



Document Control

Version No.	Purpose/Change	Lead	Review Date	Next Review Date	Signed
1	First Version	Tracey Turner	Aug 2020	Aug 2021	
2	Annual Review - update of staffing	Tracey Turner	Aug 2020	Aug 2021	
3	Annual Review - update of staffing	Tracey Turner	Aug 2020	Aug 2021	
4	Annual Review - update of staffing	Tracey Turner	Aug 2020	Aug 2021	
5	Annual Review - update of staffing	Tracey Turner	Aug 2020	Aug 2021	
6	Annual Review - update of staffing	Tracey Turner	Aug 2020	Aug 2021	
7	Annual Review - update of staffing	Tracey Turner	Aug 2020	Aug 2021	
	Annual Review - update of staffing Addition of link to Covid-19 Policy	Tracey Turner	Aug 2020	Aug 2021	

All policies / procedures of this nature are reviewed annually by the Directors as part of Best Choice Training operating governance. As part of the sign off the Directors will consider the most appropriate mechanism to disseminate updates to staff and service users which may include further training or briefings.

Health and Safety Policy

General Statement

It is the policy of this company to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, learners, apprentices and other persons who may be affected by its activities.

Best Choice Training is committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, provision and maintenance of safe equipment, consulting with our employees and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

This company is committed to:

1. provide adequate control of the health and safety risks arising from our work activities at all times
2. consult with our employees on matters affecting their health and safety
3. provide and maintain safe equipment at all times
4. ensure the safe handling and use of substances
5. provide information, instruction, training and supervision as required
6. ensure that all employees and contractors are competent to do their tasks, and to give them adequate training
7. act to prevent accidents and cases of work-related ill health
8. ensure that the use, handling, storage and transport of items and substances is carried out safely and that risks to health are controlled
9. provide, manage and maintain our workplaces, grounds, properties and working conditions so that they are, so far as reasonably practicable, safe and that risks to health are controlled
10. provide the necessary organisation, expertise and resource — including communication and consultation, planning, monitoring, inspection and auditing

procedures — to ensure that there is effective management of health and safety throughout the care service

11. ensure all apprentices / learners have an understanding of the policy and its implementation
12. review and revise this policy, and all associated health and safety policies, as necessary at regular intervals and inform our staff of any changes.

Company Director- Tracy Turner (IOSH) Signature: TL Turner

The Organisation of Health and Safety

The overall and final responsibility for health and safety in this company is that of: The Directors Mrs Tracy Turner (IOSH) implemented is that of: Miss Muree Spence (IOSH).

To ensure that adequate health and safety standards are maintained and improved, the following people have responsibility in identified areas.

Fire Drills and Evacuation – Muree Spence

First Aid – Tracy Turner

Risk Assessment – Tracy Turner

Accident reporting/recording – Tracy Turner

Accident Prevention/Prevention of Slips, Trips and Falls

Health and Safety Information and Training – Tracy Turner

COSHH – Muree Spence

A Health and Safety Committee will meet every year with a remit to discuss and make decisions relating to all health and safety matters. The committee will be chaired by Tracy Turner

The following members of staff have agreed to act as health and safety representatives:

Tracy Turner & Phoebe Thompson

The following student Reps have agreed to be consulted and involved in health and safety matters: Student Reps-

- Nisa Marhoon
- Rhaul Uddin

The company will ensure that:

1. all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
2. a member of senior management maintains specific responsibility for health and safety
3. competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the company
4. all employees are consulted on matters relating to health, safety and welfare
5. adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
6. each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
7. all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

Employees must ensure that they:

1. co-operate with management to enable all statutory duties to be complied with
2. take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
3. familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Specific Arrangements for Health and Safety

Risk Assessments

This company understands the need for regular risk assessments to ensure that risks and hazards are identified, and suitable controls put in place to eliminate hazards and reduce those risks.

In this company, Tracy Turner is responsible for performing regular risk assessments of the workplace. The findings of the risk assessments will be reported to the Directors and action to remove or control risks will be the responsibility of the Directors. Records will be kept of all risk assessments and regular reviews performed to ensure that all actions have been completed.

