

## Health and Safety Policy Statement

Portland Training aims to ensure that all learners are protected by the Health and Safety at Work Act 1974 whilst they are enrolled on one of our learning programmes. It also includes others that may be affected by you undertaking activities and ensures the compliance with all the relevant legislation.

### Objectives

Whilst the learner is on programme we will ensure that as a company we will monitor and provide guidance and training and promote a positive commitment to Health and Safety by completing the following:-

- Completing a Health and Safety Risk Assessments of each site where the learners work.
- Complete learner Health and Safety risk assessments.
- Give advice and guidance to the learners at the induction process and throughout the programme.
- Monitor safe working practices at each visit with the learner.
- Identify training needs to strengthen and increase the learner's awareness of Health and Safety.

We recognise that Health and Safety is everyone's responsibility and that the learner is expected to take responsibility to take responsible care for themselves and others in Health and Safety who could be affected by their activities and are also encouraged to raise and document issues regarding Health and Safety within the work place.

Your employer should give you a copy of their **Health and Safety Policy**, which relates to the Health and Safety at Work Act and they will also be displayed around the building and your employer should provide you training in the following areas:

- Lifting and handling
- The use of personal protective clothing
- COSHH (control of Substances Hazardous to Health)
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- Risk and hazard spotting
- DSE (Display Screen Equipment)
- Fire procedures and evacuation procedures
- First aid
- Food hygiene



The wrong way !!!



The right way !!!

### Accident Reporting

Any accident requiring medical attention should be reported to the work place First Aider immediately. All accidents and near misses should be reported to the First Aider at the earliest opportunity.

### Who do I contact if I have a problem?

If you are concerned about Health and Safety in your workplace and you cannot resolve it by talking to your employer, you can call your Assessor who will then contact **Portland Training's Health and Safety Officer** who will see if they can resolve the issue.

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