



Health, Safety, Welfare and Hygiene Policy

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy training environment and to enlist the help of students towards achieving these goals. This policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible trainer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

A Health and Safety Policy Statement is displayed at our premises, located in the Reception area. The health and safety law poster is displayed in the kitchen.

Mark Sheldon, Finance Director, has overall and final responsibility for health and safety. Andrew Goldie, Facilities Manager, has day-to-day responsibility for ensuring this policy is put into practice. Mark can be found in the Directors' Office or on extension 105. Andrew can be found in the print room or on extension 108.

To ensure that we comply with our legal requirements under health and safety at work legislation, the Training Centre has retained consultancy support from Peninsula Business Services Ltd. Peninsula provides our health and safety management system, carries out service visits and provides advice on health, safety and welfare issues. Peninsular can be reached on 0844 892 2773 or at www.peninsula-uk.com

A) Safety

1. Our full Health & Safety Policy is kept on site and can be checked at any time by asking one of our Office Managers.
2. You must not take any action that could threaten the safety of yourself, other students, employees of the Primary Care Training Centre or members of the public.
3. You should report all accidents and injuries at the Training Centre, no matter how minor, in the accident book which is held by the facilities manager.
4. You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency. Your tutor will tell you the procedures at the start of your study or workshop day, and these are displayed at various locations around the premises.
5. Students must remain in the reception areas until met by an authorised member of staff or tutor.

B) Refreshment Facilities

1. We provide refreshment facilities for all students. Please help us keep areas neat and tidy by returning empty cups and plates to our housekeeper.
2. Drinks can be hot. Please take care whilst carrying them.
3. Please do not take full cups of drink up the stairs as spillages may constitute a hazard.

C) Alcohol and Drugs Policy

1. We have a duty to ensure so far as is reasonably practicable the health and safety and welfare at work of all our employees and students, and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the Training Centre and/or the health and safety of our employees and students.
2. If your performance or attendance is affected as a result of alcohol or drugs, or we believe that you have been involved in any drug related action/offence, you may be subject to removal from the course you are attending.

D) Hygiene

1. Any exposed cut or burn must be covered with a first aid dressing.
2. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not attend the Training Centre without clearance from your own doctor.
3. Contact with any person suffering from an infectious or contagious disease must be reported before attending the Training Centre.

E) No Smoking Policy

1. Smoking is strictly prohibited anywhere on our premises and grounds. This includes the use of e-cigarettes.

F) Security

1. Nothing must be taken from the premises without permission.
2. We reserve the right to search students' bags, packages and vehicles.
3. Students should wear their badges at all times, and must be prepared to identify who they are if requested to do so by any member of staff.
4. Suspicious looking packages or items must be reported to Training Centre staff immediately.

G) Parking

1. Students are only allowed to park their vehicles in approved parking areas.
2. Vehicles must not obstruct fire exits, fire escape routes, pedestrian walkways, private or public access, or any other potential vehicle movement areas.