



Health & Safety Policy

Good Skills Training Ltd and its subsidiaries are dedicated to providing a safe and friendly environment for our staff, customers and others who may come on to the premises from time to time. We recognise our responsibility under The Health & Safety at Work Act and associated legislation and through this policy, its associated risk assessments and relevant staff training we aim to make Good Skills Training a safe working environment. Day to day responsibility for Health & Safety is vested in Ian Bodsworth.

1. Fire Procedure

Fire Risk Assessment has been undertaken and all staff will be made aware of its contents as part of their induction. The risk assessment will be reviewed annually and any items requiring attention will be dealt with within the timescale set out in the resulting fire action plan.

2. Risk Assessments

Good Skills Training Ltd has undertaken risk assessments relevant to the activities undertaken on the premises and all staff will be made aware of the hazards and risks that exist and the control measures in place to minimise these.

3. Reporting of Accidents

Any accident or near miss should be reported in the accident book and Ian Bodsworth should be made aware. Serious accidents should be reported to the Health & Safety Executive as per the requirements of RIDDOR. Ian Bodsworth is responsible for reporting under RIDDOR requirements.

4. Staff Responsibilities

It is the responsibility of all staff to comply with Health & Safety regulations set out in this policy and under the law as laid down in Health & Safety legislation. Staff are required not to do anything which may endanger their safety or the safety of others and to report to Ian Bodsworth anything that they feel may represent a serious hazard.

5. Contractors

Contractors coming onto the premises will be made aware of health and safety procedures including those relating to fire, particularly how to evacuate the premises.

6. Hazardous Substances



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All relevant staff will be trained on the safe handling of substances and made aware of the relevant COSHH regulations. COSHH risk assessments will be prepared for each item used.

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|---------------------------------------|--------|
| 7. Location of first aid kit | Office |
| 8. Location of accident book | Office |
| 9. Location of displayed H & S Poster | Office |

Health & Safety Policy for Instructors/Assessors

Good Skills Training Ltd is dedicated to providing a safe and friendly environment in which our clients can develop their skills. In doing this we have set out the standards to which we expect our instructors and assessors to work towards with regards to health and safety matters.

10. Fire Procedures

On arrival the instructor should find out any fire procedures and alarms and then relay these to the course delegates.

11. Apparent Dangers

On arriving at the venue the instructors should look for any apparent dangers and should attempt wherever possible to remove these dangers without putting themselves at risk. Any dangers that cannot be removed should be relayed to the delegates as a possible danger and should be reported to the venue contact. If it is deemed by the Instructor to dangerous to run the course then they should request a different room and report this to Good Skills Training Ltd as soon as possible.

12. Medical Conditions

The instructor should ask that any medical conditions that the delegates may have be reported to them. Explain to the delegates the possible health risks of whatever course is being run.

As well as any standards which we expect our instructors to adhere to, Good Skills Training Ltd have set out what we will do to reduce any Health & safety dangers.

13. Risk Assessments

Good Skills Training Ltd is committed to reviewing health and safety issues with regards to its activities and the venues at which we operate. In doing this we compile risk assessments on these which are available to all of our clients on request. All of our risk assessments are reviewed on an annual basis, or when an incident occurs.

14. Accident Book

Good Skills Training Ltd has an accident book with our trainers on all of our courses. If an incident occurs then it should be reported to Good Skills Training Ltd so that we can review our operating procedures.



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Good Skills Training Ltd expects all staff, employed or self-employed to comply with our Health & Safety policy and requests that all clients also follow health and safety procedures laid out for their safety. Instructors have the right to stop any activities if they decide that it is unsafe to carry on. If this is done they must report to Good Skills Training Ltd immediately, with details of why this action has been taken.



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