



RM Training
The Stepping Stones to Your Success

Health and Safety Policy

Authorised by James MacGregor – Managing Director


James Mac Gregor

6th September 2021

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Policy Statement

RM Training UK Ltd is committed to providing a safe and healthy workplace for all of its Staff, Learners Customers, Visitors, and Members of the public. RM Training UK Ltd also recognises and accepts its responsibility to provide a healthy and safe environment, to train and assist all of its customers. RM Training UK Ltd is also committed to ensuring its premises are safe and healthy for all other visitors and members of the public.

This policy document outlines how RM Training UK Ltd Health & Safety arrangements will be implemented and monitored, and who will be responsible for each area of the implementation.

The policy will be reviewed on an annual basis. RM Training UK Ltd.'s commitment to providing a safe and healthy working environment means that it is always ready to adapt its policy and practices to meet new legislation as they are laid down.

Aims

RM Training UK Ltd will take all necessary steps to meet this responsibility, paying particular attention to:

- Ensuring the maintenance of buildings and offices provides a safe place of work, with safe access and egress;
- Maintaining equipment in a safe condition.
- Designing systems of work which takes the Health and Safety of all into consideration.
- Providing such training and supervision to enable all employees and members of the public to avoid hazards and contribute positively to their own health and safety at work.
- Systematically identifying and responding to any risks which arise.
- Providing a healthy working environment.

Monitoring

RM Training (UK) Limited is committed to continuous improvement in service delivery.

- We will make it easy and straightforward for you to make a complaint
- We will endeavour to respond to your complaint within the published timescales and keep you informed
- We will ensure that you have a full explanation to your complaint in your preferred format
- We will tell you if changes have been made to services following your complaint
- We will review our policy at regular intervals

Responsibility

The Quality Management Team and all those in managerial or supervisory roles are responsible for developing and encouraging a health and safety conscious practice within their teams

Compliance with the Health and Safety Policy is the responsibility of all members of the company.

Communication & Promotion

Our Health and Safety Policy is available in hard copy, and via our website. Please contact the Operations Manager if you wish to access this document in another accessible format.

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Commitment

Introduction

This Health and Safety Policy reflects RM Trainings continuing experience in managing safety and takes into account current legislation on safeguarding and safety generally and also observations made by partners, safety auditors and customers. RM Training regularly check Health and Safety updates and legislation to ensure that our information is current.

The Safeguarding of staff and learners at RM Training is deemed to be the responsibility of all members of RMT and Safeguarding along with the associated elements of Child Protection are integral to all activities associated with RMT whether on or off site.

This Policy for Health and Safety, included under the 'umbrella' of Safeguarding and for which RM Training has a responsibility in supporting learners includes:

- Basic Compliance
- Safe Learner Concept
- Workplace Safety
- Housekeeping
- Manual Handling
- Work Equipment
- Electrical Equipment
- Company Cars
- Hazardous Substances
- Noise
- VDUs
- PPE
- Dealing with Accidents
- Risk Assessments

To support staff and learners to keep themselves:

- Healthy (including drugs/alcohol – see Drug and Alcohol Abuse Policy)
- Safe

To ensure that staff and learners

- Feel safe whilst undertaking their apprenticeship or any activities for RM Training
- Know how to report instances related to Health and Safety

To educate learners to understand and make informed decisions regarding:

- Their own safety
- Using equipment
- Following procedures in situation of Fire/Emergency either at RM Training offices or at their work location

Under Health and Safety:

- Emphasise the management of safety and changes to liability;

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- Incorporate background and advice on risk assessment;
- Incorporate the 'Safe Learner' blueprint promoted by the ESFA;
- Will assist in the standardisation of safety practice throughout the company.

Staff responsible for Safeguarding and Health and Safety

- James MacGregor – Company Managing Director
David MacGregor – Operations Manager

Staff Responsibilities

- All staff undertake training in:
 - Child Protection
 - Prevent
 - Health and Safety
 - Equality and Diversity
- To ensure they are familiar with RM Training policies and procedures related to Safeguarding including:
 - Health and Safety
 - Equality and Diversity
 - Additional Learning Support
 - Disciplinary Procedures
 - Prevent
 - Internet Safety
 - Staff Code of Conduct
 - Student Confidentiality
 - Recruitment and Selection Procedures, where appropriate.
 - Lone working
 - Individual meetings with learners
 - Child Protection

Your Duty to Take Care

The Health and Safety at Work Act 1974, places great responsibilities on employers and employees alike. One of the main responsibilities is the duty of every employee to take care. 'Employee' in this case means 'every individual' at work in a company, from senior managers, through to learners. This individual responsibility is enforceable under health and safety law and under civil law too.

