



Health and Safety Policy

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Author	Venus Training Ltd	Approved By	Director / Governing Body
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Applicable Legislation	Health and Safety at Work Act 1974		
Document Classification	Internal Policy Document		

1. Policy Statement

Venus Training Ltd is committed to providing and maintaining a safe, healthy, secure, and supportive environment for all students, staff, visitors, contractors, and stakeholders across all institutional activities and operations.

The institution recognises its responsibilities under the Health and Safety at Work Act 1974 and other relevant health and safety legislation and is committed to taking all reasonably practicable steps to protect the health, safety, wellbeing, and welfare of individuals affected by its activities.

Venus Training Ltd is committed to promoting a positive health and safety culture throughout the institution and aims to ensure that health and safety considerations are integrated into academic delivery, operational management, facilities management, safeguarding arrangements, student support activities, and institutional decision-making processes.

The institution aims to:

- provide safe learning and working environments;



- maintain safe access to facilities, classrooms, offices, and communal areas;
- identify, assess, and manage health and safety risks appropriately;
- implement suitable control measures and emergency procedures;
- promote safeguarding, wellbeing, and welfare responsibilities;
- provide appropriate information, guidance, supervision, and support relating to health and safety matters;
- encourage safe, responsible, and professional behaviour from all members of the institutional community.

Venus Training Ltd recognises that health, safety, safeguarding, wellbeing, and welfare responsibilities apply to all individuals associated with the institution and therefore expects staff, students, contractors, and visitors to act responsibly and cooperate with institutional health and safety procedures at all times.

The institution will not tolerate unsafe practices, negligence, reckless behaviour, misuse of facilities or equipment, or conduct which may place individuals at risk of harm, injury, illness, or danger.

Venus Training Ltd is committed to maintaining appropriate health and safety arrangements relating to:

- fire safety and emergency procedures;
- first aid and accident reporting;
- safeguarding and welfare;
- safe use of facilities and equipment;
- risk assessments;
- safe learning environments;
- wellbeing and student support;
- online and physical learning environments;
- contractor and visitor safety management.



The institution is also committed to continuous monitoring and improvement of health and safety practices in order to maintain compliance with legal, regulatory, safeguarding, and operational requirements.

2. Purpose of the Policy

The purpose of this policy is to establish Venus Training Ltd's commitment to maintaining effective health and safety arrangements across all institutional activities, facilities, operations, and educational provision.

This policy aims to ensure that all students, staff, visitors, contractors, and stakeholders are provided with a safe, secure, healthy, and supportive learning and working environment in which risks are identified, managed, and controlled appropriately.

The policy provides a framework for:

- promoting a positive health and safety culture;
- ensuring compliance with health and safety legislation and regulatory expectations;
- supporting safeguarding, wellbeing, and welfare responsibilities;
- reducing the risk of accidents, injuries, illness, unsafe practices, or harm;
- ensuring safe access to facilities, equipment, classrooms, and communal areas;
- supporting safe teaching, learning, operational, and administrative activities;
- establishing clear responsibilities relating to health and safety management.

Venus Training Ltd recognises that health and safety is a shared responsibility and therefore aims to ensure that all members of the institutional community understand their responsibilities and contribute positively to maintaining safe and professional learning and working environments.

The policy also aims to support effective risk management, emergency preparedness, accident reporting, safeguarding arrangements, first aid provision, fire safety procedures, and continuous improvement of institutional health and safety practices.



Venus Training Ltd is committed to ensuring that health, safety, safeguarding, wellbeing, and welfare considerations remain an integral part of institutional planning, operational management, educational delivery, and student support activities.

3. Scope

This policy applies to all students, staff, contractors, visitors, partner organisations, and stakeholders associated with Venus Training Ltd.

The policy applies across all institutional activities including teaching and learning, classroom activities, assessments, administrative operations, student support services, safeguarding activities, online learning environments, facilities management, events, meetings, and all operational activities carried out by the institution.

The policy applies to all institutional premises, classrooms, offices, communal areas, online learning activities, equipment, and facilities used or managed by Venus Training Ltd.

The policy applies to all staff involved in academic delivery, administration, student support, safeguarding, facilities management, operational management, health and safety oversight, and institutional decision-making activities.

All members of the institutional community are expected to comply with health and safety procedures, cooperate with institutional requirements, behave responsibly, and contribute positively to maintaining safe, secure, and professional learning and working environments.

4. Definitions

For the purpose of this policy, health and safety refers to the arrangements, procedures, responsibilities, and measures implemented by Venus Training Ltd to protect the health, safety, wellbeing, and welfare of students, staff, visitors, contractors, and stakeholders.



Risk assessment refers to the process of identifying potential hazards, evaluating risks, and implementing appropriate control measures to reduce or manage the likelihood of harm, injury, illness, damage, or unsafe situations.

Hazard refers to anything with the potential to cause harm, injury, illness, damage, or danger to individuals or the institutional environment.

Incident refers to any unplanned event, accident, unsafe occurrence, near-miss, injury, illness, damage, or situation which may affect health, safety, wellbeing, or institutional operations.

Near-miss refers to an unplanned event or unsafe situation which did not result in injury or damage but had the potential to do so.

First aid refers to immediate assistance or treatment provided to an individual who becomes injured, unwell, or requires urgent medical attention before professional medical support is available.

Emergency procedures refer to institutional arrangements implemented to manage emergency situations including fire, evacuation, medical emergencies, safeguarding incidents, security concerns, or other situations presenting risk to health and safety.

Safeguarding refers to the institution's responsibility to protect students and individuals from harm, abuse, neglect, exploitation, radicalisation, harassment, or other risks affecting wellbeing and safety.

Welfare refers to the physical, emotional, mental, and general wellbeing of students, staff, and individuals associated with the institution.

Safe working and learning environment refers to an environment in which appropriate measures are implemented to minimise risks, maintain safety, support wellbeing, and promote professional and responsible behaviour.



5. Institutional Commitment to Health and Safety

Venus Training Ltd is committed to promoting and maintaining high standards of health, safety, wellbeing, safeguarding, and welfare across all areas of institutional activity and operation.

The institution recognises that maintaining a safe, secure, healthy, and supportive learning and working environment is essential for effective educational delivery, student engagement, staff wellbeing, operational management, and institutional success.

Venus Training Ltd is committed to taking all reasonably practicable steps to:

- protect the health, safety, wellbeing, and welfare of students, staff, visitors, contractors, and stakeholders;
- provide safe and suitable learning and working environments;
- identify, assess, and manage risks appropriately;
- maintain safe access to facilities, classrooms, offices, and communal areas;
- implement effective fire safety, safeguarding, and emergency procedures;
- provide appropriate first aid and accident reporting arrangements;
- ensure safe use of equipment, facilities, and institutional resources;
- support safeguarding, wellbeing, and welfare responsibilities throughout the institution.

The institution is committed to promoting a positive health and safety culture in which all members of the institutional community understand their responsibilities and contribute positively to maintaining safe and professional environments.

Venus Training Ltd recognises that health and safety responsibilities apply to all institutional activities including classroom-based learning, blended and online delivery, operational activities, events, meetings, administrative functions, safeguarding activities, and student support services.

The institution aims to ensure that health and safety considerations are integrated into institutional planning, facilities management, academic delivery, operational oversight, safeguarding arrangements, and student support activities.



Venus Training Ltd is also committed to maintaining appropriate procedures relating to:

- risk assessments;
- fire safety and evacuation;
- accident and incident reporting;
- safeguarding and welfare;
- first aid provision;
- safe working practices;
- contractor and visitor management;
- wellbeing and support arrangements;
- health and safety monitoring and review.

The institution expects all staff, students, contractors, and visitors to behave responsibly, comply with institutional procedures, cooperate with health and safety arrangements, and contribute positively to maintaining a safe, respectful, and professional institutional environment.

6. Roles and Responsibilities

Senior Management of Venus Training Ltd is responsible for ensuring appropriate oversight, implementation, monitoring, and review of health and safety arrangements across the institution.

The institution is responsible for maintaining appropriate health and safety procedures, safeguarding arrangements, risk management processes, emergency procedures, and wellbeing support systems in accordance with legal and operational requirements.

Academic, administrative, facilities, safeguarding, and student support staff are responsible for supporting implementation of institutional health and safety procedures within their areas of responsibility.

All staff, students, contractors, and visitors are expected to cooperate with institutional health and safety requirements and contribute positively to maintaining safe, secure, and professional learning and working environments.



7. Staff Responsibilities

All staff members of Venus Training Ltd are responsible for supporting health, safety, safeguarding, wellbeing, and welfare arrangements within the institution.

Staff are expected to:

- comply with institutional health and safety procedures;
- behave responsibly and professionally;
- maintain safe working and learning environments;
- report hazards, accidents, incidents, or unsafe practices promptly;
- support safeguarding and wellbeing responsibilities;
- use equipment and facilities safely and appropriately;
- cooperate with emergency procedures and evacuation arrangements;
- take reasonable care of their own safety and the safety of others affected by their activities.

Staff involved in teaching, administration, facilities management, safeguarding, and student support activities are expected to contribute positively to maintaining safe, respectful, and supportive institutional environments.

