**Health and Safety Training Policy**

**Aims:**

* Understand what our procedures are for health and safety training
* Know who is responsible for what
* Understand our obligations and those of employees

[Company name] has a legal duty to protect the health and safety of its employees and others. We take this responsibility seriously and have made health and safety a management priority. We expect our employees at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of the company’s health and safety arrangements.

This is [name of business]’s health and safety training policy. We aim at all times reasonably to ensure a safe and healthy work environment for all those who visit and work within it.

Our health and safety policy is contained in a separate policy document. You can find it [specify location].

This policy applies to all employees, apprentices, consultants, officers, contractors, interns, volunteers, job applicants, agency and casual workers.

It does not part of any employment or any other contract. We, [name of business], may amend this policy at any time.

**Our approach to ensuring health and safety**

We will provide information, instruction, training and supervision as necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees, subcontractors, customers and any persons coming into contact with our organisation or on our premises or place we are carrying out work.

We are committed to ensuring that:

1. All employees understand the need to work safely;
2. health and safety is given top level commitment by our senior management, directors and managers;
3. a culture of creating, maintaining and ensuring safe and healthy working methods and environments exists in this organisation.

We will undertake an annual review of the health and safety training of staff, including refresher training, to ensure that identified training needs have been adequately met.

**Responsibilities**

* Overall and final responsibility for health and safety rests with [*Managing Director/Senior Partner/Owner*].
* Day to day responsibility for ensuring that this policy is put into practice is delegated to [*Name*], [our Health and Safety Champion]

**Implementation**

We implement our health and safety obligations and commitments by:

1. Ensuring that when they first join, all employees are provided with clear and ready access to our health and safety policy and they get adequate health and safety training (including in relation to fire evacuation arrangements); and then they receive regular reminders and training refreshers, where relevant and/or if they are exposed to new or increased risks due to changes to their roles or to the equipment or systems that they use
2. Ensuring that when they first join, all employees are provided with clear and ready instructions on our approach to ensuring health and safety in our workplace and that we regularly remind them of these instructions, including in relation to fire evacuation arrangements
3. Organising for health and safety training to be repeated periodically, where appropriate, and for that training to take place within normal working hours
4. Ensuring employees follow instructions and all relevant name of business protocols when using machinery, equipment, dangerous substances, transport equipment, means of production, and safety devices that we have provided to them in the ordinary conduct of their duties. Where relevant, we will also ensure employees are adequately supervised in any tasks where this would be appropriate
5. Providing suitable health and safety training to young people (under the age of 18 years) and ensuring that that training takes particular account of the youth and inexperience of the young people
6. Appointing a health and safety ‘champion’ who will have sufficient experience to have the trust and confidence of those covered by this policy, and our management
7. Recognising that responsibility for a safe work environment ultimately rests with name of business’s directors and senior management.
8. Ensuring that a health and safety training plan is maintained and reviewed, at least yearly, by our health and safety champion, together with any relevant qualified experts, if and as appropriate.
9. Identifying training needs using responsible risk assessments that take into account the needs of an individual role and the required level of competence for task/duties performed by candidates holding that role. Training may be tailored to individual/group needs and will take into account the particular needs of vulnerable groups, especially young people (under the age of 18).
10. Identifying some health and safety training as mandatory (such as fire evacuation and fire safety procedures), where this is necessary in order for our business and employees, and/or those contracted by us, to:
    1. comply with legislation and the requirements of regulatory bodies
    2. carry out duties safely and efficiently
    3. protect other staff, students, contractors and visitors from harm
    4. maintain competence to the required standards.

We will treat a refusal to undertake mandatory training as a potential disciplinary offence and we will consider that refusal under our Disciplinary Policy.

**Your role in ensuring health and safety is properly maintained according to this policy**

Where required, you will complete all mandatory training identified by us as relevant to your role and necessary for its safe performance (including to ensure the safety of others), within the time scale allocated.

We also expect you to co-operate by attending other non-mandatory health and safety training as requested by us from time to time.

All staff should attend induction training as soon as practicable after appointment to their role.

Directors and managers additionally should:

1. attend any additional training relevant to their own management role
2. help identify health and safety training for members of their teams
3. allocate work to individuals taking into account the roles that they have been engaged to perform, their capabilities and levels of training to date
4. ensure that all members of their team undergo relevant training and refresher training within a reasonable time scale and that essential resources required to facilitate successful and timely training are available to their team members undergoing training at any time
5. conduct risk assessments as required, and identify areas for required training where a particular level of competence is identified as necessary, and
6. record all health and safety training taken by team members and report on this annually to the health and safety champion [specify other senior individual] within the business
7. record any hazards or incidents in our accident logbook, located [please specify]
8. ensure that workers are provided with adequate rest breaks

All staff and workers, irrespective of their job titles or length of service, have a duty to bring health and safety concerns to the attention of our business and you will never face reprisals for doing so.

If at any time:

1. you have any queries or concerns about our training and/or the safety of yourself or any other worker, or
2. you want or need to report a health and safety hazard or an incident that has occurred,

you should speak to [Name of business]’s Health and Safety Champion at your earliest opportunity. If you are unable to contact our Champion, please report it to [name of person with overall responsibility for this policy].

If you take anything from our first aid boxes, which is located [please specify], please let [specify person] know, so that we can ensure our supplies are always replenished and available in case of need.