

Health and Safety Policy

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Version Control

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1	24/09/2021	New policy statement	KA, HRV
2	15/11/2023	Policy re-write and new format	CM

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1. Introduction

The following is a statement of West Berkshire Training Consortium's (WBTC) health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

2. Scope

All Staff, Trustees, Contractors, Learners, Visitors.

3. Main Objective

It is the policy of WBTC to ensure so far as is reasonably practicable, the health; safety and welfare of all staff working for the company and other persons who may be affected by our undertakings.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

4. Commitment

WBTC acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of the Senior Leadership Team (SLT) and Management.

To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

5. Implementation

The SLT will implement WBTC's health and safety policy and recommend any changes to meet new circumstances. WBTC recognises that successful health and safety management

contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The SLT of WBTC looks upon the promotion of health and safety measures as a mutual objective for themselves and staff. It is, therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, WBTC aims to protect everyone, including learners, visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger. Where injuries occur or where near misses or hazards are reported, there will be an investigation into the cause, the SLT will review the findings and implement the appropriate measures to prevent or mitigate future accidents, hazards or ill health.

6. Health and Safety Duties

All staff have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions.

Staff are also informed that they must cooperate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy and must report to management any accidents near misses or hazards encountered.

7. Consultation

WBTC will ensure consultation with staff on matters of health and safety when appropriate to enable all viewpoints and recommendations are discussed.

8. Health and Safety Management

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

9. Review

Notwithstanding our current policies and procedures, the SLT reserve the right to amend this policy at any time and without notice.

WBTC will ensure Staff are made aware of any amendments to this Policy Statement.

10. Quality Assurance

The Policy will be reviewed every year, sooner if legislation, best practice or other circumstances indicate this is necessary. It shall remain force until any alterations are formally agreed.

