

# Health, Safety and Welfare at Work Policy



## 1. POLICY STATEMENT

Just Electrical Training attaches the greatest importance to the health, safety and welfare of its employees and others affected by its undertakings and accepts fully its duties and responsibilities under the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant statutory obligations.

Just Electrical Training recognises that all matters of health, safety and welfare are essential factors and must be integrated within all corporate and management decisions. Student well-being, health, safety, environmental considerations and business objectives are mutually dependent. The objective is to develop and promote a positive and effective safety culture throughout Just Electrical Training Ltd. Joint consultation will take place between management and employees on all health and safety related issues. Particular attention will be paid to the following:

- A safe place of work, with safe access and egress
- A healthy working environment, without risks to health
- Provision of adequate welfare facilities
- Provision of sufficient training, instruction, supervision and information to enable all to contribute positively to their own safety and health, and to avoid hazards and control the risks
- Ensuring plant and equipment are safe
- Ensuring that safe systems of work are set and followed
- Safe arrangements for the use, handling, storage and transport of articles, materials and substances are in place.

To ensure that the objectives of Just Electrical Training are progressed and achieved, the safety performance of Just Electrical Training will be regularly monitored, audited and reviewed, making sure that arrangements for implementing a positive safety culture are reflected within all policies and procedures.

Just Electrical Training recognises that people are our most important resource, and therefore will invest in that resource by providing managers and all employees with appropriate health and safety training.

Employees also have a legal obligation to do everything possible to avoid harm both to themselves and others and, therefore, the successful implementation of the Health, Safety & Welfare at Work Policy requires total commitment from all levels of Just Electrical Training. Just Electrical Training endorses the need for managers and employees to work positively together to achieve a situation compatible with the provision of high-quality services to students and clients, where the risk of personal injury and hazards to the health of employees and others can be reduced to a minimum. Thus, risk must be assessed, and significant findings recorded.

Whilst Just Electrical Training accepts the main responsibilities for the implementation of the policy, employees have a very important and legal responsibility to co-operate with Just Electrical Training to ensure a healthy and safe working environment, together with ensuring the health, safety and welfare of themselves and others. Non-compliance by any member of Just Electrical Training's management or employees with any of the statutory regulations or the local safety policies and procedures laid down by Just Electrical Training, may result in disciplinary action being taken. Legal action by the appropriate Enforcing Authority may also be taken. Just Electrical Training is

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committed to a fair and open culture. This means that people should not feel afraid of reporting their concerns so that action can be taken, and lessons learnt.

The supporting procedures sets out the arrangements for health and safety management, determines the degree of responsibility at all levels and the channels of communication for health and safety.

This policy statement is a general Statement of Intent. Just Electrical Training recognises the importance of ensuring that this policy is implemented, monitored and revised as necessary, in the light of legislative or organisational changes.

## **2. PRINCIPLES**

This policy has been produced as the foundation stone for the health and safety management system within Just Electrical Training. It's supporting procedure sets out the key roles and responsibilities within the organisation and underpins all other health and safety policies within DCG.

It takes on board the key legal duties contained within the Health & Safety at Work Act 1974 and all other legal requirements applicable to Just Electrical Training for Just Electrical Training to comply with its legal duty.

## **3. SCOPE AND LIMITATIONS**

This policy applies to all persons coming into contact with Just Electrical Training's undertakings

## **4. RESPONSABILITES**

All new employees are made aware of the Policy and procedures during the formal employee induction process. Updated and amended procedures are disseminated and reinforced in training sessions and team meetings.

Just Electrical Training's Management Team are responsible for the delivery of the Procedures.

## **5. IMPLEMENTATION ARRANGEMENTS**

The roles and responsibilities of employees in implementation of this Policy and supporting Procedures are set out clearly in the Procedure.

All new employees are made aware of the Policy and Procedures during the formal new starters induction process. Updated and amended procedures are disseminated and reinforced in training sessions, team meetings and via email communications.

Employees have access to this Policy on Just Electrical Training's Laptops/PCs.

## **6. MONITORING AND REVIEW**

The Health, Safety & Welfare at Work Policy and Procedures are subject to an annual review, unless there are changes in legislation or management arrangements. This review will take into account the views of employees and students and relevant local and national documents. Just Electrical Training reserves the right to make whatever changes it deems appropriate.