


Document title:	Health, Safety and Welfare Policy	Owner:	Beverley Ellis, Operations Director
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This policy has been reviewed and approved by the Managing Director:		 Signed...	

1. Policy Statement

TRS Training Limited fully recognises its responsibilities under the Health and Safety at Work Act 1974, the Management of Safety Regulations 1999, and the Welfare at Work Regulations 1992. The company undertakes to both comply with the relevant legislation but also create a culture of Health and Safety based on the guiding principles within the acts, regulations, and industry best practices. The company undertakes to develop and adapt its organisation in a collective but leadership down approach to collective responsibility to the Health, Safety, Welfare including Wellbeing. The company will be inclusive in its approach to meet the objectives of this policy and embrace a Plan, Do, Check, and Act philosophy in every effort both in its objectives and its Aim of being a safe and healthy place of work and learning.

- 1.1. TRS Training Limited will take all necessary steps, in accordance with current regulations, to ensure that adequate provisions are made in order to ensure the health, safety and welfare at work of its employees, its learners and any authorised persons using TRS Training’s premises. This will include relevant plant, vehicles, and equipment. The leadership will ensure that building, premises, and areas of control are safe and includes both access and egress. The leadership will take action as deemed appropriate in order to protect the integrity of the company, its employees and the public and uphold any legal undertakings as required.
- 1.2. The word “We” will be understood throughout the policy to mean the collective responsibility of all TRS Training Ltd, directors, management, all staff, who may also be referred to as “the company”

2. The objectives of the policy:

- 2.1 To provide a safe and healthy work environment for all employees, learners and others who may be affected by our services or omissions.
- 2.2 To ensure all employees understand that safety is a condition of their employment and requires participation and involvement to be successful.
- 2.3 To identify any significant risks associated with the activities undertaken by TRS and take reasonable steps to adequately control such risks.
- 2.4 To ensure accidents, incidents and ill health are minimised and are dealt with appropriately.
- 2.5 To consult with employees and learners on matters affecting their health and safety.
- 2.6 To provide and maintain safe plant and equipment.
- 2.7 To provide suitable and sufficient information, supervision, instruction and training to employees and learners.
- 2.8 The health and safety arrangements contained within this policy specify the manner, the organisation and the resources necessary for maintaining and reviewing health and safety.
- 2.9 To underpin the company broader values.

3. Scope of the Policy

- 3.1. This policy applies to:
 - All members of staff
 - Subcontractors and Partners
 - Visitors and general public
 - All learners and the duty of care we have to them.

3.2. It addresses the company legal undertakings to:

- The Health and Safety at Work Act 1974
In addition to the more general requirements of the act there are many hundreds of Regulations covering Health and Safety issues. Examples of regulations that apply to TRS Training include.
- The Workplace (Health, Safety, and Welfare) Regulations 1992.
- Accident and incident management and reporting process.
- First Aid provision as made under the Health and Safety (First Aid at Work) Regulations 1981
- Fire safety processes as laid down in the Regulatory Reform (Fire Safety) Order 2005
- Provision of Work Equipment Regulations.
- Lifting Operations and Lifting Equipment Regulations.
- Manual Handling Operations Regulations.
- Health and Safety (Display Screen Equipment) Regulations
- Electricity at Work Regulations.
- The Safety Representatives and Safety Committee Regulations.
(This list is not exhaustive)

4. TRS Values

This policy underpins our commitment to our values, with particular reference to:

- RESPECT – All individuals and their unique talents.
- SUPPORT – A strong ethos of care, guidance, and support.
- RESPOND – Listening to our customers, partners and stakeholders and being equipped to meet their changing needs.
- PARTNERS – Developing sustainable partnerships where everyone involved benefits from the relationship.
- QUALITY – Providing outstanding teaching, learning and customer service.
- DEVELOPMENT – Supporting continuous professional development for all staff.

