

## Health and Safety Policy

9.Issue	Date	Sections Affected	Description of Change / Change Request Reference / Remarks	Amended by
11	11/11/24	First Aid	Added info regarding De-Fib & updated legislation.	CC
11	13/03/26	N/A	Reviewed	CC

### Scope of the Policy

Training Works is committed to complying with the Health and Safety at Work Act 1974 and all relevant legislation to ensure a safe working and learning environment.

This policy applies to:

All Training Works staff, apprentices, employers, and partners.

All activities, courses, and qualifications offered or delivered by Training Works.

This policy must be implemented alongside the COVID-19 Risk Assessment and Company Policy, with amendments introduced as necessary and without prior notice to address emerging risks. Additional safety measures, including appropriate personal protective equipment (PPE) and cleaning protocols, must be adhered to for all tasks.

### Policy Statement

Training Works is committed to:

Meeting and exceeding all legal obligations under the Health and Safety at Work Act 1974.

Ensuring all training environments are Disability Discrimination Act (DDA) compliant.

Promoting a culture where health and safety are a shared responsibility among staff, apprentices, employers, and visitors.

All individuals have both legal and moral obligations to uphold and enforce this policy to ensure the safety and well-being of themselves and others.

### Statement of Principles

Training Works will:

Implement this policy on a day-to-day basis and allocate sufficient resources to achieve its objectives.

Maintain accurate and up-to-date records relating to staff and learner health and safety.

## Health and Safety Policy

### Review Arrangements

This policy will be reviewed annually in conjunction with self-assessment arrangements. Interim revisions may be made in response to:

Feedback from staff, apprentices, or employers.

Updates to legislation or guidance from awarding organisations or regulatory bodies.

### Policy Accessibility

This policy is available for all staff, third parties, and apprentices. It can be accessed in the Policies & Procedures file at the Blackpool office or on the Training Works website.

### Competent Person

The Health and Safety Officer is the named, qualified individual responsible for day-to-day health and safety within the company. They can be contacted on 01253 478180. Named person: Carl Mullen – [carl@training-works.co.uk](mailto:carl@training-works.co.uk)

### Communication of the Policy

Staff: All staff involved in the management, delivery, assessment, and quality assurance of qualifications will be informed of this policy during their induction.

Apprentices: All apprentices will be introduced to this policy during their induction process.

### Information and Training

Training Works provides:

Initial and annual Health and Safety awareness training for all employees.

Circulation of updates and minutes from the internal Health and Safety monitoring group to all staff.

Health and Safety training for all apprentices during their induction process.

The Health and Safety Law poster is prominently displayed in the Blackpool office.

### First Aid

First aid provision is managed by Blackpool Council, with first aid kits signposted throughout the building.

The nearest defibrillator is located at Queens Hotel, South Promenade, Blackpool (390 yards from the office).

### Duties of Employees

Training Works staff are expected to:

Take reasonable care for their own health and safety and that of others.

Promptly report accidents, unsafe conditions, or potential hazards to their line manager.

Adhere to high standards of health and safety, particularly in practical teaching areas.

Ensure no learner begins a funded programme without a satisfactory Health and Safety Appraisal of their workplace.

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Staff must ensure that environments determined to be medium/high risk are subject to regular appraisals. Low-risk environments must undergo an annual review.

### Lone Working

Staff must follow these lone working guidelines to minimise risks:

Inform their manager of their location and schedule.

Meet apprentices and employers only in public or workplace settings.

Never provide personal contact details or meet in private residences.

Carry a charged mobile phone and, if necessary, personal safety equipment (e.g., alarms).

Avoid giving lifts to apprentices.

### Duties of Apprentices

Apprentices are equally responsible for ensuring their own safety and the safety of others. They are expected to:

Familiarise themselves with all health and safety guidance.

Use PPE as required.

Report any hazards, unsafe conditions, or health concerns to their Training Works Trainer.

Provide medical information relevant to their workplace safety.

### Equipment Safety

All portable electrical equipment is subject to regular PAT testing to ensure safety. Staff must report defective equipment immediately to their line manager or the Health and Safety Officer.

### Fire Safety

In case of fire on Training Works premises:

Sound the alarm and evacuate the building via the nearest exit.

Assemble at the designated fire assembly point – the corner of Rawcliffe street and Moor Street.

Contact emergency services (dial 999).

Re-entry is prohibited until an authorised individual provides clearance.

### Risk Assessments

Risk assessments will be conducted to identify and address workplace hazards. Specific attention will be given to:

Activities involving young people under 18, recognising their potential vulnerabilities.

Ensuring apprentices are not asked to perform tasks beyond their physical or mental capability.

## Health and Safety Policy

### Legal Framework

This policy aligns with:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Equality Act 2010

Personal Protective Equipment Regulations 2002

### Policy Review

This policy will be reviewed annually or as required by legislative updates or feedback from stakeholders.