



Health & Safety Policy Statement

General Statement of Intent

The Board of Directors accept formally and publicly their collective role in providing health & safety leadership within it's organisation by complying with the terms of the Health & Safety At Work etc Act 1974, codes of practice and subsequent legislation to provide and maintain a healthy and safe working environment.

Training Plus merseyside will aim to have a positive, pro-active attitude to health & safety so far as is reasonably practicable, to promote and provide a safe and healthy working environment for all employees, learners and visitors, and for any person(s) who may be affected by the work actions of the company.

The Board of Directors recognise their duty to provide employees that are competent to do their tasks, also to identify and provide suitable and adequate training for all employees and provision of any mechanical aids or equipment to assist them in carrying out there duties to the best of their ability.

The Board of Directors aim is to minimise occupational accidents and illnesses, by providing safe premises and equipment through effective risk assessment and an effective maintenance programme. This will be done, so far as is reasonably practicable without risks to health and safety and welfare to all employees. The Board of Directors will provide all employees with the information, necessary to implement the policy and achieve the objective.

The Board of Directors recognise and accept it's duty to provide safe suitable access and egress of the building, and to give warning of imminent danger to allow all staff, learners and visitors, including members of the public and persons associated with the company, to move to a place of relative safety and protect the health & safety of all in the company.

General duties of the Board of Directors under the Management of Health & Safety At Work Regulations 1999 requires the appointment of a person from the Board (Jean Haram Managing Director) to uphold the required Health & Safety knowledge and experience to: -

- Assess the work related risks faced by employees and by people not in their employment.
- Have effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventative and protective control measures.
- Appoint one or more competent persons to help in supporting the company in undertaking the measures needed to comply with health & safety law.
- Provide suitable and sufficient training via the company induction process and to ensure personnel are competent throughout employment via appropriate refresher training.
- Distribute the Policy, guidelines and company Risk Assessments to all staff members, ensuring understanding takes place.

- The Health & Safety Policy, guidelines and Risk Assessments are to be reviewed and updated, particularly when changes in the scale and nature of the operations occur. Copies to be distributed.
- Ensure findings are properly and actively addressed through Directors and Management meetings.
- Have responsibilities to consult with employees on all matters of health & safety required under Health & Safety (Consultation with Employees) Regulations 1996.

Training Plus merseyside employee's responsibilities include:

- The duty to comply with any safety instructions and directives laid down within the company Health & Safety Policy, Guidelines and company Risk Assessments and or by request of the employer.
- The duty (under section 8 Health & safety at work etc act 1974) to use properly the means and facilities provided for health and safety at work and to refrain from the wilful misuse or interference with anything provided in the interest of health, safety and welfare.
- Take the necessary arrangements to supervise the training of Learner(s) / Young people at work, whilst on the premises and promote a high standard of health & safety by personal example so that Learners / Young person(s) leaving the company takes with them a strong health & safety ethic and accept good health and safety practice.
- Participate in the Inspection process of learner(s) / Young person(s) work placement periodically, report findings of concern to the health, safety and welfare of all concerned to the Departmental Health & Safety Rep which will be investigated.
- Continue communication between all staff members and record findings through weekly / monthly team and company minutes.
- The duty to report all incidents / accidents to their Departmental Health & Safety Representative as named below.

Arrangements for the sharing of “Best Practice”

Training Plus merseyside Board of Directors` are members of the Sector Skills Forums and are committed to sharing their current health & safety systems & procedures to other forum members to promote “Best Practice” and embed the Safe Learner Concept. Training Plus merseyside continues to monitor and develop their health & safety processes which are shared with all employer / placements and learners.

Young Persons

The Board of Directors recognises its duty under The Management of Health & Safety at Work Regulations 1999 to provide a safe and secure working environment for young people, ‘so far as reasonably practicable’. The company will achieve this through Risk Assessments, Guidance, Supervision and Training. This is covered in more detail in the company Organisation and Arrangements section.

Vulnerable Adults

Training Plus merseyside is committed to providing support and guidance to persons described as vulnerable adults. This is covered in more detail in the Training Plus merseyside child protection policy which is provided.

The Safety Representatives and Safety Committees Regulations 1977

The duty of all Safety Representatives is to make themselves readily available for advice and assistance on problems connected with health and safety to any member of staff whom they are appointed to represent. Provided they are acting within their knowledge and experience, appointed Safety Representatives will bear no legal responsibility beyond their duties as employees when advising staff as part of their role. Failure to forward information to the Director of Health & Safety (J Haram) could result in a serious incident / accident occurring and may lead to disciplinary action.

Training Plus merseyside Health & Safety Representatives responsibilities include:

- Attend weekly departmental meetings, ensuring Health & Safety is a set agenda item, report findings to the Director for Health & Safety (Jean Haram), which will be discussed and resolved.
- To attend meetings of the Company Health and Safety Forum which are held quarterly, non-attendance arrangements must be replaced by another person from their department.
- Investigate without delay complaints made by any learner and/or employer placement they represent relating to their Health, Safety or Welfare at work.
- To investigate learner incidents/accidents that occur, complete relevant documentation required by HSE and GMLSC and submit a comprehensive report to the Director of Health & Safety (J Haram).
- To carry out inspections of the learner's workplace and advise and guide staff on undertaking this process with their own learner caseload.
- To participate in the company production of the Health & Safety policy, Systems and Procedures, copies of which will be given and stored for future reference.
- To participate in all Health & Safety training including a recognised qualification provided by the company, share knowledge and understanding to support other staff in all areas of Health & Safety.

Company Health & Safety Representatives:

Hairdressing

Vivien Phelps
Tutor / Assessor

Childcare

Kelly Hodgson
Trainer

Business Administration

Gemma Vickery
Tutor / Assessor

Recruitment

Julie Thompson
Recruitment support
Administrator

Administration

Barbara White
Claims Assistant

Quality

Warren Conway
H&S Officer

Jean Haram Managing Director _____ Date _____
(Appointed Director of Health & Safety)

Brian Quinn Human Resources Director _____ Date _____

Paula Hayes Quality Director _____ Date _____

Janet Smart QI Manager _____ Date _____
(Appointed Competent Person)