8. Student Responsibilities

Students of Venus Training Ltd are expected to behave responsibly and cooperate with institutional health and safety procedures at all times.

Students are expected to:

- follow institutional health and safety instructions and procedures;
- behave safely, respectfully, and responsibly within institutional premises and activities;
- avoid actions which may place themselves or others at risk;



- report hazards, accidents, incidents, safeguarding concerns, or unsafe conditions where appropriate;
- use facilities, classrooms, equipment, and institutional resources appropriately and safely;
- cooperate with fire safety, evacuation, safeguarding, and emergency arrangements;
- contribute positively to maintaining safe and respectful learning environments.

Students are also expected to support the wellbeing, dignity, safety, and welfare of other members of the institutional community.

9. Risk Assessments

Venus Training Ltd is committed to identifying, assessing, managing, and monitoring risks relating to institutional activities, facilities, operations, safeguarding, and educational delivery.

The institution will carry out appropriate risk assessments where necessary to identify potential hazards and implement suitable control measures to reduce or manage risks appropriately.

Risk assessments may relate to:

- classrooms and teaching environments;
- fire safety and evacuation procedures;
- safeguarding and welfare concerns;
- equipment and facilities;
- online and blended learning activities;
- events and institutional activities;
- health, safety, and wellbeing arrangements;
- contractor or visitor activities.

The institution will review risk assessments periodically and may update control measures where necessary in response to operational changes, incidents, safeguarding concerns, legislative updates, or identified risks.



All staff and students are expected to cooperate with institutional risk management procedures and report hazards, unsafe conditions, or concerns promptly where appropriate.

10. Health and Safety Arrangements

Venus Training Ltd is committed to maintaining appropriate health and safety arrangements to support safe learning, working, safeguarding, and operational environments across all institutional activities.

The institution will make reasonable efforts to ensure that classrooms, offices, communal areas, learning environments, equipment, facilities, and operational activities are maintained in a safe, secure, clean, and suitable condition.

Health and safety arrangements may include:

- safe access and movement within institutional premises;
- maintenance of classrooms and facilities;
- appropriate lighting, ventilation, and hygiene arrangements;
- safeguarding and welfare support;
- first aid arrangements;
- fire safety and emergency procedures;
- risk assessments and hazard monitoring;
- safe use of equipment and facilities;
- reporting and management of incidents or concerns.

Venus Training Ltd expects all staff, students, contractors, and visitors to cooperate with institutional health and safety procedures and contribute positively to maintaining safe and professional environments.

11. Fire Safety and Emergency Procedures

Venus Training Ltd is committed to maintaining appropriate fire safety and emergency arrangements in order to protect students, staff, visitors, contractors, and institutional property.



The institution will maintain appropriate fire safety equipment, evacuation procedures, emergency exits, alarm arrangements, signage, and emergency communication procedures where required.

Students, staff, and visitors are expected to:

- follow fire safety instructions and emergency procedures;
- cooperate with evacuation arrangements;
- use emergency exits appropriately;
- report fire hazards, blocked exits, or safety concerns promptly;
- avoid behaviour which may create fire or safety risks.

The institution may conduct fire safety checks, evacuation procedures, emergency drills, and safety monitoring activities periodically to support emergency preparedness and regulatory compliance.

Emergency procedures may also apply to medical emergencies, safeguarding incidents, security concerns, severe weather conditions, or other situations affecting health, safety, wellbeing, or institutional operations.

12. Accident, Incident and Near-Miss Reporting

Venus Training Ltd is committed to ensuring that accidents, incidents, near-misses, hazards, safeguarding concerns, or unsafe situations are reported, recorded, and managed appropriately.

All staff, students, contractors, and visitors are encouraged to report accidents, injuries, unsafe conditions, hazards, or incidents promptly to the appropriate institutional representative.

The institution will make reasonable efforts to:

- maintain appropriate reporting procedures;
- investigate incidents where necessary;
- identify contributing risks or hazards;



- implement corrective or preventative measures where appropriate;
- maintain suitable records relating to accidents and incidents.

Near-miss reporting is encouraged in order to help identify potential risks before harm or injury occurs and to support continuous improvement of institutional health and safety arrangements.

Venus Training Ltd will handle accident and incident reporting procedures professionally, appropriately, and in accordance with safeguarding, wellbeing, operational, and legal responsibilities.

13. First Aid Arrangements

Venus Training Ltd is committed to maintaining appropriate first aid arrangements to support the health, safety, wellbeing, and welfare of students, staff, visitors, and contractors.

The institution will make reasonable efforts to ensure that suitable first aid equipment, facilities, and emergency contact arrangements are available within institutional premises where appropriate.

