



## Health and Safety Policy

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## Health and Safety Statement of Intent

This statement of intent is produced in pursuance of the company's obligations under, Section 2 (3) of the Health and Safety at Work Act 1974.

The Learning Department Limited aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings, and compliance with all the relevant legislation.

To ensure the principles of health and safety are clearly understood throughout, we will be committed to:

- Regularly plan, develop and review this health and safety policy. The policy will be reviewed annually.
- Develop appropriate systems for the effective communication of health and safety matters throughout the company.
- Protecting the safety and health of all employees within the company by preventing work-related injuries, ill health, disease and incidents.
- Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the company subscribes.
- Ensuring our employees and their representatives are consulted and encouraged to participate actively in all elements of Health and Safety Management.
- Providing the necessary information, instruction and training to employees and others, including temporary employees and freelance instructors.
- Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of employees. Expert help will be sought where the necessary skills are not available within the company.
- Liaising and working with all necessary persons to ensure health and safety and will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.

We will take all reasonable steps to implement, monitor and maintain safe substances, equipment, working environments and working practices within the company.

We will continuously improve our health and safety management arrangements in order to protect employees and others from risks to their health, safety and welfare whilst engaged in work related activities of the company.

We recognise that safety is the responsibility of everyone and is not just a function of management. Employees have specific responsibilities to take reasonable care of themselves and others that could be affected by their activities and to co-operate to achieve the standards required.



Signed:

Andrew Cumiskey  
Owner, ATC Training

## Responsibilities

### Owner

Overall and final responsibility for health and safety in the Company is that of the company owner. All employees and associates have the responsibility to cooperate with the owner and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must immediately report it. The director is responsible for Safety training, carrying out safety inspections, investigating accidents, monitoring maintenance of plant and equipment and maintaining accurately completed records.

### Trainers and Assessors

Trainers, tutors or assessors should ensure any required health and safety training is provided to learners as a matter of priority. Wherever possible, our curriculum will include any required health and safety units upon commencement of the programme.

If tutors / associates notice a Health and Safety concern whilst in a client's premises, they should bring it to the attention of the client and act appropriately.

## Safety – our top priority

ATC Training is committed to improving the safety by:

- Reducing manual handling operations where possible.
- Conducting risk assessments of tasks to ensure the health and safety risks of unavoidable operations are adequately controlled.
- Providing information and training on correct handling techniques and the use of safe working methods.

In order to assist with this, employees and associates should:

- Take part in any risk assessment as requested and report any hazards or avoidable risks to your supervisor at once.
- Follow the control measures outlined in risk assessments.
- Take training seriously and use proper handling techniques at all times at work.
- Report any medical condition (illness, pregnancy, injury etc.) that could affect your handling ability.

## Accidents and First Aid

As ATC Training does not operate from fixed premises, a first aid box is desired in the tutors vehicle. When training in external venues, trainers shall familiarise themselves with first aid box locations as well as emergency exits, and ensure that learners are made aware of their locations.

The person responsible for reporting incidents as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR is the Director. All notifications under RIDDOR is to be made on the HSE website.

All accidents must be reported to ATC Training director, as well as completing the accident book at the client's location, if the accident happened on their premises.

## Housekeeping and Premises

It is the responsibility of all trainers, associates, employees and learners to ensure that their workplace is kept reasonably clean and tidy. No substances etc. should be left on the floor or allowed to accumulate in a way that would present a hazard to anyone within that area.

## General Fire Safety

The trainer or associate must familiarise themselves with the evacuations procedures at the location where they are training and include relevant details at the beginning of the course to ensure delegates are aware.

## Lifting and Handling

The Manual Handling Operations Regulations 1992 deals with handling activities which may result in employees suffering injuries. Employers have duties to avoid the need for hazardous manual handling as far as is reasonably practicable assess the risk of injury from any hazardous manual handling that cannot be avoided and reduce the risk of injury from hazardous manual handling. Refer to the classroom training risk assessment for further details.

Manual Handling training will be provided for all directly employed staff. Associates will be asked to produce evidence of previous Manual Handling training, otherwise our course will be made available.

## Erecting and Dismantling of Display Equipment (Marketing, Events etc.)

Employees or Associates may be required to erect and dismantle exhibition stands and equipment at various locations throughout the country. They may also be required to transport the exhibition equipment.

- Display equipment can be bulky and heavy.
- When transporting a display ensure that it is in the appropriate container.
- The container, where applicable, should be firmly secured to the trolley.
- When transporting a display by car, there should be enough space in the vehicle to allow the display to be manoeuvred freely.
- Two people should carry out erecting, handling and dismantling a display.
- Care should be taken when erecting and dismantling displays to avoid head injuries and trapped fingers.
- The display should be placed in a position where it cannot be knocked over and in such a way as to provide stability.
- When used for public displays where children have access, ensure that they are unable to run around or push or pull the display.
- Always refer to the Manufacturer's instructions.

If in any doubt as to the correct way to handle heavy items, please refer to the procedures relating to lifting and handling techniques.

## Classroom Training Delivery

Employees or Associates may refer to the generic risk assessment for general advice and guidance on classroom training delivery. Key points are summarised below:

- When using a projector, ensure the beam and any heat outlets are pointing away from learners.
- If using a laser pointer, ensure it is designated as Class 1 or 2 and holds the CE mark.
- Ensure any trailing wires are properly secure and do not pose a trip hazard.
- Brief the learner on emergency exit routes and any other fire procedures

Where trainers are delivering on employer premises, ensure you are familiar with evacuation procedures. If any situation arises where you believe the learner or colleagues are unsafe, stop work immediately and move to an area of safety. Seek further guidance from a senior member of staff on the employer premises, training venue or ATC Training