5. Implementation Principles

- 5.1.** TRS Training Ltd. is responsible for ensuring that the health, safety and welfare of its employees and visitors are protected in activities at work premises under section two of the Health and Safety at Work Act. We will consider learner health, safety, and welfare as part of the learner progress reviews; staff Induction and Appraisal processes and act immediately should concerns arise. The company acknowledges the duty to the public and the environment.
- 5.2.** Staff including subcontractors will be aware of their responsibilities under the Health and Safety at Work Act. They will at all times conduct themselves within section seven of the act and show a duty care for learners and report as necessary any areas of concern.
- 5.3.** Designated managers will carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out on an annual basis, and some risk assessments may require more regular completion. The risk assessments will be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated, then reasonable and practical measures will be implemented in order to reduce the overall risk to a suitable and sufficient level. All employees working in that area will be made aware of specific safe working practices to minimise risk for them and any persons to which they have a duty of care. We will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard signage will be displayed advising employees and any other visitors to the premises of the nature of specific hazards and appropriate precautions.
- 5.4.** We will complete a Young Person's Risk Assessment for all 16–18-year-old staff, this will consider their lack of experience, being unaware of existing or potential risks and lack of maturity. We must let the

parents or guardians of any Young Person know the possible risks and the measures put in place to control them. This can be done in whatever way is simplest and suitable, including verbally.

- 5.5.** Individual risk assessment will be made with the full co-operation of the staff member concerned upon the company being informed in writing by the staff member they are pregnant. The company will also produce a individual risk assessment for any new mother returning to work or any mother who is breastfeeding. Acting on these assessments the company will accommodate the welfare as required.
- 5.6.** All chemicals and other substances that are hazardous to health will be kept to a minimum. Any chemicals or substances of this category must be stored and used in accordance with the manufacturer's instructions. Such materials provided in receptacles will have a COSHH (Control of substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full. Other necessary chemicals such as diesel fuel shall not be stored, and appropriate PPE will be provided for refuelling of vehicles.
- 5.7.** We will ensure that all employees receive the appropriate training to ensure safety so far as reasonably practical relates to their work duties. If any employee acts in a manner or makes an omission that is likely to put themselves or others in danger.
- 5.8.** We believe that learners are entitled to learning in a safe, healthy, and supportive environment. will seek assurance of any employer or their representative that the learner's workplace meets health, welfare, and safety standards. Staff will remain vigilant while at any place of work and will inform or report any concern to the employer or their representative. TRS Limited staff will fully co-operate with the learner's employer or their representative concerning the maintenance of minimum standards at times throughout the programme. While co-operating with any employer TRS Training Ltd will reserve the right to conduct any independent investigation of concerns, accidents or incidents and take appropriate action as required for the purpose of improvement working practice and safety outcomes.
- 5.9.** Learning programmes will help learners to gain an understanding of the importance of health and safety, how hazards are identified, risks assessed and the principles of control measures. The learner has a responsibility to work with us by co-operating the following principles. They must adhere to their employer's safety rules. They must participate in health and safety training and updates throughout their designated programme. Notify their assessor if they have any concerns regarding their health, safety, or welfare at work. Notify their assessor if they are involved in an accident or near miss or if they develop any form of medical condition which may be related to their job which may be relevant to the program of learning.
- 5.10.** Staff are issued with suitable company identification (ID) cards which should be made available to anyone having legitimate interests and should be carried at all times when on company business.
- 5.11.** We will endeavour to ensure that all staff, visitors, and learners receive the appropriate PPE required for the task being undertaken, the surrounding area activities or rules. Any such persons are informed of such requirements and shown the correct use of such equipment. Trainers will be supplied with additional uniform that includes a fleece/jacket with thermal protective properties as well as a hi-visibility waist coat or vest.
- 5.12.** Staff who work away from company-controlled premises will record all details of their whereabouts, including times, of their working hours in their online calendar. It is crucial that staff to adhere to this requirement may. They will also be required to complete lone worker risk assessments and always carry their work phone and first aid kit and emergency response equipment.
- 5.13.** Staff who work using a desk-based computer will be subject to Display Screen Equipment Regulations and are required complete a DSE assessment and questionnaire as appropriate and periodically not more than two years between assessments. The company will take appropriate action to resolve any issues raised. The company reserve the right to conduct in addition to the required risk assessment an additional assessment which may be focused on the individual staff member in order to resolve any further issues.
- 5.14.** Staff will complete online safety training as part of induction and then for retained staff every two years during the period of their employment with the company.

- 5.15. Staff will complete Mental Health Awareness training as part of induction and then for retained staff every three years of employment, this is to be made available to all staff and learners where appropriate.

