Health and Safety Policy

Effective Date: March 2025
Review Date: December 2027

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1. Purpose
Achieve UK Training Ltd is committed to ensuring the health, safety, and well-being of all employees, learners, visitors, and stakeholders. This policy establishes our framework for preventing accidents, managing risks, and complying with the Health and Safety at Work Act 1974 and other relevant legislation.

2. Scope
This policy applies to all premises, activities, and individuals associated with Achieve UK Training Ltd, including employees, learners, contractors, and visitors. It covers all health and safety aspects, including workplace safety, fire precautions, emergency procedures, and risk management.

3. Health and Safety Responsibilities

- **Management**: Responsible for developing and implementing health and safety policies, ensuring compliance with regulations, conducting risk assessments, and providing appropriate training.
- **Supervisors and Team Leaders**: Ensure safety measures are followed, report any hazards or concerns, and promote a culture of health and safety awareness.
- **Employees and Contractors**: Must comply with health and safety policies, report hazards immediately, use equipment correctly, and attend training as required.
- **Learners and Visitors**: Expected to follow all health and safety instructions, report any issues to staff, and comply with emergency procedures.

4. Risk Assessment and Hazard Management

- Regular risk assessments will be conducted to identify hazards and implement control measures.
- Workstations, equipment, and facilities will be monitored to ensure they remain safe and compliant.

- Any identified risks will be reviewed, and corrective actions will be taken promptly.
- A designated health and safety officer will oversee risk assessment compliance.

5. Fire Safety and Emergency Procedures

- Fire risk assessments will be carried out regularly, and fire safety equipment (extinguishers, alarms, and emergency exits) will be maintained.
- Emergency exits and evacuation routes must always remain clear and accessible.
- Fire drills and evacuation exercises will be conducted at least twice a year.
- In case of fire, employees, learners, and visitors must follow designated evacuation procedures and assemble at the assigned muster point.

6. First Aid and Accident Reporting

- First aid kits will be accessible at all locations, and designated first aiders will be trained and appointed.
- Any accident, injury, or near miss must be reported immediately to the designated health and safety officer.
- An accident logbook will be maintained to record incidents and corrective actions taken.
- Serious accidents will be investigated, and findings will be used to improve safety procedures.

7. Workplace Safety and Welfare

- The workplace will be maintained in a clean, safe, and accessible condition at all times.
- Adequate lighting, ventilation, and welfare facilities (including restrooms and drinking water) will be provided.
- Safe handling and storage of hazardous substances will be enforced in compliance with COSHH (Control of Substances Hazardous to Health) regulations.
- Employees and learners must use Personal Protective Equipment (PPE) where required and follow instructions for its proper use.

8. Training and Awareness

- Health and safety training will be provided during induction for all employees, contractors, and learners.
- Ongoing safety awareness programs will be conducted to reinforce best practices.
- Information regarding health and safety policies will be clearly displayed and communicated to all stakeholders.
- Specific training on handling machinery, hazardous materials, and emergency response procedures will be provided where applicable.

9. Monitoring, Compliance, and Review

- Regular safety audits and inspections will be conducted to ensure compliance with legal requirements and company policies.
- Any breaches of health and safety regulations will be investigated, and corrective measures will be enforced.

- Employees and learners are encouraged to report unsafe conditions and suggest improvements.
- This policy will be reviewed annually or whenever significant changes in legislation or company operations occur.

10. Enforcement and Disciplinary Action

- Failure to adhere to health and safety policies may result in disciplinary action, including warnings, suspension, or termination of employment or training.
- Contractors who fail to comply with safety standards may have their contracts terminated.
- Deliberate disregard for health and safety rules may be reported to relevant authorities where necessary.

For any further queries, please contact us at contact@achieveuktraining.com or visit www.achieveuktraining.com.

Approved by:
Manav Arora
Director and Head
01 March 2025