

BPIF
TRAINING

LEARNER HEALTH AND SAFETY POLICY

BPIF TRAINING LIMITED

Version 1.0 | Effective July 2026

Policy owner	Operations Director
Approved by	Managing Director
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1 POLICY STATEMENT

BPIF Training is committed to protecting the health, safety and wellbeing of all learners, apprentices, staff, employers and visitors involved in our training programmes.

We recognise our duty of care to ensure that learners undertake their training in safe, healthy and supportive environments, whether learning takes place at an employer's premises, a training venue, online or in the workplace.

We work closely with employers, learners and partners to promote safe working practices, minimise risks and ensure compliance with health and safety legislation.

Health and safety forms an integral part of the learner journey and is embedded throughout our training, reviews and employer engagement activities.

2 PURPOSE

The purpose of this policy is to:

- ◆ Protect learners from accidents, injury and ill health.
- ◆ Promote a positive health and safety culture.
- ◆ Clarify the responsibilities of BPIF Training, employers and learners.
- ◆ Ensure workplaces are suitable for learning.
- ◆ Meet legal and regulatory requirements.
- ◆ Raise awareness of health and safety responsibilities.
- ◆ Support learner welfare and wellbeing.

3 SCOPE

This policy applies to:

- ◆ Apprentices
- ◆ Learners
- ◆ Contractors and associates
- ◆ Training venues

- ◆ Employers
- ◆ BPIF Training staff
- ◆ Employer workplaces
- ◆ Online and remote learning environments

The policy applies throughout the learner journey, from enrolment through to programme completion.

4 LEGAL FRAMEWORK

BPIF Training operates in accordance with relevant health and safety legislation, including:

- ◆ Health and Safety at Work etc. Act 1974
- ◆ Management of Health and Safety at Work Regulations 1999
- ◆ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- ◆ Equality Act 2010
- ◆ Control of Substances Hazardous to Health (COSHH) Regulations
- ◆ Workplace (Health, Safety and Welfare) Regulations
- ◆ Fire Safety legislation and guidance

5 OUR COMMITMENT

BPIF Training is committed to:

- ◆ Providing learners with safe learning opportunities.
- ◆ Working only with employers that meet appropriate health and safety standards.
- ◆ Monitoring workplace learning environments.
- ◆ Promoting learner wellbeing and welfare.
- ◆ Providing health and safety information and guidance.
- ◆ Supporting learners to understand their responsibilities.
- ◆ Ensuring concerns are reported and addressed promptly.
- ◆ Promoting continuous improvement in health and safety practices.

6 EMPLOYER HEALTH AND SAFETY CHECKS

Before placing a learner with an employer, BPIF Training will undertake appropriate due diligence and risk assessment activities. This may include reviewing:

- ◆ Health and Safety Policy
- ◆ Employer's Liability Insurance
- ◆ Public Liability Insurance
- ◆ Risk Assessments
- ◆ Fire Safety Arrangements
- ◆ Accident Reporting Processes
- ◆ Welfare Facilities
- ◆ Supervision Arrangements
- ◆ Provision for Young People and Vulnerable Learners

Employers must maintain appropriate arrangements throughout the duration of the learner's programme.

7 WORKPLACE SAFETY REQUIREMENTS

Employers supporting BPIF Training learners are expected to provide:

- ◆ Safe systems of work
- ◆ Safe equipment and machinery
- ◆ Appropriate supervision
- ◆ Suitable training and instruction
- ◆ Personal Protective Equipment (PPE) where required
- ◆ Emergency procedures
- ◆ Fire safety arrangements
- ◆ Welfare facilities
- ◆ Appropriate risk assessments
- ◆ First aid arrangements

Employers must ensure learners receive a suitable workplace induction before undertaking relevant duties.

8 LEARNER INDUCTION AND AWARENESS

All learners will receive guidance and information relating to:

- ◆ Health and safety responsibilities
- ◆ Workplace expectations
- ◆ Emergency procedures
- ◆ Accident reporting
- ◆ Personal safety
- ◆ Fire safety
- ◆ Manual handling
- ◆ Online safety where relevant
- ◆ Reporting concerns

Health and safety discussions will continue throughout the programme through reviews, training sessions and employer engagement activities.

9 YOUNG PERSONS

BPIF Training recognises that learners under the age of 18 may require additional protection.

WHERE LEARNERS ARE CLASSIFIED AS YOUNG PERSONS, EMPLOYERS MUST CONSIDER

- ◆ Their age, experience and maturity.
- ◆ The level of supervision required.
- ◆ Risks associated with equipment and processes.
- ◆ Exposure to hazardous substances.
- ◆ Manual handling activities.
- ◆ Working environments.

Under regulation 3(5) of the Management of Health and Safety at Work Regulations 1999, an employer must carry out a specific risk assessment before a young person starts work, taking account of their inexperience, lack of awareness of risk and immaturity. This is a legal requirement rather than a discretionary step.

