Busy Bees.
Education and Training

Health and Safety Policy

October 2026

Mission, Vision and Values

Mission

Progressing lives through pioneering education.

Vision

Empowering people to unlock their full potential and achieve lasting success.

Values

Care

Expertise

Innovation

Accountability



Busy Bees
Education and Training

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1. Health & Safety Policy Statement

I, as the Chief Executive Officer of Busy Bees Education and Training (BBET), along with the Board of Governors and Senior Leadership Team are committed to the health, safety and wellbeing of our employees, learners and stakeholders.

We will meet our legal obligations under the Health and Safety at Work etc. Act 1974 but also recognise these as minimum requirements. As with all Busy Bees business operations, we aim for excellence and are committed to continuous improvement in health and safety performance to safeguard and enhance the lives of our employees, learners and the children in the care of employers hosting apprentices.

The European Health and Safety Director, Anna Hickman, is designated lead for Health and Safety in the UK and is responsible for advising the Board and Leadership Team on the physical and financial requirements to support this Policy.

We are committed to developing and improving our Health & Safety Management System, and proactively encouraging and promoting safe behaviours and healthy living in and outside of the workplace through our wellbeing strategy.

In order to achieve our health & safety goals and commitments, we will:

- Undertake and review risk assessments, ensuring all hazards are identified and effectively controlled.
- Provide safe premises, plant and equipment, and maintain safe operating procedures and suitable emergency arrangements in all premises.
- Provide information, instruction, training and supervision for employees to ensure they are aware of hazards and risks and are competent to carry out their duties.
- Ensure suitable health and safety management arrangements are in place within the supply chain.
- Investigate all accidents and incidents to identify direct and underlying causes, and implement the resulting learning.
- Consult with employees on matters affecting their health, safety and wellbeing.

We will actively encourage our employees to support the principles of this Policy by:

- Looking after themselves, colleagues, learners, children and partners.
- Following agreed safe operating procedures and using work equipment and safety equipment as instructed.
- Reporting all accidents, incidents (including safeguarding incidents), near misses and any other failures in the health & safety arrangements.
- Never hesitating to speak up if they see something of concern, and using our confidential reporting channels where appropriate.

The Board will monitor health and safety performance, including an annual review of this Policy, risk control arrangements, active and reactive monitoring and the health and safety development plan.

This Policy statement is supported by and should be read in conjunction with BBET's Health & Safety Procedures.



Mike Jones
CEO
Busy Bees Education and Training

2. Scope

This policy applies to all:

- BBET employees, Governors, associates and contractors
- Learners enrolled on BBET programmes
- Employers and partners hosting apprentices

Health and safety responsibilities apply across all BBET activities including:

- Online, remote or blended learning provision
- Employer workplaces, BBET premises and external training venues
- Early years placements and childcare settings

3. Definitions

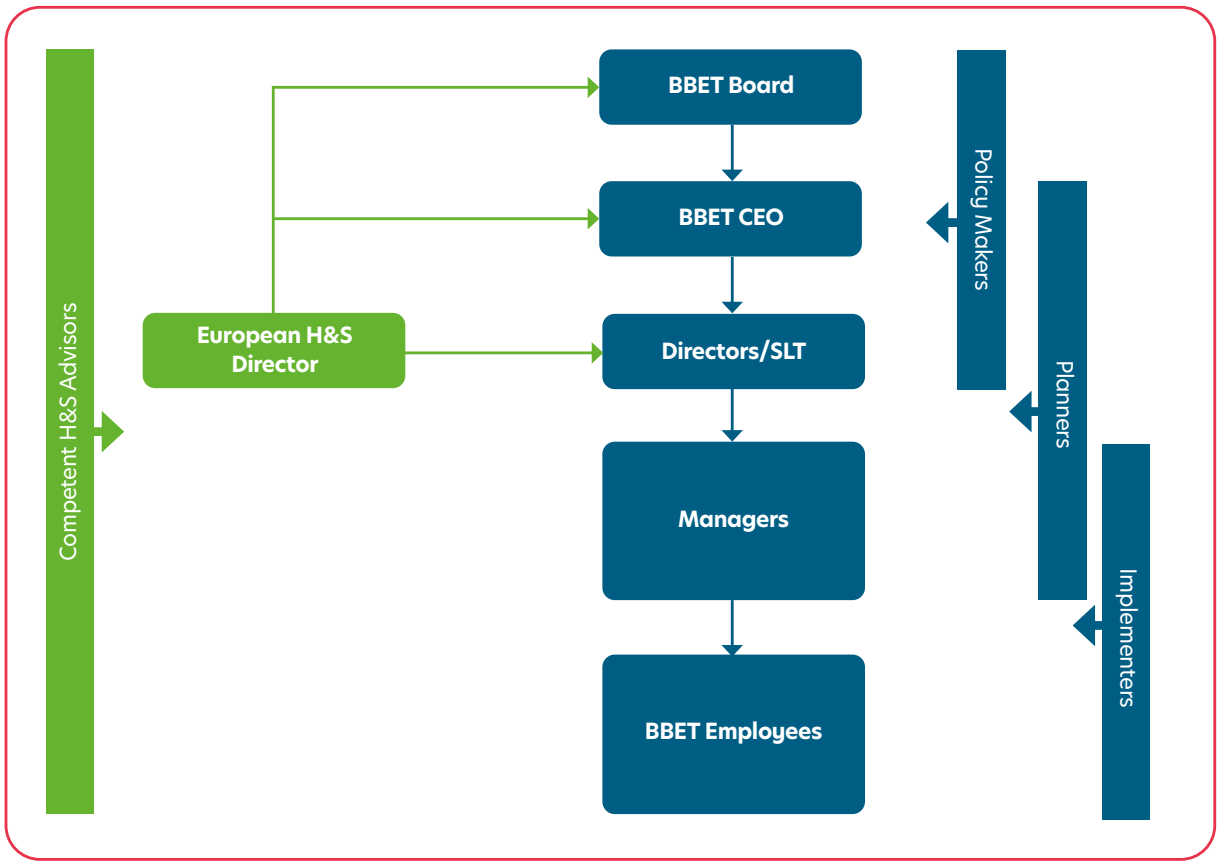
Health and Safety: The prevention of injury, ill health, and harm through the identification, assessment, and control of risks.

