Health & Safety Policy

Ever-So-Lean Limited
Document Owner: Ever-So-Lean
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1. Statement of Intent

Ever-So-Lean is committed to providing and maintaining a safe, healthy, and positive environment for employees, associates, contractors, clients, delegates, learners, and anyone affected by our activities.

We recognise that effective health and safety management is an essential part of responsible leadership and operational excellence. We are committed to reducing risk, preventing injury and ill health, and promoting safe working practices across all areas of our business.

Ever-So-Lean will, so far as is reasonably practicable:

- Provide safe systems of work
- Maintain safe environments for training and consultancy activities
- Identify and manage risks appropriately
- Promote a culture of personal responsibility and awareness
- Comply with relevant health and safety legislation and guidance
- Continuously review and improve health and safety arrangements

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2. Scope

This policy applies to:

- Employees
- Associates
- Contractors
- Consultants
- Clients
- Delegates
- Learners
- Suppliers
- Visitors
- Anyone affected by Ever-So-Lean activities

The policy applies to all business activities including:

- Consultancy delivery
- Classroom training
- Virtual training
- Workshops and events
- Travel related activities
- Home and remote working where applicable

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3. Responsibilities

Ever-So-Lean Responsibilities

Ever-So-Lean will:

- Take reasonable steps to provide safe working environments
- Assess and manage health and safety risks
- Provide relevant information, instruction, and guidance
- Ensure equipment and materials used are appropriate and safe
- Encourage the reporting of hazards, incidents, and concerns
- Review arrangements regularly to support continual improvement

Employee, Associate & Contractor Responsibilities

All individuals working for or on behalf of Ever-So-Lean are expected to:

- Take reasonable care of their own health and safety
- Consider the safety of others who may be affected by their actions
- Follow relevant health and safety guidance
- Report hazards, incidents, near misses, or unsafe conditions promptly
- Use equipment responsibly
- Support safe and respectful working environments

Delegate & Learner Responsibilities

Delegates and learners attending training or events are expected to:

- Behave responsibly and respectfully
- Follow venue safety instructions
- Report hazards or concerns
- Take reasonable care for their own wellbeing and that of others

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4. Risk Assessment

Ever-So-Lean is committed to identifying hazards and managing risks proportionately.

Risk assessments will be carried out where appropriate for activities including:

- Training delivery
- Workshops and events
- Venue use
- Travel
- Equipment use
- Remote or home working activities where relevant

Control measures will be implemented to reduce risks to acceptable levels.

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5. Training & Competence

Ever-So-Lean recognises the importance of competence and awareness in maintaining safe environments.

Where appropriate, individuals will receive:

- Relevant health and safety information
- Guidance relating to safe working practices
- Emergency procedure awareness
- Role specific instruction where necessary

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6. Accident, Incident & Near Miss Reporting

All accidents, incidents, unsafe conditions, or near misses connected to Ever-So-Lean activities should be reported as soon as reasonably possible.

Incidents will be reviewed appropriately to:

- Understand causes
- Reduce the likelihood of recurrence
- Support continuous improvement

Where legally required, incidents will be reported in accordance with applicable regulations.

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7. Emergency Arrangements

Ever-So-Lean will take reasonable steps to ensure appropriate emergency arrangements are considered when delivering activities at client sites, hired venues, or other locations.

This may include awareness of:

- Fire procedures

- First aid arrangements
- Emergency exits
- Venue safety requirements

Delegates and participants are expected to follow venue emergency instructions at all times.

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8. Wellbeing

Ever-So-Lean recognises that wellbeing is an important part of health, safety, and performance.

We are committed to promoting respectful, supportive, and psychologically safe environments where people are treated fairly and professionally.

Bullying, harassment, intimidation, or unsafe behaviours will not be tolerated.

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9. Monitoring & Review

Ever-So-Lean will review health and safety arrangements regularly to support ongoing improvement and ensure continued suitability.

This policy may be updated in response to:

- Changes in legislation
- Operational changes
- Incident findings
- Best practice guidance

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10. Contact Details

For questions or concerns relating to this policy, please contact:

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