Students, staff, and visitors are expected to report accidents, injuries, illness, or medical emergencies promptly to an appropriate member of staff.

The institution may maintain designated first aid contacts or trained personnel where reasonably practicable and appropriate to the nature of institutional activities and operational requirements.

First aid arrangements form part of the institution's wider commitment to safeguarding, wellbeing, welfare, emergency preparedness, and health and safety management.

14. Safeguarding, Wellbeing and Welfare

Venus Training Ltd recognises the importance of safeguarding, wellbeing, welfare, and student support in maintaining a safe, respectful, inclusive, and supportive educational environment.



The institution is committed to protecting students, staff, and individuals associated with the institution from harm, abuse, neglect, harassment, exploitation, radicalisation, bullying, discrimination, or other risks affecting safety and wellbeing.

The institution also recognises that personal, financial, emotional, mental health, social, cultural, safeguarding, or wellbeing-related difficulties may affect participation, engagement, attendance, or academic progression.

Venus Training Ltd aims to identify concerns appropriately and provide supportive interventions, guidance, referrals, safeguarding actions, or signposting where necessary and reasonably possible.

Safeguarding, wellbeing, and welfare responsibilities will be implemented in accordance with institutional safeguarding procedures, professional standards, and relevant legal and regulatory expectations.

15. Safe Use of Equipment and Facilities

Venus Training Ltd is committed to ensuring that institutional equipment, classrooms, facilities, learning resources, and operational areas are used safely, responsibly, and appropriately.

Students, staff, contractors, and visitors are expected to:

- use institutional facilities and equipment responsibly;
- follow relevant instructions or guidance;
- avoid misuse, unsafe behaviour, or damage to equipment or facilities;
- report faults, hazards, defects, or unsafe conditions promptly;
- cooperate with institutional health and safety procedures.

The institution will make reasonable efforts to maintain facilities, classrooms, equipment, and learning environments in a safe and suitable condition appropriate to institutional activities and operational requirements.



Unsafe use of facilities, equipment, emergency exits, electrical items, or institutional resources may result in disciplinary or operational action where appropriate.

16. Visitors and Contractors

Venus Training Ltd is committed to maintaining appropriate health, safety, safeguarding, and welfare arrangements relating to visitors, contractors, and external stakeholders accessing institutional premises or participating in institutional activities.

Visitors and contractors are expected to:

- comply with institutional health and safety procedures;
- behave safely, responsibly, and professionally;
- cooperate with emergency procedures and safeguarding arrangements;
- avoid actions which may place themselves or others at risk;
- follow instructions provided by authorised institutional representatives.

The institution may implement appropriate visitor management, contractor oversight, safeguarding controls, identification procedures, or access arrangements where necessary to support health, safety, safeguarding, operational, and security requirements.

Venus Training Ltd expects all external parties accessing institutional premises to contribute positively to maintaining safe, respectful, secure, and professional learning and working environments.

17. Training and Awareness

Venus Training Ltd is committed to promoting awareness, understanding, and good practice relating to health and safety, safeguarding, wellbeing, emergency procedures, and professional conduct throughout the institution.

Relevant staff may receive guidance, induction, institutional support, or training relating to:



- health and safety responsibilities;
- fire safety and emergency procedures;
- safeguarding and wellbeing awareness;
- accident and incident reporting;
- safe working practices;
- risk assessments;
- first aid awareness;
- safe use of equipment and facilities.

The institution aims to encourage a positive health and safety culture in which all members of the institutional community understand their responsibilities and contribute positively to maintaining safe, secure, respectful, and professional learning and working environments.

18. Monitoring and Review

Venus Training Ltd will monitor implementation of this policy and review its effectiveness periodically to ensure continued compliance with legal, safeguarding, operational, and partnership requirements.

The institution may review or update this policy in response to:

- legislative or regulatory changes;
- operational developments;
- safeguarding or wellbeing concerns;
- incidents or risk assessment outcomes;
- institutional requirements;
- identified areas for improvement.

The institution is committed to continuous improvement of health, safety, safeguarding, wellbeing, welfare, and risk management arrangements across all institutional activities and operations.



19. Related Policies and Procedures

This policy should be read alongside the following institutional policies and procedures:

- Safeguarding and Prevent Policy;
- Student Attendance and Engagement Policy;
- Equality, Diversity and Inclusion Policy;
- Reasonable Adjustments Policy;
- Data Protection Policy;
- Student Support and Welfare Policy;
- Fire Safety Procedures;
- Risk Assessment Procedures;
- Complaints and Appeals Procedure;
- IT Acceptable Use Policy.

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