

HEALTH & SAFETY POLICY STATEMENT

The Director and staff of Training & Recruitment Partnership Ltd (T.R.P) are committed to ensuring that all staff, learners and visitors enjoy a safe and healthy environment whilst at TRP and with employers. To enable this, all relevant legislation, regulations and codes of practice are observed.

The aim of T.R.P through its Health & Safety policy, as far as it is reasonably practicable, is to ensure: -

1. The provision and maintenance of a working environment for employees and learners, which is safe, without risks to health and adequate with regard to facilities and arrangements for their welfare at work.
2. The provision and maintenance of plant, equipment and systems of work that are safe and without risks to health.
3. So far as is reasonable and practical the arrangements for use, handling, storage and transportation of all articles and substances for use at work are safe and without risk to health.
4. The safeguarding and welfare protection of all TRP learners to whom it delivers apprenticeship and work based learning in the workplace and expects all TRP staff to share this commitment and to raise any concerns with respect to the Safeguarding of their learners a.s.a.p. with Carole Cook, TRP's current designated Senior Manager for Safeguarding, (in the absence of Carole, please see Glyn Smith, Centre Manager).
5. Adequate information, supervision, training and instruction is provided as necessary, together with consultation, to enable all employees to work safely and effectively and contribute positively to their own health and safety at work.
6. There is suitable provision for the safe access to and egress from the place of work without risks.
7. Those persons who are not in the employment of T.R.P, who may be affected by its activities, are not exposed to risks to their health, safety and welfare.
8. Make available, supervise, train and encourage the use of all personal protective equipment, including the demonstration of this equipment and explanation of its limitations.
9. A risk assessment is carried out to assess the Health & Safety implications for employees (and others) who may be exposed to risk as a result of their work.

10. Investigate all accidents, incidents, near misses and dangerous occurrences, and ensure they are correctly reported and recorded, and that corrective and preventative action is taken as required.
11. Develop and maintain a continuing interest and awareness on matters of Health & Safety and welfare, particularly where new regulations are concerned.
12. To institute systems and procedures which allow the conditions of the policy to be met in an ongoing manner with adequate recording control and review procedures.

Employees and learners are reminded of the legal duty to ensure that the T.R.P's Health & Safety policy is observed. In particular they must agree to co-operate fully in the following areas:

- To take reasonable care for their own Health and Safety at work and those who may be affected by their own actions, or by their neglect.
- To be constantly vigilant with respect to the Safeguarding of TRP learners
- To co-operate with their employer and others to ensure that any statutory duties or requirements for Health & Safety can be complied with.
- Working safely and following all safety rules and procedures.
- Using the appropriate protective equipment provided.
- Reporting all accidents, incidents, near misses or dangerous occurrences that lead to injury or damage.
- Reporting any unsafe equipment, procedure or situation.
- Be aware of emergency procedures to be taken in the event of a fire.
- Not to intentionally, or recklessly, interfere with or misuse any aspects or anything provided in the interest of health, safety and welfare.