

Health & Safety Policy of Adapt (UK) Training Services Limited

1. General Policy

The Health and Safety at Work Act 1974 requires every organisation to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, and requires it not to put anyone at risk as a result of its activities.

Adapt (UK) Training Service's policy is not only to comply fully with the Health and Safety at Work Act 1974 as required by law, but to act positively to prevent injury, ill health damage and loss arising from our activities. Our aim is excellence in health and safety, by means of a continuous improvement of standards, systematically removing the causes of accidents and ill-health.

The pursuit of excellence in health and safety is as important as the pursuit of excellence in training and the other activities of Adapt (UK) Training Service's. If there is a conflict between safety and another aim, then safety must not be sacrificed. If necessary all employed staff have the absolute authority to stop or suspend any dangerous activity or practice. The responsibilities set out in this document are to ensure that no activity must be pursued without prior consideration of the safety aspects, and an activity which cannot be carried out to an adequate safety standard should not be carried out.

Management is committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. People are our most valuable resource, and the safeguarding of human as well as other resources through health and safety is important, not only for its own sake, but also as a way of minimising costs.

Health and safety are an integral part of the duties of all members of staff, for which they are held accountable at all levels. In particular, those responsible for the work of or in charge of staff or delegates of Adapt (UK) Training Services are responsible for their health and safety. Those with such positions of responsibility must encourage a commitment to health and safety, and encourage everyone, staff and delegates, to regard good safety practice as the norm, and to help in establishing and observing high standards of health and safety.

Health and safety depends on co-operative efforts by all. Adapt (UK) Training Services expects staff and delegates to recognise that they have a clear duty to:

- * take care for the health and safety of themselves and others;
- * co-operate fully with health and safety arrangements made by Adapt (UK) Training Services.

2. Standards

All risks, other than trivial risks or risks arising from routine activities of everyday life, should be assessed and the appropriate precautions specified and recorded. The risk assessment may be contained in training guides, manuals or presentations or procedure, or in a generic/specific risk assessment.

Generic/specific risk assessments should be available for consultation in all areas where they apply.

3. Responsibility

The management is responsible for ensuring, so far as reasonably practicable:

- (a) that the health and safety of staff, other workers and the general public are not adversely affected by the activities within the scope of Adapt (UK) Training Services;
- (b) that risks to health and safety are assessed to a reasonable and consistent standard and that appropriate control measures and safe systems of work are used; specific risks should be assessed in writing, and a copy of the risk assessment made available to all staff of Adapt (UK) Training Services;
- (c) that an appreciation of appropriate safety aspects of the subject is part of the learning process, and there is effective communication with staff on health and safety matters;

- (d) that buildings where the activities are under the direct control of Adapt (UK) Training Services are inspected formally and health and safety arrangements are monitored;
- (e) that proper fire precautions are observed and are brought to the attention of relevant staff;
- (f) that the arrangements exist for ensuring that all accidents where injury or damage might have occurred, are reported and recorded as necessary using the correct methods;
- (g) that safe machinery and equipment and, where appropriate, any necessary safety appliances or protective equipment are used, checked for defects before use;
- (h) that there is effective communication concerning health and safety with all staff;
- (i) that hazards and defects outside the control of Adapt (UK) Training Services are reported to the person who is responsible for removing the hazard;
- (j) that all relevant information on health and safety hazards is provided to all persons, including contractors, maintenance staff and visiting public, who undertake work within the scope of Adapt (UK) Training Services;
- (k) that in areas where practical work is done, there is a risk assessment which is communicated to all staff and delegates, and reviewed if circumstances change;
- (l) that all uses of hazardous substances are assessed in accordance with the Control of Substances Hazardous to Health Regulations, and that they are stored, used and disposed of in a safe manner.
- (m) that suitable deputising arrangements are made to ensure that safety responsibilities are fulfilled when responsible individuals are absent;
- (n) that advice is sought from within Adapt (UK) Training Services or from outside bodies when the need arises;
- (o) that there is effective communication and consultation concerning health and safety with all members of staff, and in particular with trade union safety representatives (if in existence);
- (p) that the arrangements exist for ensuring that all accidents where injury or damage might have occurred, are investigated with the aim of preventing recurrence and reported to the Safety Adviser on an appropriate form;
- (q) that safety training needs are identified and that staff are trained in safe practices relevant to their work; safety should be an element in induction training; a safety training record should be kept;.

