

# CABLECOM TRAINING LTD

## HEALTH AND SAFETY POLICY

1. Cablecom Training Ltd recognises and accepts its responsibilities as an employer & Training Provider to provide and maintain a safe place of work and working environment which is, so far as is reasonably practicable, safe and without risks to the health of its employees, learners and other persons who may be affected by its working operations and activities.

This policy is part of an integrated approach to the management of human resources within the Company. Health and safety is regarded as a management responsibility of equal importance to any other. The Company believes that the positive promotion and effective control of health and safety is achieved through co-operative effort at all levels in the organisation and that rigorous attention to health and safety will contribute to successful business performance by preserving and developing human and physical resources, protecting the environment and minimising costs and liabilities.

2. The Company is committed to securing continuous improvement in health and safety which will be achieved by the systematic identification, assessment and control of risk; by undertaking regular reviews of performance and by conducting audits of health and safety management systems. The Company regards statutory health and safety requirements as the minimum standards and will seek, wherever reasonably practicable, to exceed such standards.
3. The Company will operate and maintain structures, systems and procedures which will allocate responsibility for the:
  - (a) Formulation, development, communication and review of health and safety policy.
  - (b) Promotion and implementation of the Learning and Skills Council Policy statement on learner health and safety and the 'safe learner' concept.
  - (c) Measurement of the health and safety management system.
  - (d) Reporting and review of health and safety management systems.

4. The Company will take all reasonably practicable measures in relation to:
  - (a) Ensuring safety in design, construction, operation and maintenance of plant and equipment.
  - (b) The development, operation and maintenance of planned safe systems of work.
  - (c) Ensuring adequate arrangements are in place in connection with the safe use, storage, handling and transportation of articles and substances.
  - (d) The provision of sufficient information, instruction, training and supervision to assist all employees and learners to avoid hazards and contribute positively to their own health and safety at work.
  - (e) The provision and maintenance of safe access to and egress from the place of work for employees and learners.
  - (f) The provision and maintenance of adequate health and welfare facilities for all employees and learners.
  - (g) The provision and maintenance of a healthy working environment.
  - (h) Meeting the particular health and safety needs of young persons, including those engaged in work experience and other temporary placements.
  - (i) Provision of a safe, healthy and supportive Learning environment in order to maximise learners experience and achievement.
5. The Company will obtain, provide and communicate competent advice on all matters of health, safety and welfare where this is necessary to assist management, employees and learners to fulfil their roles, tasks and responsibilities.
6. The Company reminds its employees/learners of their statutory duties to take care of their own health and safety and that of others who may be affected by their acts or omissions; to co-operate with the Company as far as is necessary to comply with its statutory duties and not to interfere with or misuse equipment, material or facilities provided in the interest of health, safety and welfare, or in the fulfilment of any legal obligation.

7. In cases of proven misconduct by an individual employee/learner which places at risk the health and safety of that employee/learner or any other person, the Company shall take appropriate action against that employee in accordance with established disciplinary procedures.
8. The Company will provide and support training of volunteer employees to legally recognised standards of proficiency in First Aid.
9. Where the Company considers that protective clothing or any other safety equipment/facility is necessary for employees/learners to work, such equipment will be provided without charge and must be worn or used by employees/learners as required.
10. Training is fundamental to the achievement of quality performance. Safety and safety training are essential elements in a quality operation. Safety training will be provided as part of the induction process and the need for safety related training will be continuously assessed and provided where necessary.
11. The Company encourages joint consultation between management, employees & learners on matters of health, safety and welfare.
12. A copy of this Policy statement, which is a declaration of the Company's intent, will be made available to existing employees & learners and issued to all new starters/new learners on appointment/commencement of learner programmes. This policy will be revised and re-issued periodically as required by changes in legislation, codes of practice or working conditions.

Signed: *C. Donnison*

Managing Director

Date: 01/04/09

This Statement of policy is issued by Cablecom training Ltd in compliance with section 2 (3) of the Health and Safety at work Act 1974.