

Policy statement

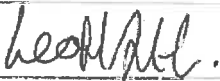
Part 1: Statement of intent

This is the health and safety policy statement of:

West Berks Training Consortium (WBTC)

Our health and safety policy is to:

- Ensure the safety and wellbeing of staff, students and visitors
- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Provide personal protective equipment (PPE) where required
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly



Signed

Geoff Arthur

Print name

08/05/2022

Date

01/09/2023

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

WBTC Trustees

2 Day-to-day responsibility for ensuring this policy is put into practice:

Geoff Arthur
Director of Finance and Operations

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Geoff Arthur - safety, risk assessments, accidents, first aid and reporting
Karen Flint - training, fire and evacuation, record keeping

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

- We will complete relevant risk assessments and take action
- We will review risk assessments when working habits or conditions change or following a major incident

Training

- We will give staff health and safety induction and provide appropriate training
- We will provide personal protective equipment
- We will make sure suitable arrangements are in place for employees who work remotely

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will ensure escape routes are well signed and kept clear at all times
- We will carry a timed full evacuation of Consortium House every 3 months