



Health & Safety Policy & Procedures

PART ONE : POLICY STATEMENT OF INTENT

Amplio Training (Amplio) is committed to protecting the health and safety of its employees and any other person visiting or in the care of Amplio. We take these responsibilities very seriously with the legal requirements defining our minimum standards. In particular, we aim to:

- Provide safe and healthy working environment and systems of work for all our staff and visitors.
- Provide safe and healthy working environments and systems of work for all people involved in our training activities, such as Learners, Instructors and Assessors, at any venues where activities take place directly on behalf of Amplio Training.
- Create a culture in which all are responsible for health and safety.
- Carry out and maintain risk assessments on all premises and activities; undertaking risk assessments as and when changes occur (new equipment, staff, working procedures, premises etc).
- Provide all necessary personal protective equipment (PPE) that may be appropriate and any training required to effectively use such equipment.
- Raise awareness and maintain an up-to-date knowledge of all aspects of relevant health and safety among all staff. This includes any new legal and in-house requirements affecting employees.

PART TWO : ORGANISATION RESPONSIBILITIES

Deborah Cox – Managing Director, the nominated competent person with overall responsibility for health and safety within the department, including:

- Keeping abreast of and implementing legal responsibilities.
- To organise all necessary risk assessments including risk assessments as and when changes occur, such as:
 - The introduction of new equipment.
 - Use of different substances.
 - The introduction of new working practices.
 - Changes to premises and furniture.

Staff changes:

- Carrying out random work place inspections to ensure that safe working practices and procedures are being adhered to and that these are still relevant to the job at hand.
- Check the current condition of equipment and replace when necessary.
- Ensure, within reason, the most suitable equipment is provided where required.
- Ensure the maintenance of first aid equipment and trained first aid personnel.
- Designated First Aider.
- Such overall responsibilities will include all places of work as used by the Organisation, including for example temporary venues used for meetings or training.
- Ensure the maintenance and availability of first aid equipment.
- Deborah Cox/Peter Dovey Designated First Aiders.

All staff:

• It is the responsibility of all staff to protect their health and safety at work and the health and safety of colleagues and other people who may be affected by their employment activities. In particular, they should:

- Report any hazards or equipment faults they identify to their line manager or the Company Managing Director - taking immediate preventative action if necessary.
- Adhere to Company rules, policies and procedures.
- Not interfere or misuse equipment that is provided for their health and safety.
- Report any personal injuries, illness or conditions they believe to be linked to work or that may affect their ability to work.