

Lynher Training Ltd Health & Safety Policy

Lynher Training Ltd prioritises health and safety of employees and learners and Apprentices at all times. Under the Health and Safety at Work Act 1974, we have a statutory duty to employees and to others. Health and Safety in the working environment is the responsibility of every member of the Lynher Training Ltd organisation. We are committed to ensuring the safety of all staff and visitors and learners. We believe that careful informed thought and imagination, along with appropriate action, will considerably reduce the risks of injury or damage. We ensure that all of our instructors and assessors have a Health and Safety Risk Rating observation carried out at regular intervals, depending on their Risk Rating outcome.

Lynher Training recognises their responsibility:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- carry out risk assessments and review them when necessary;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for our employees and learners, including Apprentices;
- to ensure that all employees are competent to do their tasks, and to provide them with adequate training to perform their tasks;
- to prevent accidents and cases of work-related ill health;
- to report accidents or near misses under the RIDDOR regulations
- to report relevant incidents to the relevant Awarding Body
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

The responsibilities of employees / learners / Apprentices are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or acts of omissions at work.
- Co-operate with others in the company to fulfill our statutory duties.
- Not interfere with, misuse or willfully damage anything provided in the interest of health and safety.
- Avoid any form of substance abuse that may affect the working environment and to report any suspected instances of substance abuse to either the instructor/assessor present or by phone or other means to the main office number.
- To attend all updating sessions required by Lynher Training Ltd., any Awarding Organisations they are registered with, HSE requirements or Funding Body requirements. Records of these updates should be copied and passed to Lynher Training Ltd. for their record keeping as part of the staff CPD files.
- Lynher Training Ltd. do not endorse any interaction with live animals during training or assessment sessions. We request that no animals be brought to courses and that suitable alternative care arrangements are made for any such animals.
- Many of the courses run by Lynher Training Ltd, are in rural locations and interaction with wildlife is sometimes necessary. Please follow the Country Code along with guidance from the instructor/assessor present. We all have a duty of care to all wildlife under the Animal Welfare Regulations (2006).
- Lynher Training Ltd adhere to HSE guidelines with regards to lone working (<http://www.hse.gov.uk/pubns/indg73.pdf>).

The Health and Safety at Work act poster can be found displayed within the main office, along with the first aid kit and accident book. Karen Howell and Allen Howell

are both first aiders.

Overall Responsibility for Health and Safety lies with Allen M Howell director.
Individual instructors and assessors have full responsibility for Health safety and Welfare of learners in their charge, and any issues are referred back to Allen Howell.

Dated 31.03.2012

Reviewed/updated:

24th April 2013

26th March 2014

28th October 2014

5th May 2015

7th June 2016

26th October 2016

29th November 2017

9th May 2018

28th November 2018

29th March 2019

12th June 2019

7th January 2020

21st October 2020