

Logic4training (L4T) Health and Safety Policy

1.0 General Policy Statement

Logic4training recognises our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. Logic4training endeavours to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working and learning environment.

Logic4training has a statutory duty to ensure that it has appropriate mechanisms in place to ensure the health and safety of government funded learners both while they are attending training in Logic4training Centres and on any work experience placements or apprenticeship co-ordinated by Logic4training.

Logic4training is committed to providing a safe working and learning environment to all its employees, job applicants, learners, sub-contractors, customers, candidates and suppliers.

2.0 Health and Safety in the Training Centres

Logic4training will ensure that:

- All training takes place in accordance with Health and Safety Policy and Procedures
- All learners are given an appropriate induction into Logic4training Health and Safety procedures
- All risk assessments relating to the training activities are relevant to the needs of learners being trained
- All learners will receive specific Health and Safety training related to their training course
- All health and safety training and induction procedures will be regularly reviewed to ensure that it reflects current legislation and good practice

3.0 Health and Safety for Work Experience Placements

Logic4training will ensure that:

- All work experience placements will have successfully completed the Health and Safety review form before any learner starts their work experience
- If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before a work experience placement commences
- All employers are aware of the requirement to inform Logic4training if any learner incident related to Health and Safety occurs
- All work experience placements will be reviewed if there are any concerns around the health and safety of learners

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4.0 Health and Safety for Apprenticeships

Logic4training has a statutory duty for the health and safety of apprentices in the work place where they are 'on contract' with Logic4training. Logic4training will ensure that:

- All apprenticeship employers will have successfully completed the Health and Safety review form before any learner starts their apprenticeship
- If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before an apprenticeship commences
- All employers are aware of the requirement to inform Logic4training if any learner incident related to Health and Safety occurs
- All apprenticeships will be reviewed if there are any concerns around the health and safety of learners

5.0 Health and Safety for Employees

Logic4training recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they cooperate with management and adhere with Logic4training safety rules which are provided within the Employee Safety Handbook.

6.0 Monitoring Effectiveness

This policy will be regularly reviewed to ensure the Health and Safety of learners at all times. The Programme Development Manager or responsible person will be required to keep a log, and raise any concerns about the health and safety of learners, in training or on work experience placements or apprenticeships immediately with the Directors.

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7.0 Related Policies and Procedures

This policy should be read in conjunction with the Employee Health and Safety Handbook and procedures, standing instructions. Other 'arrangements' implemented as an integral part of our safety management system will be detailed in separate safety procedures documents (see below). These are intended to establish the Company's safety standards and are principally for the guidance of Heads of Training and Service Managers:

- Control of Substances Hazardous to Health
- Manual Handling
- Fire Safety
- Electrical Safety
- Control of Contractors
- First Aid
- Accident Reporting & Investigation
- Safeguarding
- Personal Protective Equipment
- Alcohol & Drug Abuse
- Mobile Phones
- Driving on Company Business

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