VERSION NO:	TITLE:	ISSUE DATE:
1.0	Health & Safety Policy	01/08/2026
PLANNED REVIEW:	**PREPARED BY:**	**PLANNED REVIEW DATE:**
Annual	Andy Murphy, CEO	01/08/2027

Statement of Intent

PEAK is committed to providing a safe and healthy environment for staff, learners, employers and visitors, so far as is reasonably practicable, in line with the Health and Safety at Work etc. Act 1974 and associated regulations.

Andy Murphy, CEO, has overall and final responsibility for health and safety across PEAK.

Responsibilities

Health and safety is a shared responsibility:

- The CEO has overall accountability for this policy and for ensuring adequate resources are available to implement it.
- Managers are responsible for day-to-day health and safety in their areas, including risk assessments, induction and reporting.
- All staff must take reasonable care of their own health and safety and that of others affected by their work, follow safe working procedures, and report hazards or incidents promptly.
- Apprentices and learners are primarily under the day-to-day health and safety arrangements of their employer while at work. PEAK's own responsibility covers the settings it directly controls, such as tutor visits, workshops and any PEAK premises, and PEAK will check that an employer's health and safety arrangements are suitable before placing a learner with them.

Risk assessment

Risk assessments are carried out for PEAK-led activities and reviewed regularly or when circumstances change. Apprentices under 18 are subject to the additional protections set out in PEAK's Risk Assessment for U18 Apprentices policy, reflecting the specific duties that apply to young workers.

Incidents, accidents and reporting

All accidents, near misses and safety concerns arising from PEAK-led activity must be reported to a manager without delay and recorded. Where an incident meets the threshold under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it will be reported to the Health and Safety Executive within the required timescale.

Fire safety, lone working and wellbeing

PEAK premises maintain fire risk assessments, clear evacuation procedures and regular checks of fire safety equipment.

Staff who work alone, including tutors and coaches visiting employer sites, follow PEAK's lone working arrangements, including checking in and out of visits.

PEAK recognises work-related stress as a health and safety issue and encourages staff to raise concerns about workload or wellbeing with their manager or the CEO.

Monitoring and Review

This policy is reviewed annually, or sooner following a significant incident or change in legislation.