Risk Assessment: A systematic process of identifying hazards, evaluating risks, and implementing control measures.

Employer Workplace: Any location where a learner undertakes On or Off the Job training as part of their learning programme with BBET.

4.0 Organisation for Health & Safety

4.1 Structure of the Organisation for Health & Safety Management



4.2 Board / Governors

The Board has overall responsibility for ensuring we meet our legal duties regarding safety, health, and wellbeing throughout the business.

They will:

- Operate in accordance with the principles set out in the IoD/HSC Guidance "Leading Health & Safety at Work".
- Review and approve the Health & Safety Policy on an annual basis.
- Ensure that health & safety is integral in the BBET Strategic Plan and will monitor the delivery of the Plan.
- Ensure that adequate physical and financial resources are made available to enable BBET to meet its legal obligations and to achieve its health & safety objectives, as set out in the Strategic Plan.
- Ensure its decisions reflect the health and safety intentions of BBET as articulated in this Policy's 'Statement of Intent' and provide the final authority on matters concerning health and safety at work.

4.3 Chief Executive Officer (CEO)

The CEO has overall operational responsibility for ensuring BBET meets its legal health & safety duties across all business operations.

They will:

- Ensure a competent person is appointed by Busy Bees to advise the organisation on measures and arrangements necessary to comply with health & safety legislation and best practice.
- Ensure appropriate resources are made available for effective health & safety management and to achieve the objectives set out in the Health & Safety Strategy and Operational Plan.
- Ensure risk assessments are in place to cover all the hazards identified in the business.
- Have oversight of the performance and effectiveness of the health & safety management system.
- Ensure the BBET Senior Leadership Team discharge their duties under this policy.

4.4 European Health & Safety Director

The European Health & Safety Director is the competent person appointed to advise BBN and its subsidiaries on all occupational and child related health & safety requirements.

They will:

- Provide advice to BBET on all health, safety and welfare matters.
- Support BBET to develop and maintain their health & safety management arrangements.
- Ensure all BBET are aware of all changes in health & safety legislation that may impact their operations.

4.5 Directors/Senior Leadership Team

Directors oversee the management of health & safety within their area of control and provide leadership and guidance to their teams to support everyone to work safely and minimise harm.

They will:

- Lead by example and encourage a positive safety culture within their departments.
- Ensure all staff under their control have an awareness of this Policy and all associated policies and procedures.
- Ensure adequate resources are available to support the implementation of the health & safety arrangements.
- Maintain oversight of health & safety performance including active and reactive monitoring.

- Ensure risk assessments are in place to cover all work activities within their area of control. team.
- Implement an effective health & safety training programme to ensure employees are competent.
- Ensure that learning from accidents and incidents is implemented in a timely way to prevent recurrences.
- Escalate any significant health & safety concerns to the CEO and Health & Safety Director.

4.6 Managers

Managers have oversight of the day-to-day management of health & safety within their Teams.

They will:

- Lead by example and encourage a positive safety culture within their teams where employees and learners feel supported to report hazards, discuss safety concerns and safety is a regular discussion point in team meetings.
- Ensure all health & safety policies and procedures are understood and followed by staff.
- Undertake risk assessments for all work activities and ensure the risk assessment findings are effectively communicated to their team.
- Ensure health & safety is managed effectively in work activities under their control.
- Ensure completion of actions resulting from the active and reactive monitoring programmes.
- Ensure premises and equipment are safe and an adequate supply of Personal Protective equipment is available where it has been identified as a control measure in risk assessments.
- Ensure suitable arrangements are in place for emergency situations and all employees are aware of the procedures and actions to be followed in an emergency.
- Ensure all accidents and incidents are recorded, reported and investigated, and learning is implemented to prevent recurrences.
- Maintain their knowledge of the health & safety management arrangements.
- Ensure staff under their control complete mandatory health & safety training relevant to their job role and employees are supervised effectively.
- Ensure Health & Safety is a standard Agenda Item in all team meetings, providing the opportunity for team to report concerns and share ideas for improvement.
- Ensure risk assessment controls and an safety related instructions are effectively communicated and followed by their team.
- Ensure new or inexperienced workers are adequately supervised until they are competent to undertake tasks without support.
- Ensure any defective work equipment is taken out of use and replace or repaired.
- Ensure an adequate supply of personal protective equipment is maintained.
- Ensure any hazardous substances used at work are stored and handled in a safe manner.
- Escalate any significant health & safety concerns to the Senior Leadership Team and/or Health & safety Director.

