



# Health & Safety Policy

| Version 5.0 |

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Document Controller	Robert Longstaff
Signature	<i>R. Longstaff</i>

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## 1. Policy Statement

Staff Power Training (SPT) places a fundamental importance on the health, safety and welfare of colleagues, learners and visitors/contractors. The SPT leadership team are committed to ensuring the highest standards of health, safety and welfare and the development of a positive health and safety culture.

SPT consider that all learners are entitled to learning that takes place in a safe, healthy and supportive environment. The 'safe learner' concept is central to our policy, and we consider health and safety to be an integral part of our quality delivery of training. SPT are committed to providing suitable and sufficient arrangements for learner health and safety as a critical element of our legal Health & Safety obligations. SPT see this as essential both to maximising a positive experience of learning and to promoting achievement.

SPT will take all reasonable steps to meet its responsibility under the Health and Safety at Work etc. Act 1974 and any associated regulations including:

- *Complying with all current health and safety and fire safety legislative requirements and approved codes of practice.*
- *Implementing and adopting this policy and all associated procedures and guidance.*
- *Allocating sufficient resources and ensuring access to competent specialist health and safety advice.*
- *Providing information, instruction, supervision and training for staff and learners to ensure they are competent to carry out work or learning activities.*
- *Communicating and consulting with colleagues, learners, trade unions and others with respect to their health, safety and welfare.*
- *Taking all reasonable measures to prevent and learn from accidents, near misses and work-related ill-health.*
- *Providing and maintaining safe plant, equipment and systems of work.*
- *Ensuring that the storage, handling and use of articles and substances are carried out in a manner which controls any health, safety and/or fire risks.*
- *Ensuring that all our locations meet the health, safety and welfare needs of all staff and learners including individuals with disabilities.*

This policy statement will be communicated to all colleagues. It will be reviewed at least annually or if changes are made due to deficiencies highlighted, new legislation or by business development, with any revisions being further communicated to all.

SPT aims to provide an excellent health and safety culture and a continuous improvement in performance. All colleagues and learners are required to play their part in making health and safety a top priority.

*Martin Waller*

**Martin Waller**  
**Managing Director**

## **2. Responsibilities**

- 2.1 Overall responsibility for health and safety at SPT rests with the company directors Anthony Hudson, Sean Lavender & David MacMillan.
- 2.2 The Health and Safety Officer, Robert Longstaff, is responsible for the day-to-day implementation of this policy.
- 2.3 All managers and team leaders are responsible for ensuring the health and safety of their team members and any learners they are responsible for.
- 2.4 All employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions. They must cooperate with management on all health and safety matters.
- 2.5 Learners are expected to follow all health and safety instructions and report any hazards they observe.

## **3. Key Procedures and Arrangements**

### **3.1 Risk Assessments:**

- *SPT will carry out and regularly review risk assessments of our premises and work activities to identify hazards.*
- *SPT will implement and maintain control measures to eliminate or reduce these risks to an acceptable level.*
- *Risk assessments will cover all aspects of our operations, including classrooms, offices, practical training areas, and any off-site activities.*

### **3.2 Fire Safety:**

- *A fire risk assessment will be maintained for our premises at Mackies Corner, 106 High Street West, Sunderland, SR1 1TX.*
- *Fire alarms are tested weekly, and emergency lighting is tested regularly.*
- *Fire extinguishers are provided and maintained, and relevant staff are trained in their use.*
- *Fire evacuation procedures are clearly displayed, and a fire drill will be conducted at least once a year.*
- *All employees and learners will be made aware of the evacuation procedure on their first day.*

### **3.3 First Aid:**

- *Adequate first aid facilities will be provided. The main first aid kit is located at the shared kitchen area.*
- *There are appointed and trained first aiders on site. A list of current first aiders is displayed at shared kitchen area.*
- *All accidents and incidents of work-related ill-health must be reported in the accident book, located at shared kitchen area.*

### 3.4 Work Related Stress

- *SPT aim to reduce and, where possible, prevent work-related stress impacting on the health of their employees.*
- *SPT will provide a framework to help identify and prevent work-related stress and deal with it effectively.*
- *SPT will create awareness among employees and their representatives about work-related stress.*

### 3.5 Accident Reporting (RIDDOR):

- *All accidents, incidents, and near misses must be reported to the Health and Safety Officer.*
- *Certain injuries, diseases, and dangerous occurrences will be reported to the Health and Safety Executive (HSE) in accordance with RIDDOR.*

### 3.6 Display Screen Equipment (DSE):

- *All employees who use DSE as a significant part of their work will have a workstation assessment.*
- *SPT will provide information and training on the safe use of DSE and will provide eye tests on request.*
- *Our DSE Policy provides further details on our procedures.*

### 3.7 Electrical Safety:

- *All portable electrical appliances will be regularly tested (PAT).*
- *The fixed electrical installation will be inspected and tested by a competent electrician every five years.*
- *Staff and learners are required to report any faulty electrical equipment immediately.*

### 3.8 Manual Handling:

- *Manual handling tasks will be avoided where possible.*
- *Where manual handling is unavoidable, a risk assessment will be carried out, and appropriate training will be provided.*

### 3.9 Control of Substances Hazardous to Health (COSHH):

- *SPT will assess the risks from any hazardous substances used on our premises (e.g., cleaning materials).*
- *Safety data sheets will be obtained and made available.*
- *Appropriate control measures, including personal protective equipment (PPE) where necessary, will be implemented.*

### 3.10 Safeguarding and Prevent Duty:

- *SPT is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults.*
- *SPT will maintain a designated Safeguarding team.*
- *All staff will receive appropriate safeguarding and Prevent duty training to enable them to identify and report any concerns.*
- *Our Safeguarding/Prevent Policy provides further details on our procedures.*

#### **4. Information, Instruction, and Training**

4.1 All new employees and learners will receive a health and safety induction on their first day.

4.2 Ongoing health and safety training will be provided as required by an individual's role and responsibilities.

4.3 This policy will be made available to all staff and learners and will be displayed on our premises.

#### **5. Consultation with Employees**

5.1 We will consult with our employees on matters affecting their health and safety.

5.2 Employees are encouraged to raise any health and safety concerns with their line manager or the Health and Safety Officer.

#### **6. Policy Review**

6.1 This Health and Safety Policy will be reviewed at least annually, or more frequently if there are significant changes to our operations or to legislation.