

Health and Safety Policy

Company: Train AV Ltd

Effective Date: 1st December 2025

Review Date: 1st December 2026

1. Policy Statement

Train AV Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, contractors, learners, clients, visitors, and others who may be affected by our activities.

This policy is issued in accordance with the **Health and Safety at Work etc. Act 1974** and reflects our duties under all applicable UK health and safety legislation. It applies to all work activities undertaken by Train AV Ltd, including office-based work, training delivery, work-related travel, and training conducted at client premises.

Train AV Ltd is committed to:

- Complying with the Health and Safety at Work etc. Act 1974 and all relevant subordinate legislation
- Providing and maintaining safe systems of work, safe workplaces, and safe equipment
- Ensuring the safe use, handling, storage, and transport of articles and substances
- Providing information, instruction, training, and supervision necessary to ensure health and safety
- Maintaining a working environment that is safe, without risks to health, and inclusive for all
- Consulting with employees on matters affecting their health, safety, and wellbeing
- Reviewing and continuously improving health and safety arrangements

2. Scope

This policy covers:

- Office-based work
- Training delivery at Train AV Ltd locations
- Travel undertaken as part of work duties
- Training and work activities conducted at client premises
- All employees, contractors, freelancers, associates, and learners where applicable

3. Responsibilities

3.1 Directors and Management

Under **Section 2 of the Health and Safety at Work etc. Act 1974**, the Directors of Train AV Ltd have overall responsibility for health and safety.

Named Responsible Person:

Michael Lammas – Managing Director

Michael Lammas is responsible for: - Overall implementation of this Health and Safety Policy - Ensuring compliance with relevant UK health and safety legislation - Ensuring suitable and sufficient risk assessments are completed and reviewed - Ensuring adequate resources are provided to manage health and safety - Acting as the primary point of contact for health and safety matters

3.2 Employees, Contractors, and Associates

Under **Section 7 of the Health and Safety at Work etc. Act 1974**, all employees and contractors must: - Take reasonable care for their own health and safety and that of others - Cooperate with Train AV Ltd to enable compliance with legal duties - Follow health and safety instructions, training, and procedures - Correctly use work equipment and personal protective equipment (PPE) - Report hazards, accidents, incidents, and near misses promptly

3.3 Learners and Visitors

Under **Section 8 of the Health and Safety at Work etc. Act 1974**, learners and visitors must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.

4. Risk Assessment and Safe Systems of Work

In accordance with the **Management of Health and Safety at Work Regulations 1999**, Train AV Ltd will: - Identify hazards arising from work activities - Assess risks to employees and others - Implement appropriate control measures - Record significant findings where required - Review assessments regularly and when circumstances change

Risk assessments will consider physical, environmental, ergonomic, and psychosocial risks, including those relating to disability, pregnancy, mental health, and individual needs.

Train AV Ltd will: - Identify hazards associated with its activities - Assess risks and implement proportionate control measures - Review risk assessments regularly and when circumstances change - Communicate relevant findings to affected persons

Risk assessments will consider physical, environmental, ergonomic, and wellbeing-related risks, including those affecting individuals with disabilities or specific needs.

5. Office-Based Work

For office-based activities, Train AV Ltd will comply with relevant legislation, including: - **Workplace (Health, Safety and Welfare) Regulations 1992** - **Health and Safety (Display Screen Equipment) Regulations 1992**

Measures will include: - Providing safe and suitable workspaces, lighting, ventilation, temperature, and welfare facilities - Carrying out Display Screen Equipment (DSE) assessments where required - Maintaining

safe access and egress - Implementing appropriate fire safety measures in line with the **Regulatory Reform (Fire Safety) Order 2005** - Promoting good wellbeing practices, including reasonable breaks

6. Training Activities

When delivering training, Train AV Ltd will: - Ensure training environments meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 - Ensure equipment used complies with the **Provision and Use of Work Equipment Regulations 1998 (PUWER)** - Provide suitable information and safety briefings to learners - Take reasonable steps to ensure training is accessible and inclusive - Adapt training delivery where reasonably practicable to accommodate individual needs

When delivering training, Train AV Ltd will: - Ensure training environments are suitable, safe, and accessible - Carry out activity-specific risk assessments where required - Use equipment that is fit for purpose and properly maintained - Provide clear safety briefings to learners at the start of sessions - Adapt training delivery where reasonably practicable to support diverse needs and abilities

7. Travel for Work

Work-related travel is considered a work activity under the Health and Safety at Work etc. Act 1974. Train AV Ltd will: - Assess risks associated with work-related travel - Promote compliance with road traffic legislation - Discourage driving when fatigued, unwell, or under the influence of alcohol or drugs - Encourage suitable rest breaks on long journeys