6. Accident reporting First Aid and Fire control provision

- 6.1. The company will provide adequate and sufficient First Aid equipment in all locations and areas of control sufficient for the number of persons staff or visitor and such equipment will be monitored/controlled on a regular basis to ensure adequate stocks are available. First Aid equipment will be replaced if used or is out of date or as needed at the company expense.
- 6.2. The company will provide or arrange for training of willing and competent staff to the recognised level of Emergency First Aid at Work or First Aid at Work. Staff who have completed the training and received recognised certification will be known as appointed "First Aiders" the role will include but not limited to checking to ensure first aid equipment is present as required, keeping records, assisting, and co-operating with company managers in checking or completing accident book entries and accident investigation.
- 6.3. The company will provide adequate and sufficient Fire extinguisher equipment in all company owned/leased property sufficient for the number of floors, rooms exits and doors. Such equipment will be monitored/controlled on a regular basis to ensure presence, pressure, and annual examination. Fire control equipment will be replaced/refilled if used or is out of date or as needed at the company expense. The company will ensure that company buildings are fitted with a suitable fire alarm system and that any such system is regularly checked including any call points and records maintained. The company will provide a fire safety log and testing of any emergency lighting is included in the log. Any Emergency lighting receives and fully certificated discharge test from a competent professional as required. The company will provide suitable notices for emergency action and the requirement to keep fire doors closed.
- 6.4. The company will provide or arrange for training of willing and competent staff to the recognised level of fire marshal. Staff who have completed the training and received recognised certification will be known as appointed "Fire Marshals" the role will include but not limited to checking to ensure fire control equipment is present as required, checking alarm and call points, checking emergency lighting, checking housekeeping and potential locations of ignition, checking signage as well as keeping records and updating the fire safety log, assisting and co-operating with company managers in checking or completing that a suitable fire drill has been conducted and recorded on a minimal bi-annual basis. Co-operating with the Health and Safety manager in conducting a suitable and sufficient Risk Assessment.
- 6.5. In order to avoid misunderstanding or meaning "an incident" is an event which may be an accident or near miss, the company deem an accident and near-miss to be defined as: -
- Accident: - "any unplanned unfortunate event that results in a loss not limited to personnel injury, damage to property including a pollution causing event to the environment, plant, or equipment". For the purposes of this policy, an accident at work is any unplanned, unfortunate event which results in an employee suffering any injury in the course of his/her work whilst carrying out an authorised work activity. Any accident resulting in any injury to a person for which TRS Training Ltd. has responsibility as a result area of control including activities for which the company have a legal duty of care.
 - Near-miss: - "an unplanned event which does not cause injury or damage but could have done so" the company reserve the right to investigate in endeavouring to prevent re-occurrence. Examples include items falling near to personnel, incidents involving vehicles, generally persons are present to witness potential accident. Dangerous Occurrences are legally reportable by the company and are defined events under Schedule 2 of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 which could have resulted in serious injury or death.
- 6.6. TRS Training Limited has a duty in law to ensure that any accident involving personal injury occurring within its area of responsibility is correctly reported and formally reported as required. There is policy in place to ensure the circumstances and cause of the accident are investigated endeavouring to prevent re-occurrence. Line managers take on this responsibility with company support as part of their normal supervisory role.

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- 6.7.** It is the responsibility of all company directors to ensure that the correct procedures are followed when any employee, visitor or contractor experiences an accident, near-miss or a dangerous occurrence takes place on the company's premises. Irrespective of the resulting injury or damage all incidents should be reported by all staff to their line manager according to the approved procedures to enable the directors to discharge their legal duty.
- 6.8.** Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) there is a requirement for TRS Training Ltd. to report to the Health and Safety Executive specified accidents or ill health arising from work. If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, a RIDDOR report is required only when the accident is work-related, and it results in an injury of a type which is reportable.
- 6.9.** RIDDOR requires TRS Training to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:
- the way the work was carried out
 - any machinery, plant, substances, or equipment used for the work or
 - the condition of the site or premises where the accident happened
- 6.10.** The following injuries are reportable under RIDDOR when they result from a work-related accident:
- The death of any person (Regulation 6)
 - Specified Injuries to workers (Regulation 4)
 - Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
 - Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5).
- 6.11.** The death of any person: all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Specified injuries to workers: The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are:
- fractures, other than to fingers, thumbs, and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness and requires resuscitation or admittance to hospital for more than 24 hours.
- 6.12.** Over-seven-day incapacitation of a worker accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.
- 6.13.** Over-three-day incapacitation accidents where they result in a worker being incapacitated for more than three consecutive days must be recorded in the accident book and HR records, but not reported to the HSE, this is a legal requirement under the Social Security Regulations 1979.
- 6.14.** Non-fatal accidents to non-workers (e.g., members of the public): accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- 6.15.** There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

