

## Health and Safety Policy

Professional Training Solutions 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. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

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

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the organisation subscribes;
- setting and monitoring of health and safety objectives;
- effective communication of and consultation on health and safety matters throughout;
- assessing the risks to the safety and health of our pupils, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- ensure the health and wellbeing of our employees and pupils;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for pupils and employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the organisation;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

***Please note that a signed copy of the Health and Safety Policy Statement, which demonstrates our commitment to health and safety, is available at our main business address or on request.***

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## **Responsibilities**

### **General Responsibilities**

It is important that health and safety standards are maintained and improved. Where necessary specific roles have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

The following individual post(s) have overall health and safety responsibilities within the terms of our policy:

- **Mr N. Hardie**

The above is responsible for ensuring strategic health and safety planning is in place and that periodic review of health and safety performance is undertaken.

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

- All directors and staff of a management grade

### **Responsible Persons**

It is important that health and safety standards are maintained and improved. Where necessary specific roles have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

### **Management Structure**

#### **Directors**

Governors are responsible for strategic health and safety planning and for periodic review of health and safety performance.

**The Directors and Senior Management Team**, will implement the Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy;
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions;
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the Health and Safety Policy;
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- Setting health and safety performance standards to ensure effective management within their areas of control;
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded;
- Ensuring that all employees are familiar with, and comply with, the requirements of the Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and departmental guidelines and instructions;
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare;

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- Establishing systems for monitoring all arrangements to ensure that they are working effectively;
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards; and
- Reporting annually to the Governing Body on health and safety issues.

### Heads of Departments

Heads of Department are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

They will ensure that:

- Any health and safety matters that they cannot deal with directly, are brought to the attention of the Senior Management Team.
- Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

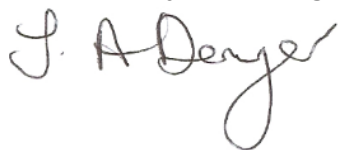
### Learners

Learners Shall:

- Comply with the rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything, they believe to be hazardous or dangerous to their Teacher/Form Tutor.

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*This Policy has been agreed by  
Jackie Denyer, Managing Director*



*Date Signed:- 20<sup>th</sup> May 2023*

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