As far as employees are concerned, the Health and Safety at Work Act says you have a duty to take reasonable care for your own health and safety and of those who may be affected by your actions at work.

You must co-operate with RM Training in carrying out its responsibilities, as an employer, towards safety. This may mean wearing proper protective clothing or attending appropriate safety training as required.

The Act also says that you must not interfere with, or misuse, anything provided in the interest of health, safety or welfare. A simple example of this would be misusing fire extinguishers or the first aid boxes.

You should not use work equipment or materials in a manner that could create danger for yourself or other people.

You must be constantly vigilant for safety hazards and must report anything you consider to be dangerous immediately to your Supervisor, Centre manager or James MacGregor.

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Management of Safety

Health and Safety Communication and Consultation

Our health and safety policy will be communicated to all new staff and learners on their first day at RM Training during their induction.

This policy will be made available all staff and learners, in printed format and via the company Dropbox. The updated policy can also be found as a resource on SmartAssessor as well as on the RM Training website www.rmtraining.co.uk. Further information and guidance, as well as updates and reviews of this policy, will be circulated annually.

Health and safety issues are on the agenda of manager meetings and staff meetings. Changes to health and safety policy and practice are offered for discussion throughout the group.

In addition, individual employees and learners can raise urgent concerns or report hazards:

- To their apprenticeship tutor or manager.
- As area of business point at regular staff and management meetings.
- Directly to the managing director via email

Health and Safety meetings will take place as required to assist the director and governors in drawing up, communicating, and managing the safety policy.

Arrangements for the Management of Safety

The present Directors of RM Training (UK) Ltd are James MacGregor and Paula MacGregor. Overall responsibility for Health and Safety lies with them. David MacGregor is the Operations Manager with specific responsibility for board level oversight of health and safety policy and direction. James MacGregor is the nominated competent person in health and safety to carry out risk assessments, prepare reports and other documents as required, attend meetings with auditors and inspectors and provide professional services for research, investigation and advice.

Employees, volunteers, and learners must carry out safety policies and procedures laid down by the Managing Director. Centre and Training Managers have a responsibility for health and safety within their premises and shall ensure that employees, learners, and volunteers comply with health and safety policy.

Hazard Reporting

A safety hazard which cannot be put right immediately, without exposing individual employees or learners to danger, must be reported to the Operations Manager. If a member of staff or learner reports a safety hazard, RM Training will take steps to investigate it and take control measures as necessary. The individual will then be advised of these measures.

Risk Assessments

As a minimum, annual Risk Assessments will be carried out to identify health, safety and welfare hazards to workgroups and individuals and, so far as is reasonably practicable, introduces control measures to eliminate or reduce them.

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Accidents

RM Training will ensure that robust procedures exist to investigate, record and report, accidents, near misses and dangerous occurrences on our premises. The operations manager will investigate any accidents or reports of infectious diseases that occur within RM Training head office or to learners off site.

Recruiting RM Training Staff

The manager responsible for recruiting must ensure that pre-placement safety checks are completed for all new RM Training employers and monitor workplace safety via teaching and assessment visits thereafter, which must document safety compliance at the employer's premises, and ongoing safety arrangements affecting the learner. 'Regular monitoring' shall mean 'as laid down in contractual obligations' to the ESFA or other contract partners.

Safety Induction and Training

All new learners and employees will be given planned induction training which will include this Health and Safety Policy Statement, the fire evacuation procedures, the safeguarding procedures, and other essential safety information about their centre. The Health & Safety checklists must be completed with learners to ensure their understanding and responsibilities for their health and safety. New staff and learners should be given a tour of the workplace and made aware of the emergency escape routes.

The confidential medical questionnaire is completed by new employees and learners to give first aiders advanced warning of any health conditions people may have and any medication they may be taking. This assists us in first aid treatment, lets us give essential information (e.g. concerning allergies) to paramedic staff and provide them with contact names and addresses (e.g. next of kin).

Apprentice tutors should assess requirements for further safety / safeguarding training of their staff and then liaise with senior managers / directors. Depending on the need, either in-house or external training sessions or courses can be arranged.

Health and Safety Management Records

Effective safety management requires a certain amount of record keeping. RM Training workplaces are regularly visited by auditors from external organisations who will want to see documents proving that our systems work in practice. Computer based records are usually acceptable. Regular audits of these records should take place including those on learners' files e.g. induction training record and reviews.