6.16. Occupational diseases: employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences: dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example: the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; plant or equipment coming into contact with overhead power lines; the accidental release of any substance which could cause injury to any person

6.17. Each employee is required to:

- Report to their line manager / supervisor as soon as possible, any accident-causing injury at work or any suspected injury, however slight it may seem. If it is not possible to report it immediately, (e.g., the person is taken to hospital or goes directly home), the individual involved must advise another employee of the circumstances of the accident and any resulting injury.
- Report to their line manager /supervisor any incident/accident or near miss where only by good fortune serious injury was avoided.
- Enter all details of any injury and the circumstances of the accident in the Accident Book. If the injured person is unable to make an entry in the Accident Book, an attending first aider may make the entry, or the injured person may ask someone to the make entry on their behalf.
- Telephone their line manager/supervisor to report that they are unable to work because of sickness, which they may feel is due to an industrial injury, the cause of the injury and full details of accident must be provided. Failure to notify a line manager / supervisor of absence due to industrial injury as soon as it is practicable to do so may result in loss of benefits. As the absence may be classed as normal sickness.
- Remind fellow employees who report to you that they have had an accident and sustained injury that all the details must be reported to their supervisor as soon as possible.

6.18. All accidents must be recorded in the company's accident books. These accident books will be reviewed regularly by a Health and Safety Committee including senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

6.19. All accidents and near-misses must be reported to the TRS Health and Safety Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

6.20. Line managers / supervisors will initially investigate any accident reported by an employee or a member of the public where the accident occurs within their area of responsibility. Line managers / supervisors will request assistance and co-operate with a qualified company management investigator to ensure the investigation is adequate and conducted as required. The Health and Safety Manager must be notified and will ensure investigation, evidencing and reporting are carried out correctly.

6.21. Where possible line managers / supervisors will:

- If possible, ensure that any injuries sustained are treated by a first aider and take any steps necessary to make the premises safe.

- Where an employee suffers serious injury and is taken to hospital, liaise with the TRS Health and Safety Manager on steps to inform the next of kin, relative or partner.
 - Advise the TRS Health and Safety Manager of any injury to a member of staff or a member of the public and ensure accidents reported by members of the public are entered in the Accident Book, and relevant follow up action taken.
- 6.22.** In the event of a fatality or major injury accident, staff involved should notify the TRS Health and Safety Manager as soon as possible. The Health and Safety Manager will report the accident as required to the Health and Safety Executive and will provide:
- Details of the injured person and injury sustained and the circumstances of the accident
 - Details of the hospital to which the injured person has been sent.
 - Confirmation that the accident site and any items that will form part of the evidence in an investigation are still available for inspection and take action to safeguard the accident scene and taking care not to destroy any important evidence relating to a serious accident or incident until the accident investigation is completed.
 - A report of their investigation with any recommendations you consider necessary to prevent a recurrence.
- 6.23.** We will report all RIDDOR reportable incidents in line with the Regulations and shall investigate or assess the circumstances of all learner incidents within the scope of RIDDOR and follow HSE guidance 'Investigating accidents and incidents in accordance with (HSG245) ISBN 0717628272. We will only use persons competent to investigate/assess learner incidents with a view to identifying the causes of any incident and lessons to be learned.
- 6.24.** We shall inform the ESFA of the death or serious accidents of any learner which is a result of work undertaken whilst in employment and who is undertaking a related Learning Programme. This shall be done by informing the ESFA's representative by telephone or email immediately or as soon as reasonably practical upon us becoming aware of the event.
- 6.25.** We will monitor, and act on, any other harm to learner to the extent that we could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience. Harm includes (but is not limited to) incidents that cause absence from learning, any loss to the learner of any physical or mental faculty or any disfigurement and incidents of bullying and harassment.
- 6.26.** We will co-operate with the ESFA and Department for Work and Pensions for the purposes of the Industrial Injuries Disablement Benefit (IIDB) in respect to those learners to which it applies.
- 6.27.** We (and our sub-contractors and employers) can demonstrate that we have robust record-keeping procedures in respect of health, safety and safeguarding through checks on record keeping undertaken.
- 6.28.** COVID19 control measures have been suspended upon further dept of heath, HSE, government guidance. It shall be noted that reasonable control for infectious materials will be adhered to as required by regulations.

