



# **HEALTH & SAFETY POLICY**

**JANUARY 2019**

# Health and Safety Policy

## **OBJECTIVE:**

To establish and maintain procedures to ensure Achieve Through Learning Limited comply with all Health and Safety Requirements, both statutory and those contained in external Contracts.

## **POLICY:**

There shall be a written Health and Safety Policy Statement, signed by the Operations Manager

The Operations Manager shall be responsible for the implementation, review and up-date of the Health and Safety Policy.

Health and Safety matters will be included in the agenda of staff schedules and management meetings. If required, a qualified Health and Safety Adviser will attend such meetings.

Details of the Health and Safety Policy will be communicated to all staff and learners.

ATL will be registered with the appropriate enforcing authority and comply with statutory requirements and any regulations that apply.

ATL shall provide all necessary insurance cover as required by both legal and contractual obligations.

ATL will assess employers to ensure their awareness of and compliance with all legal requirements. All assessments will be documented and will form part of any resulting contract.

There will be a designated person or persons who will be responsible for the reporting and recording of accidents. Procedures will be in place to ensure that all relevant personnel are aware of, and comply with, the requirements of RIDDOR.

Risk assessments will be carried out on all ATL activities prior to these taking place, in accordance with the Management of Health and Safety at Work Regulations (1999), and more detailed assessments, where required by other regulations which apply to company operations e.g. Fire, COSHH etc. In accordance with the findings of these risk assessments training will be provided and control measures introduced where necessary.

A competent person will be engaged to check all electrical wiring and appliances, (including portable equipment) used on ATL premises, and records will be maintained.

ATL's premises will be maintained in a clean, healthy and safe condition. Stairs, floors, passageways and washrooms will be kept clean, tidy and free from obstruction and hazards, by regular cleaning, maintenance and repair.

Staff and Learners shall be kept informed of any developments and changes in regulations and legislation, which are appropriate to their training.

ATL will, through its staff, provide employers with such information and guidance as will assist them in their compliance with statutory Health and Safety regulations and requirements, in addition to their contractual requirements.

All Health and Safety procedures, and associated control documentation, shall be kept in the ATL Quality Manual with records maintained as appropriate.

All members of staff will receive Health and Safety training appropriate to their duties and responsibilities.

All vocational training programmes will include relevant Health and Safety awareness and learners will be assessed as to their knowledge and understanding.

### **RESPONSIBILITIES FOR IMPLEMENTATION OF POLICY:**

Natalie Wilson, Operations Manager, holds ultimate and final responsibility for Health and Safety at ATL.

Natalie Wilson, Operations Manager, will be responsible for the implementation of this Health and Safety Policy.

Natalie Wilson, Operations Manager, will give guidance and support to managers and staff as appropriate and assist in the policy implementation and review on an ongoing basis.

To; allocate responsibility for key functions within the Health and Safety Policy to individual staff members. These responsibilities will form part of the policy and Natalie Wilson, Operations Manager is responsible for keeping them up to date.

To ensure personnel who are given responsibilities for Key Functions within the Health and Safety Policy are suitably trained, qualified, experienced and competent to carry out these functions.

They will collect and collate information regarding all accidents involving company staff and learners.

To monitor, review, and contribute towards any revision of this policy as required and appropriate.

## Key Health & Safety Responsibilities:-

**HEAD OFFICE: 3<sup>rd</sup> Floor, Phoenix Business Centre,  
18 High Street, Rotherham,  
South Yorkshire S60 1PP**

Responsible Senior Manager Name: Natalie Wilson

Responsible Senior Manager Position: Operations Director

Key Function	Person(s) named as responsible
Pre-placement vetting of employers	Natalie Wilson
Approval of employers for use	Natalie Wilson
Ongoing Health and Safety monitoring of employers	All Assessors
Control of implementation of Health and Safety procedures	Natalie Wilson
Accident reporting and recording either whilst in Centre or whilst with an employer or placement	All staff for reporting Natalie Wilson for recording
Accident investigation	Howard Petty / Natalie Wilson
Head Office First Aid	Natalie Wilson
Building Fire Evacuation procedures, Risk & COSHH Assessments	North Street Leeds
Health and Safety Advice	LCB Group