The minimum (most legally required) records are:

1. An Accident Book / database (RIDDOR 2013)
2. An equipment inventory / database (insurers may require this)
3. An equipment maintenance record (Provision and Use of Work Equipment Regulations 1998)
4. An inventory of potentially harmful substances, together with hazard data sheets. (CoSHH Regulations 2002)
5. Risk Assessments (Management of Health and Safety Regulations 1999) 6. Portable electrical equipment tests (Electricity at Work Regulations 1989)
7. Fire Alarm and emergency lighting test records. Fire Extinguisher servicing / inspection records. Records of fire drills (Regulatory Reform (Fire Safety) Order 2005)

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Basic Compliance

The law and RM Training requires that every workplace must have health and safety arrangements that are, at a minimum, in basic compliance with the law. This is a checklist of the basic requirements:

Insurance –

RM Training Employers Liability and Public Liability Insurance covers present and additional staff, learners, volunteers and premises. All policies are renewed annually.

Statutory Displays: in a prominent place –

- Health and Safety Law poster, Health and Safety Policy Document, and Employer's
- Liability and Public Liability Insurance Certificates.

Optional displays

- Fire extinguisher inspection certificates, fire safety inspection certificates, Risk assessments.

Accidents

- Each site must have a suitable accident book or Electronic database.

First Aid

- There must be appointed first aiders, one for every fifty people.

Fire Safety – there must be:

- A means of raising the alarm
- A means of fighting fire: e.g. fire extinguishers or other devices
- A means of escape: a safe evacuation route and unobstructed fire exits.

Sanitation

- There must be sufficient WCs / Urinals for the number of people on site. Male and female WCs must be private; they must be lockable from the inside. Hand washing facilities must be available.

Welfare

- Drinking water must be available; either fresh tap water or a water cooler. There must be a place to eat food away from the workstation. These areas must be clean and free of contamination. Ideally there should be facilities to heat food or drink.

Statutory Warning and Advisory Signs –

- First aid Station: a white cross on green background
- First Aiders: a notice giving their names and locations
- Fire Extinguishers: colour coded notice above the extinguisher giving its type and the kind of fires it can be used against
- Fire escape or evacuation routes: green 'arrow' signs
- Fire Exits: the green 'running man' sign
- Hazard warnings: use standard pictogram signs as needed.

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The Safe Learner

The 'safe learner' concept was first introduced in 2002 and continues to underpin Government Education legislation. It is an evolving concept, but in simple terms means that learners, through the quality of their learning experience:

- Gain an understanding of the importance of health and safety.
- Understand how hazards are identified and how risks are controlled.
- Develop a set of safe behaviours – i.e. learners play an active part in the process and develop a practical, transferable skill from their experience.

| Inputs: | Outputs: |
|-------------------------------------|------------------|
| Environment | Hazard Awareness |
| Initial Assessment | Understanding |
| Learning Plan | Confidence |
| Supervision | Contribution |
| Information, Instruction & Training | Behaviours |
| Reassessment | |

The overriding difficulty is not in giving health and safety messages or training to learners, it is ensuring a satisfactory transfer of learning to the workplace and an impact on safe behaviour

RM Training seek to create and maintain a safe, healthy and supportive learning environment for its learners.

The safe learner blueprint is integrated into induction and learning programmes. An initial assessment is carried out to identify any individual additional health, safety and welfare help or support required, and a Learner Commitment Statement is produced as a result. A safeguarding leaflet is be issued to every learner at Induction.

RM Training will ensure that all learners on ESFA funded training programmes will only be employed/complete work experience for employers who fulfil their legal obligations concerning health and safety in the workplace.

RM Training will, therefore, visit and inspect the workplace of all new RM Training employers to confirm that the employer meets their legal obligations concerning health and safety,

The learner will be asked whether they have had any workplace accidents and whether these have been reported. These responses will be documented.

Supervision

Supervision is probably the most important single preventable measure to protect employees and learners (sometimes even from their own acts and omissions), particularly when they are young and inexperienced. In addition, supervisors and managers play a vital role in imparting health and safety information and developing the learner into a safe and healthy worker who is capable and competent.

Dealing with Hazards

Many things can contribute to workplace accidents. No guide can be complete, so staff must vigilant of potential dangers. The following is a general guide to workplace hazards.

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Workplace Planning

The layout of offices, workspaces and training rooms should be carefully planned and take safety into consideration. Space should be used to the best advantage so that each person has adequate workspace.

