

Health and Safety Policy Statement

Train4All Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees and learners on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction, and supervision for employees.
- To ensure all employees and learners are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To review and revise this policy as necessary at regular intervals.

This policy statement is to be read in conjunction with all policies and procedures pertaining to Health & Safety which are held electronically via Business Safe <https://login.peninsula-online.c>

Responsibilities

Overall and final responsibility for health and safety is that of Jon Allen, Chief Executive Officer. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Jon Allen, Health & Safety Manager and Vocational Skills tutors. Health & Safety is also monitored externally by Peninsula Business Group.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

- Jon Allen – H&S Manager

All employees and learners must:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety Risks arising from our Work Activities:

Risk assessments will be undertaken by all Vocational Skills Tutors and the findings of the risk assessments be reported to H&S Manager. Where action is required to remove or control risks these will be actioned by the Workshop Supervisor and Vocational Skills Trainer. Risk assessments are carried out within office and classroom areas and risks identified and reported to the H&S Manager.

Risk assessments are reviewed every 12 Months or when a work activity changes, whichever is soonest, and details updated on the Peninsula Business Safe portal and held at each academy location.

Consultation with Employees and learners regarding health and safety:

Employee representative(s) are:

- Ian Smalldon – Vocational Skills Tutor

- Rachel Allen - COO
- Apprentice – Workshop Apprentice

All Health & Safety consultation with employees and learners is provided by Jon Allen, Director and H&S Manager.

Safe Plant and Equipment:

The Workshop Apprentice along with Vocational Skills Tutors is responsible for identifying all equipment / plant needing maintenance and ensuring effective maintenance procedures are drawn up and ensuring that all identified maintenance is implemented, and any problems found with plant / equipment should be reported. All new plant and equipment must meet health and safety standards before it is purchased and checked before use. Annual PAT testing occurs.

Safe Handling and Use of Substances:

Vocational Skills Tutors must identify all substances which require a COSHH assessments and ensure all assessments are available via the Facilities Technician/Business Safe portal. All relevant employees and learners are informed about the COSHH assessments, and they check new substances can be used safely before they are purchased. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision:

The Health and Safety Law poster is displayed in all corridors, offices, and rest areas.

Supervision of young workers / trainees will be arranged / undertaken / monitored by:

- Workshop Apprentice
- All Workshop Trainers

It is the responsibility of the Directors to ensure that employees and learners working at locations under the control of other employers are given relevant health and safety information and training.

Competency for Tasks and Training:

Induction training will be provided for all employees and learners at the commencement of their employment/learning. For staff this is carried out by the HR department and staff handbooks relating to Health & Safety and driving are issued. For learners this is carried out by Vocational Skills Tutors and handbooks are issued along with questionnaires confirming training has been received and is reviewed. Learners receive daily or weekly toolbox talks depending on the course they are attending and knowledge is confirmed during the review process.

For employees' job specific training will be provided by individual line managers. For learners' task specific training will be carried out by Vocational Skills Tutors. Specific tasks requiring special training are carried out with regards to hand/power tools and the use of office machinery. All training records are retained within the main office and staff/learner personnel records. For staff training is identified by line managers and arranged and monitored by HR through the central staff register. For learners, training is identified and carried out by the Vocational Skills Tutor, or Workshop Supervisor if appropriate.

Accidents, First Aid and Work-Related Ill Health:

Health surveillance is required for employees using 'VDU' and this will be arranged by HR with records being maintained within the main office and staff personnel records.

First aid boxes are located within the main office and all workshops. Train4All has five appointed first aiders, all workshop trainers are required to hold the qualification to ensure that they can administer immediate first aid where required within the workshops.

All accidents and cases of work-related ill health are to be recorded in the company accident book. The book is kept in the main office and the Directors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority where required. For apprentices if they have an accident or near miss at work or are ill, the employer is required to supply Train4All with a copy of the accident book entry and/or details of the illness and this is forwarded to relevant funding partners as required/appropriate.

Staff have received CPD and are Mental Health First Aiders. Line Managers ensure the wellbeing of staff through 12 weekly on-to-ones but are aware that they can discuss any aspects of working or personal life at any time. External support can be arranged where required.

Monitoring:

To check working and training conditions, and ensure safe working practices are being followed, we will:

- Complete risk assessments
- Monitor and investigate accidents if they should arise.
- Report accidents under necessary legislation where applicable
- Monitor H&S when undertaking lesson observations or floor walks.

Accident investigations are carried out by the Directors.

For Employees investigations of work-related sickness are monitored by the Directors and for learners this is investigated by the Head of Work Based learning.

Emergency Procedures / Fire and Evacuation:

The Workshop Apprentice and Vocational Skills tutors are responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked every day with fire extinguishers being visually checked weekly.

Fire evacuation procedures are delivered and carried out as a minimum twice yearly, or wherever new learners embark upon training.

Key Areas of Risk:

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| • Asbestos | • Fire and explosion |
| • Chemicals | • Machinery (including guarding) |
| • Confined spaces | • Manual handling |
| • Display screen equipment (VDUs) | • Noise |
| • Electricity | • Pressure systems |
| • Excavation | • Radiation |
| • Falling objects / collapsing structures | • Slips, trips, and falls |

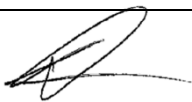
- Stress
- Substances hazardous to health (including dust, fume, etc)
- Temperatures
- Transport (including carrying dangerous substances, and pedestrians in the workplace)
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

Epidemic Procedure

All visitors, employees and learners must adhere to the most relevant epidemic procedures as per Government guidance where applicable. The Company is committed to ensuring the health and safety of all employees. To this end, Train4All Epidemic Policy sets out steps that the Company is taking to tackle any future outbreaks such as Coronavirus, alongside expectations that are placed upon employees.

All records pertaining to Health & Safety at Train4All can be located via the Business Safe portal.

An annual audit is conducted by Business Safe and recommendations for improvements are made with timely actions agreed.

Signed:	
Name:	Jon Allen Chief Executive Officer
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Date of Latest Review:	07/08/2025
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