Employees must: - Hold a valid driving licence where driving is required - Ensure vehicles used for work are roadworthy, insured, and legally compliant - Report any travel-related accidents or incidents promptly

8. Training at Client Premises

When conducting training at client premises, Train AV Ltd will comply with **Section 3 of the Health and Safety at Work etc. Act 1974** by: - Cooperating and coordinating with clients on health and safety matters - Following client site rules, procedures, and induction requirements - Undertaking dynamic risk assessments where necessary - Suspending work where serious or imminent danger is identified

When conducting training at client premises, Train AV Ltd will: - Cooperate with clients on health and safety arrangements - Request and follow relevant site rules, procedures, and inductions - Carry out dynamic risk assessments as required - Stop work if conditions are unsafe and report concerns promptly

Employees and associates must: - Follow client site safety rules - Use any required personal protective equipment (PPE) - Act professionally and responsibly at all times

9. Equipment and Manual Handling

Train AV Ltd will comply with: - **Provision and Use of Work Equipment Regulations 1998 (PUWER)** - **Manual Handling Operations Regulations 1992**

This includes: - Providing suitable and maintained equipment - Avoiding hazardous manual handling where reasonably practicable - Assessing unavoidable manual handling tasks and reducing risk

Employees must: - Use equipment in accordance with training and instructions - Avoid unsafe manual handling practices - Report defective equipment immediately

10. Health, Wellbeing, and Inclusion

Train AV Ltd recognises its duties under the **Equality Act 2010** and is committed to: - Providing an inclusive and respectful working environment - Supporting reasonable adjustments - Promoting mental health and wellbeing - Preventing bullying, harassment, and discrimination

Train AV Ltd recognises the importance of mental health, wellbeing, and inclusion. We are committed to: - Treating all individuals with dignity and respect - Supporting reasonable adjustments where required - Encouraging open discussion about wellbeing and safety concerns - Preventing bullying, harassment, and discrimination

11. Accidents, Incidents, and Near Misses

All accidents, incidents, and near misses must be reported promptly. Train AV Ltd will: - Record incidents in accordance with internal procedures - Investigate incidents proportionately - Comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** where applicable

12. Emergency Procedures

Train AV Ltd will comply with relevant legislation including: - **Regulatory Reform (Fire Safety) Order 2005** - **Health and Safety (First-Aid) Regulations 1981**

Appropriate emergency arrangements, evacuation procedures, and first aid provision will be in place and communicated to relevant persons

Train AV Ltd will ensure: - Appropriate emergency procedures are in place - Staff are informed of evacuation and emergency arrangements - First aid provision is available and proportionate to activities

13. Risk Assessments

Train AV Ltd maintains written risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999**. The following risk assessments apply to core activities and will be reviewed annually or sooner if circumstances change.

13.1 Office-Based Work Risk Assessment

Hazards Identified: - Slips, trips, and falls - Poor workstation setup (DSE) - Fire - Electrical hazards - Stress and wellbeing

Persons at Risk: Employees, contractors, visitors

Control Measures: - Clear walkways and good housekeeping - Display Screen Equipment (DSE) assessments and ergonomic guidance - Fire risk assessment, fire detection, and evacuation procedures - Portable electrical equipment visually checked and maintained - Reasonable workloads, regular breaks, and wellbeing support

Residual Risk: Low

13.2 Work-Related Travel Risk Assessment

Hazards Identified: - Road traffic accidents - Fatigue - Poor weather conditions - Lone working

Persons at Risk: Employees and contractors

Control Measures: - Journey planning and realistic scheduling - Compliance with road traffic laws - Regular rest breaks on long journeys - Use of roadworthy, insured vehicles - Mobile phone access and check-in arrangements where appropriate

Residual Risk: Low to Medium

13.3 Training at Client Premises Risk Assessment

Hazards Identified: - Unfamiliar environments - Client equipment and installations - Manual handling of training equipment - Slips, trips, and falls - Fire and emergency situations

Persons at Risk: Employees, contractors, learners, client staff

Control Measures: - Cooperation with client health and safety arrangements - Completion of site inductions where required - Dynamic risk assessment on arrival - Use of equipment only where safe and suitable - Adherence to client emergency and fire procedures

Residual Risk: Low to Medium

14. Policy Review

This policy and associated risk assessments will be reviewed at least annually, or sooner if there are significant changes to operations, legislation, or following an incident.

Signed: 

Name: Michael Lammas

Position: Managing Director, Train AV Ltd

Date: 1st December 2025