

COLLEGE OF LONDON

HEALTH AND SAFETY POLICY

POLICY STATEMENT

College of London Limited has a statutory duty to ensure that it has appropriate mechanisms in place to ensure the health and safety of staff and learners while they are attending training or completing an assessment at our centre.

This policy and procedures are specific to the health and safety of training and assessment operations and should be read in conjunction with Policy and Procedures in operation across the company.

HEALTH AND SAFETY AIMS

College of London Limited will ensure that:

- All training takes place in accordance with Health and Safety Policy and Procedures and adheres to NET/CITB/IOSH/ EAL licensing requirements as well as Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999 as amended.
- All learners are given appropriate induction into College of London Limited's Health and Safety Procedures.
- All risk assessments relating to the training activities are relevant to the needs of learners being trained.
- All learners will receive specific Health and Safety training Related to their training course.
- All health and safety training and induction will be regularly reviewed to ensure that it reflects current legislation and good practice.

HEALTH AND SAFETY FOR APPRENTICESHIPS

The College has a statutory duty for the health and safety of apprentices in the work place where they are 'on contract' with College of London Limited. College of London Limited will ensure that:

All apprenticeship employers will have successfully completed the Health and Safety review form before any learner starts their apprenticeship. If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before an apprenticeship commences.

All employers are aware of the requirement to inform The College if any learner incident related to Health and Safety occurs.

All apprenticeships will be reviewed if there are any concerns around the health and safety of learners.

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MONITORING EFFECTIVENESS

This policy will be regularly reviewed to ensure the Health and Safety of learners at all times. The Quality Assurance Manager or responsible person will be required to keep a log, and raise any concerns about the health and safety of learners, in training or on work experience placements or apprenticeships immediately with the Director.

RELATED POLICIES AND PROCEDURES

This policy should be read in conjunction with standing instructions. Other 'arrangements' implemented as an integral part of our safety management system will be detailed in separate safety procedures documents (see below). These are intended to establish the College's safety standards and are principally for the guidance of all reasonably responsible for their own and others health and safety:

- Electrical Safety Policy
- Fire Safety
- First Aid Policy
- Accident Reporting & Investigation
- Safeguarding Policy
- Student Handbook