

Health & Safety Policy

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1. Health & Safety Policy Statement

Derwent Training Association (Derwent Training) will seek to ensure that its educational activities and environment is not harmful to the health, safety and welfare of its employees, learners, contractors, visitors or any other person who may be affected by their acts or omissions.

Derwent Training is committed to surpassing, with the assistance of all employees, learners, contractors and visitors the highest practicable standards of health, safety and welfare set out in current legislation.

A successful Health and Safety Policy is a vital part of the Company's strategy and to this end, our general intentions are;

- To provide adequate control of the health and safety risks to employees, learners, contractors, visitors and others arising from our work activities.
- To consult with our employees and learners on matters effecting our health and safety, as appropriate.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide adequate information, instruction, training and supervision to employees, learners, contractors and visitors.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working and learning conditions.
- To provide the necessary human and financial resources to ensure that the contents of this policy statement can be implemented.
- To review and revise this policy at regular intervals, as a result of major changes or changes in legislation.

2. Organisational Responsibilities

Overall responsibility for health and safety is that of the Chief Executive Officer

Board of Directors Responsibilities

1. Ensure that the organisation has access to competent health and safety advice as required by the management of Health and Safety at Work Regulations 1999.
2. Ensure that there exists an effective policy for health and safety management, supplemented by additional documents and safe systems of work relating to identified hazards throughout the organisation.
3. Ensure that this policy is routinely reviewed on an annual basis to ensure the arrangements for health and safety remain current and valid.

CEO Responsibilities

1. Ensure that necessary resources and information is made available for the policy to be effectively put into practice.
2. Ensure that line managers are inducted and trained to enable them to carry out their role effectively.
3. Ensure that line managers carry out their respective duties regarding health and safety within their areas of control.
4. Ensure that all accidents, incidents, diseases and/or dangerous occurrences are reported to the enforcing authority where required by the RIDDOR Regulations 2013.
5. Co-operate and assist, as necessary, with all enforcing authorities and any other external body concerned with health and safety in the course of their duties.
6. Budget for adequate workplace resources to fully implement the health and safety policy.

Line Managers Responsibilities

1. Co-operate with the CEO on health and safety matters.
2. Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering the workplace.
3. Effectively implement the health, safety and welfare arrangements within their workplace and teaching environment in accordance with the specific procedures detailed in this policy.
4. Implement all recommendations from the risk assessments within the relevant timeframes.
5. Report and investigate all accidents and near misses to determine if further controls are necessary to prevent a re-occurrence.
6. Ensure that health and safety training is provided to all new workplace employees as part of the organisations overall training programme.
7. Ensure that all employees within the workplace have been briefed on and understand the health and safety policy along with any safe working systems and procedures relevant to their work.
8. Ensure employees have access to all necessary and relevant information appertaining to their health, safety and welfare at work. Ensure that employees, visitors and contractors correctly use and maintain protective clothing and equipment.

Employees Duties

1. Co-operate with Line Managers and CEO on health and safety matters.
2. Not interfere with or misuse anything provided to safeguard their health and safety.
3. Take reasonable care of their own health and safety, and that of others.
4. Use equipment and substances correctly, in accordance with training and instructions received.
5. Use personal protective equipment correctly, in accordance with training and instructions received.
6. Report all health and safety concerns to their Line Manager

7. Stop work and seek advice if they believe there is an imminent risk of injury to themselves or others.
8. Immediately report any near miss incidents or accidents.
9. Assist at all times in maintaining good housekeeping standards.

Learners Responsibilities

1. Co-operate with Company staff in all matters in relation to health and safety.
2. To understand and act upon the company's health and safety policy as advised in the learner handbook.
3. Take reasonable care for the health and safety of themselves and people in their immediate location.

3. Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, Derwent Training will carry out risk assessments of all activities that present a significant risk to employees or others. These risk assessments will be carried out in line with the Health and Safety Executive guidance.

1. Identify the significant hazards involved in the activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or more needs to doing.
4. Record the significant findings of the assessment.
5. Review when things change, or when there is reason to believe that it is no longer valid.

Consultation with Employees

Derwent Training will consult with its employees in accordance with the Safety Representatives and Safety Committees Regulations 1977.

Information, Instruction, Training and Supervision

Derwent Training will provide adequate information, instruction, training and supervision in accordance with the general duties placed upon employers under section 2 of The Health and Safety at Work Act 1974 and various regulations.

Accidents and Incidents

Derwent Training is committed to preventing accidents and cases of ill health to employees, learners, contractors, visitors and others who may be affected by its work activities.

All accidents and incidents will be reported to the main office for recording, reporting and investigation via the accident incident form.

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be reported to the enforcing authority within the relevant timeframes.

Derwent Training will provide adequate first aid personnel and equipment, in accordance with the Health and Safety (First Aid) Regulations 1981.

Emergency Procedures

Derwent Training will have in place procedures to follow in the event of an emergency. These will be communicated to all employees, learners, contractors, visitors and will be tested on a regular basis. Derwent Training will have trained and duly appointed fire wardens and first aiders across all facilities.

Welfare Facilities

Derwent Training is committed to providing suitable and sufficient welfare facilities to employees and learners in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Plant, Machinery and Work Equipment

Derwent Training will ensure that all plant and equipment is suitable and without risk to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Hazardous Substances

Derwent Training will assess and control health risks and exposure from hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002.

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, Derwent Training will eliminate the need for manual handling where possible. Where elimination is not possible, the risks for manual handling will be assessed and reduced, so far as is reasonably practicable.

Display Screen Equipment

Derwent Training will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety Display Screen Equipment Regulations 1992.

Working at Height

Derwent Training will access and control any risk associated with working at height in compliance with the Working at Height Regulations 2005.

Managing Contractors

Derwent Training recognises that it owes a duty of care to contractors as well as employees, as stipulated by the Health and Safety at Work Act 1974 and Section 3 of the Management of Health and Safety at Work Regulations 1999.

Derwent Training will ensure that only competent contractors are selected and the activities of appointed contractors will be adequately managed.

Personal Protective Equipment

Derwent Training is committed to complying with the Personal Protective Equipment at Work Regulations 1992. However, wherever possible risks will be controlled by means other than PPE.

Asbestos

Derwent Training will manage risk associated with asbestos in line with the requirements of the Control of Asbestos Regulations 2012.

Water Systems

Derwent Training will manage its water systems and control the risk presented by legionella bacteria in line with the control of legionella bacteria in water systems approved code of practice L8.

Housekeeping

Good housekeeping is required at all times in all areas of the training facilities.

Teaching

Derwent Training recognises that safety training is an integral and important element of vocational training. All trainers model good practice and deliver Health & Safety training to learners.

Maintenance

All equipment is maintained by a combination of in-house staff and by sub-contractors.

Fire Safety

On hearing the fire alarm stop what you are doing and leave the building by the shortest route and make your own way to the fire assembly point in the car park. Do not run. Do not go back into the building for personal belongings.

If you discover a fire or see/smell smoke:

- Raise the alarm by breaking the glass at the nearest call point or inform a member of staff
- Do not attempt to tackle the fire

- Leave the building via the shortest route by following the green emergency exit signs
- Do not return to the building until given permission by either the Fire Officer or a senior member of staff.
- Do not obstruct any exits, particularly those marked as fire exits.

Please keep all fire doors closed as these provide a barrier to prevent the spread of fire and smoke. Keeping these doors open will aid the spread of fire and smoke. Do not wedge these doors open.