



HEALTH AND SAFETY POLICY

Health and Safety

1. The Company considers the health and safety at work of all its employees, learners and visitors to be a major factor in its operations. Therefore, the Managing Director regards the promotion of health and safety matters as a prime objective.

The Staff are the company's most important asset and it is our legal and moral obligation, to take correct care of the health and safety of all our employees and learners.

The company will comply with the current Health & Safety Regulations in respect of health and safety at work. In addition, it is also the objective of this policy to promote a greater awareness among all employees in health and safety matters. The company will also ensure that all employees have sufficient instruction, training and supervision in order to carry out their work safely and efficiently.

All employees have a duty under the Health and Safety at Work Act to take reasonable care with regard to the health and safety of themselves and their learners. Employees are also expected to make themselves' aware of and to co-operate in the implementation of the Company policy, its procedures and all relevant statutory documents and codes of practice, to ensure a safe working environment.

Employees should remain aware of potential hazards to health and safety in the workplace. Examples of such hazards are:

- Items left on the ground.
- Contact with structures during physical lessons
- Contact with office furniture during scenario based practicals
- Tripping on loose wiring/cabling
- Slipping on flooring or spilt fluids

This is not an exhaustive list, only some examples, common sense should prevail at all times. **IF IN DOUBT ASK.**

2. Risk Assessments

The majority of our courses will be delivered at venues external to the company office. Prior to confirming a booking at an external venue, it will be assessed for its suitability for delivering training and the Health and Safety procedures in place. In all cases, the instructor will carry out a risk assessment prior to the course commencing and address any issues with the management of the venue.

3. ACCIDENT REPORTING

The Company recognises it's responsibility to investigate all accidents and near misses and in certain circumstances to report these to the enforcing authorities in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Therefore all personnel, learners

and visitors must report any accidents or near misses which occur on the Company's premises or at the venue where their training is taking place to the Managing Director immediately.

4. VIOLENCE IN THE WORKPLACE

THE COMPANY WILL NOT TOLERATE ANY VIOLENCE IN THE WORK PLACE.

The Health and Safety Executive states violence at work to be:

“Any incident, in which an employee is abused, threatened or assaulted by any person in circumstances arising out of their employment, which has a damaging physical and psychological effect upon that person”.

Health and safety law also states that individuals have a legal responsibility towards the safety of their colleagues.

Any incident should be reported to the Managing Director in the first instance.

Original signed

M Adey

Managing Director