



Westwood Training and Consultancy

Health and safety policy

Purpose

The Health & Safety at Work etc. Act 1974 [section 2 (3)] requires all employers with more than 5 employees to provide a written statement on the general policy regarding health and safety at work and the organisation and arrangements for carrying out that policy.

As employer, WTC must discharge this responsibility. This Policy therefore forms part of the health and safety arrangements and is specific to all premises of WTC.

As a training centre this policy forms part of the health and safety arrangements for our learners.

Statement of intent

At WTC we believe that the health and safety of our students and staff is of paramount importance. We make our setting a safe and healthy place for students, children, parents, staff and volunteers.

Scope

This policy statement covers all learners, staff, sub-contractors, volunteers, employers, partners and learners of the Centre. It also includes visitors, contractors and suppliers.

Aims

We aim to make learners and employees aware of health and safety issues and to minimise the hazards and risks to enable the stakeholders of WTC to thrive in a healthy and safe environment.

We aim to:

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work
- To engage and consult with employees and learners on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures - evacuation in case of fire or other significant incident.



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- To maintain safe and healthy working and learning conditions, provide and maintain equipment and ensure safe storage/use of substances.

Procedures

We have a member of staff responsible for health and safety policy and procedures within WTC. That person is competent to carry out these responsibilities. He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding. We display the necessary health and safety poster in the office.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.;
- deciding which areas need attention; and
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked:

- Termly overview assessment of each area
- Risk Assessments reviewed as appropriate or when an additional risk has been identified
- Accident/Incident record reviews are reviewed termly and appropriate action taken and recorded
- A full risk assessment is carried out annually.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in Reception.

Awareness & Safety

Our induction training for employees and learner's includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

Records are kept of these induction training sessions and staff, learners and volunteers are asked to sign the records in their induction file to confirm that they have taken part.

We have a no smoking policy.



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Hygiene and Covid Safety

We regularly seek information from the Environmental Health Department and the Health and Safety Authority (HSA) to ensure that we keep up to date with the latest recommendations.

We have a daily cleaning routine for the centre which includes classrooms, kitchen, rest area, toilets and office.

We implement good hygiene practices by:

- cleaning tables between activities and before and after any food has been consumed
- checking toilets regularly;
- wearing protective clothing, aprons and disposable gloves where necessary
- providing tissues and wipes
- providing disposable paper towels

Fire safety and Emergency Evacuation

Fire doors are clearly marked, never obstructed and easily opened from inside.

- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - - clearly displayed in the premises;
 - - explained to new members of staff, volunteers and parents; and
 - - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Fire Equipment is serviced yearly by Anglia Fire Protection.

First aid

At least one member of staff with current first aid training is on the premises at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;



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- is regularly checked by a designated member of staff (Health & Safety Officer) and re- stocked as necessary;
- is easily accessible to adults
 - Learners with specific medical or allergy needs are required to complete a separate healthcare form, permission to administer medicine and provide written evidence from a hospital/doctor of the care required.
 - Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for students.
 - Staff medication on the premises must be securely stored and out of reach at all times.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to any student or member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below. Information for reporting the incident to Health and Safety Officer is detailed in the Pre- school Learning Alliance's publication, Accident Record.
 - Our Incident Book
- We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or near by;
 - any racist incident involving a staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid. Our standard Fire



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Safety Policy will be followed, and staff will take charge of their students. The incident is recorded when the threat is averted.

Legal Framework:

Safeguarding Vulnerable Groups Act 2006

Guidance

- Health & Safety Executive (HSE)
- Riddor
- Health Protection Agency (HPA)
- The Safeguard and Welfare Requirements 2017

Associated Policies

Safeguarding
Data Protection Policy
Staffing and Employment Policy
Induction Policy
Equality and Inclusion Policy

Review

The policy will be reviewed in September 2025.

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.