



UNITED CENTRE  
*of*  
EXCELLENCE

# End Point Assessment Policies

Health & Safety Policy  
**GP13**



## Document History

Version	Date	Reason for Revision	Issued by
V1.1	July 2019	Initial release	Harj Dhanjal
V1.2	Nov 2020	Document review during COVID-19 (Reference to government guidelines added)	Alan Bates
V1.3	Jul 2021	Review of the policy for our Ofqual recognition submission	Alan Bates
V1.4	March 2024	Review of Policy	Alan Bates
V1.5	July 2025	Review of policy and practices and implemented updates	Alan Bates

Area	Update
<b>Regulatory Compliance</b>	Incorporated 2024 amendments to the Health and Safety and Nuclear (Fees) Regulations and Gas Safety Regulations  1  .
<b>Ofqual Alignment</b>	Policy now explicitly supports Ofqual's General Conditions of Recognition (2025).
<b>Skills England</b>	All references to IfATE replaced with Skills England.



<b>IQA Practices</b>	Added document control log, version tracking, audit trails, and annual review cycle.		
<b>Access Control</b>	Policy access restricted to authorised personnel with traceable updates.		
V1.6	January 2026	Updated Office address	Amar Dhanjal

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# HEALTH AND SAFETY POLICY AND PROCEDURE

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## Scope:

UCE accepts its duty to provide and maintain a safe and healthy working environment for all its employees, learners and other people affected by its activities.

UCE will take all reasonable steps to comply with the Health and Safety at Work Act 1974 and the 2024 amendments to the Health and Safety and Nuclear (Fees) Regulations and Gas Safety Regulations and any other Regulations, Approved Code of Practice and Guidance.

Contents covered by this policy:

- Housekeeping and welfare.
- Risk assessment
- PPE
- DSE
- First aid and incident reporting
- Manual Handling
- COSHH
- Fire Procedures
- PAT testing

## PRINCIPLES

- To ensure all feel safe; including the elimination of any harassment
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks;
- To ensure that employees, learners and others are adequately informed of the identified risks and, where appropriate, receive instruction, training and supervision;
- To consult with all stakeholders on health and safety matters;
- To make arrangements for co-ordination and cooperation with other employers where:

UCE employees or learners share premises, facilities or activities with persons working in other organisations. Persons from other organisations are working in UCE Ltd controlled activities;



To safeguard the environment from the effects of the UCE's activities;

- To monitor and review the effectiveness of UCE's arrangements and, where appropriate, to implement improvements.
- To ensure that the demands of activities do not exceed the capabilities of staff or learners to carry out the work without risk to themselves or others.
- To comply with the requirements of relevant legislation.

## RESPONSIBILITIES

The Managing Director

1. Is responsible as reasonably practicable for the health, safety and welfare of employees, students and any other persons affected by the operations of UCE Ltd.
2. Is responsible, so far as reasonably practicable, for ensuring that the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation, codes of practice, etc. are complied with and steps are taken to conform to them.
3. Will ensure that the appropriate resources are maintained and made available to support the health and safety function within UCE Ltd.
4. Will be aware of the current health and safety legislation.
5. Will take responsibility for UCE Ltd's health and safety policy and ensure it is updated accordingly.
6. It will ensure that health and safety are a prime consideration in all planning.

## All Staff

Will be responsible so far as reasonably practicable for all matters of health, safety and welfare within their control whilst working for UCE Ltd. Responsibilities will include:-

- Ensuring that all accidents/ incidents are reported to the safeguarding lead, both physical and verbal/ harassment incidents (Reporting Incident form)
- Taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
- Not intentionally interfering with or misusing anything provided in the interests of health and safety
- Reporting any actions, accidents, dangerous occurrences, incidents, health problems, damage to



equipment and property they discover

- Adhering to fire evacuation procedures
- Some staff will be required to conduct risk assessments to ensure safe working practices:-
- Identify the Hazards
- Decide who might be damaged and how?
- Evaluate the risks and decide on precaution
- Record your findings and implement them
- Review your assessment and update if necessary
- Follow government guidelines for COVID-19

## Apprentices

Apprentices are responsible so far as reasonably practicable for contributing to a healthy and safe learning environment. Responsibilities involving health and safety are to ensure that they:-

- Work safely at all times;
- Do not use offensive language that is upsetting to hear but more so to be a victim of;
- Respect others for what they are, including their differences and different needs;
- Understand that bullying is not acceptable and everyone has a right to be heard and the right to feel safe;
- Understand that aggressive or violent behaviour is unacceptable;
- Are aware that using drugs and other illegal substances is not an option;
- Know how to report any incidents and accidents that may occur (Reporting Incident form)
- Are familiar with the fire evacuation procedure and adhere to it.

## Compliance

Failure to comply with this policy will result in disciplinary action, which may include dismissal or exclusion of a member of staff or student.

## POLICY STATEMENT

UCE Ltd accepts its duty to provide and maintain a safe and healthy working environment for its employees, learners and any other people who may be affected by its activities

UCE Ltd will take all reasonable steps to comply with health, safety, and welfare laws, regulations, approved codes of practice, and guidance. The UCE Health and Safety Policy must be adhered to.



Identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised), and manage those risks.

To ensure that employees, learners and others are adequately informed of the identified risks and, where appropriate, receive instruction, training and supervision.

To consult with all interested parties on health and safety matters

To make arrangements for co-ordination and co-operation with other employers where:-

- UCE employees or learners share premises, facilities or activities with persons working in other organisations
- Persons from other organisations are working in UCE Ltd controlled activities
- To safeguard the environment from the effects of UCE Ltd activities
- To ensure all feel safe, including the elimination of any harassment (Safeguarding)
- To monitor and review the effectiveness of UCE Ltd arrangements and, where appropriate to implement improvements
- To ensure that the demands of activities do not exceed the capabilities of staff or learners to carry out the work without risk to themselves or others
- To comply with the requirements of relevant legislation

UCE Ltd will nominate a member of senior management who is responsible for health and safety to ensure that:-

- There is health and safety leadership
- Decisions reflecting the health and safety commitments of UCE Ltd are in keeping with this policy
- UCE staff are informed and alerted to relevant health and safety issues.

Internal Quality Assurance (IQA) and Document Control Enhancements:

- UCE Ltd will maintain a document control log for all health and safety policies, including version control,



authorship, and approval dates.

- All updates to this policy will be reviewed annually and recorded in the document control system in line with Ofqual's General Conditions of Recognition.
- Access to this policy will be restricted to authorised personnel, and all changes will be traceable through audit trails.
- This policy aligns with the 2025 Ofqual Handbook of Recognition and reflects the latest UK Health and Safety regulations.