



HEALTH AND SAFETY POLICY

GENERAL POLICY

1. Mind gains fully accepts the obligations placed upon it by the Health and Safety at Work Act. The Company requires its Company Director to ensure that the following policy is implemented.
2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all employees of Mind Gain.

MANAGEMENT RESPONSIBILITIES

3. The Company Director has overall responsibility for the implementation of the Company's policy.
4. The Company Director is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

HEALTH AND SAFETY MANAGEMENT PROCESS

5. Mind gains believes the health, safety and welfare of staff is an integral part of its management processes. The provisions outlined in the Health and Safety at Work Act will be adopted as required standards within the Company.
6. The Company requires managers and directors to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results.

HEALTH, SAFETY AND WELFARE GUIDELINES

7. It shall be the responsibility of the Company Director to bring to the attention of all members of her staff, the provisions of the guidelines.
8. Directors and managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will be expected to carry out risk assessments (where appropriate) in line with the Health and Safety at Work Act.

TRAINING

9. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

RECORDS, STATISTICS AND MONITORING

10. The Company will operate systems for recording, analysis and presentation of information about accidents and hazard situations. Information obtained from the analysis of accident statistics will be acted upon where necessary.

ASSOCIATED ORGANISATIONS

11. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Company Director.
12. If further Health and Safety specialist advice is required, the Company Director will seek this from expert individuals or bodies outside the Company.
13. It is the policy of the Company to obtain independent Occupational Health advice when required.

FIRST AID

14. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982).

FIRE

15. The Company Director or trainer(s) are responsible for ensuring that staff and/or learners receive fire evacuation procedures before the beginning of any scheduled training session, irrespective of the location and ownership of the training premises.

NON-SMOKING

16. Mind gains policy is it will respect the policies of an organisation whose premises are utilised for the purposes of training in respect to no smoking in its buildings. These rules also extend to e-cigarettes / vaping.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

17. The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances.

EMPLOYEE RESPONSIBILITIES

18. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with by disciplinary action.

LEARNERS AND MEMBERS OF THE PUBLIC

19. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of learners during scheduled training sessions.