



HEALTH AND SAFETY POLICY STATEMENT

The Training Trust is aware of its obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

We will as far as is reasonably practical ensure the health, safety and welfare of all employees and learners by providing information, training and supervision, as they need.


In particular, the Training Trust will:

- Provide and maintain a safe and healthy working environment taking into account any statutory requirements.
- Provide training and instruction to enable employees and learners to perform their work safely and efficiently.
- Make available all necessary safety devices and protective equipment and provide training and supervision of their use.
- Maintain a constant dialogue in all health and safety matters with staff, employers and learners to continuously improve procedures.
- Provide current training for staff in order for them to promote the safety of all learners in our care.
- Obtain the commitment of learners and employers in adhering to Health and Safety guidelines as laid down by this policy and under UK law.

The information below indicates persons responsible in the following area:

RESPONSIBILITY	NAME (printed)
Ensuring that this Policy is carried out	Mark Durham Chief Executive
First Aid:	Mark Durham June Gray
Premises/Equipment:	Mark Durham Chief Executive
Responsible Persons for Health & Safety:	Mark Durham

CHIEF EXECUTIVE'S AUTHORISATION

Signed: 	Date: 01 February 2021
Name (printed) Mark Durham	

HEALTH AND SAFETY POLICY:

All employees, learners and associated employers have a duty to co-operate in the operation of this Policy by:

- Working safely and efficiently.
- Using protective equipment provided and by meeting statutory obligations.
- Reporting incidents that have led or may lead to injury or damage under COSHH and RIDDOR within British law.
- Adhering to company procedures, jointly agreed on their behalf, for securing a safe workplace.
- Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

The Training Trust will endeavour to prevent accidents at work, home or during travel carrying out normal work duties of its staff and learners. This will include as reasonably practicable, the management of health and safety risks including illness through the implementation of targeted risk assessments.

All employees and learners should co-operate with their managers or supervisors on health and safety matters and take reasonable care of their own health and safety. They should report any incidents or near misses as soon as practicable either to their manager or directly to **Mark Durham**. These incidents will be discussed and escalated to the appropriate authorities as required and any variations of practice or improvements will be forthcoming and changes implemented to prevent any recurrence.

Staff and learners should familiarise themselves of all evacuation and assembly procedures in relation to their places of work or travel settings in the case of fire or any other significant incident.

Training Trust will make sure that escape routes are well signed and kept clear at all times at its training centre and this is identified when discussing with employers at the learners workplace. Regular practice drills take place. It is obviously just as important for employees to avoid any action that may cause an outbreak of fire and as an aid to safety, no smoking rules apply.

If you are unfamiliar with any company regulations, you should seek the assistance of your Manager immediately.

Recent Updates of Policy:

- Lone worked Policy created to protect field working staff
- COVID – Regular updated risk assessments (created with Government guidance). All disseminated to Trustees, staff, learners and employers.
- Staff and learner sickness reporting – Central register created to monitor and track all sickness.
- Working from home – WFH policy developed and risk assessment format created.

This policy will be reviewed annually, unless a change of circumstances negates any urgent revision.

Previous revision: March 2020