

## Health and Safety Policy

North West Volunteer Centre (NWVC) is a progressive training organisation providing mandatory training to a range of organisations. We provide a range of First Aid, health and safety, food safety, safeguarding children & Young People, and safeguarding Adults qualifications through Qualifications Network.

At NWVC we are committed to providing high quality training and qualifications, and to ensuring that equality of opportunity underpins all aspects of our work.

This policy relates to our health and safety and covers all aspects of our work

Our health and safety policy statement is set out below.

### **Policy statement**

NWVC recognises its responsibility to eliminate unnecessary risk and hazard through the course of running our business whose primary aim is to provide mandatory training courses, we shall promote a safe working and training environment at all times.

We shall ensure that all staff, students and visitors to our premises whether wholly owned, leased or hired for training courses shall be as far as is practicable, safe from first arriving on site to leaving the site.

We shall aim to achieve compliance with all local, national and European legislation through excellent occupational health and safety performance.

NWVC will provide adequate resources to implement this policy and any supporting policies.

NWVC will establish and maintain a safe and healthy working environment and risk assessments shall be recorded and reviewed on a regular basis. The risk assessments shall cover:

- General risk assessments on premises, equipment, and work stations.
- Activity based risk assessments, on all training activities.
- Manual handling assessments on all lifting and handling associated tasks.
- COSHH assessments on all chemicals used throughout the business.
- Fire risk assessments.
- Individual risk assessments for any staff member of student who needs adaptations making to enable them to carry out the course or their employment.

These risk assessment will ensure that significant risks arising from our work activities under our control are eliminated or adequately controlled.

NWVC will develop and implement appropriate occupational health and safety procedures, and safe working protocols.

We have included health and safety as a responsibility for all managers, trainers and assessors.

All staff will be required to read and sign to say they have understood this policy statement. Learners will be referred to a copy of our policy at registration, and as with all of our policies they will be available on our website.

NWVC will review its Health and Safety Policy every two years. The following opportunities are taken to invite feedback from staff, clients and students:

- Recruitment and Selection
- Initial Assessment
- Induction
- Assessment and Planning
- Learner Reviews
- Internal Verification
- External Verification
- Examinations
- Exit Interviews

This feedback will be included in the annual review of our policies.

This policy was approved by: (Name) Jacque Garner (Date) 3/8/18

Review Due (24 months from approval).