A young person risk assessment must be completed before the learner starts work, and appropriate safeguards must be in place before they undertake any relevant duties.

BPIF Training will ask to see the young person risk assessment as part of employer due diligence, and may review it again during monitoring visits.

10 RISK ASSESSMENT

BPIF Training expects employers to carry out suitable and sufficient risk assessments covering activities undertaken by learners. Risk assessments should identify:

- ◆ Hazards
- ◆ Potential risks
- ◆ Control measures
- ◆ Training requirements
- ◆ Supervision arrangements

Where significant risks are identified, appropriate actions must be taken before learners are exposed to those activities.

BPIF Training may review risk assessments during employer monitoring activities.

11 ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, incidents and near misses involving learners must be reported promptly.

Employers are responsible for:

- ◆ Recording incidents appropriately.
- ◆ Taking immediate action to minimise risk.
- ◆ Investigating incidents where required.
- ◆ Reporting relevant incidents under RIDDOR.
- ◆ Informing BPIF Training of any learner-related incidents.

Employers must inform BPIF Training of any learner-related incident within the following timescales:

TYPE OF INCIDENT	TELL BPIF TRAINING
Reportable under RIDDOR, or the learner is unable to work	The same day
Any accident or injury requiring first aid or treatment	Within one working day
All other incidents and near misses	Within five working days

BPIF Training may investigate incidents where appropriate and will monitor outcomes to identify improvements.

12 FIRE SAFETY AND EMERGENCY PROCEDURES

Employers must have appropriate arrangements in place for:

- ◆ Fire detection
- ◆ Emergency evacuation
- ◆ Fire drills
- ◆ Emergency contact procedures
- ◆ Fire-fighting equipment
- ◆ Staff and learner awareness

Learners must receive information about emergency procedures as part of their workplace induction.

13 LEARNER WELFARE

BPIF Training recognises that health and safety extends beyond physical safety and includes learner wellbeing. We are committed to supporting:

- ◆ Physical wellbeing
- ◆ Mental health
- ◆ Emotional wellbeing
- ◆ Personal safety
- ◆ Safe working environments
- ◆ Respectful and inclusive workplaces

Learners will be signposted to appropriate support when required.

14 MONITORING HEALTH AND SAFETY

BPIF Training monitors health and safety through:

- ◆ Employer due diligence checks
- ◆ Learner reviews
- ◆ Workplace visits
- ◆ Learner feedback
- ◆ Employer feedback
- ◆ Accident reporting
- ◆ Quality assurance processes

Where concerns are identified, appropriate action plans will be agreed and monitored.

15 RESPONSIBILITIES

BPIF Training will

- ◆ Promote a positive health and safety culture.
- ◆ Assess employer suitability.
- ◆ Monitor learner safety and welfare.
- ◆ Provide information, guidance and support.
- ◆ Raise awareness of health and safety responsibilities.
- ◆ Investigate concerns appropriately.

Employers will

- ◆ Provide a safe workplace.
- ◆ Comply with health and safety legislation.
- ◆ Supervise learners appropriately.
- ◆ Conduct risk assessments.
- ◆ Report accidents and incidents.
- ◆ Work collaboratively with BPIF Training.

Learners will

- ◆ Follow health and safety procedures.
- ◆ Use equipment safely.
- ◆ Attend required training.
- ◆ Wear PPE when required.
- ◆ Report hazards, accidents and concerns.
- ◆ Take reasonable care of their own health and safety and that of others.

16 TRAINING AND AWARENESS

BPIF Training promotes health and safety throughout the learner journey through:

- | | |
|---------------------------------------|----------------------------------|
| ◆ Induction programmes | ◆ Health and safety campaigns |
| ◆ Progress reviews | ◆ Monthly awareness topics |
| ◆ Workplace discussions | ◆ Staff training and development |
| ◆ Learner and employer communications | |

We encourage a proactive approach where health and safety is everyone's responsibility.

17 RELATED POLICIES

This policy should be read alongside:

- ◆ Child Protection and Safeguarding Children, Young People and Vulnerable Adults Policy
- ◆ Prevent Duty and Promotion of Fundamental British Values Policy
- ◆ Equality, Diversity and Inclusion Policy
- ◆ Additional Learning Support Policy
- ◆ Reasonable Adjustments Policy
- ◆ Employer Commitment Statement
- ◆ Apprentice and Learner Commitment Statement

18 MONITORING AND REVIEW

This policy will be reviewed annually or sooner if there are significant changes to legislation, organisational requirements or identified risks.

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**BPIF
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SAFE TO LEARN. SAFE TO WORK.

BPIF Training is committed to continuous improvement and ensuring that learners can work, learn and develop in environments that are safe, supportive and conducive to success.