4.7 Quality & Compliance Director

The Quality & Compliance Director is BBET's Designated Safeguarding Lead (DSL) and is responsible for ensuring the interactions with learners and stakeholders safeguard children and support their development.

They will:

- Ensure Busy Bees has clear policies and arrangements in place that set out our commitment and arrangements to safeguard learners, children and staff.
- Develop the BBET curriculum ensuring that activities and resources are suitable and age appropriate.
- Develop and deliver the BBETs health & safety strategy and operational plan.
- Implement, develop, monitor and review the written health & safety management system.
- Ensure risk assessments are in place to cover all work activities undertaken by BBET staff.
- Ensure effective communication, consultation, and engagement with all employees on safety and health issues.
- Ensure effective health & safety training is provided to all team members.
- Ensure that learning from accidents and incidents is implemented in a timely way to prevent recurrences.
- Escalate any significant health & safety concerns to the CEO where appropriate.

4.8 Operations Director

The Operations Director is responsible for supporting our staff whilst at work and encouraging their personal development.

They will:

- Ensure Busy Bees has clear policies and arrangements in place to protect staff health and welfare.
- Implement an effective and reliable system of safer recruitment of staff.
- Ensure adequate training programmes are in place to provide opportunities for the development of competencies and capabilities of staff to enable them to work safely.
- Ensure staff have access to occupational health advice and support.
- Staff have access to relevant information, guidance, and advice to support their wellbeing

4.9 Employees

All employees will:

- Take reasonable care of their own safety, and the safety of any other persons who may be affected by what they do or fail to do when at work.
- Co-operate with Busy Bees in implementing this policy and associated arrangements.
- Be aware of and comply with all safety policies, procedures, safety rules and any written or verbal instructions given to ensure their personal safety or that of others.
- If driving for work, ensure that they have insurance that covers them for 'business use', a valid MOT certificate and they must maintain their vehicle in accordance with the manufacturer's instructions.
- Report any hazards or deficiencies in the control arrangements to their line manager.

4.10 Learners

Learners are expected to:

- Act responsibly and follow health and safety instructions
- Report hazards, accidents, or concerns to BBET and their employer
- Engage with health and safety briefings and training.

4.11 Employers

Employers hosting apprentices must:

- Provide a safe working environment
- Comply with health and safety legislation
- Co-operate with BBET to manage risks and reasonable adjustments.

5. Related Policies

This policy should be read alongside BBET's other policies and procedures including:

- Critical and Serious Incidents Policy
- Fire Safety Policy
- Health & Safety Employer Due Diligence Procedure
- Health & Safety Risk Assessment
- Internet & eSafety Policy
- Learner Inclusion Policy
- Prevent Policy
- Safeguarding and Child Protection Policy
- Safeguarding and Child Protection Procedure

Contact

If you have any questions or suggestions regarding this policy, please contact:

CEO

Busy Bees Education and Training

St Matthews, Shaftsbury Drive, Burntwood, WS7 9QP, UK.

Email: trainingfeedback@busybees.com

Statutory information

Busy Bees Education and Training Limited

Registered in England and Wales under Company Registration No. 03026494

Registered Office: St Matthews, Shaftsbury Drive, Burntwood, WS7 9QP, UK.

Email: enquiries@busybees.com

Training and Roll Out

This policy is made available via the BBET website (busybeestraining.co.uk/policies) and SharePoint. Training will be made available via our Virtual Learning Academy (VLA) and/or during Face-to-Face or Teams meetings as part of ongoing staff development, along with our commitment to this policy.

Review

This policy is:

- Monitored by senior leadership
- Reviewed at least annually, or in response to legislative changes or following updates to risk assessments or incidents
- Agreed and signed off by the CEO

Policy Owner: CEO

Ref: C09-Health & Safety Policy

Version: 3.0

Approval Date: 16th October 2026

Review Date: 31st October 2027

Version	Date	Change	Author	Approved by
1.0	Jan-2023	Initial release	CEO	CEO
2.0	Nov-2024	Updated contact details	Head of Operations	CEO
3.0	Oct-2026	Policy and Procedure separated	CEO	Board

Appendix A: Legal and Regulatory Framework

This policy is informed by relevant UK health and legislation and standards, including but not limited to:

- Construction (Design and Management) Regulations 2015 (where applicable)
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Electricity at Work Regulations 1989
- Equality Act 2010 (in relation to reasonable adjustments)
- First Aid at Work Regulations 1981
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Managing for health and safety
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Regulatory Reform (Fire Safety) Order 2005
- The Workplace (Health, Safety and Welfare) Regulations 1992