Health and Safety Management Policy

Scope of the policy

This policy is provided for Alex D&D Training customers, including learners and staff members who are using or delivering the courses and qualifications Alex D&D Training offer.

Location of the policy

This policy is available for all staff members and learners to access.

Communication of the policy

It is important that staff involved in the management, delivery, assessment and quality assurance of Edexcel and proqual qualifications and learners undertaking these qualifications, are fully aware of the contents of the policy.

Review of the policy

The centre manager (Efosa Ekhator) is over all responsible for this policy and will review and update this policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by Edexcel or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

Alex D&D Training is committed to achieving high standards of health and safety.

We expect staff, learners, visitors, and the other employers we work with to share this commitment and to understand that they have legal and moral obligations to enforce and adhere to this policy.

Statement of Principles

The duties of Senior staff are to: -

• ensure that this Health & Safety Policy is implemented on a day-to-day basis and that sufficient resources are made available to achieve this

• maintain adequate records in relation to staff and learner health & safety (e.g. Induction)

Duties of all staff

The duties of all Alex D&D Training staff are to: -

• Take reasonable care for the health and safety of themselves, visitors and others who may be affected by their acts and omissions while on Alex D&D Training premises

and the sites where learners are working

• Report promptly any accidents, incidents, unsafe conditions or practices and potential risks to their line manager

• Personally, demonstrate good standards of health & safety practice

• Take particular care in all practical teaching areas

• Promote good practice through the quality of learning and understanding of health & safety duties of all learner and course delegates

Learners and course delegates have a duty to look after their own wellbeing. They are held to be equally responsible for the health & safety of others or those who may be affected directly or indirectly of their behaviour on Alex D&D Training premises.

They will: -

• Familiarise themselves with all health and safety information provided by

Alex D&D Training and their employer

• Follow and act upon any instructions that are given either verbally or in writing by a

trained member of staff in connection with health and safety.

• Bring to the attention of a member of AlexD&D training staff any difficulty in understanding health and safety information or instructions.

• Co-operate fully at all times with AlexD&D training to ensure that statutory obligations are met.

• Report immediately to a member of AlexD&D training staff any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety in the workplace or training centre.

• Report any accidents or incidents they are involved in.

• Ensure that where necessary/required the relevant PPE is used in the interests of health and safety.

• Advise their trainer/assessor of any personal difficulties associated with the use of any equipment provided.

• Provide AlexD&D training and their employer (where relevant) with any medical information which may affect personal health and safety or welfare.

Portable electrical equipment is in use by Staff/learners It is subjected to periodic inspection to ensure its continued safety in use. If any person identifies a worn cable, defective plug or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard to their line manager, immediate supervisor or Centre Manager/Director/Owner.

Fire alarms will be tested weekly by a member of AlexD&D training staff. If a fire is discovered on AlexD&D training premises: -

• Sound the alarm

• Leave the building by the nearest exit and do not delay by collecting your belongings.

• Go to the fire assembly point

• Ring the Fire Service (dial 9 and then 999 from a company phone)

• Do not re-enter the building until the 'all clear' is given

• Trained staff who feel competent may wish to tackle a fire using the equipment provided but do not attempt to fight any fire in isolation.

In the event of a person being injured and requiring first aid, a qualified first aider should be contacted. Smoking is only permitted in designated areas outside the premises.

Personal Protective Equipment (PPE) is issued for protection where it is not possible to remove all the risks from a process or operation by other means. PPE does not remove all the risks and caution must still be exercised when carrying out an activity.

In general, it is a requirement to:

• wear or use PPE when it is required by legislation or code of practice

• ensure that PPE is worn in accordance with any training or instruction that has been given take reasonable care of PPE to ensure it remains in good condition

• report any defects to your immediate supervisor as soon as they are noticed

• ensure that others who may be affected by activities are either isolated from contact or are issued with temporary PPE

AlexD&D training will undertake risk assessments to identify significant hazards that may arise in the workplace.

Trainers and assessors working on behalf of AlexD&D training are responsible for conducting risk assessments on curriculum activities to ensure safety of the learners.

Young people (under the age of 18) may be at greater risk due to factors such as a lack of maturity

and experience. Therefore, it is particularly important to undertake a risk assessment on

activities to be undertaken by a young person. In addition, a young person must not be asked to undertake activities beyond their physical or mental ability or where lack of experience and

training would mean they are unlikely to recognise the risks.

Review frequency: Annual. Next review date is 30 November 2026

Lead Officer: Head of Quality Improvement

Senior Manager Responsible: Efosa Ekhator. Head of Centre