7. Roles and responsibilities:

- 7.1.** The Board will monitor the effectiveness of the Policy (ref 7.1) and ensure that any necessary changes are made and maintained in line with development and legislation:
- Be advised of the requirements of appropriate legislation using external sources where relevant.
 - Ensure that delegated duties for implementing health and safety requirements are carried out.
 - Instigate and maintain liaison with other management and external advisers and encourage the distribution of relevant information throughout TRS Training Ltd.
 - Arrange for funds and facilities to meet the requirements of the Safety Policy and statutory obligations.
 - Ensure that safety is a prime consideration in all forward planning.
 - Provide adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
 - Ensure that any employee failing to satisfactorily discharge the health and safety responsibilities allocated to him or her is reprimanded or disciplinary action is taken.

- Ensure that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
- Lead with personal commitment regarding health safety and welfare.

7.2. The Operations Manager will ensure that management and employees throughout TRS Training Ltd. satisfactorily discharge the health and safety responsibilities allocated to them:

- Ensure that tasks, courses and activities are carried out to the required standard, with minimum risk to employees, learners, equipment and materials or others who may be affected.
- Consult the designated Health and Safety Manager before changing any existing working procedures, modifying installations or changes in equipment.
- In conjunction with colleagues and the designated Health & Safety Manager monitor the effectiveness of the safe working procedures, safety systems and practices.
- Ensure that the policies or procedures are updated and amended accordingly, and the appropriate personnel have been notified of such amendments and understand them.
- Be advised of the broad requirements of the relevant legislation and statutory duties.
- Take measures to ensure, so far as is reasonably practicable, in respect of each new project that adequate financial provision is made, and adequate time is allowed for each project to be completed without risk of injury to employees, learners or others who may be affected.
- Oversee that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
- Ensure that any sub-contractors/partners the company works with have appropriate safety arrangements so that TRS Training Ltd.'s learners attending other centres have compliant Health and Safety arrangements as on-site learners. Records of sub-contractors/partners are provided to TRS Training Ltd.
- Set a personal example as regards commitment to health, safety and welfare.

7.3. Managers are required to develop and implement, so far as is reasonably practicable in co-operation with the Health and Safety manager, health, and safety within their area of work in accordance with the overall objectives of this Policy:

- Ensure that suitable and sufficient assessments and risks to health and safety are carried out within their area of competence and in co-operation with the Health and Safety manager. Corrective action is carried out to so far as is reasonably practicable reduce or eliminate the associated risks.
- Ensure that all employees have read and understand the Health & Safety Policy. This may be achieved by written verification if needed.
- Ensure that machinery is adequately guarded, that all equipment is in good working order and that it is operated safely in accordance with the appropriate safe working procedure.
- Ensure that toxic, highly flammable and hazardous substances are correctly used, stored and labelled and that necessary precautions have been explained to users.
- Be aware of relevant health and safety legislation, amendments, approved codes of practice and other safety requirements, ensuring that relevant information is passed on to the personnel who may be affected.
- Ensure that appropriate personal protective equipment is provided, is readily available and used in accordance with the relevant risk assessment or safe working procedure.
- Ensure that all incidents, accidents and near misses are reported to the Health and Safety Manager using the appropriate form.
- Provide information and training to staff, visitors, and learners under their jurisdiction in safe and healthy working practices.
- Ensure that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
- Co-operate with the designated Health and Safety manager and follow recommendations as far as is reasonably practicable.
- Set a personal example as regards commitment to health, safety, and welfare.

7.4. The Health, Safety & Welfare Manger has a company-wide role to manage and co-ordinate the development of a safe working environment for staff, learners, and visitors whilst in attendance at TRS Training or involved in company business away from TRS Training premises.

