



Health and Safety Policy

Policy owner	Senior Facilities Manager
Version	V6-0626
Approval date	June 2026
Approval body	Minor revisions: Management Board (via Executive Director Delegation) Significant revisions: Qualifications Wales Board
Policy review date	June 2027
Policy audience	Qualifications Wales Staff
Internally/Externally published	Internal
Date of Equality Impact Assessment	Screened – 29/05/2026
Outcome of Equality Impact Assessment	Neutral
Linked Policies/Procedures	Fire Policy

Contents

1. Introduction..... 3

2. Chief Executive Statement 3

3. Organisation and Responsibilities 4

4. Arrangements 6

5. Training 7

6. Consultation and Communication..... 7

7. Relevant Health and Safety Legislation 7

8. Record of Key Changes..... 8

1. Introduction

- 1.1. Qualifications Wales is committed to achieving a high standard of health and safety and wellbeing¹ across all our activities.
- 1.2. This policy sets out how we intend to do this and applies to all employees.

2. Chief Executive Statement

- 2.1. Qualifications Wales is committed to ensuring the health, safety, and wellbeing of its employees. We will take steps to ensure compliance with the relevant statutory provisions.
- 2.2. Sufficient time and resource will be allowed for health and safety within Qualifications Wales, and we will commit to:
 - a) Provide adequate control of health and safety risks arising from our work.
 - b) Consult employees on matters affecting their health and safety.
 - c) Provide staff with information, instruction, and training as necessary to enable the safe performance of work activities and ensure all employees are competent to do their tasks.
 - d) Maintain safe and healthy working conditions.
 - e) Provide arrangements to enable employees and their representatives to raise issues of health and safety.
 - f) Ensure that any deliberate breach of health and safety rules and procedures lead to disciplinary action.
 - g) Appoint competent persons to meet our statutory duties.
 - h) Review and revise this policy as necessary at regular intervals not exceeding 12 months.
 - i) Ensure all Line Managers and staff are aware of their Health and Safety responsibilities and have received appropriate training to deliver them.
- 2.3. I commit to set a good personal example to others in complying with the duties laid upon me and I will expect all employees to co-operate with our organisation in respect to this policy to ensure it is carried out robustly. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. The successful implementation of this policy requires total commitment from all levels of employee.



Philip Blaker
Chief Executive
June 2026

3. Organisation and Responsibilities

3.1. Chief Executive

- a) The Chief Executive has overall responsibility for health and safety in Qualifications Wales.
- b) The Chief Executive is responsible for:
 - i. Preparing, issuing, delivering and regularly reviewing a policy statement on the Qualifications Wales' approach to health and safety.
 - ii. Ensuring health and safety is an integral part of Qualifications Wales culture.
 - iii. Ensuring that relevant health and safety and physical wellbeing issues are considered and debated at board level.
 - iv. Approving the first version and any significant variations to all health, and safety policies and procedures with the support of the Director of Corporate Resources and wider Management Board.
 - v. Ensuring appropriate finance and other resources are allocated to meet Qualifications Wales commitments to health and safety.
 - vi. Promoting staff engagement and commitment to health and safety.
 - vii. Providing the QW Board with regular health and safety reports highlighting any incidents or near misses.

3.2. Directors

- a) Directors are responsible for ensuring that decisions made about operational activities consider the requirements of Qualifications Wales health, and safety policies.
- b) Directors are responsible for:
 - i. Ensuring that the day-to-day operations for which they are responsible are carried out to the standards defined in the health, and safety policy and associated policies, procedures and guidance.
 - ii. Allocating resources to ensure that health and safety objectives and targets can be met.
 - iii. Promoting interest, engagement and enthusiasm to health and safety amongst staff to ensure that this is an integral part of Qualifications Wales culture.

3.3. Line Managers

- a) Line Managers are responsible for:
 - i. Implementing and enforcing policies and procedures.

- ii. Ensuring that their teams are aware of their responsibilities and receive appropriate training.
- iii. Ensuring that suitable and sufficient risk assessments are carried out and reviewed for activities they manage or supervise to identify hazards and implement appropriate measures, including provision of training, to control the risk.
- iv. Addressing any inappropriate behaviour.
- v. Referring any breach of statutory regulations or unsafe practice, which they cannot effectively deal with themselves to their Line Manager or a Director.

