


# Health and Safety Policy

Version	1.5	Approved by:	
Date published	23/11/2024		
Review period	Annual		
Related legislation and/or standards	<ul style="list-style-type: none"> <li>• Health and Safety at Work Act etc. 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Manual Handling Operations Regulations 1992 (MHOR)</li> <li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> <li>• The Regulatory Reform (Fire Safety) Order 2005</li> </ul>		

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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.

ATC Training 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  
Managing Director, ATC Training

## Responsibilities

### Managing Director

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

Whenever an associate, 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.

### Tutors 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, including associate tutors, notice a Health and Safety concern whilst in a client's premises, they should bring it to the attention of the client immediately. If they feel it is not resolved, it should be brought to the attention of ATC Training management.

## 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.
- Ensuring equipment, including electronic devices are fit for purpose and maintained.
- Providing mandatory safety training for all employees.

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 manual handling techniques at all times at work.
- Report any medical condition (illness, pregnancy, injury etc.) that could affect your handling ability, or ability to evacuate the building in an emergency.

## Accidents and First Aid

ATC Training employees or associates may be working at our own premises, or training may be delivered on client premises or externally sourced venues. Offices at Amber Court are equipped with first aid boxes. Employees or associates working in external venues and trainers shall familiarise themselves with first aid box locations and emergency exits and ensure that learners are made aware of their locations.

The Managing Director is responsible for reporting incidents per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. All notifications under RIDDOR are to be made on the HSE website.

All accidents must be reported to the ATC Training Managing Director, and the accident book must be completed. This is located on SharePoint. If an accident occurs on the client's premises, they should advise local management.

## General Housekeeping

All staff, associates, and learners are responsible for ensuring 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.

Tutors should include a housekeeping brief at the start of any sessions delivered in the classroom.

## Fire Safety

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

### Training and Information

All employees must complete Fire Safety Awareness within 14 days of employment and receive refresher training every three years. Selected employees will also be required to complete Fire Marshal training. Fire information can be found on the Amber Court office notices and SharePoint.

### Assembly Point

The assembly point for Amber Court is outside the front of the building. During an evacuation, all employees and visitors should meet for a roll call at this location.

### Fire Tests

The fire alarm test takes place each Tuesday at 2 p.m. Building management arranges fire drills every six months.

## Lifting and Handling

The Manual Handling Operations Regulations 1992 (MHOR) 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.

**Version History**

Version	Reason for publication/change	Date	Author
1.3	Minor amendments to wording, update of formatting and addition of version history table.	01/08/2024	AC
1.4	Update to RIDDOR reference and minor wording amendments. Removal of classroom training and event setup details.	15/10/2024	AC
1.5	Review period added.	23/11/2024	AC