Workspaces must be laid out so that people can move easily without knocking against desks, cabinets, sharp corners and so on. Filing cabinets and cupboards should be placed so there is room to open drawers or doors with safety.

Housekeeping and Premises

Good housekeeping is essential if accident and fire hazards are to be reduced. All sites must be cleaned regularly. If the regular cleaner is away from work for any reason, staff should pay particular attention to keeping their own workstations clear. Employees and learners are to ensure that gangways and escape routes are kept clear.

Trips and Falls

Gaining access to high places like shelves is a common cause of falls, because people use chairs, desks, or windowsills rather than using a ladder. Ladders and steps must be checked periodically by visual inspection. On no account should a faulty ladder be used. Faulty ladders should be taken out of service until repaired or replaced. Notes of these inspections should be entered in the maintenance log.

Manual Handling

Generally, about one fifth of industrial accidents are caused by bad lifting and handling. At RM Training heavy and continuous manual handling is not usually called for. It tends to be one-off occasions, such as relocating equipment or furniture.

General Work Equipment

Work equipment must only be used by staff or learners who have been trained in its use it should be treated with care and must not be used in such a way as to cause danger. Equipment should be installed and used following the manufacturers' instructions. Safety features such as guards must be used. Faults affecting the safety of equipment should be reported immediately to the Operations Manager who must take the equipment out of service if it cannot be made safe.

Company Cars / Travel

Employees who drive company cars are responsible for checking the vehicle's safety. Any fault must be reported to the line managers and recorded. Safe driving is essential. Due regard is given to travel within the working day and time is allowed to travel in a safe and responsible manner between destinations. Drivers must obey current road safety legislation and observe good driving practices. Individual liability may apply if these rules are not observed.

Hazardous Substances

RM Training will only use substances regarded as hazardous by the COSHH regulations as a last resort, when every other practicable less hazardous alternative has been considered. The Operations Manager shall ensure that documented procedures detailing the correct handling, storage, disposal and first aid procedures are adopted for all such substances, and are filed and stored in the appropriate place for reference users.

Noise

Measurement of a possible noise hazard can be made by assessing a conversation of two people standing at a distance of 2 meters. If during that time they have not raised their voice to be heard, then a meter test is not required.

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Visual Display Units (VDUs)

Arrange these to avoid poor posture and repetitive awkward movements. When starting work with display screen equipment, adjust the height of the chair; the tilt and swivel of the monitor; and position and tilt of the keyboard for maximum comfort.

Give the workstation a quick 'once over' visual inspection. Check for unsafe cables; look to see if they are trailing dangerously or are damaged. Check also for cracked or damaged plugs. When you have switched on, you should adjust the brightness and contrast of the display to suit your individual eyesight

Workplace Stress / Workplace Bullying

Workplace stress is a recognised source of ill health and a contributory cause to workplace accidents. A certain amount of stress, perhaps even a great deal, is inescapable from the working environment. It becomes a health and safety issue when the stress is of greater intensity than the individual feels they can deal with, over too long duration. A harassed worker or learner is not a safe worker.

Apart from stress arising from the nature of work itself, is stress that could arise from workplace bullying or intimidation (including cyber bullying), from racial or sexual harassment or similar causes. RM Training has a zero-tolerance policy against bullying and harassment and will take disciplinary action, including dismissal, against any individual found culpable of such behaviour.

Smoking, Drinking, Medication and the Consumption of Illegal Drugs.

It is illegal for anyone to partake of any of the above in and around RM Training including private offices, corridors, staffrooms, toilets or company cars.

Employees and learners should let their tutor / line manager know when they have been prescribed medication that may have side effects (like drowsiness in the case of many painkillers). If RM Training is aware of this, then we can help to accommodate the situation (e.g. operating machinery or driving), which they are, temporarily and without blame, not fit to deal with.

Dealing with Accidents

Accidents to Employees or learners: reporting and Investigation

If an accident happens to a member of staff, a self-employed person or a learner while they are working on RM Training premises, or to a member of the public visiting one of our sites, we have three main duties:

- To report the accident
- To record the accident
- To investigate the reasons for the accident.

In the event of an accident at one of RM Trainings work placements:

The accident must be recorded in the accident book, especially if first aid has been given. This must be done even if it is not serious enough to become a 'reportable' accident under RIDDOR. A 'reportable' accident must be notified within 24 hours to the directors responsible for health and safety

If the casualty is a learner:

- A report must be made to the Education or Skills Funding Agency within one day.
- If the learner is employed, the accident should be reported to their company.

