

Health, Safety & Welfare Policy: Staff & Learners – Online-Only Delivery

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Notes	Please also refer to the HBXL Staff Handbook, Learner Handbook, associated Risk Assessments and Business Continuity Plan.

1. Policy Statement

HBXL Skills Academy is committed to ensuring the health, safety and welfare of all staff, learners, contractors, and visitors, whether working remotely, delivering online training, or attending HBXL office premises.

We comply with the Health and Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999, Display Screen Equipment Regulations 1992, Working Time Regulations 1998, and relevant digital safeguarding and online safety guidance.

This policy covers:

- Online-only learning environments
- Remote working for staff
- Office-based health & safety
- Manual handling and lifting
- Lone working
- Digital safeguarding and online conduct
- Prevent duty
- Mental health and wellbeing
- Emergency procedures

2. Scope

This policy applies to:

- All HBXL Skills Academy staff
- All learners enrolled on online Skills Bootcamps
- Contractors delivering online sessions
- Visitors to HBXL office premises

3. Roles and Responsibilities

Managing Director

- Overall accountability for H&S across HBXL.
- Ensures policy compliance and resourcing.

Skills Academy Lead & Safety Officer

- Maintains this policy and conducts risk assessments.

- Provides guidance on safe online learning and remote working.
- Acts as HBXL's link with external agencies.

Designated Safeguarding Lead (DSL)

- Oversees online safeguarding, Prevent and digital safety.
- Ensures staff know how to identify, record and escalate concerns.

Tutors

- Deliver safe, inclusive online sessions.
- Monitor learner wellbeing and engagement.
- Promote safe workstation setup and screen-time management.
- Report hazards, incidents or safeguarding concerns.

Staff (Office-based or Remote)

- Maintain safe workstation setups.
- Follow manual handling guidance when lifting IT or office equipment.
- Report hazards or incidents promptly.
- Follow lone-working procedures.

Learners

- Maintain a safe home learning environment.
- Follow online conduct rules.
- Report wellbeing concerns or unsafe behaviour.
- Use equipment safely and take regular breaks.

4. Online Learning Health & Safety (Learners & Tutors)

HBXL ensures online learning is safe by:

- Providing guidance on safe workstation setup, posture and screen breaks.
- Ensuring digital platforms (Zoom/Teams) are secure and monitored.
- Using structured, accessible learning materials.
- Encouraging learners to manage noise, distractions and shared spaces.
- Providing ergonomic guidance for prolonged screen use.
- Ensuring learners know how to report technical or safety issues.

5. Digital Safeguarding & Online Conduct

HBXL embeds safeguarding and Prevent into online delivery through:

- Mandatory staff training in online safeguarding and Prevent.
- Clear reporting routes to the DSL.
- Monitoring learner behaviour in live sessions and breakout rooms.
- Prohibiting inappropriate language, harassment or discrimination.
- Protecting learner data and privacy.
- Ensuring cameras/microphones are used safely and appropriately.

All concerns are recorded and escalated immediately.

6. Prevent Duty (Online Delivery)

HBXL recognises its statutory responsibilities under the Counter-Terrorism and Security Act 2015 and ensures that Prevent is embedded within all online learning and staff working practices. As part of maintaining a safe online learning environment, HBXL will:

- Identify and mitigate risks of radicalisation, extremism, online grooming and exposure to extremist content.
- Ensure tutors are trained to recognise early indicators of vulnerability or concerning behaviour during online sessions.
- Promote safe online research practices and challenge misinformation where appropriate.
- Maintain clear reporting routes to the DSL for Prevent-related concerns.
- Record and escalate Prevent concerns in line with HBXL's Safeguarding & Prevent Policy.
- Monitor digital platforms to prevent extremist content or harmful discussions.
- Support learners with additional vulnerabilities (e.g., isolation, unemployment, mental health challenges) who may be at increased risk online.

Prevent is considered part of HBXL's wider approach to health, safety and welfare, ensuring learners and staff are protected from harm in digital environments.

7. Remote Working (Staff)

HBXL ensures staff working remotely:

- Have safe workstation setups compliant with DSE regulations.
- Receive guidance on electrical safety and ergonomics.
- Follow accident reporting procedures for home-based incidents.
- Manage screen time and wellbeing effectively.
- Have access to mental health support and wellbeing resources.

8. Office-Based Health & Safety (Staff)

Although delivery is online-only, staff may attend HBXL premises. HBXL ensures:

Manual Handling & Lifting

Staff lifting IT equipment, office supplies or furniture must follow safe lifting techniques. Training is provided where needed.

Fire Safety

Staff receive fire safety training and evacuation procedures. Fire wardens are appointed.

First Aid

HBXL maintains adequate first aid provision and trained first aiders.

Contractors

Contractors must follow HBXL's H&S procedures. Unsafe contractor behaviour must be reported immediately.

Visitors

Visitors must be protected from hazards and supervised appropriately.

9. Lone Working

Staff working alone (home or office) must:

- Keep communication channels open.
- Follow check-in procedures where required.
- Report any concerns immediately.
- Ensure safe access/egress from office premises.

10. Learner Wellbeing & Mental Health

HBXL supports learner wellbeing by:

- Conducting wellbeing check-ins during sessions.
- Providing signposting to mental health resources.
- Monitoring disengagement or signs of distress.
- Offering reasonable adjustments and Additional Learning Support Plans.
- Ensuring learners can request 1:1 support.

11. Risk Assessment

HBXL conducts annual and ad-hoc risk assessments covering:

- Online learning platforms
- Digital safeguarding risks
- Lone learning risks
- Prevent risks
- Tutor remote delivery risks
- Home workstation safety
- Office-based risks (fire, manual handling, electrical safety)
- Cyber security and data protection

Findings are shared with staff and acted upon promptly.

12. Emergency Procedures

Online Delivery

Tutors must:

- Respond appropriately if a learner becomes distressed online.
- Escalate safeguarding disclosures immediately.
- Follow incident reporting procedures for accidents occurring at home.
- Manage connection loss or technical failures safely.
- Report cyber security breaches immediately.

Office Premises

Staff must follow fire evacuation procedures, first aid arrangements and incident reporting processes.

13. Training & Induction

HBXL provides:

- Health and safety induction for staff and learners.
- Online safety and digital safeguarding guidance.

- Prevent training for all staff.
- Manual handling training for staff.
- Refresher training when platforms or procedures change.

14. Monitoring & Policy Review

- Incidents, near misses and online safety concerns are investigated.
- Lessons learned inform updates to the Quality Improvement Plan (QIP).
- This policy is reviewed annually or sooner if legislation or delivery models change.