

General Health and Safety Policy

General Statement

Stanfords Training Ltd is committed, as far as is reasonably practicable, to ensuring the health, safety, and welfare of its employees, as well as the safety of others who may be affected by its operations.

The company recognises that maintaining a safe and healthy working environment is a shared responsibility. Staff and management will work together to meet all relevant health and safety obligations in line with statutory requirements.

Our Commitments

To achieve this, the company will:

1. Provide adequate control of health and safety risks arising from work activities.
2. Consult with employees on matters affecting their health and safety.
3. Provide and maintain safe equipment at all times.
4. Ensure the safe use, handling, storage, and transport of substances.
5. Provide appropriate information, instruction, training, and supervision.
6. Ensure all employees and contractors are competent to perform their tasks and receive adequate training.
7. Take proactive steps to prevent accidents and work-related ill health.
8. Maintain safe working conditions and control health risks in all company premises and operations.
9. Provide and manage workplaces, grounds, and equipment to ensure safety and minimise risk.
10. Allocate sufficient resources, including communication, planning, monitoring, and auditing, to manage health and safety effectively.
11. Regularly review and update this policy and all related procedures, informing staff of any changes.

The Organisation of Health and Safety

Health and Safety Responsibilities

The overall and final responsibility for health and safety at Stanfords Training Ltd lies with:

The principal – **Mr Mohamed Sowe**

The day-to-day responsibility for ensuring this policy is implemented rests with:

Mr Baba Jaiteh

To maintain and continuously improve health and safety standards, the following responsibilities have been assigned:

Area of Responsibility	Responsible Person
Fire Drills and Evacuation	Mr Baba Jaiteh
First Aid	Mr Baba Jaiteh
Risk Assessments	Mr Baba Jaiteh
Accident Reporting and Recording	Mr Baba Jaiteh
Accident Prevention / Slips, Trips, and Falls	Mr Baba Jaiteh
Health and Safety Information and Training	Mr Baba Jaiteh
Control of Substances Hazardous to Health (COSHH)	Mr Baba Jaiteh

Health and Safety Committee

A Health and Safety Committee will meet annually to review and make decisions regarding all aspects of health and safety. The committee will be chaired by:

Mr Mohamed Sowe

Health and Safety Representatives

- Staff Representative: Mr Baba Jaiteh
- Student Representatives: Student Reps (as nominated)

The company will ensure that:

1. All processes and systems of work are designed to take account of health and safety and are properly supervised at all times
2. A member of senior management maintains specific responsibility for health and safety
3. Competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the company
4. All employees are consulted on matters relating to health, safety and welfare
5. Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
6. Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
7. All arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

Employees must ensure that they:

1. Co-operate with management to enable all statutory duties to be complied with
2. Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
3. Familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Specific Arrangements for Health and Safety

Risk Assessments

This company understands the need for regular risk assessments to ensure that risks and hazards are identified, and suitable controls put in place to eliminate hazards and reduce those risks.

In this company, David Nicol is responsible for performing regular risk assessments of the workplace. The findings of the risk assessments will be reported to the principal and action to remove or control risks will be the responsibility of the Principal. Records will be kept of all risk assessments and regular reviews performed to ensure that all actions have been completed.

Emergency Procedures — Fire and Evacuation

Stanfords Training Ltd understands the dangers of fire and is committed to taking all reasonable steps to prevent it. In the event of a fire, the company will ensure that staff, service users, and visitors can be safely evacuated.

Responsibilities

Area of Responsibility	Responsible Person / Organisation
Fire Risk Assessment – undertaken, implemented, and kept up to date	Landlord
Emergency Evacuation Procedure – maintained and communicated	Landlord
Weekly check of escape routes in offices	Baba Jaiteh
Annual Inspection of Firefighting Equipment	Initial Fire Systems Ltd
Fire Wardens	
Trained Fire Warden	Mr Baba Jaiteh

Safe Handling of Hazardous Substances (COSHH)

This company understands the need to ensure that staff and students are protected from potentially hazardous substances.

Baba Jaiteh will be responsible for identifying all substances which need a COSHH assessment and for ensuring that those assessments are completed and kept up to date. Product information sheets for each identified substance will be kept in a file that is accessible to staff.

Health and Safety Information, Training and Supervision

Baba Jaiteh will be responsible for ensuring that an up-to-date Health and Safety Law poster is prominently displayed in the company and that all relevant health and safety information is passed on to staff. He is also responsible for coordinating health and safety training, including fire training, first-aid training, and specialist training in risk assessment and health and safety management. The company will keep records of staff training, and all staff will be held responsible for ensuring that they attend any training required.

Accidents and First Aid

This company service understands the need to ensure that all accidents and incidents are reported, and adequate records are kept and reviewed so that trends and patterns can be identified and action taken. Baba Jaiteh is responsible for ensuring that accident records are kept and monitored and that any appropriate actions resulting from reviews are put into action.

The Accident Book/Accident Forms is available in the First Aid box. The first-aid box is placed by reception.

Baba Jaiteh is responsible for investigating accidents and for reporting accidents, diseases and dangerous occurrences to the enforcing authority if required. The following staff members are qualified as first aiders: Baba Jaiteh, Akila Sharif and Zahraa Kauser.

Health and Safety Policies

This company has the following policies:

- Fire Safety Policy
- Emergency Evacuation Policy
- First Aid Policy
- COSHH Policy
- Accidents Policy
- Health and Safety Training Policy
- Record Keeping Policy



Signed: _____

Policy Date: 01/08/24

Next Review Date: 01/08/25