.

2.11.2 However, in some cases there may be additional factors to be considered.

Some of these might include:-

a) Making sure that staff, visitors and students with learning difficulties and disabilities are fully aware of safety procedures.

b) Assigning one or two colleagues to assist people with mobility difficulties, or to alert visually or hearing impaired persons in an emergency.

c) Arranging for any specific first aid training and awareness beyond that generally required e.g. a person with epilepsy. If so, ensure that a colleague or fellow student knows where to obtain assistance if required.

2.11.3 Where appropriate, supervisors of disabled staff and/or students should be informed if any special assistance or advice is required.

2.11.4 Where required, special Codes of Practice are incorporated within this document.

2.11.5 Guidance shall be provided to those able-bodied persons working with the physically disabled to ensure that the possibility of risk of injury by lifting or otherwise assisting the physically disabled will be minimised.

2.11.6 Parking areas reserved for the disabled should not at any time be used for any other reason, for however short a period.

2.11.7 In the event of an emergency evacuation the Tutor, Estates and Facilities Manager must be notified of any person with a physical disability remaining within the building.

2.11.8 People with disabilities should be moved to a fire-protected area of greater safety and on the same level until they can be rescued. If the movement of a disabled person from a protected area cannot be achieved through the fire service a further 999 call should be placed for paramedic assistance.

2.12 STAFF USING PREMISES NOT OWNED BY BT&E

2.12.1 Staff should have an awareness and understanding of the procedures and practices required to evacuate the part/parts of the building they are using.

2.12.2 First Aid procedures including contacts with the emergency services should be clearly explained during induction of all groups.

2.12.3 Staff should satisfy themselves prior to the commencement of a course that adequate means of access and egress to and from the premises are available for all students including those with disabilities.

2.12.4 The use of equipment not owned by BT&E may require a risk assessment in collaboration with the owner. Advice on this should be sought from the Estates and Facilities Manager at the site.

2.13 SAFEGUARDING, KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) 2026 AND OFSTED

2.13.1 This policy should be read alongside BT&E's Safeguarding and Child Protection Policy, Safer Recruitment Policy, Online Safety Policy and Supporting Learners with Medical Conditions Policy. Health and safety and safeguarding are treated as one whole-organisation responsibility; keeping learners safe is everyone's responsibility.

2.13.2 BT&E has a named Designated Safeguarding Lead (DSL) and Deputy DSL, with clear cover arrangements so that a trained DSL is available during all hours of delivery, including off-site activities and work placements. Any health and safety incident or concern that also raises a safeguarding or welfare concern about a learner must be reported to the DSL without delay.

2.13.3 In line with KCSIE 2026, all staff, including those who do not work directly with learners, will read and confirm their understanding of Part One of KCSIE in full, and receive safeguarding and health and safety training at induction with regular updates.

2.13.4 Safer recruitment: following the removal of the supervision exemption from regulated activity (Crime and Policing Act 2026, reflected in KCSIE 2026), any staff member or volunteer who regularly teaches, trains, instructs, cares for or supervises learners under 18 will be treated as being in regulated activity and will require an enhanced DBS check with children's barred list information before starting. All checks will be recorded on the Single Central Record.

2.13.5 Work experience and placements: before any placement, BT&E will check that the placement provider has suitable health and safety and safeguarding arrangements, risk assessments and insurance in place. BT&E will not allow anyone on the children's barred list to supervise a learner where this amounts to regulated activity (supervision on more than three days in a 30-day period, or overnight).

