



| Policy Document     | Health and Safety Policy                                                             |
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| Signed              |  |

## 1. Policy Statement

This Health and Safety Policy has been developed in alignment with ISO 45001:2018 Occupational Health and Safety Management Systems standards. Our operational procedures, risk assessments, incident reporting, and monitoring systems are designed to meet ISO 45001 requirements.

While we are currently working towards formal ISO 45001 certification, this policy reflects our commitment to:

- Eliminating hazards and reducing occupational health and safety risks
- Continual improvement of our OH&S management system
- Worker consultation and participation in safety matters
- Compliance with legal and regulatory requirements
- Proactive prevention of work-related injury and ill health

We review this policy regularly to ensure continued alignment with ISO 45001 standards and evolving best practices in occupational health and safety management.

Evolve PMVA Ltd recognises its duty under the **Health and Safety at Work etc. Act 1974** and all related regulations to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, learners, contractors and visitors.

We are committed to providing a safe and healthy working and learning environment, preventing accidents and work-related ill health, promoting a positive safety culture across all our activities, consulting with employees and tutors on health and safety matters and to continually improving our management system to enhance workplace safety and wellbeing.

All tutors and staff work in accordance with GSA (General Services Association) best practice guidelines, ensuring that training delivery, physical intervention techniques and safety measures meet recognised national standards.

## 2. Purpose

This policy outlines how Evolve PMVA Ltd manages health and safety risks associated with training delivery, travel, physical skills practice and general operations.

It sets out responsibilities, procedures and expectations to ensure compliance with UK health and safety legislation and to protect all persons involved in our work.

## 3. Scope

This policy applies to all Evolve PMVA staff, directors, tutors, contractors and learners participating in any training activity or business operation carried out by the company across the United Kingdom.

## 4. Responsibilities

### Directors

- Hold overall responsibility for health and safety within Evolve PMVA Ltd.
- Ensure suitable and sufficient risk assessments are completed for all activities.
- Provide appropriate training, equipment and information to staff and learners.
- Review this policy and related procedures annually or after any significant change.

### Competent Person (Health and Safety)

The appointed competent person for health and safety matters is **Darren McDonald MSc C.M.I.O.S.H. (Consultant)**.

Darren has relevant qualifications and experience in health and safety management, especially within the health and social care sector, including forensic psychiatric services. Following advice provided by Darren, all statutory health and safety duties will be discharged by the directors of Evolve PMVA.

### Tutors and Assessors

- Follow all safe working procedures and **GSA best practice guidelines** during training delivery.
- Must not put themselves or others at risk.
- Conduct a venue risk assessment before every course commences and ensure the environment is suitable for training.
- Ensure all learners are fully briefed on safety rules and the correct use of equipment.
- Supervise learners closely during any physical skills practice to prevent injury.
- Report all accidents and near misses immediately to a Director and ensure that all accidents are also reported to the GSA.
- All tutors must hold a minimum of a First Aid at Work (3-day) qualification to ensure adequate first aid cover during training.

### Learners and Visitors

- Take reasonable care of their own health and safety and that of others.
- Follow tutor instructions and safety guidance at all times.
- Report any unsafe conditions or incidents promptly.

## 5. Arrangements

### 5.1 Risk Assessment

All training venues and activities are to be risk assessed prior to the use and facilitation of them. Risk assessments must cover:

- Available space
- Flooring suitability
- Equipment to be used
- Fire safety risk and provision, including appropriate evacuation measures
- Accessibility
- Manual handling
- Any potential hazards linked to physical skills training.

A venue-specific risk assessment is to be carried out before any course commences, and any findings are to be recorded and reviewed regularly.

Dynamic risk assessments are also to be completed by tutors on the day of training.

### 5.2 Training Venues

Evolve PMVA uses multiple venues across the UK. Each venue must be clean, well lit, adequately ventilated and provide sufficient space for the number of learners attending.

Fire exits; toilets and first aid facilities must be clearly available to the tutors and learners.

All training spaces must comply with GSA safety standards and be reviewed as part of the venue risk assessment.

### 5.3 Equipment Safety

All training equipment, such as mats, POD chairs, restraints and audiovisual devices are checked regularly for defects. Unsafe equipment is to be removed from use by the tutor immediately.

Equipment inspections form part of the pre-course safety checks recorded within the venue risk assessment.

### 5.4 First Aid and Emergencies

At least one qualified first aider is to be present during all training sessions. All **Evolve PMVA tutors hold a First Aid at Work (3-day) qualification** as a minimum requirement.

First aid kits are to be available at every training site. Tutors must familiarise themselves with local emergency procedures and exits before each session.

All incidents requiring medical attention are recorded in the Accident Report Log and **reported to both a Director and the GSA.**

Serious incidents will be investigated and corrective action implemented.

### **5.5 Accident and Incident Reporting**

All accidents, incidents and near misses must be reported to an Evolve Director immediately.

A written accident report will be completed and filed within 24 hours.

All accidents are also reported to the GSA, in line with best practice requirements.

Where appropriate, incidents will be reported to relevant external bodies under RIDDOR regulations.

Investigation findings will be reviewed by the directors and where necessary the health and safety consultant to identify root and underlying causes, with the intention of preventing a recurrence.

### **5.6 Manual Handling**

Tutors and learners are reminded to use safe techniques when handling training equipment and when participating in physical demonstrations. Where appropriate, mechanical aids or team lifts will be used to minimise risk.

### **5.7 Travel and Lone Working**

When travelling to or between venues, staff must follow road safety guidance, ensure vehicles are roadworthy and avoid unnecessary risks. Where staff use their own vehicles for business purposes then their insurance must cover them for business use.

If staff work alone or visit unfamiliar sites, they must notify a director of their schedule and location.

### **5.8 Stress and Wellbeing**

Evolve PMVA recognises that managing challenging behaviour can be stressful. We encourage staff to speak openly about workload or wellbeing concerns. Staff will be provided with appropriate support and debriefing where needed.

### **5.9 Health & Safety Objectives**

To support our commitment to safety, Evolve PMVA will:

- Maintain zero reportable RIDDOR incidents each year.
- Ensure 100 per cent of tutors hold valid First Aid at Work certification.

- Review all venue risk assessments at least annually.
- Deliver a minimum of one health & safety briefing or refresher every six months

Progress is reviewed during management meetings and recorded in the Health & Safety Review Log.

## **6. Monitoring and Review**

- Health and safety performance will be monitored through tutor and learner feedback, incident reports, near misses and tutor reviews.
- Policy and procedures will be reviewed annually, or sooner following an accident, if legislation changes, GSA guidance or working practices change.
- Lessons learned from incidents will assist in making improvements to training and overall risk management.

## **7. Communication**

All staff and tutors will receive a copy of this policy during induction and are required to familiarise themselves with its content.

Key health and safety points are also discussed during team meetings and internal quality reviews. Learners are informed of relevant safety measures at the start of each course.

## **8. Record Keeping**

Records of venue risk assessments, incident reports, equipment checks, tutor qualifications and policy reviews will be maintained securely for at least seven years and made available to regulators, awarding bodies or the GSA upon request.

## **9. Document Control**

This policy and associated records are version controlled. Superseded copies are archived securely, and only the current approved version is in use. The latest is stored securely and available from Evolve PMVA's document management system.