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Accidents to learners in the workplace

If a learner has an accident while working at their employer's site, the duty of reporting and recording the accident falls upon their employer.

The employer must also report the accident to RM Training within one day of the accident. RMT must, in turn, inform the Education Skills Funding Agency.

Accidents should be reported to RM Training if it is any more than the most trivial case. We need to know whether, for example, first aid has been necessary or if the learner has had to go to hospital or been seen by a doctor. It should be recorded in the employer's accident book and in RM Trainings accident book. **The accident should be reported even if the learner attends work the next day and appears to be fit.**

Investigating Accidents

When a serious accident has happened, the causes should be properly investigated, so that steps can be taken to prevent it happening again. In-house investigation, at a placement site or at RM Training offices, should begin as soon as possible after the accident and should include:

- Interview reports or statements by the victim
- Interview reports or statements by the witnesses
- Details of the site, the plant and equipment involved
- Details of any substances or materials involved
- A narrative 'step by step' description of what actually happened.

This is the responsibility of the employer if the accident happens in the workplace or the responsibility of RM Training if the accident takes place at head office. However, the Education Skills Funding Agency for whom we provide training make it obligatory, under contract, for us to also investigate accidents. RM Training staff may need to visit the company concerned, as may the HSE, depending on how serious the accident is.

Reporting to the HSE

Reports can be made in a variety of ways, VISIT www.hse.gov.uk/report.htm :

By telephone to 0345 300 9923 Monday to Friday 8.30am – 5pm

Online at www.notifications.hse.gov.uk/riddorforms

Risk Assessments

Risk assessments will be completed where necessary and inspection of risk assessments in any locations where training is to be delivered form part of the Health and Safety Pre-Vet Inspection report. Where initial risk assessments indicate that a risk is present, a supplementary assessment may be conducted by the Managing Director in order to ensure that the most effective remedial action is taken.

Wherever possible, the staff members in the area being assessed will be involved. This will be most significant with, for example, display screen equipment assessments, where the comfort and safety of the staff member(s) concerned is the main objective of the assessment.

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Once a risk is identified initially with the Managing Director, advice on the remedial action which needs to be taken will be given.

A report detailing all the major issues identified from the assessment, with timescales for implementing remedial actions will be produced by the Managing Director within 5 working days. The risk assessments will be reviewed periodically or after any incidents or significant changes in equipment, processes, or procedures.

Managers will be responsible for applying any recommendations made for the centre concerned to comply with Health and Safety Legislation. Managers will also be responsible for communicating the findings of the risk assessments.

Learner Protection

Our learner's health and safety is very important. Government funded training has rules that make sure the workplace in which they are working towards your qualification is safe. All employers are checked before the start of any training programme to identify any likely risks, and these will be reviewed regularly between learners and assessors. However, there are some things that learners must do for themselves, such as following the health and safety rules when working and recording all accidents and reporting them to employment supervisors and assessors.

During the training programme we will seek to promote learner awareness, knowledge and understanding of hazards and risks that they may encounter and the positive action they can take to reduce risks in the workplace.

Policy Review Frequency

If at any time any Health and Safety issue should arise which exposes a weakness in RM Training UK Ltd.'s Health and Safety Policy, the Policy will be reviewed. The HSM will be responsible for the revision of this document. Where significant changes occur, which may affect the level of risk in any area of RM Training UK Ltd.'s working environment, risk assessments will be conducted as required by Health & Safety Law. Should these risk assessments expose any weakness in RM Training UK Ltd.'s Health and Safety Policy or the specific arrangements for maintaining appropriate standards of Health and Safety, these will be reviewed and revised if necessary. Similarly, if any weakness in Policy, arrangements or chain of responsibility should be exposed at any point, RM Training UK Ltd will undertake to review the appropriate area and to make such amendments as are required.

Suggestions for Improvement

If you have any suggestions for improvement within this policy then please feel free to offer these suggestions to the Office Administrator (admin@rmtraining.co.uk)

Monitoring and Evaluation

The RM Training Management Team will monitor and evaluate achievement in respect of equality by taking the following actions:

- Ensure that all employees who deliver training services receive training to ensure that they do not discriminate unlawfully
- Review and monitor our services to ensure that they do not discriminate against anyone, identify barriers to access and assess where improvements can be made
- Ensure that organisations or individuals providing services on behalf of RM Training UK Ltd comply with equal opportunities legislation and promote equality of opportunity

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