

Reynolds

Training Services

POLICY NAME	Health and Safety Policy			POLICY NUMBER	Po-001-RTS
EFFECTIVE DATE	November 2023	NEXT REVISION	November 2024	VERSION NUMBER	2

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	January 2020	Policy Implemented	John Reynolds
1.1	John Reynolds	March 2020	Covid-19 Added	Andrew Reynolds
1.2	John Reynolds	August 2020	Covid-19 Guidelines Changed	Andrew Reynolds
1.3	John Reynolds	January 2021	Covid-19 Guidelines Updated	Andrew Reynolds
1.4	John Reynolds	January 2022	Covid-19 Guidelines Updated and Annual Review	Andrew Reynolds
1.5	John Reynolds	March 2022	Covid-19 Guidelines Removed	Andrew Reynolds
2	John Reynolds	November 2022	Annual Review – No Amendments	Andrew Reynolds
2	John Reynolds	November 2023	Annual Review – No Amendments	Andrew Reynolds

Approved by: John Reynolds
Position: Managing Director
Date: 15th November 2023

Approved by: Andrew Reynolds
Position: Centre Manager
Date: 15th November 2023

Policy Statement

Reynolds Training Services Ltd regards the management of health and safety as an integral part of its business and as a management priority.

It is our policy that all activities, work including training and assessment will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees, learners, apprentices, and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of the organisation's activities, and critical to developing the professional culture of the organisation and establishing and maintaining a solid reputation with all of our clients, and stakeholders.

The names of the individuals responsible for health and safety issues and the arrangements to implement this policy are set out in the organisation's more detailed health and safety statement.

Responsibilities

The objectives of this policy are fundamental to our business, the Managing Director is responsible for ensuring that the requirements of this policy are achieved.

Management, employees, consultants, students and apprentices have responsibility for implementing the specific arrangements made under this policy throughout the organisation.

All personnel are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees, consultants, students and apprentices are required to cooperate with the organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The organisation will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

This is the statement of general policy and arrangements for:

Reynolds Training Services Ltd


Overall and final responsibility for health and safety is that of:

John Reynolds – Managing Director

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

Andrew Reynolds – Centre Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name / Title	ACTION / ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	John Reynolds - Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments annually or earlier if working habits or conditions change.) – See below for specific policy and risk in respect of Specific risk assessments are in place for: <ul style="list-style-type: none"> ❖ Travel to and from the training centre by apprentices ❖ Use of the plant and associated equipment by apprentices
To provide adequate training to ensure employees are competent to do their work.	John Reynolds – Director	Staff and subcontractors given necessary health and safety information and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To provide a safe training environment for consultants, learners, apprentices, and visitors	John Reynolds – Director Karon Reynolds – Director All Staff and Consultants All Apprentices and Learners	Associate Consultants are provided with consultant agreement prior to engagement outlining relevant responsibilities and undertake relevant site inductions. Learners undertake relevant site inductions and are provided with joining instructions that details their responsibilities in relation to health and safety. Apprentices undertake relevant site inductions and have designated tutors with them throughout. Visitors are inducted at site and provided with suitable information relevant to the location they are attending.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	John Reynolds – Director Karon Reynolds – Director All staff & consultants	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

<p>To implement emergency procedures – evacuation in case of fire or other significant incident.</p>	<p>John Reynolds – Director Karon Reynolds – Director All staff & consultants All Learners</p>	<p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time by ‘HCF CATCH’ and updated as necessary.</p> <p>All personnel to ensure they are aware of ‘Emergency Arrangements’ at remote locations relevant to the training, assessment or other process being undertaken</p>
<p>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.</p>	<p>Karon Reynolds – Director</p>	<p>Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p>
<p>Health and safety poster is displayed:</p>	<p>RTS Main Office, classrooms and process plant area</p>	
<p>First-aid box and accident book are located:</p>	<p>RTS Main Office – All personnel MUST report any incident or accident to Karon Reynolds (Company Secretary), as soon as possible. Note: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923</p> <p>Process for accident or ill health involving personnel (Employee, Consultant, Learner or Apprentice):</p> <ol style="list-style-type: none"> 1. Treatment of any injured person is prioritised, without personal risk. 2. Emergency services are called. <ol style="list-style-type: none"> a. CATCH are notified to assist in direction of ER personnel to Reynolds Training Services 3. For any Learner / Apprentice their relevant client company is contacted as soon as practically possible. 4. Coordinate with Learner / Apprentice client company to liaise with any relevant next of kin. 5. Record the accident in the accident book. 6. Advise Managing Director and set accident investigation process in place. 	
<p>Signed: (Employer)</p>		<p>Reviewed Date: 1st November 2023</p>
<p>Subject to review, monitoring and revision by:</p>	<p>John Reynolds</p>	<p>Every 12 months or sooner if work activity changes</p>

Objectives

Reynolds Training services commits to an ongoing presence and participation on site Health and Safety meetings with other tenants. We shall also endeavour to increase the number of trained first-aiders within the organisation. We commit to investigate all accidents with actions identified through the investigation of accidents, incidents, near misses, ill-health, implemented and closed out within agreed timescales.

Objective 1:

Continue to engage with Health and Safety meetings on site with other tenants. *This is an ongoing objective.*

Objective 2:

Increase the number of trained first-aiders within the organisation. *Target: Before next annual review of the Health and Safety policy.*

Objective 3:

Fully investigate and action any accidents, incidents, near misses, and ill-health. *This is an ongoing objective.*