3.4. **Event Organisers**

a) Event organisers are responsible for:

- i. Ensuring that suitable and sufficient risk assessments are carried out and reviewed for activities they manage or supervise to identify hazards and implement appropriate measures, including provision of training, to control the risk.
- ii. Referring to the QW Safeguarding policy, where applicable

3.5. **Senior Facilities Manager**

- a) The Senior Facilities Manager provides the primary source of Health and Safety advice and information.
- b) They are responsible for ensuring that all matters relating to health and safety are addressed within the organisation and that the policy is kept up to date and reviewed regularly.
- c) The Senior Facilities Manager is responsible for:
 - i. Developing and Implementing the Health and Safety policy and associated policies and procedures and training.
 - ii. Ensuring that all staff receive a Health and Safety Induction to generic office risks.
 - iii. Providing advice and recommendations on risk assessments, new legislation, health and safety objectives and changes in policy or procedures.
 - iv. Reviewing and Monitoring risk assessments and evaluating the effectiveness of the associated control measures which have been implemented.
 - v. Investigating health and safety accidents and incidents including the statutory reporting in accordance with legislation requirements.
 - vi. Ensuring systems are in place and implemented for all building related statutory requirements.
 - vii. Ensuring adequate security systems are in place.
 - viii. Working collaboratively with HR to ensure a positive approach to health and safety in the workplace.

3.6. **Qualifications Wales Employees**

- a) Qualifications Wales employees have the responsibility to co-operate with the organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others.
- b) All Qualifications Wales employees are responsible for:
 - i. Carrying out their work in line with this policy, associated procedures and risk assessments.
 - ii. Challenging any behaviour that falls short of the expectations of this policy
 - iii. Notifying their Line Manager if they think the work or inadequate precautions are putting anyone's health and safety at risk.
 - iv. To carry out Health and Safety training, at regular frequencies, as identified by the Senior Facilities Manager.

3.7. **Trade Union Representatives**

- a) Trade Unions recognised by QW are entitled to appoint their own safety representatives to represent their members on health and safety issues.
- b) Trade Unions must formally notify QW of the names of representatives appointed under these regulations.

4. **Arrangements**

- 4.1. Arrangements for implementing the Health and Safety Policy are posted on the [Facilities SharePoint site](#). All employees have access to this site and can access information at any time.
- 4.2. These arrangements include procedures for risk assessment, fire prevention and emergency evacuations, first aid and accident reporting, display screen equipment, musculoskeletal disorders and other identified Health and Safety Risks.
- 4.3. Where a need is identified, through legislation, risk assessment, best practice, auditing or other means, these arrangements will be supplemented by additional policy, procedure or guidance.
- 4.4. All policies, procedures and guidance will be reviewed at least annually and will be updated as necessary.

5. Training

- 5.1. All QW staff receive a Facilities Induction upon commencement of employment, this includes our approach to Health and Safety. Health and safety training needs will depend on the role carried out by the individual and the risk assessments associated with the tasks.
- 5.2. Training identified in the generic risk assessment for all staff regardless of role will be arranged by the Senior Facilities Manager.
- 5.3. Training identified to carry out specific Health and Safety roles such as First Aider, Evacuation Warden or DSE Assessor will be arranged by the Senior Facilities Manager.
- 5.4. Training identified by Line Managers as part of a role specific risk assessment will be arranged by Line Managers.
- 5.5. The Senior Facilities Manager will maintain suitable health and safety training records.
- 5.6. Where regulated training is available this must be used. To avoid professional embarrassment the training organiser will consult the Head of Monitoring and Compliance before booking training, to confirm that Qualifications Wales is not taking, or considering taking, regulatory action in respect of the preferred Awarding Body, qualification, or centre.

6. Consultation and Communication

- 6.1. The partnership forum jointly chaired by the CEO and TU Chair will be the group Qualifications Wales uses to consult its' employees on health and safety.
- 6.2. Qualifications Wales commits to using a range of available methods to consult and communicate with staff which includes SharePoint, posters, notice boards, staff intranet and email notifications.

7. Relevant Health and Safety Legislation

- a) Health & Safety at Work Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Safety Representatives and Safety Committees Regulations 1977
- d) Health and Safety Consultation with Employees Regulations 1996.

8. **Record of Key Changes**

Version	Key Changes
V5-0625	Minor formatting revisions and transfer to new corporate standard policy template.
V6-0626	Minor amendment: addition of a line to the Chief Executive’s responsibilities.