

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 Statement of Intent

- To prevent accidents and cases of work-related ill health
- Review and revise this policy regularly
- Manage health and safety risks in our workplace
- Provide clear instructions and information and adequate training to ensure employees are competent to do their work
- Provide personal protective equipment where necessary
- Consult with our employees on matters affecting their health and safety
- Provide and maintain a safe working environment and equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures including evacuation in case of fire or other significant incident

3.0 Health and Safety in the Training Centres

Logic4training will ensure that:

- All training and assessment takes place in accordance with our health and safety policy and procedures
- All staff are provided appropriate training in accordance with their role and responsibilities
- 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

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- All health and safety training and induction procedures will be regularly reviewed to ensure that it reflects current legislation and good practice

4.0 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

5.0 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

6.0 Health and Safety for Employees and Subcontractors

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

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- 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.

7.0 Monitoring Effectiveness

This policy will be regularly reviewed to ensure the Health and Safety of learners and workers at all times. Centre Managers are required to raise any concerns about the health and safety of learners or workers, in training or on work experience placements or apprenticeships immediately with the Board of Directors (BOD).

8.0 Arrangements for Health and Safety

- Logic4training will complete relevant risk assessments and review risk assessments as a minimum at least annually or sooner when working habits or conditions change.
- We are committed to provide all staff, subcontractors and learners with a health and safety induction.
- We will make sure suitable arrangements are in place for staff who work remotely.
- We encourage our staff to consult with us on health and safety matters as they arise.
- Escape routes are checked regularly to ensure they are well signed and kept clear at all times.
- Evacuation procedures are tested and recorded on a six monthly basis and updated if necessary.
- All centres have an appropriate amount of trained first aiders and relevant first aid equipment.

9.0 Responsibilities for Health and Safety

All workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. All workers must co-operate with managers to help everyone meet their legal requirements.

As a worker, if you have specific queries or concerns relating to health and safety at Logic4training you should talk to your manager or a director immediately.

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Responsibility	Name and Role	Date
Overall and final responsibility for health and safety	Kevin Budd Managing Director	15/12/2023
Day to day responsibility for ensuring this policy is put into practice	Mark Krull Director Caroline Lay HR Director Tony Simmons Northolt Centre Manager Mark Ashley Basildon Centre Manager Kevin Green Luton Centre Manager Phil Hickey Sittingbourne Centre Manager	15/12/2023