



Health & Safety Policy

Introduction

The health and safety of our employees, learners, and everyone else affected by our activities is fundamental to the success of our business

Under the Health and Safety at Work Act 1974, employers have responsibility for the health, safety and welfare of all their employees and others, including visitors and contractors who may be affected by their work activities. Employees also have responsibilities for their own health and safety and that of others who may be affected by their actions or omissions. This section details the health and safety responsibilities for key personnel within Xtreme Emergency Training LTD.

General Principles

Xtreme Emergency Training Ltd are committed to achieving high standards of health, safety and environmental practice.

Xtreme Emergency Training Ltd expects staff, learners, visitors, contractors and other employers to share this commitment by complying with Xtreme Emergency Training Ltd policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

Xtreme Emergency Training Ltd will promote a positive health and safety culture. Wherever possible, information on health and safety legislation and standards applicable to a particular course will be included.

Xtreme Emergency Training Ltd ensures the health and safety of all persons who may be affected by our activities by the delegation of key responsibilities:

Managing Director

Key Responsibilities:

- To comply with the regulations under the Health and Safety at Work etc. Act 1974
- Authorising/signing the Health and Safety Policy Statement for Xtreme Emergency Training LTD and ensuring its effective implementation
- The health, safety and welfare of staff at Xtreme Emergency Training LTD.
- Ensuring that a general assessment of health and safety risks is undertaken and reviewed in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.
- Ensuring that risks identified are reduced to an acceptable level
- Providing a safe and healthy working environment, with adequate amenities i.e. welfare facilities.
- Ensuring provision of safe machinery, equipment and appliances which are maintained and in good working order.
- Ensuring safe methods of handling and storage of hazardous material i.e. COSHH exist
- Ensuring health and safety is a set item on the agenda at meetings, provide adequate staff, and arrange for sufficient funds and resources to meet the requirements of the policy.
- Providing adequate means of safe access and egress to their place of work.
- Ensuring appropriate and adequate training/supervision for all employees.
- Encouraging all employees to work in a safe manner at all times to set a good and personal example.
- Ensuring all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if an employee's fails in his or her duty.
- Ensuring the risk of injury and damage to the health of all persons affected by the Company's operations i.e. prevention of fire, VDU, manual handling is minimised by implementing procedures for risk assessments and by effective management of Health and Safety.

- Arranging for procedures to be implemented for the carrying out of risk assessments and safe working methods, recording of these assessments and procedures, ensuring that all employees are made aware of them and to take whatever steps may be necessary to comply with them.
- Ensuring that all accidents/incidents are reported / investigated.
- Ensuring so far as is reasonably practicable that all staff receive appropriate training and instruction.

Employees

Key Responsibilities:

With the support of Line Management/Supervision:

- Be aware of the responsibilities of Xtreme Emergency Training LTD under the Health and Safety at Work, etc. Act 1974, and of personal responsibilities for health and safety.
- To co-operate with management in the preparation of risk assessments and the preparation and introduction of safe systems of work, the investigation of accidents, in training programmes and the achievement of any health and safety targets.
- Be familiar with, and comply with the Company's Health and Safety Policy, any safety codes, procedures, or safe systems of work.
- To report all potential hazards and risks to the Director or Manager.
- To report to their Manager any accident, dangerous occurrence or near-miss in which they were involved or are aware of having taken place at their place of work, or any query regarding a health and safety issue or document.
- To make suggestions for improving health and safety at meetings where health and safety is on the agenda.
- To use substances, operate plant and equipment in accordance with the information, training and instruction given.
- To contribute to Xtreme Emergency Training LTD doing everything that is reasonably practicable to safeguard the health and safety of its employees and that of others who may be affected by its activities.
- Ensure that, where personal protective equipment is specified and issued for a particular activity, it is used and maintained in the appropriate manner.

Learners & Others

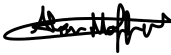
- Perform his or her task in a safe manner
- Look out for others
- Stop and seek guidance if he or she believes what they are doing is unsafe
- Report any unsafe acts or conditions they see
- Comply with all health and safety requirements
- Understand their impact on health and safety at work



Health & Safety Policy

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, learners, contractors or visitors, or adversely affect the environment.

More detailed information can be found in our Health and Safety Management Plan.

Signed:  16/09/2020

Name: Alan Moffat

Position: Director

For and on behalf of: Xtreme Emergency Training Ltd