

# South East Training Health and Safety Policy

**This is the statement of general policy and arrangements for:**

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

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

South East Training Network Limited Name of organisation
Tony Walton Name of employer
All staff and associates engaged on an assignment for South East Training

Statement of general policy	Responsibility of	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 at the client's premises	Lead Facilitator	<p>To ensure client premises are suitable and safe for training delivery by ensuring:</p> <ul style="list-style-type: none"> <li>• They comply with the client's Health and Safety Policy whilst on the client site</li> <li>• Emergency evacuation procedures are known and communicated to participants</li> <li>• Routes to evacuating the client premises are clear of obstacles</li> <li>• Participants with hearing, visual or mobility problems are identified and any special requirements for evacuation in the case of an emergency are noted</li> <li>• Tripping hazards are identified and either removed or identified to participants</li> <li>• All furniture and other equipment such as flipchart stands provided by the client is safe to use and either removed or identified to participants if not</li> <li>• All electrical equipment provided by the client is visually inspected prior to use to ensure there are no shock hazards from exposed wiring</li> <li>• Electrical equipment provided by the facilitator (e.g. laptop, projector) is regularly tested and visually inspected prior to each use</li> <li>• All equipment and materials provided for use by participants during the programme are safe to use or removed</li> <li>• Neither the facilitator nor any participant attempts to lift or move equipment, materials or furniture where this might represent a manual handling risk</li> <li>• Waste materials are removed from work areas and disposed of so as not to present a hazard to participants or the facilitator</li> <li>• A risk assessment is carried out prior to any site visits as part of the programme</li> <li>• All safety hazards and accidents are reported to the appropriate client representative and to the South East Training project manager</li> <li>• Take all other reasonable precautions to ensure the safety of participants and themselves.</li> </ul>

To provide additional safety measures arising from the Covid-19 pandemic	Project Manager	<p>To ensure any face-to-face meetings, including delivery of coaching or training services, are both necessary and conducted in a Covid-safe environment:</p> <ul style="list-style-type: none"> <li>• The Project Manager is responsible for ensuring that all South East Training staff and associate consultants, performing work for the company, comply with all legislation and Government guidance restricting non-essential travel and workplace activity.</li> <li>• No member of staff or associate consultant will be permitted to attend a face-to-face meeting if they fall into the category of those who should be self-isolating according to current Government instructions</li> <li>• In the event of a client requesting a face-to-face meeting, the project manager will liaise with the client representative to explore alternatives such as virtual meetings or telephone discussions.</li> <li>• If a face-to-face meeting with a client group or individual, or between South East Training associate consultants, is considered essential, lawful and compliant with Government guidelines, the Project Manager will arrange for a risk-assessment to be conducted to ensure that all possible precautions to minimise the risk of infection to participants are in place. The risk assessment is to be documented and shared with all those involved in the meeting.</li> </ul>
	Staff and associate consultants	<p>To ensure any face-to-face meetings, including delivery of coaching or training services, are conducted in a Covid-safe environment:</p> <ul style="list-style-type: none"> <li>• South East Training staff and associate consultants engaged in any face-to-face meeting have an equal responsibility for ensuring agreed safety measures such as social distancing, hand cleaning and wearing of face coverings are adhered to during the course of the meeting.</li> </ul>
	Course developers and associate consultants	<p>To ensure that South East Training staff and associate consultants, and client personnel, are protected from harm when participating in virtual meetings arranged by South East Training:</p> <ul style="list-style-type: none"> <li>• Course developers and facilitators are to ensure that no single virtual session requires participants to engage with a computer screen or equivalent on a tablet or phone for a period longer than a period of two hours without a break of at least ten minutes.</li> <li>• Facilitator acting as meeting hosts are to encourage all participants to move from a static position, where possible, at least once in any two hour period.</li> </ul>
To provide adequate training to ensure employees/associates are competent to do their work	Project Manager	The project manager during any course observation is responsible for ensuring the lead facilitator complies with the above, and appropriate instruction is provided if not

To engage and consult with visitors to or temporary staff engaged at the South East Training office on any relevant health and safety issues (refer to previous session for additional requirements in response to the Covid pandemic)	Principal Consultant	To ensure visitors to or staff temporarily engaged to work at South East Training's office aware of any specific health and safety issues that might present a hazard, which shall include but not be limited to: <ul style="list-style-type: none"> <li>• Fire and emergency procedures</li> <li>• Maintaining clear routes for evacuation</li> <li>• Making suitable adjustments for visitors/temporary staff with hearing, sight or mobility problems</li> <li>• Tripping hazards are removed</li> <li>• All electrical equipment is tested regularly and inspected before each use</li> <li>• All furniture, equipment, materials and tools are safe to use or removed if not</li> <li>• No equipment, materials or furniture are moved where this might represent a manual handling risk</li> <li>• Waste materials are removed and disposed of to prevent a hazard</li> <li>• All safety hazard and accidents are recorded</li> </ul>
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Principal Consultant	To ensure the South East Training office is safe for all visitors and any temporary staff engaged.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Principal Consultant	Visitors and temporary staff are aware of the fire and evacuation procedures.

Health and safety law poster is displayed:	In the office		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) <a href="http://www.hse.gov.uk/riddor">http://www.hse.gov.uk/riddor</a>	In the office		
Signed: (Employer)	A.R. Walton	Date:	21/10/21
Subject to review, monitoring and revision by:	Principal Consultant	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)