



HEALTH AND SAFETY POLICY AND PROCEDURE

Issued by Alan Bates.

Scope:

Qualitrain Ltd accepts its duty to provide and maintain a safe and healthy working environment for all its employees, learners and any other people who may be affected by its activities.

Qualitrain Ltd will take all reasonable steps to comply with the Health and Safety at Work Act 1974 and any other Regulations, Approved Code of Practice and Guidance.

Contents covered by this policy:

1. QT76P2a Housekeeping and welfare.
2. QT76P2b Risk assessment
3. QT76P2c PPE
4. QT76P2d DSE
5. QT76P2e First aid and incident reporting
6. QT76P2f Manual Handling
7. QT76P2g COSHH
8. QT76P2h Fire Procedures
9. QT76P2i PAT testing

PRINCIPLES

To ensure all feel safe; including the elimination of any harassment

1. To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks;
2. To ensure that employees, learners and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision inclusive of Lockdown Procedure as detailed in Annex A
3. To consult with all stakeholders on health and safety matters;
4. To make arrangements for co-ordination and co-operation with other employers where:
 - Qualitrain Ltd employees or learners share premises, facilities or activities with persons working in other organizations
 - Persons from other organizations are working in Qualitrain Ltd controlled activities;
5. To safeguard the environment from the effects of the Qualitrain's activities;
6. To monitor and review the effectiveness of Qualitrain's arrangements and where appropriate to implement improvements.
7. To ensure that the demands of activities do not exceed the capabilities of staff or learners to carry out the work without risk to themselves or others.
8. To comply with requirements of relevant legislation.

RESPONSIBILITIES

The Managing Director

1. Is responsible so far as reasonably practicable for the health, safety and welfare of employees, students and any other persons who may be affected by the operations of Qualitrain Ltd.
2. Is responsible, so far as reasonably practicable, that the requirements of Health and Safety at Work etc Act 1974 and any other health and safety legislation, codes of practice etc are complied with and steps are taken to conform with them.
3. Will ensure that the appropriate resources are maintained and made available to support the health and safety function within Qualitrain Ltd.
4. Will be aware of the current health and safety legislation.
5. Will take responsibility for Qualitrain Ltd health and safety policy and ensure it is updated accordingly.
6. Will ensure that health and safety is a prime consideration in all forward planning.

All Staff

Will be responsible so far as reasonably practicable for all matters of health, safety and welfare within their control whilst working for Qualitrain Ltd. Responsibilities will include:-

1. Ensuring that all accidents/ incidents are reported to safeguarding lead; both physical and verbal/ harassment incidents (Reporting Incident form, QT76WR2)
2. Taking reasonable care for the health and safety of themselves and others who may be affected by their acts or emissions at work
3. Not intentionally interfering with or misusing anything provided in the interests of health and safety
4. Reporting any actions, accidents, dangerous occurrences, incidents, health problems, damage to equipment and property they discover
5. Adhering to fire evacuation procedures
6. Some staff will be required to conduct risk assessments to ensure a safe working practices:-
 - Identify the Hazards
 - Decide who might be damaged and how?
 - Evaluate the risks and decide on precaution
 - Record your findings and implement them
 - Review your assessment and update if necessary

Learners

Learners are responsible so far as reasonably practicable for contributing to a healthy and safe learning environment. Responsibilities involving health and safety are to ensure that they:-

1. Work safely at all times;
2. Do not use offensive language that is upsetting to hear, but more so to be a victim of;
3. Respect others for what they are, including their differences and different needs;
4. Understand that bullying is not acceptable and everyone has a right to be heard and the right to feel safe;
5. Understand that aggressive or violent behavior is unacceptable;
6. Are aware that using drugs and other illegal substances is not an option;
7. Know how to report any incidents and accidents that may occur; (Reporting Incident form, QT76WR2)
8. Are familiar with the fire evacuation procedure and adhere to it.

Compliance

Failure to comply with this policy will result in disciplinary action being taken and may result in the dismissal or exclusion of a member of staff or student.

POLICY STATEMENT

- Qualitrain Ltd accepts its duty to provide and maintain a safe and healthy working environment for its employees, learners and any other people who may be affected by its activities
- Qualitrain Ltd will take all reasonable steps to comply with the Health, Safety, The Prevent Duty, Safeguarding responsibilities and Welfare law including provision of welfare systems for all employees and Learners, and, comply with any Regulation, Approved Code of Practice and Guidance.
- Qualitrain Health and Safety Policy must be adhered to.

PRINCIPLES

- To identify hazards (the potential for harm), assess the risks (the likelihood of that harm being realized) and manage those risks
- To ensure that employees, learners and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- To consult with all interested parties on health and safety matters
- To make arrangements for co-ordination and co-operation with other employers where:-
 - Qualitrain employees or learners share premises, facilities or activities with persons working in other organizations
 - Persons from other organizations are working in Qualitrain Ltd controlled activities
- To safeguard the environment from the effects of Qualitrain Ltd activities
- Safeguarding all Employees and learners - To ensure all employees and learners feel safe; are safeguarded from both physical and emotional harm
- To monitor and review the effectiveness of Qualitrain Ltd arrangements and where appropriate to implement improvements
- To ensure that the demands of activities do not exceed the capabilities of staff or learners to carry out the work without risk to themselves or others
- To comply with requirements of relevant legislation
- Qualitrain Ltd will nominate a member of senior management who is responsible for health and safety, to ensure that:-
 - There is health and safety leadership
 - Decisions reflecting the health and safety commitments of Qualitrain Ltd are in keeping with this policy
 - Qualitrain staff are kept informed of and alerted to relevant health and safety issues.

Annex A – Lockdown Procedure

Qualitrain recognize the serious risks to employees, learners and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the above parties on the premises. Where possible Qualitrain will act to ensure the safety of all parties in the following situations;

Employee, learner, visitor safety is under threat by person/s whilst on Qualitrain premises

All employees, learners and visitors will be made aware of the Lockdown Procedure.

A lockdown will be initiated by a recognizable signal (3 short blows on a whistle. These are stored in designated places at each site.

Follow the **CLOSE** procedure

Close all windows and doors

Lock up

Out of sight and minimize movement

Stay silent and avoid drawing any attention

Endure – be aware that you may in Lockdown for some time

1. On hearing lockdown signal the designated person will call for assistance – 999
2. Staff will lock the doors and draw blinds on all windows and remain sat on the floor
3. Conduct head count/register
4. Designated person will ensure everyone is out of sight and remaining quiet
5. None will be permitted out of the room during a lockdown procedure
6. Remain in lockdown until the all clear is given – all clear will be initiated by a recognizable signal

Signed:

Richard Bates (Managing Director)

Date: