



Health and Safety Policy

Gtec Media Limited

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

Review Date: Annually

Version: 1.0

Effective Date: 12 January 2026

1. Statement of Intent

Gtec Media Limited is committed to ensuring the health, safety and welfare of all employees, learners, contractors, visitors and any other persons affected by our activities.

We recognise our responsibilities under the:

- 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 2013 (RIDDOR)
- Equality Act 2010
- Data Protection Act 2018 (where applicable to incident records)

The company is committed to providing safe systems of work and safe learning environments for all learners participating in training programmes delivered by Gtec Media Limited, including online, classroom-based and community-based learning provision.

2. Scope of Policy

This policy applies to all activities undertaken by Gtec Media Limited including:

- IT support services
- Website support and maintenance
- Digital marketing and online services
- Adult learning and training delivery

- Remote and online working
- Office-based work activities
- Home working
- Client site visits
- Use of computer and electrical equipment

The policy applies to all employees, contractors, tutors, associates, learners and visitors engaged in activities connected with Gtec Media Limited.

Gtec Media Limited recognises that work may be carried out remotely, from home offices, online, or at client premises. The company will take reasonable steps to ensure safe working practices are followed in all working environments.

3. Responsibilities

Director Responsibilities

The Company Director is responsible for:

- Ensuring compliance with health and safety legislation
- Maintaining this policy
- Carrying out risk assessments
- Investigating incidents and near misses
- Maintaining accident records
- Implementing corrective actions
- Ensuring appropriate insurance and safeguarding measures are in place

Staff and Associates Responsibilities

Any staff, tutors, contractors or associates engaged by the company must:

- Take reasonable care of their own health and safety
- Follow company safety procedures
- Report hazards, accidents or concerns promptly
- Cooperate with risk assessment procedures

Learner Responsibilities

Learners are expected to:

- Follow health and safety instructions
- Report hazards or incidents
- Behave responsibly during training sessions
- Use equipment safely

4. Risk Assessments for Learners

Gtec Media Limited carries out suitable and sufficient risk assessments for all learning activities where appropriate.

Risk assessments consider:

- Learner needs and vulnerabilities
- Delivery environment
- Online learning risks
- Equipment use
- Lone working
- Fire safety
- Slips, trips and falls
- Display screen equipment (DSE)
- Accessibility requirements
- Safeguarding concerns

Where training is delivered remotely via live video conferencing platforms, consideration is given to:

- Safe use of digital platforms
- Learner wellbeing
- Online conduct
- Appropriate supervision and communication

Risk assessments are reviewed:

- Before new delivery activity begins
- Following incidents or near misses
- Following significant operational changes
- Annually as a minimum

5. Accident Reporting and Recording

All accidents, incidents, near misses and health and safety concerns are recorded and investigated where appropriate.

Records include:

- Date and time
- Persons involved
- Nature of incident
- Actions taken
- Follow-up actions

Accident records are retained securely in accordance with legal and data protection requirements.

6. RIDDOR Compliance

Gtec Media Limited complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Where applicable, the company will report reportable incidents to the Health and Safety Executive (HSE), including:

- Serious workplace injuries
- Specified occupational diseases
- Dangerous occurrences
- Injuries resulting in over 7 days absence
- Fatalities

The Company Director is responsible for determining whether an incident is reportable under RIDDOR and for ensuring reports are submitted within required timescales.

7. Action Log and Prevention of Reoccurrence

Gtec Media Limited maintains an action log documenting:

- Accidents
- Near misses
- Health and safety concerns
- Corrective actions implemented
- Preventative measures introduced

The action log is retained for a minimum period of three years.

Actions implemented may include:

- Updating procedures
- Additional learner guidance
- Equipment replacement
- Further risk assessments
- Additional training or supervision

Where no incidents have occurred, the action log will record that no reportable incidents or corrective actions were required during the review period.

8. First Aid Arrangements

Basic first aid arrangements will be available where face-to-face delivery takes place.

For remote delivery, emergency contact procedures and escalation processes will be maintained where appropriate.

9. Fire Safety

Where classroom or community venues are used, Gtec Media Limited will ensure:

- Suitable fire evacuation procedures are in place
- Learners are informed of emergency exits
- Delivery venues meet basic safety standards

For third-party venues, venue operators retain primary responsibility for building fire safety compliance.

10. Display Screen Equipment (DSE)

As much of the company's work involves computer-based activities and online delivery, staff and tutors are encouraged to:

- Take regular screen breaks
- Maintain suitable workstation setup
- Use appropriate seating and lighting
- Report any DSE-related concerns

11. Review and Monitoring

This policy will be reviewed annually or sooner if:

- Legislation changes
- Business activities significantly change
- An incident highlights a need for review

12. Declaration

Gtec Media Limited is committed to maintaining a safe and healthy working and learning environment and to continuous improvement in health and safety standards.

Signed:

Name: Geoff Hunter

Position: Director

Company: Gtec Media Limited

Date: 12/01/2026