Health & Safety Policy

HEALTH AND SAFETY AT WORK POLICY STATEMENT:

At Train'd Up, we are committed to providing and maintaining a working environment that ensures the Health and Safety of our staff, customers, contractors and visitors. We want to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at Train'd Up to actively take part in and support this policy, specifically, we will, as far as reasonably practical:

- Have in place a robust set of health and safety procedures
- Provide sufficient resources for the management of health and safety
- Provide and maintain safe premises and healthy working environments
- Ensure we effectively assess risks and apply measures to control them
- Provide and maintain equipment and associated operating procedures
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose
- Provide information, instruction, training and supervision to make sure everyone is able to carry out their work safely. These will be refreshed periodically or when anything that could affect health and safety changes significantly
- Carry our rigorous risk assessments for all our activities
- Provide detailed assessments where hazardous substances are used (COSHH)
- Identify individual needs regarding health and safety for staff, customers, contractors and visitors
- Make sure we involve and consult with employees on health and safety issues
- Investigate accidents, incidents and cases of work-related illness, so we can identify and put right any shortcomings in our health and safety management processes
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- Make sure information on health and safety issues is shared across our organisation
- Set targets for continuous improvement in health and safety performance, making sure resources are available to help us deliver those targets and reporting on our progress at least once a year
- Audit our health and safety management systems for effectiveness, identifying where we could do things better and implementing improvement plans. We will carry out these audits at both local and corporate levels
- Commit to a programme of Behavioural Based Safety to ensure the safety and compliance culture of the company progressively develops.
- Undertake occupational health surveillance appropriate to the activities we undertake.

KEY POINTS:

- Success of Health and Safety regulations
- Duty of care applied to everyone
- Key Responsibilities: Board of Directors
    - Induction on joining
    - Full training within two months
- Visitors and contractors:
    - Use of protective clothing and equipment
    - Risk assessment of Train'd Up premises, employers and contractors
    - Regular risk monitoring
    - Good housekeeping
    - Electrical equipment

- Harmful substances
- First aid
- Accident reporting
- Fire safety
- Safe access including for people with disabilities
- Sanctions for breach

RESPONSIBILITIES:

Leadership in Health and Safety is one of the responsibilities of Train'd Up Board of Directors. Their Board of Directors are of notified and serious injuries and the steps taken to mitigate problems in the future. On a day-to-day basis, the Managing Director is responsible for the Health and Safety of all who have dealings with Train'd Up. In law, everyone in the Train'd Up '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.

HEALTH AND SAFETY ADVISOR:

The HSQE Manager, is responsible for providing Train'd Up Management with up to date Health and Safety advice. He shall also provide safety training when required and be available to investigate serious accidents and liaise with local authorities including Health and Safety Executive, (HSE), and Environmental Health Officer, EHO.

Bill Alexander
HSQE Manager
Tel: 0330 058 8300
Email: bill.alexander@traindup.org

INDUCTION AND TRAINING:

Every learner and staff member of Train'd Up 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 Train'd Up and contractors are given a summary of Train'd Up Health and Safety regulations and are supervised while they are on Train'd Up premises. Staff, customers, contractors and visitors 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:

Staff, customers, contractors and visitors are introduced to the requirements for protective clothing and equipment during induction. This may include overalls, safety helmets, eye protectors, ear defenders, protective boots and a range of specialist items – for example, heavy gloves or welding goggles – which are used when carrying out particular tasks. It is everyone's duty to ensure that they wear the appropriate items at all times when they are required to do so. Even where there may appear to be little risk of immediate injury, long-term exposures can impair such vital senses as hearing.

RISK ASSESSMENT:

Train'd Up instructors and assessors are appropriately qualified and experienced to operate the equipment and-in-the-environments required to carry out Train'd Up programmes of learning. They carry out a weekly safety inspection of the areas for which they are responsible in Train'd Up, and an annual, formal, risk assessment. The Managing Director will carry out quarterly inspections of their areas to ensure that equipment and facilities are safe and to notify the Senior Management Team of any improvements needed.

Employers' premises or those of subcontractors, are risk assessed by Train'd Up before any learner is allowed to go there. Monitoring checks are carried out at every Learner Progress Review and at 12 months to ensure that any hazards or unsafe practices are identified, recorded and remedied.

