

1. Purpose

1.1. The purpose of this policy is to set out the principles to be followed to ensure a consistent and effective approach to managing health and safety across More Training.

2. Scope

2.1. This policy applies to all staff, learners, contractors and third-party agents involved with More Training.

3. Policy Statement

3.1. More Training is fully committed to meeting its responsibilities, as detailed within the Health and Safety at Work Act 1974 (HSWA), the Management of Health and Safety at Work Regulations 1999 (MHSWR) and associated relevant legislation.

3.2. Failure to adhere to this policy will be addressed by necessary disciplinary actions in accordance with More Training's Staff Disciplinary Procedures, Student Disciplinary Procedures and relevant contractor and third-party contractual clauses.

4. Objectives

4.1. More Training will:

- 4.1.1. Undertake Health and Safety vetting and monitoring at the learner's place of work to ensure, as far as is reasonably practicable, that safe systems, plant, machinery, equipment and practices are in evidence in accordance with the associated Codes of Practice.
- 4.1.2. Adhere to its duties stated in the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 and 1984 in order meet the obligations to the general public and all lawful visitors to the company premises.
- 4.1.3. Appoint a designated person responsible for health and safety issues. The role will involve the generation, implementation, monitoring and review of health and safety procedures, liaison with enforcing authorities and advisory services. The responsible person will also ensure that the

company is informed of any new legislation and amendments to existing legislation, to maintain compliance with the law.

- 4.1.4. Maintain adequate insurance against liability for death, injury and disease suffered by any of its employees or learners, if caused by negligence or breach of statutory duty by the company.
- 4.1.5. Ensure that all employees understand and comply with their legal responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 4.1.6. Ensure that all employees co-operate with their employer in order that they may carry out their duties under the legislation and, where necessary, point out areas of concern regarding any systems implemented by the employer, or otherwise, for health and safety purposes.
- 4.1.7. Generate and implement a system of reporting accidents, diseases and dangerous occurrences in accordance with the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as well as making an Accident Book available for the recording of minor accidents.
- 4.1.8. Comply with statutory requirements for its own employees and employers of their learners in order to:
 - Provide and maintain a safe system and place of work with safe plant and equipment.
 - Ensure that risks to health and safety are minimised in connection with the use, handling, storage and transportation of articles and substances.
 - Provide training, instruction, information and supervision as required to ensure the health and safety of employees.
 - Conduct and record risk assessments in accordance with the Risk Assessment Policy and legislative requirements and ensure the results of all assessments are communicated to the appropriate personnel.

- Discuss, agree, implement and monitor preventive and protective control measures.
- Appoint competent personnel to ensure compliance with legislative requirements are ongoing.

5. Responsibilities

H&S Objective (section 4 above)	Person responsible
4.1.1	Business Development Manager
4.1.2	All staff and associates
4.1.3	General Manager
4.1.4	Finance Manager
4.1.5	General Manager
4.1.6	All staff and associates
4.1.7	Head of Administration
4.1.8	General Manager

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.