



1.2 Health and Safety Policy

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Health and Safety

Since the introduction of strict health and safety regulations 30 years ago, deaths at work have fallen by three-quarters. Serious injury and long-term illness caused by exposure to hazardous processes and substances have also fallen sharply. EMA Training Limited takes the health and safety of every learner, every member of staff and every visitor extremely seriously. It is the job of everyone in the EMA Training Limited community not only to stay safe themselves, but to watch over the safety of others, intervening or reporting unsafe practices where necessary. These duties are not only sensible but are legal obligations. They stand whether training is taking place at EMA Training Limited premises or with one of EMA Training Limited partners, employees or contractors.

Responsibilities

Leadership in health and safety is one of the responsibilities of the EMA Training Limited Directors and the Health and Safety manager. On a day-to-day basis, the Directors are responsible for the health and safety of all who have dealings with EMA Training Limited, assisted by the Health and Safety Manager. In law, everyone in the EMA Training Limited community must act responsibly and carefully to achieve healthy and safe learning and work, under the guidance of those who are given the leadership roles.

Induction and Training

Every learner and staff member of EMA Training Limited receives a general introduction to health and safety on joining, and more detailed training related to their area of activity within two months. Visitors to EMA Training Limited and contractors are given a summary of EMA Training Limited health and safety regulations and are supervised while they are on EMA Training Limited premises. Learners must not use equipment for which they have not been trained and only carry out technical and practical work under supervision. The objective of training is to develop a healthy and safe working culture, to which everyone can subscribe.

Protective Equipment

Learners are introduced to the requirements for protective clothing and equipment during induction in their line of work. As our learners are generally office based, it is usually a very low risk environment with little to no protective equipment, but this may include overalls, safety helmets, eye protectors, ear defenders and protective boots. It is everyone's duty to ensure that they always wear the appropriate items when they are required to do so.

Risk Assessment

EMA Training Limited trainers and assessors are appropriately qualified and experienced to operate the equipment and, in the environments, required to carry out EMA Training Limited programmes of learning. They carry out a weekly safety inspection of the areas for which they are responsible in EMA Training Limited, and an annual, formal, risk assessment. Employers' premises or those of subcontractors, are risk assessed by EMA Training Limited before any learner attend. Monitoring checks are carried out every 12 months to ensure that any hazards or unsafe practices are identified, recorded and remedied. Partner employers and subcontractors are required to produce relevant certificates of insurance.

Good Housekeeping

Safe and efficient learning and working are greatly helped by clean and orderly environments. EMA Training Limited will ensure that:

- Corridors and passageways are sufficiently wide and free from obstruction
- Floors are clean and dry, and rubbish is removed daily ensuring classrooms are kept tidy
- Emergency exits and signs are legible and clear
- There is appropriate heat and lighting, ventilation and dust/fume extraction
- Shelving is not overloaded, and heavy items are kept low

Electrical Equipment

EMA Training Limited will ensure that:

- Only authorised and qualified people install, maintain and repair electrical equipment
- Equipment is tested annually by a qualified person
- Faulty equipment is secured beyond use
- Multi-socket adaptors are not used
- Private electrical equipment is not used on EMA Training Limited premises.

Harmful Substances

EMA Training Limited will ensure that:

- Materials are assessed in accordance with the regulations of Control of Substances Hazardous to Health (CoSHH), and substances are safely and properly stored
- Training is provided in the use of hazardous substances
- Hazardous substances are not used without appropriate protection.

First Aid

EMA Training Limited will ensure that:

- First aiders will be trained, qualified and regularly updated, in appropriate numbers
- Names of first aiders will be clearly displayed
- First aid materials and equipment will be readily available in all areas where hazards may be

Accident Reporting

EMA Training Limited will ensure that:

- Accidents and incidents are recorded on forms which match Health and Safety guidelines
- All incidents are investigated by Health & Safety Manager and reported to the director
- A summary of accidents, incidents and remedial action is made every year to the Board for inclusion in an annual report.
- RIDDOR requirements are met (injury, diseases and dangerous occurrences' register).

Fire

EMA Training Limited will ensure that:

- Fire exits are kept clear and are clearly marked
- Evacuation routes and assembly points are clearly identified and marked
- Appropriate fire extinguishers are provided, well maintained and clearly marked
- All visitors to EMA Training Limited are notified on arrival of fire evacuation procedures
- Smoking is not permitted on EMA Training Limited premises.

Safe Access

EMA Training Limited will ensure that:

- Where possible, there is secure access to vehicle parking
- Convenient access is provided for people with disabilities, and wherever possible learning is facilitated for people with disabilities or impairments
- Learners under the age of 16 are clearly identified so that they can be safeguarded.

Sanctions

Learners should be aware that deliberate breaches or avoidance of health and safety rules are disciplinary offences and will be dealt with under the EMA Training Limited procedures on Discipline. Serious offences may be regarded as gross misconduct, leading to dismissal.