Partner employers are required to produce their Health and Safety policies and procedures and to comply with the statutory regulations on reporting and investigating accidents. 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. Train'd Up will ensure that:

- Corridors and passageways are sufficiently wide and free from obstruction
- Floors are clean and dry
- Rubbish and litter are removed daily and workshops and classrooms are kept tidy
- Emergency exits are clear
- Signs are legible and clear
- Equipment is clean and in good order
- There is adequate lighting
- There is appropriate heating, ventilation and dust/fume extraction (where applicable)
- Shelving is not over-loaded and heavy items are kept low
- Materials are properly stored.

ELECTRICAL EQUIPMENT:

Train'd Up 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 Train'd Up premises.

HARMFUL SUBSTANCES:

Train'd Up will ensure that:

- Materials are assessed in accordance with the Control of Substances Hazardous to Health (CoSHH) regulations
- Hazardous 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:

Train'd Up 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 met
- First aiders and other staff have ready access to the emergency services.

First Aiders are:

Name	Location	Valid Until
Andrea Kay	Peripatetic	13/05/2027
Andy Bird	Peripatetic	22/04/2027
Andy Edmonds	Peripatetic	19/04/2027
Andy McClusky	Peripatetic	11/06/2027
Anthony Fitzgerald	Peripatetic	17/04/2027
Carl Wagstaff	Peripatetic	28/04/2025
Chris Campbell	Peripatetic	23/04/2025
Colin Marshall	Peripatetic	22/04/2025
Daniel Kilburn	Peripatetic	27/06/2025
David Gilmour	Peripatetic	01/05/2026
Fiona McGarva	Office	01/05/2026
Heather Graham	Peripatetic	01/05/2026
James Stewart	Peripatetic	22/04/2025
Korhan Celiker	Peripatetic	15/03/2025
Len Buka	Peripatetic	11/04/2027
Leon Jones	Peripatetic	03/05/2027
Mark Ordish	Peripatetic	23/05/2025
Mark Smedley	Peripatetic	07/05/2027
Martin Gibbins	Peripatetic	12/12/2025
Nick Andrews	Peripatetic	17/08/2025
Paul Daglish	Office	12/05/2025

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Mental Health First Aiders are:

Name	Location	Valid Until
Abigail Carter	Peripatetic	27/03/2027
Andy Bird	Peripatetic	27/03/2027
Heather Graham	Peripatetic	27/03/2027
Matt Welsh	Peripatetic	27/03/2027

ACCIDENT REPORTING:

Train'd Up will ensure that:

- Accidents and incidents are recorded on forms which match Health and Safety Executive guidelines
- All accidents and incidents are investigated by the Managing Director
- All serious accidents are reported to the Board of Directors
- A summary of accidents, incidents and remedial action is made every year to the Board of Directors
- RIDDOR requirements are met (injury, diseases and dangerous occurrences' register

FIRE:

Train'd Up will ensure that:

- Fire exits are kept clear and are clearly marked
- Evacuation routes and assembly points are clearly identified and marked
- Safe evacuation is practised at least twice a year
- Fire alarms are tested regularly by the landlord
- Appropriate fire extinguishers are provided in sufficient numbers, well maintained and clearly marked
- Fire marshals are appropriately trained by the landlord
- All visitors to Train'd Up are notified on arrival of fire evacuation routes and procedures
- Staff, customers, contractors and visitors are notified annually of fire evacuation routes and procedures, including use of extinguishers where appropriate
- The landlords Fire Marshals and other staff have ready access to the emergency services
- Smoking is not permitted on Train'd Up premises.

SAFE ACCESS:

Train'd Up will ensure that:

- Exterior areas are properly lit
- Where possible, there is secure access to vehicle parking
- Convenient access is provided for people with disabilities
- Wherever possible learning is facilitated for people with disabilities or impairments
- Staff, customers, contractors and visitors under the age of 16 are clearly identified so that they can be safeguarded.

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DRIVING ON COMPANY BUSINESS:

- All drivers must adhere to the Train'd Up 'Company Vehicle Policy'.

SANCTIONS:

Staff should be aware that deliberate breaches or avoidance of Health and Safety rules are disciplinary offences and will be dealt with under the Train'd Up procedures on Discipline. Serious offences may be regarded as gross misconduct, leading to dismissal.

DIRECTOR POLICY APPROVAL:

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:

Laura Thompson

Name: Laura Thompson
Position: Finance Director
Date: 13/10/2025

END.

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