Emergency Procedures — Fire and Evacuation

This company understands how dangerous a fire can be. The company will therefore take all reasonable action to ensure that fire is prevented and that in the event of a fire staff, service users and visitors can be safely evacuated.

Tracy Turner is responsible for ensuring the fire risk assessment is undertaken and implemented and kept up to date, also for ensuring that the emergency evacuation procedure is in place, is kept up to date and is appropriately communicated to all service users, staff and visitors.

Escape routes in the offices will be checked every week by Tracy Turner and fire extinguishers and firefighting equipment will be checked by Initial fire Systems Ltd every year and the results recorded. Alarms will be tested by Alpha fire consultancy every week and a fire drill will be held every 6 months.

The following staff have been identified and trained as Fire Wardens:

Phoebe Thompson , Muree Spence

Safe Handling of Hazardous Substances (COSHH)

This company understands the need to ensure that staff and students are protected from potentially hazardous substances.

Tracy Turner will be responsible for identifying all substances which need a COSHH assessment and for ensuring that those assessments are completed and kept up to date. Product information sheets for each identified substance will be kept in a file that is accessible to staff.

Health and Safety Information, Training and Supervision

Tracy Turner is responsible for ensuring that an up-to-date Health and Safety Law poster is prominently displayed in the college and that all relevant health and safety information is passed on to staff.

Tracy Turner is responsible for co-ordinating health and safety training, including fire training, first-aid training and specialist training in risk assessment and health and safety management. The company will keep records of staff training and all staff will be held responsible for ensuring that they attend any training required.

Accidents and First Aid

This company service understands the need to ensure that all accidents and incidents are reported and adequate records kept and reviewed so that trends and patterns can be identified and action taken.

Tracy Turner is responsible for ensuring that accident records are kept and monitored and that any appropriate actions resulting from reviews are put into action.

The Accident Book/Accident Forms are available here:

In the main office Tracy Turner is responsible for investigating accidents and for reporting accidents, diseases and dangerous occurrences to the enforcing authority if required.

The following staff are qualified as first aiders: Tracy Turner and Phoebe Thompson

First-aid boxes are placed in the following locations: Room 17 Main Office

Learners and Apprentices

Best Choice Training has a statutory duty to ensure that it has appropriate mechanisms in place to ensure the health and safety of government funded learners both while they are attending training in BCT training Centres and on any work experience placements or apprenticeship co-ordinated by BCT.

Health and Safety in Training Centres

BCT will ensure that:

- All training takes place in accordance with Health and Safety Policy and Procedures
- All learners are given appropriate induction into BCT Health and Safety Procedures

- All risk assessments relating to the training activities are relevant to the needs of learners being trained
- All learners will receive specific Health and Safety training related to their training course
- All health and safety training and induction will be regularly reviewed to ensure that it reflects current legislation and good practice

Health and Safety for work experience placements

BCT will ensure that:

- All work experience placements will have successfully completed the Health and Safety review form before any learner starts their work experience.
- If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before a work experience placement commences
- All employers are aware of the requirement to inform BCT if any learner incident related to Health and Safety occurs
All work experience placements will be reviewed if there are any concerns around the health and safety of learners

Health and Safety for Apprenticeships

BCT has a statutory duty for the health and safety of apprentices in the work place:

- All apprenticeship employers will have successfully completed the Health and Safety review form before any learner starts their apprenticeship
- If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before an apprenticeship commences
- All employers are aware of the requirement to inform BCT if any learner incident related to Health and Safety occurs
- All apprenticeships will be reviewed if there are any concerns around the health and safety of learners

Monitoring Effectiveness

This policy will be regularly reviewed to ensure the Health and Safety of learners at all times. Staff will be required to keep a log and raise any concerns about the health and safety of learners, in training or on work experience placements or apprenticeships immediately with the Directors.

Health and Safety Policies

This company has the following policies:

- Fire Safety Policy
- Emergency Evacuation Policy
- First Aid Policy
- COSHH Policy
- Accidents Policy
- Health and Safety Training Policy
- Record Keeping Policy
- [Covid-19 Policy](#)

Tracy Turner is responsible for ensuring that policies are made available to staff, are kept up to date and that any changes are communicated to staff as required.