



Health & Safety Policy

Scope and Introduction

This document is the Health, Safety and Wellbeing Policy for Three-Dimensional Training Limited. (3DT) as required by law in The Health and Safety at Work Act 1974.

<https://www.legislation.gov.uk/ukpga/1974/37/section/2>

3DT regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner, and we will ensure the health, safety and welfare of our staff, learners, and any others who may be affected by our activities. Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

This policy applies to all staff, including directors, paid staff, volunteers, sessional workers, agency staff, learners, associates, employers, and anyone working on behalf of or with 3DT.

3DT will provide competent health and safety advice and adequate time, money and resources to ensure legal obligations are successfully met.

<https://www.legislation.gov.uk/uksi/1999/3242/regulation/7>

3DT's target for accident and ill-health incidents is zero and this policy is a commitment to that target and this commitment is repeated in the general responsibilities section further below.

Our target is to eliminate or reduce workplace accidents and ill-health and we will therefore comply with current health and safety legislation when conducting our business as set out in The Health and Safety at Work Act, 1974 (HASAW 74) and other appropriate legislation.

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

All incidents must be reported to the authorised person referred to in this document, and a record kept.

All directors must be notified as such incidents at the earliest possible opportunity.

The Institute of occupational Safety and Health (IOSH) identifies incidents as occurrences where injury to persons or damage to plant has occurred, or had the potential to do so, (this is often referred to as a near miss) and a key to eliminating or reducing accident potential. 3DT directors confirm their commitment to investigating such incidents.

Safety Guidance

This policy is written to enable 3DT to meet its legal obligations and have in place adequate safeguards to ensure safe and health working procedures and protection to the environment – this is a safeguard for 3DT employees and others and 3DT have access to competent health and safety guidance as required in the Management of Health and Safety at Work regulations, 1999.

<https://www.legislation.gov.uk/ukxi/1999/3242/regulation/7>

External Health & Safety Representative	
Name:	Jeff Holt CMIOSH (BSc Hons), Dip NEBOSH)
Telephone:	07849762581
Email:	jeff.holt25@yahoo.com

Health and Safety Information

Health and safety information will be available at all 3DT locations and will consist of the following as a minimum, but not restricted to:

Information	Location
Health and Safety Policy	Notice Board, 3D Website and SharePoint
Health and Safety Law poster	Notice Board
Employers' liability insurance	Notice Board
Fire evacuation notice	Notice Board
First Aiders	Notice Board
First Aid kits	Near entrance on cabinet wall
Accident information	Notice Board
Accident book	Obtainable from authorised keeper, (see section 2(3), to ensure GDPR compliance

Notification of accidents

All accidents will be reported to the authorised person or their deputy, as shown in section 2(3) and recorded therein following the 3DT Accident and Incident Procedure.

The company accident investigation forms will be used to record the incidents and forwarded to the HSE as and when appropriate.

All accident information will be kept for a minimum of 3 years.

Health and safety statistics, updated annually, can be viewed at;

<https://www.hse.gov.uk/statistics/>

Responsibilities

As required by UK law 3DT view the legal, financial and moral reasons to manage safely as a basic principle of their business and it is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our staff, learners and anyone who may be affected by our activities.

This policy is our statement of commitment to the health, safety and welfare of all our employees, persons who were responsible for, and a commitment to manage our impact on the environment to a high a standard as is possible.

The Health and Safety Executive (HSE) guidance, <https://www.hse.gov.uk/simple-health-safety/policy/how-to-write-your-policy.htm> states a policy should cover three areas;

3D Directors have overall and final responsibility for health and safety:

- Rachael Davies 07907 318 079
- Barbara Gardner Sharp 07770 471 300
- Gill Abbotts 07725 407 997

Day-to-day responsibility for ensuring this policy is put into practice:

- Sion Hughes 07391 049 400

3DT Senior Managers are responsible for implementing and ensuring the day to day processes in health and safety are in place at all times:

- Sion Hughes 07391 049 400
- Gemma Cretney 07917 509 437
- Vicky Fearnley 07741 648 895

Jeff Holt supports 3D as external H&S qualified consultant and will complete annual checks and action plans as required from annual audit, next due July 2026 or if earlier any areas of concern arise / changes in legislation or operations

Fire Marshalls

Adequate staffing levels at Head Office have been assigned and trained as Fire Marshalls, to ensure adequate cover is given during staff leave or when non-office based staff are not available. These are named as: Gemma Cretney, Sion Hughes, Vicky Fearnley, Curtis Betley and Kayleigh Parle.

First Aiders

All staff are generally trained as Mental Health First Aiders and any new staff that join 3DT will also be trained when the training becomes available.