- Promotion of safety within the company in line with the Safety Policy
- Co-ordinate the updating of the Safety Policy in the event of a new safety initiative including legislative, technological, and developmental.
- Advise the Board on all matters affecting health and safety to ensure the company meets its statutory and legal duties and obligations.
- Undertake inspection of all areas within the company.
- Maintain and update a central library of safety literature relevant to the company's needs.
- Report directly to the Director on matters likely to affect the health and safety of the staff, learners, or visitors.
- Organise/develop short safety seminars on relevant topics to keep staff awareness relevant and up to date
- Liaise with the representatives of statutory bodies, staff and employers and the Board in respect of safety matters affecting the company.
- Ensure the maintenance of the accident books for TRS Training Ltd.
- Where appropriate investigate accidents and provide reports containing causes and recommendations for action.
- Review accidents and incidents to ascertain accident patterns or trends that can be eliminated or reduced.
- Oversee that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
- Set a personal example as regards commitment to health, safety, and welfare.

7.5. Under the Health and Safety at Work Act 1974, all employees have a general duty to "take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do, or fail to do, at work" and not to misuse or abuse items provided in the interests of health and safety:

- Comply with this safety policy.
- Comply with all hazard/warning signs and notices displayed on the premises.
- Read and observe any official notices and instructions displayed in your work area.
- Make proper use of all safety equipment and facilities provided to control working conditions/environment.
- Make proper use of PPE provided to minimise risk of injury.
- Keep work areas clean and in a tidy condition.
- Dispose of all rubbish and waste materials within the working area, using the facilities provided.
- Clear up any spillage of liquids as soon as is practicable
- Conform with all emergency procedures pertinent to your work activity.
- Ensure fire escape routes, firefighting equipment and fire doors are used appropriately and maintained in the correct order
- Report any use of firefighting equipment to their line manager.
- Seek first aid attention from a First Aider for all injuries sustained and ensure that appropriate records are entered onto an Accident Report Form.
- Report all incidents, accidents and near misses to their line manager.
- Report to their line manager any condition which could affect the safety of themselves or others.
- Carry out work in a way that does not endanger their health or that of others.
- Set a personal example as regards commitment to health, safety, and welfare.

8. Policy Monitoring and reporting arrangements

- 8.1. Health, safety and welfare data, incident reports and other related information will be analysed by the Health and Safety Committee which may include or be reported to the Board at quarterly meetings and action points identified and implemented where required.
- 8.2. The board will monitor the sufficiency and effectiveness of the policy and receive reports on staff development activities. A full review and or revision of the policy will take place every 3 years, or earlier if significant changes to our services occur.
- 8.3. TRS Training staff with responsibility for Human resources will in most cases be fully aware of policy, regulations and reports relating to TRS staff and learners. Any evidence held by Human resource relating to accidents and incidents and will kept in accordance with general data protection regulations, such records will be confidential. Human resource will be responsible for ensuring staff training records are maintained and will organise staff external and internal training with the co-operation of the Health and Safety manager. Human resource will provide relevant evidence to official bodies or any person with legal claim any information requested in pursuance of any official investigation or claim both in relation to statutory and civil law. Such provision will be without admission of liability and will be within any legal timeframe. Human resource will also hold responsibility for administration and monitoring the regulations which may have direct relevance to Health and Safety provision including Working Time Regulations and the Equalities Act 2010. Human resource will also be represented in any investigation which may lead to disciplinary action relating to breaches of any of the obligations placed on staff by the regulations. Human resource must be informed of any and all incidents which may be relayed to or reported by the press. This is not limited to the press and may include a significant social media presence. It shall be the responsibility of the board to make any official statement and no comment may be made by any company employee without express permission.
- 8.4. It should be noted that this policy is the general Health, Safety and Welfare Policy and as such shall provide a framework for Health, Safety and Welfare related activities and additional policies. Examples of these policies include the Staff Training and Development policy, The Transport and Driver policy. Policies that may include specific area of company may also be required to comply with overarching aim of this policy if they could be legally deemed to be included within the legislation. Additional policies will be made available to any person including staff members, contractors awarding bodies and visitors as required.

9 Summary of Revisions

Version	Date	Revision
22-1	22/03/2022	Changed Quality Manager to Head of Department in line with structural staff changes.
22-1	01/04/2022	Approved for use by Managing Director
22-2	25/11/2022	Changes made to the organisation reporting responsibilities in order to reflect size and location of areas of control, including wider company activities and personnel.
22-2	20/12/2022	Approved for use by Managing Director