

Health and Safety Policy

We are a progressive training organisation providing mandatory training to a range of organisations. We provide a range of First Aid, health and safety, food safety, education, and training, assessing qualifications through Qualifications Network.

We are committed to providing high quality training and qualifications, and to ensuring that equality of opportunity underpins all aspects of our work.

This policy relates to our health and safety and covers all aspects of our work including Covid-19 Secure status.

Our health and safety policy statement is set out below.

Policy statement

We recognise its responsibility to eliminate unnecessary risk and hazard through the course of running our business whose primary aim is to provide mandatory training courses, we shall promote a safe working and training environment at all times.

We shall ensure that all staff, students, and visitors to our premises whether wholly owned, leased, or hired for training courses shall be as far as is practicable, safe from first arriving on site to leaving the site.

We shall aim to achieve compliance with all local, national, and European legislation through excellent occupational health and safety performance.

We will provide adequate resources to implement this policy and any supporting policies.

We will establish and maintain a safe and healthy working environment and risk assessments shall be recorded and reviewed on a regular basis. The risk assessments shall cover:

- General risk assessments on premises, equipment, and workstations.
- Covid-19 Risk Assessments,
- Activity based risk assessments, on all training activities.
- Manual handling assessments on all lifting and handling associated tasks.
- COSHH assessments on all chemicals used throughout the business.
- Fire risk assessments.
- Individual risk assessments for any staff member of student who needs adaptations making to enable them to carry out the course or their employment.

These risk assessments will ensure that significant risks arising from our work activities under our control are eliminated or adequately controlled.

We will develop and implement appropriate occupational health and safety procedures, and safe working protocols.

We have included health and safety as a responsibility for all managers, trainers, and assessors.

All staff will be required to read and sign to say they have understood this policy statement; the signed form will be kept in their staff personnel file. Students will be referred to a copy of our policy at registration, and as with all our policies they will be available on our website which can be downloaded or read on-line.

We will review its Health and Safety Policy every two years. The following opportunities are taken to invite feedback from staff, clients, and students:

- Recruitment and Selection
- Initial Assessment
- Induction
- Assessment and Planning
- Learner Reviews
- Internal Verification
- External Verification
- Examinations
- Exit Interviews

This feedback will be included in the annual review of our policies.

This policy was approved by: Peter J Cook Managing Director / Head of Health & Safety. July 2020

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