All staff, governors and associates have responsibility for implementing the specific arrangements made under this policy throughout 3DT. All staff are expected to read the policy, familiarise themselves with its provisions and carry out their defined responsibilities. Staff are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of 3DT. All staff, contractors and sub-contractors are required to cooperate with 3DT and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

Health and Safety Policies: The Law

3DT will ensure that the Health and Safety Policy is followed and revised annually ensuring that all staff are adequately notified of any key change.

<https://www.legislation.gov.uk/ukpga/1974/37/section/2>

All 3DT staff are required to observe our policy requirements and confirm in writing they will do so, via a briefing document.

All 3DT staff will observe/report any issues regarding the health, safety and welfare of those connected with the business and eliminate or reduce any such hazards.

To achieve the above, 3DT will provide the appropriate instruction, training and supervision as set out in HASAW 74, Section 2 (2c).

<https://www.legislation.gov.uk/ukpga/1974/37/section/2>

3DT Directors and those in charge of others will familiarise themselves with HSE Guidance Introduction to leadership of health and safety

Learner Safety

It is 3DT responsibility to ensure learners are in a safe environment. Information, Advice and Guidance will be provided to stakeholders prior to learners enrolling and as per below a standard 10 will be completed and actions set if required.

In the event of any serious accident or death of any 3DT funded Learner the DFE must be notified immediately. The LCR must also be notified for LCR funding-based learner incidents.

Employers are informed at contract agreement that they required to update 3DT account manager immediately in the case of any serious injury or death of learner.

At every review meeting 3DT tutors will check all details of work-based location remains the same and check that there have been no serious health and safety incidents.

Any incidents are to be reported by staff immediately to one of 3DT directors and the Health and Safety Manager. One of the director team members will report directly to the DFE immediately or prime funder (if sub-contracting).

Statement of Intent

This is the health and safety policy of Three-Dimensional Training Limited. (3DT).

Our health and safety policy is to:

1. Ensure we comply with all relevant health and safety legislation
2. Prevent accidents and incidents of work-related ill health
3. Manage health and safety risks in our work locations
4. Ensure we provide clear and appropriate instruction, information, training and supervision
5. Ensure our employees are competent to perform their work tasks
6. Provide and maintain safe plant & equipment
7. Ensure safe handling and use if substances/equipment
8. Maintain a safe and healthy working environment and work conditions
9. Eliminate or reduce our impact on the environment
10. Manage emergency procedures, including fire evacuation or other safety or health incidents
11. Provide personal protective equipment (PPE) where it is their responsibility to do so
12. Consult with our employees on matters affecting their health and safety
13. Review this policy regularly

All employees shall:

Co-operate with managers on health and safety matters, (HASAW S7(b))

Take reasonable care of their own and others, health and safety, (HASAW S7(a))

Report all health and safety concerns to the appropriate person listed above.

Arrangements for health and safety

Risk Assessment

3DT will complete all relevant risk assessments as required by the Management of Health and Safety (1999) regulations, (regulation 3-1) and shall make a suitable and sufficient assessment of;

(a)the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b)the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions

Training

3DT will arrange for staff and others related to their business to receive health and safety induction and provide appropriate training where it is their responsibility to do so.

3DT will provide the appropriate personal protective equipment where it is their responsibility to do so.

3DT will make suitable arrangements for employees who work remotely

Consultation

3DT will consult their staff routinely on health and safety matters as they arise and formally when we review health and safety arrangements.

Consultation matters will be recorded and appropriate action plans, following SMART principles, will be completed

Evacuation

3DT will nominate a person responsible for fire safety and fire marshals.

All escape routes will be signed and kept clear at ALL times



Evacuation plans are tested at least twice per year, results recorded and acted upon if necessary.

Welfare

3DT will provide suitable welfare facilities at their work locations.

Any welfare issues arising will be notified to the appropriate person in section 2(3).

Safety representative(s) will inspect and record the workplace as per

<https://www.legislation.gov.uk/uksi/1977/500/regulation/5>

or

<https://www.legislation.gov.uk/uksi/1996/1513/contents>

depending on union or non-union staff and appropriate SMART actions taken.

Safe Driving

- 3DT will only authorise competent certificated drivers to drive vehicles belonging or licensed to them.
- Drivers will produce evidence of driver competency.
- Driver hours will be monitored for potential fatigue/driver error.
- Drivers will follow The Highway Code and appropriate driving legislation at all times.
- Drivers are personally responsible for any actions and punishment taken against them upon contravention of the law.

COSHH

3DT will ensure risks associated with hazardous substances are assessed and appropriately controlled as determined by the Control of Substances Regulations, 2002.

