

Health and Safety Policy

Introduction

The Safety, Health and Welfare at Work Act, Act 1978 and all other subordinate legislation, imposes a statutory duty on employers/contractors to ensure so far as is reasonably practicable, the health and safety of their employees/sub-contractors whilst at work. This duty also extends to others who may be affected by that work.

The management of KLAB Training College are committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. Within their areas of responsibilities, the management will make provision from within organisation budgets for adequate resources to maintain and improve a healthy and safe working and developing environment. People are our most valuable resource, and the safeguarding of humans as well as other resources through health and safety is important, not only for its own sake, but also a way of minimising costs of our services.

The successful implementation of this policy requires total commitment from all members of staff, volunteer, students, training participants, and visitors. This policy will be reviewed annually, or in the light legislative or organisational changes.

Policy Statement

Employees, volunteers, students also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, KLAB Training College will ensure reasonably practicable, that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the company organisational structure.

KLAB Training College will, so far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Systems of work are provided and maintained that are safe and without risks to health.
- The place of work is safe and that there is safe access to and from the workplace.
- Arrangements for use, handling, storage and transport of articles and substances at work are safe and without risks to health.
- All employees and candidates are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- The provision and maintenance of all equipment is safe and without risk to health.
- Risk assessments are carried out and reviewed periodically.

- Prior to an employee of the college attending a candidate's place of work, the health and safety coordinator will conduct a risk assessment of the environment to ensure safety is maintained.
- Health surveillance is provided where appropriate.
- The college will ensure that new recruits are given induction information about Health & Safety on their first day and receive relevant training within the first month of their employment.
- The working environment of all employees and students is safe and without risks to health and that adequate provision is made with regards to the facilities and arrangements for their welfare at work.
- Monitoring of work activities is undertaken to help maintain agreed performance standards.
- Detailed procedures to implement the provisions of the Statement of policy are published as KLAB Training College Health & Safety Notices and are periodically revised (e.g. Fire Procedures and your Health, Safety Sitting Positions). All these notices together constitute the KLAB Training College Health & Safety Manual, an updated copy of which is available for reference.

It is the duty of all employees/ contractors, volunteers at work as well as college candidates:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to co-operate with KLAB Training College with regard to any duty placed on the company to enable the discharge of its duties under the Act and any Regulations and Codes of Practice.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- To understand that non-compliance with either of the points above may lead to disciplinary action.

General:

- The Health and Safety Policy will be reviewed periodically, amended and updated as and when necessary. The Policy, and any subsequent changes, will be promulgated to all employees.
- The Centre Coordinator is responsible for giving effect to the Policy of the company on health and safety matters through both the management structure and with the assistance of competent persons.
- It is the duty of the Centre Coordinator to ensure that effective measures are taken at all times to carry out this Policy.
- Our management will keep the Health and Safety Policy under continual review.

It is the overall policy of KLAB Training College to plan, regularly review, develop and progressively improve organisation and arrangements to provide, so far as is reasonably practicable, a workplace



and working conditions which are safe for all staff, students and others who may be affected by the company's activities.