

HEALTH & SAFETY POLICY

Last updated: **01/06/2024**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

Scope of the Policy

This policy is provided for TTT customers, including learners and staff members who are using or delivering the courses and qualifications that TTT offer.

Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website www.theteachertrainer.co.uk.

Communication of the policy

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at TTT access, read and understand the policy during their induction.

Review of the policy

TTT will review the policy annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

TTT is committed to achieving high standards of health and safety. We expect staff, learners, visitors and the other employers we work with to share this commitment and to understand that they have legal and moral obligations to enforce and adhere to this policy.

Statement of Principles

The duties of TTT are to:

- ensure that this Health & Safety Policy is implemented on a day-to-day basis and that sufficient resources are made available to achieve this
- maintain adequate records in relation to staff and learner health & safety (e.g., Induction)

Duties of all staff

The duties of all TTT staff are to:

- Take reasonable care for the health and safety of themselves, visitors and others who may be affected by their acts and omissions while on TTT premises and the sites where learners are working
- Use appropriate PPE when in contact with the learners or staff members (making use of sanitisers and masks where necessary and ensuring that there is appropriate ventilation in the office/classroom)
- Report promptly any accidents, incidents, unsafe conditions or practices and potential risks to their line manager

- Personally, demonstrate good standards of health & safety practice
- Take particular care in all practical teaching areas
- Promote good practice through the quality of learning and understanding of health & safety

Duties of all learners

Learners have a duty to look after their own wellbeing. They are held to be equally responsible for the health & safety of others or those who may be affected directly or indirectly by their behaviour on TTT premises. They will:

- Familiarise themselves with all health and safety information provided by TTT and their employer
- Use appropriate PPE when in contact with other learners or TTT staff members (making use of sanitisers and masks, etc. where necessary)
- Follow and act upon any instructions that are given either verbally or in writing by a TTT member of staff in connection with health and safety
- Bring to the attention of a member of TTT staff any difficulty in understanding health and safety information or instructions
- Cooperate fully at all times with TTT staff to ensure that statutory obligations are met
- Report immediately to a member of TTT staff any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety in the workplace or training centre
- Report any accidents or incidents they are involved in
- Ensure that where necessary/required the relevant Personal Protective Equipment (PPE) is used in the interests of health and safety
- Advise their trainer/assessor of any personal difficulties associated with the use of any equipment provided
- Provide TTT and their employer (where relevant) with any medical information which may affect personal health and safety or welfare

Portable electrical equipment is in use by TTT. It is subjected to periodic inspection to ensure its continued safety in use. If any person identifies a worn cable, defective plug or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard to their line manager, immediate supervisor or Centre Manager (Phenil Mehta).

Fire alarms will be tested quarterly by a member of the building staff. If a fire is discovered on TTT premises:

- Sound the alarm
- Leave the building by the nearest exit and do not delay by collecting your belongings
- Go to the fire assembly point
- Ring the Fire Service (dial 999)
- Do not re-enter the building until the 'all clear' is given
- Trained staff members who feel competent may wish to tackle a fire using the equipment provided but do not attempt to fight any fire in isolation

In the event of a person being injured and requiring first aid, a qualified first aider should be contacted. Smoking is only permitted in designated areas outside the premises.

PPE is issued for protection where it is not possible to remove all the risks from a process or operation by other means. PPE does not remove all the risks and caution must still be exercised when carrying out an activity.

In general, it is a requirement to:

- wear or use PPE (including masks) when it is required by legislation or code of practice
- ensure that PPE is worn in accordance with any training or instruction that has been given
- take reasonable care of PPE to ensure it remains in good condition
- report any defects to your immediate supervisor as soon as they are noticed
- ensure that others who may be affected by activities are either isolated from contact or are issued with temporary PPE

T^{TT} office is in Regus House, a serviced building taken care of by the IWG Group. IWG undertake risk assessments to identify significant hazards that may arise in the workplace/office building. Trainers and assessors working on behalf of T^{TT} are responsible for conducting risk assessments on course related activities to ensure safety of the learners. They should use the 'Health & Safety Checklist for Classrooms' document issued by the HSE for this. An up-to-date copy of this can be found on www.hse.gov.uk by using the keywords ***classroom checklist*** in the search bar.