<https://www.legislation.gov.uk/uksi/2002/2677/contents>

DSE

3DT will ensure that risks associated with Display Screen Equipment risks are assessed and appropriately controlled as determined by the Display Screen Equipment Regulations 1992



<https://www.legislation.gov.uk/uksi/1992/2792/contents>

Wellbeing

- 3DT has in place measures to prevent and manage risks to employee wellbeing and appropriate training and support.
- A positive health and safety and wellbeing culture is promoted by 3DT.
- Please refer to the 3DT Health Wellbeing Policy.

Manual Handling

Manual Handling risks are risk assessed, and training will be provided to persons required to lift.

The Manual Handling Operations Regulations, 1992.

<https://www.legislation.gov.uk/uksi/1992/2793>

Risk Assessment Procedures

All risks are assessed by competent staff using structured methods. Every location will have an independent risk assessment, which is carried out initially by the engagement team regarding suitability and appropriateness of venue. These are reviewed annually, post-incident, or upon any major changes. Tutors also review the risk assessments before each cohort commence their training and brief learners accordingly.

Learners also undergo checks during the referral stage of their training to confirm suitability and safety.

Smoking

Smoking is strictly prohibited on all parts of the organisation's premises, including at entrances or anywhere on its grounds. Smoking must be undertaken away from the main facility.

Homeworkers

Homeworkers are not required to refrain from smoking during the course of work that is carried out for 3DT in their home, unless they invite others into an area of their home for work purposes.

Electronic cigarettes (vaping)



3DT acknowledges that some employees may wish to make use of electronic cigarettes (e-cigarettes) in the workplace, particularly as an aid to giving up smoking. E-cigarettes are

battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although they fall outside the scope of smoke-free legislation, 3DT prohibits the use of e-cigarettes in the workplace.

Non-compliance

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the organisation's disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Individuals who are smoking in smoke-free areas should be reminded of the no-smoking signs and asked to stop. If an individual continues to smoke, employees should explain that the individual is committing a criminal offence and will not be served if he/she continues to do so. If the individual still refuses to stop smoking, staff should ask the Individual to leave the premises and, where relevant, direct him/her to where he/she can smoke. As a last resort, the organisation's procedure for dealing with illegal behaviour on its premises will be used.

Alcohol & Substance Abuse

3DT prohibits the drinking of alcohol by individuals in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions.

3DT regards drinking to an "unreasonable level" as any of the following situations:

- The individual is over the legal limit stipulated for driving (i.e., 35mcg/100ml of breath alcohol concentration).
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

3DT will take all reasonable steps to prevent individuals carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse or display any symptoms of possible intoxication and will be addressed immediately in accordance with the Staff Code of

3DT expressly prohibits the use of any illegal drugs (including psychoactive substances, formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on organisation premises, in organisation vehicles or at a company function, they will be regarded as serious, will be investigated by the organisation, and may lead to disciplinary action and possible reporting to the police.

No employee or other person under the organisation's control shall, in connection with any work- related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- Consume or be under the influence of drugs or alcohol while on duty [unless, in the case of alcohol, with the agreement of line management for the purposes of official company entertaining];
- Store drugs or alcohol in personal areas such as lockers and desk drawers; or
- Attempt to sell or give drugs or alcohol to any other employee or other person on the company premises.

Individuals must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and 3DT will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)

External Visitors to 3DT

3DT has a legal duty of care for the security of all learners and staff. This duty of care incorporates the duty to safeguard all staff and learners from discrimination, harm and abuse. 3DT requires all visitors, without exception, to comply with the following policy and procedures. Failure to do so may result in visitors being escorted from the site.

All visitors (including contractors) will:

- Report to reception and state purpose of visit and who has invited them
- Be prepared to show proof of identify
- Sign in to the formal visitor record file

- Wear a visitor badge at all times during the visit
- Read the visitor instructions
- Not be allowed to move around the site unaccompanied without permission
- Sign out and return the badge when leaving Unknown visitors
- Any person(s) not wearing a visitor badge should be politely questioned by 3DT staff

- They should be escorted to reception to ensure they are signed in, issued with a visitor badge
- If staff are met with any resistance, a member of the management team should be contacted immediately
- If the person(s) become abusive/aggressive, they should be asked to leave the site immediately. Failure to do so will provide 3DT reason to call for security/police assistance.

As per the health and Safety Executive guidance, the health and safety policy should be reviewed at appropriate intervals, as a minimum once per year. This is due **June 2026**, however this manual is subject to relevant changes due to legislation updates as well as any identified new best practices. Any changes to this document will be communicated as they are made to all relevant 3D personnel.

Please note!

Should any issues or concerns be identified in regard to this document or its content, these should be passed on to senior management as soon as possible.

Policy Updated: 21/07/2025

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Updated by: Sion Hughes

Signed off by: Jeff Holt

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