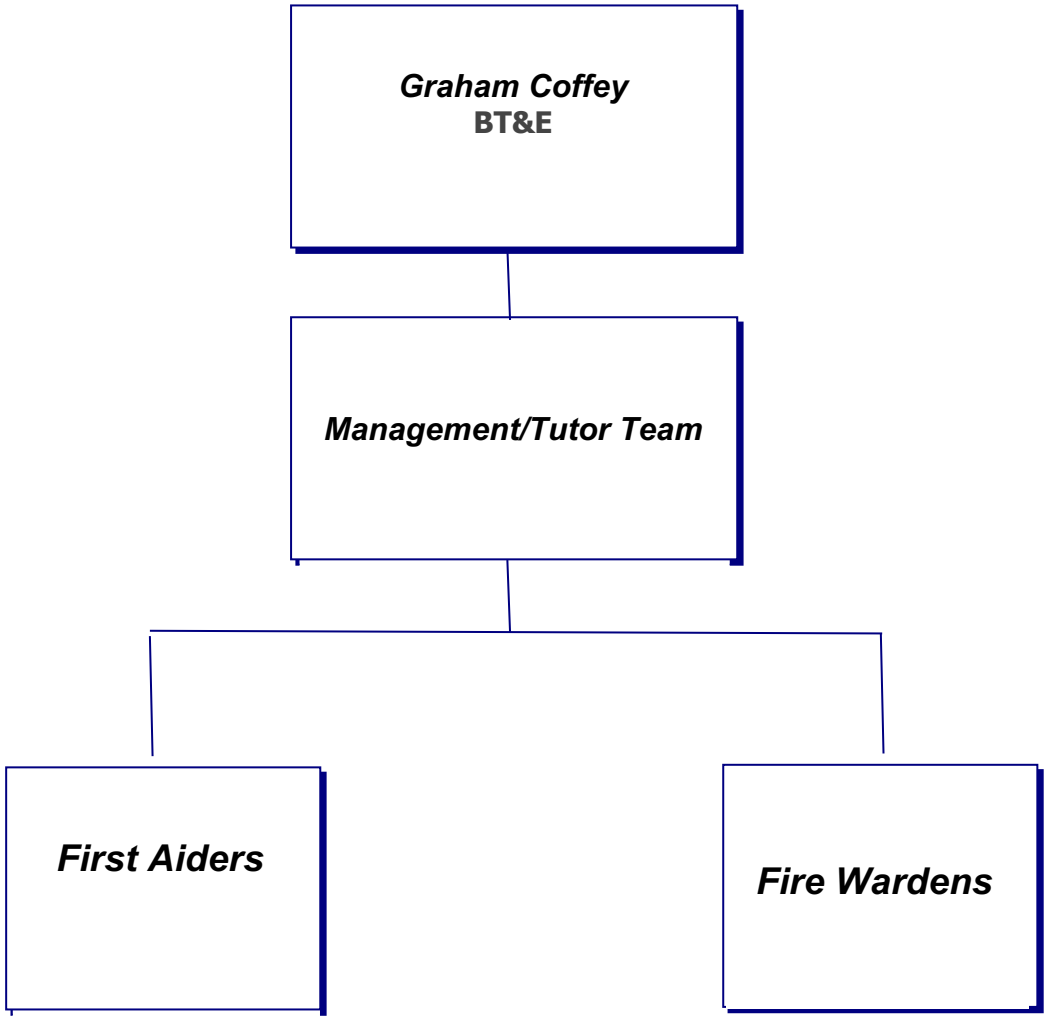
2.13.6 Premises and site security: in line with the new KCSIE 2026 section on safeguarding requirements for premises, both sites (Gnosall and The Way Youth Centre, Wolverhampton) will have controlled access, visitor sign-in procedures, safe arrangements for drop-off and collection, and secure storage of hazardous substances, tools and machinery. Learners will not be left unsupervised near livestock, machinery or water hazards.

2.13.7 Medical conditions, allergies and mental health: individual healthcare plans will be in place where needed, emergency medication (including adrenaline auto-injectors) will be accessible and staff trained in its use, and staff will be alert to learners requiring mental health support, young carers and learners with SEND, who may face additional barriers to staying safe.

2.13.8 Online safety and IT equipment: appropriate filtering and monitoring will be in place on BT&E devices and networks, and its effectiveness will be reviewed at least once every academic year with the review recorded, as required by KCSIE 2026. Risks from generative AI, including AI-generated or "deepfake" images, are included in staff training.

2.13.9 Ofsted: under the Education Inspection Framework (from 10 November 2025), inspectors will judge whether safeguarding is "met" or "not met" and will evaluate leadership and governance, including how leaders ensure learners are safe on site, off site and on placements. BT&E will keep accurate, up-to-date records (risk assessments, accident and incident logs, fire drills, equipment checks, training records and the Single Central Record) so that it can show inspectors how health, safety and safeguarding are managed and reviewed.

Organisational Responsibility Chart



Details/Contacts/Representatives Section 3

Trading Name/Partners Names	Bespoke Training & Education
Address	The Hollies Smallholding
	Hollies Common
	Gnosall
	Staffs
	ST20 0JD
Telephone No.	07966436671
E-mail address	**bespoke.te@gmail.com**

Occupation	No of Locations Covered	No of Employees
Vocational/Post 16 Education	The Hollies Smallholding Hollies Common Gnosall ST20 0JD The Way Youth Centre School Street Wolverhampton WV3 0NR The Health and Wellbeing Centre Castlecroft Avenue Wolverhampton WV3 8JN	6

HSE Office Addresses and Telephone Numbers *Section 4*

HSE Infoline is no longer in operation. General enquiries and concerns should be made using the online contact forms on the HSE website.

http://www.hse.gov.uk/contact/index.htm

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on **0345 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm). Website: www.hse.gov.uk

Regional Office

Midlands

Covers the counties of West Midlands, Leicestershire, Northamptonshire, Warwickshire, Derbyshire, Lincolnshire, Nottinghamshire, Hereford and Worcester

Birmingham

19 Ridgeway
9 Quinton Business Park
Quinton
Birmingham
B32 1AL
Fax: 0121 607 6349
Birmingham street map
Covers: West Midlands

RIDDOR REPORTING - https://www.hse.gov.uk/contact/faqs/riddor.htm

How to Report an Incident

Online

Various report forms can be found online (HSE). You must complete and submit the appropriate form, which will then be sent directly to the RIDDOR database. You will receive a copy for your records.

Telephone

Fatalities and major injures only, can be reported via the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

For further guidance please refer to the **Health and Safety Executive** website.
All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

All Others Online
www.**hse.gov.uk/riddor**