



**EWA Tracker**

## **Health & Safety Policy**

Centre Name: EWA Tracker Ltd

Status: Regulated & EAL Approved

Version: 1.2

Date Reviewed: 02 February 2026

Next Review Due: February 2027

### **1. Statement of Intent**

EWA Tracker Ltd is committed to providing a safe and healthy working environment for learners, staff, visitors, and contractors.

### **2. Scope**

This policy applies to all centre activities including assessment delivery, administration, and IQA/EQA engagement.

### **3. Responsibilities**

Centre Manager is the designated Health & Safety Competent Person responsible for compliance and monitoring.

### **4. Communication, Training and CPD**

All staff receive induction and ongoing CPD covering health and safety responsibilities.

### **5. Risk Assessment**

Risk assessments are conducted for premises, activities, and assessment delivery. Findings are documented and reviewed annually or following significant change.

### **6. Fire Safety**

Fire risk assessments are in place. Fire exits are clearly marked, and emergency procedures are communicated to staff and learners.

### **7. Accident and Incident Reporting**

All accidents, incidents and near misses are recorded and investigated. Corrective actions are implemented where required.

### **8. Monitoring and Review**

Compliance is monitored through reviews, incident analysis, and EQA feedback.

### **9. Policy Review**

This policy is reviewed annually or sooner if legislation or guidance changes.

Approved by: Centre Manager, EWA Tracker Ltd