The instructor is responsible for ensuring, so far as reasonably practicable:

- (a) that the health and safety of delegates, other workers and the general public are not adversely affected by the activities of the training course;
- (b) that risks to health and safety are assessed to a reasonable and consistent standard and that appropriate control measures and safe systems of work are used; where specific risks are not covered in a training guide, manual or presentation, they should be assessed in writing, and a copy of the risk assessment sent to Adapt (UK) Training Service's after the course has been completed;
- (c) that an appreciation of appropriate safety aspects of the subject is part of the learning process, and there is effective communication with delegates on health and safety matters;
- (d) that buildings where the activities are under the direct control of the instructor are inspected formally and health and safety arrangements are monitored;
- (e) that proper fire precautions are observed and are brought to the attention of every individual attending the training course;

- (f) that the arrangements exist for ensuring that all accidents where injury or damage might have occurred, are reported and recorded as necessary using the correct methods;
- (g) that safe machinery and equipment and, where appropriate, any necessary safety appliances or protective equipment are used, checked for defects before use;
- (h) that co-workers are informed about any new activities on customer site premises;
- (i) that there is effective communication concerning health and safety with management;
- (j) that hazards and defects outside the control of the instructor are reported to the person who is responsible for removing the hazard;
- (k) that all relevant information on health and safety hazards is provided to all persons, including contractors, maintenance staff and visiting public, who undertake work within the scope of the training course;
- (l) that in courses where practical training is done, there is a risk assessment which is communicated to all staff and delegates, and reviewed if circumstances change;
- (m) that all uses of hazardous substances are assessed in accordance with the Control of Substances Hazardous to Health Regulations, and that they are stored, used and disposed of in a safe manner.

4. Safety and the Individual

It is the duty of either Adapt (UK) Training Services or their customer to provide safe and proper equipment and methods of work, but safety cannot be guaranteed unless each individual delegate and member of staff is prepared to share this responsibility and do everything in their power to prevent injury to themselves and others.

In particular, it is the duty of all individuals to:

- (a) use safe working procedures at all times;
- (b) use protective equipment on all necessary occasions;
- (c) report accidents and potentially dangerous incidents to Adapt (UK) Training Services directly, and co-operate fully in investigations which are carried out to prevent recurrence;
- (d) report unsafe or unhealthy working conditions to Adapt (UK) Training Services directly;
- (e) when working on a customer's premises, to pay attention to local safety precautions and ensure that those who may be affected by hazards arising from their work are kept informed.

5. Safety Arrangements

There is a Committee on Safety, and under its terms of reference it is required to keep under review arrangements for securing the safety of all members of staff.

The Committee on Safety is chaired by Paul Hennessey, and is responsible for the overall development and co-ordination of policy on health and safety throughout Adapt (UK) Training Services.

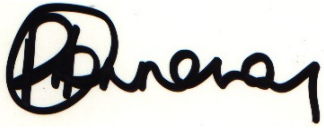
Safety Committee have the authority to declare particular types of training essential. In these circumstances members of staff are required to undergo the training which is so designated.

The Safety Committee prepares plans for carrying out safety work, monitors their implementation, and seeks to ensure that all appropriate mechanisms for compliance with Health and Safety legislation are in place. This will include the preparation of an annual safety review and safety plan.

The Safety Committee is responsible for: the co-ordination of safety matters throughout the activities of Adapt (UK) Training Services; inspecting and advising upon the hazards that arise in the day-to-day work of the instructors, so that "safe systems of work" can be provided; providing up-to-date information on hazards which relate to the work of the instructor, and on the application of safety-related legislation to the instructor, and the action necessary to comply with it.

North Mersey Business Centre is responsible for the provision and maintenance of safe buildings, services and ventilation, fire doors, extinguishers, exits and alarms, and will ensure that contractors and maintenance staff report to a member of Adapt (UK) Training Services before undertaking hazardous work or work in a hazardous area.

Signed

A handwritten signature in black ink, appearing to read 'P. Henry', written over a light blue circular stamp.

Managing Director
Adapt (UK) Training Services Ltd

Reviewed on 01/03/2012