



# PARK HILL TRAINING

## Land - Based Training

### HEALTH AND SAFETY POLICY STATEMENT

For: Park Hill Training Ltd.

Additional information that was not on last years policy has been highlighted in **yellow**.

Statement of general policy is:

- To comply with the requirements of the Health and Safety at Work Act 1974 and any additional health and safety regulations.
- to provide adequate control of the health and safety risks arising from our work activities. (MHSAW) regs.
- to consult with our employees, instructors, assessors and sub-contractors on matters affecting their health and safety. (Consultation of employees) regs.
- to provide and maintain safe plant and equipment. (PUWER) regs
- to ensure safe handling and use of substances. (COSHH) regs.
- to provide information, instruction, and supervision for employees. (PUWER) regs.
- to ensure all employees are competent to do their tasks and to give them adequate training. (PUWER) regs.
- to prevent accidents and cases of work-related ill health. (MHSAW) regs.
- to maintain safe and healthy working conditions (MHSAW) regs.
- to provide suitable PPE where applicable. (PPE) regs.
- Ensure safe lifting and handling (MHO) regs.
- to review and revise this policy as necessary at regular intervals.

Signed:

.....Managing Director

Date: 1.12.16..... Review date: ... 14.5.2025.....



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### Responsibilities

1. Overall and final responsibility for health and safety is that of

Michael Wells Managing Director

2. Day to day responsibility for ensuring this policy is put into place is delegated to;

Instructors, delivering courses either on site at Park Hill, or at another venue.

3. To ensure that health and safety standards are maintained and improved the following people have responsibility in the stated areas.

|                               |                                   |
|-------------------------------|-----------------------------------|
| Extinguish Fire Solutions Ltd | Fire Extinguishers                |
| Instructors                   | Machinery/equipment safety checks |
| Instructors                   | Site specific risk assessment     |
| Instructors                   | Delegate safety                   |

4. All instructors/assessors must:

- co-operate with supervisors and managers on health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person as detailed in this policy statement.
- Have adequate insurance to be able to train or assess  
Coverage to specify instructing/assessing and claim limits as follows.  
Product and Public – up to 2 million  
Professional Indemnity – up to 1 million



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### **Health and safety risks arising from our work activities.**

- Risk assessments will be undertaken by the trainer delivering the event.
- The findings of the risk assessments will be reported to Suzanne Wells
- Action required to remove/control risks will be approved by either the trainer on site, if qualified, or Michael Wells.
- Michael Wells will be responsible for ensuring that the action required is implemented.
- The instructor on site will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed annually or whenever anything changes.

### **Consultation with employees**

- Employee representative is Liz Keogh
- Consultation with employees is provided by quarterly meetings
- Annual health and safety review

### **Safe plant and equipment**

- Instructors using plant and equipment are responsible for checking and identifying any maintenance required.
- Instructors are responsible for ensuring that effective maintenance procedures are drawn up for the different equipment which is used in training.
- Michael Wells will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Michael Wells.
- Michael Wells will check that all plant and equipment meets health and safety (PUWER) regulations.



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### **Safe handling and use of substances**

Michael Wells will be responsible for identifying all substances which need a COSHH assessment.

- Michael Wells will be responsible for undertaking COSHH assessments.
- Instructors will be responsible for ensuring that all actions identified in the assessments are implemented.
- Michael Wells will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Michael Wells will check that substances can be used safely.
- Assessments will be reviewed every 12 months or when the work activity changes whichever is the soonest.

### **Information, instruction, and supervision**

- The Health and Safety Law poster is displayed in the training centre, leaflets are also available in reception.
- Health and safety advice is available from Michael Wells.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by individual instructors.
- Our instructors are responsible for ensuring that when they are working at locations under the control of other employers, they are given relevant health and safety information.

### **Competency for tasks and training**

- Induction training will be provided for all employees by Suzanne Wells
- Job specific training will be provided by a technically competent and suitably qualified person appointed by Michael Wells for each specific area.
- Specific jobs requiring special training are:
  - Pesticide operation
  - Chainsaw operation
  - Lift truck operation
  - ATV operation
  - Working at Heights
  - Manual handling
  - Working with animals
- Training records are kept on Park Hill Training database. Training will be identified, arranged, and monitored by either Michael or Suzanne Wells.



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### Accidents, first aid and work-related ill health

- At present there are no situations where health surveillance is needed, therefore there are no arrangements for monitoring or record keeping.
- The first aid boxes are kept in each training room and carried by instructors in their vehicles.
- The appointed persons/first aider(s) are.

Michael Wells

Abigail Long

**Leah Blount**

All instructors are required to have an Emergency First Aid qualification.

**Assessors for Chainsaws, Working at Heights, Utility Arboriculture and Forest Machinery must hold an up to date, recognised First Aid at Work certificate, assessors for all other qualifications must hold an up to date, recognised First Aid at Work or one-day Emergency First Aid at Work qualification.**

- All accidents and cases of work-related ill health are to be recorded in the accident book which is kept at the office.
- Suzanne Wells is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### Monitoring

- **To** check our working conditions, and ensure our safe working practices are being followed, we will;
  - a. Carry out spot checks of training sessions.
  - b. Check and monitor the completion of site-specific risk assessments completed for training courses.
  - c. Carry out spot checks of equipment used in training courses.
  - d. Check equipment maintenance records.
  - e. Monitor any near misses.
  - f. Investigate any accidents or incidents of ill health.
- Michael Wells is responsible for investigating accidents.
- Michael Wells is responsible for investigating work-related causes of sickness absences.
- All instructors are responsible for acting on investigation findings to prevent a recurrence.

### Emergency procedures – fire and evacuation

- Michael Wells is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by instructors every course.
- Fire extinguishers are maintained and checked annually.
- Alarms are tested weekly by Abigail Long.
- Emergency evacuation is tested annually and is unannounced.