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Health and Safety Policy

**E.Quality Training Limited
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This policy was reviewed and updated: September 9th 2025



Summary:

- Health and safety
- Risk assessment
- Role of health & safety officer
- Role of staff
- Insurance
- Liability
- Standard health & safety guidance
- Visitors
- Supervision
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At E.Quality Training, we take full responsibilities and procedures in respect of health and safety which are contained in this policy, as well as in the relevant sections of the following policies:

- Secure premises and visitors
- Equipment and resources
- Fire safety
- Hygiene

Health and Safety

E.Quality Training will ensure the health, safety and welfare of all staff, children, visitors and other individuals who attend, work at or visit the premises.

E.Quality Training will at all times comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACOP) and guidance will be complied with at all times.

The following steps will be followed:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

The manager shall be responsible for the day to day implementation, management and monitoring of the health and safety policy. The manager will report any matter of concern regarding the health and safety policy and implementation to Robert Cocks, Director responsible for Health and Safety at Head Office.

Liam Lambert, the Health and Safety Officer will be made jointly responsible with the manager for the health and safety and risk assessment, as set out in this and other policies.

A Health and Safety Poster shall be displayed and staff must be made fully aware of their health and safety responsibilities.



Risk Assessment

E.Quality Training shall conduct a risk assessment and review it regularly, at least once a year or more frequently where the need arises. The risk assessment is to identify high, medium, and low risks to adults and children.

The risk assessment will identify aspects of the environment that need to be checked on a regular basis. E.Quality Training shall maintain a record of these particular aspects and when and by whom they have been checked. We will determine the regularity of these checks according to their assessment of the significance of individual risks.

All reasonable steps are taken to ensure that hazards to pupils are kept to a minimum.

The risk assessment should cover anything with which a pupil may come into contact.

Role of Health and Safety Officer

The Health and Safety Officer, and/or the manager are responsible for:

- Carrying out regular safety checks and accurately logging reports
- Taking any action required as a result of a health and safety inspection is taken as rapidly as possible
- Distributing information received on health and safety matters to all members of staff (including volunteers/students)
- Adequately training staff to fulfil their role within the Health and Safety policy
- Ensuring that there are adequate First Aid arrangements including a qualified first aider/s

Role of Staff

All Staff and any volunteers are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for any health and safety guidance issued by the manager or the designated member of staff, and act upon it whenever appropriate
- Take reasonable care for their own health and safety as well as that of other persons who may be affected by their acts or omissions at work
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out on the premises, are safe
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events
- Undergo relevant health and safety training when instructed to do so by the manager
- Inform parent/carers of safety issues For example, through discussion, leaflets, brochures, newsletters, notice boards etc
Increase children's awareness of safety issues. For example through discussion, planned activities, routines etc

Both the manager and Health and Safety Officer are responsible for assessing risks to health and safety arising out of E.Quality Training activities and introducing suitable steps to eliminate or control any such risk identified.

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The Directors hold ultimate responsibility and liability for ensuring that E.Quality Training operates in a safe and hazard free manner. The manager and health and safety officer is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Directors will ensure that adequate arrangements exist for the following:

- Monitoring of the effectiveness of the health and safety policy and authorising any necessary revisions to its provisions
- Provision of adequate resources, including financial, as is necessary to meet the nursery's health and safety responsibilities
- Provision of adequate health and safety training for all staff. Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate)
- Investigate any reported accidents, incidents and dangerous occurrences
- Review all reported accidents, incidents and dangerous occurrences, and the manager's response, to enable corrective measures to be implemented

Insurance

E.Quality Training Limited have insurance cover appropriate to the duties under Employer's Liability Insurance.

Liability

E.Quality Training has a duty to ensure that staff, pupils and any visitors are kept safe.

A handwritten signature in dark ink, appearing to read 'M. Lock', is written over a horizontal line.

Role of signatory: Director

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