
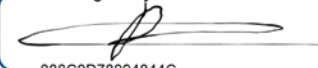


Health and Safety Policy

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Introduction

The main requirement of the Management of Health and Safety at Work Regulations is that employers must carry out risk assessments to eliminate or reduce risks.

This policy is reviewed at least annually or, if required, at legislation changes, which will be supported by staff training and Apprentice / Employer updates.

Employers with five or more employees need to record the significant findings of a risk assessment. High Ridge Training Group carry out an annual risk assessment which is completed by the owners of the businesses, and shared with staff for information and to carry out remedial action.

It is the policy of High Ridge Training Group, to ensure as far as is reasonably practicable, the health, safety and welfare of all of its employees, trainees, apprentices and contractors and other persons who may be affected by its operation, as outlined in this document and in accordance with current Health & Safety legislation. High Ridge Training Group has measures in place to ensure that the Policy will be applied equally and fairly and without exception.

All necessary information, in order to promote and embed this policy to staff and apprentices is through training and supervision provided as part of induction to all High Ridge Training Group staff, apprentices, employers and stakeholders and wider learners/service users base to ensure implementation of this policy. All High Ridge Training Group staff undertake mandatory Health & Safety training at induction and at least annually thereafter.

High Ridge Training Group has a designated Health & Safety Lead, which can be contacted and can guide staff in the correct action to take if required.

Apprentices will be given Health & Safety specific training as well as formal checks and re-enforcement during progress reviews.

Risks on employer sites will be identified through an Employer Health & Safety Questionnaire, which will be checked and validated for compliance with legislation at engagement, and a time limited action plan will be created to monitor any areas requiring improvement.

Management and employees are required to observe and comply with current Health and Safety legislation within the workplace, and should do all that is reasonably practicable to avoid and/or reduce Health and Safety risks. The main provisions of regulations require High Ridge Training Group to provide: adequate lighting, heating, ventilation and workspace (and keep them in a clean condition); staff facilities, including toilets, washing facilities and refreshment; and safe passageways, i.e., to prevent slipping and tripping hazards. Staff feedback is sought to ensure compliance within the Head Office site, and other offices within any of the High Ridge businesses.

HRTG Policy aims to achieve this by providing and maintaining places of work and equipment which are safe, by the operation of systems of work which are safe and free from risks to health, and to provide suitable arrangements for the welfare of employees, learners/service users and stakeholders.

The policy will be reviewed annually and revised if necessary.

High Ridge Training Group's (HRTG) Health and Safety Policy runs in conjunction with the specific employer premises/site's own Health and Safety Policy.

Outdoor and indoor space, furniture and equipment must be safe and suitable for purpose.

If any member of staff or learners/service users notice anything unsafe or dangerous, they should act to rectify this. If they cannot put this right, they should report it to their Line Manager in the first instance.

Staff are legally, morally and contractually responsible for the safety of the learners/service users in their care. Legally, everyone has a 'duty of care' to each other.

Ensure your own actions or lack of actions does not put yourself or others at risk.

Prior to the start of each on-site session, in which Learners/service users attend one of the Centres for training, a Health and Safety check will be carried out. Any damage to the building or equipment will be reported to the Manager and appropriate officers.

Staff must notify Head Office of any serious accident, illness or injury.

Fire/evacuation procedures for each venue should be explained to learners/service users as part of their induction.

All electrical and fire protection equipment is tested by external qualified organisations and forms part of a business Health & Safety risk assessment plan.

Accidents relating to apprentices, regardless of where they occur, must be reported immediately to the individual responsible for Health & Safety, who will take the necessary action including reporting to the ESFA and the Health & Safety Executive if relevant and serious.

All incidents of any nature will be recorded within the Learners/service users Base File, together with the corrective action taken.

This policy should be read in conjunction with the following:

- Employee handbook