

Health and Safety Policy



Scope

This policy covers all **Tigerlily Training** stakeholders, including staff members, learners, trainers and third parties, participating or involved in the delivery of Tigerlily Training courses.

Location

This policy can be viewed on the **Tigerlily Training** website.

Communication

Tigerlily Training encourage all parties involved in the participation, management and delivery, of our courses to be fully aware of the contents of the policy.

Review

Tigerlily Training regularly review this Health & Safety Policy and revise it as required in response to stakeholder feedback, changes in general practices and legislation. Our reviews ensure that our procedures continue to exceed regulatory criteria and are applied properly, fairly and effectively.

Statement

Tigerlily Training is committed to achieving the highest possible health and safety standards. We expect all **Tigerlily** staff, learners, trainers and other stakeholders to share this commitment and to understand that they have legal and moral obligations to enforce and adhere to this policy.

Responsibilities

Tigerlily Training's responsibilities are to:

- Ensure that this Health & Safety Policy is implemented on a day-to-day basis and that sufficient resources are made available to achieve this
- Maintain adequate records in relation to staff and learner health & safety (e.g. Induction)

Our Stakeholders' responsibilities are to:

- Take reasonable care for the health and safety of themselves and all others who may

be affected by their actions and omissions while on **Tigerlily Training** premises, client settings or any other location where **Tigerlily Training** conduct their business.

- Report any accidents, incidents, unsafe conditions or practices and potential risks to a **Tigerlily Training** representative e.g. trainer, line manager, duty manager, director etc
- Personally demonstrate good standards of health & safety practice at all times
- Take particular care in all practical teaching areas
- Promote best practice through the quality of learning and understanding of health & safety
- Familiarise themselves with all health and safety information provided by **Tigerlily Training**
- Follow and act upon any instructions that are given either verbally or in writing by a **Tigerlily Training** member of staff in connection with health & safety
- Bring to the attention of a member of **Tigerlily Training** staff any difficulty in understanding health & safety information or instructions
- Co-operate fully at all times with **Tigerlily Training** to ensure that statutory obligations are met
- Immediately report to **Tigerlily** staff any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety in the workplace or training centre
- Report any accidents or incidents, whether they are personally involved or not
- Ensure that wherever necessary/required the relevant personal protective equipment (PPE) is used in the interests of health and safety
- Report any personal difficulties associated with the use of any equipment provided
- Provide **Tigerlily Training** and their employer (if relevant) with any medical information which may affect personal health and safety or welfare during a **Tigerlily** training session

Electrical Equipment

Portable electrical equipment is regularly used by **Tigerlily Training**. It is subjected to periodic inspection to ensure its continued safety in use. If any person identifies a worn cable, defective plug or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard to their trainer, duty manager, line manager, immediate supervisor or responsible person on-site.

Fire alarms

Fire alarms on site at **Tigerlily Training's** Head Office and it's training centres are tested regularly by qualified people.

If a fire is discovered on **Tigerlily Training** premises:

- Sound the alarm
- Leave the building by the nearest exit and do not delay by collecting your belongings
- Go to the fire assembly point
- Ring the Fire Service (dial 9 and then 999 from a company phone)
- Do not re-enter the building until the 'all clear' is given
- Do not use lifts to evacuate the building
- Trained staff who feel competent may wish to tackle a fire using the equipment provided but do not attempt to fight any fire in isolation
- In the event of a person being injured and requiring first aid, a qualified first aider should be contacted
- Smoking is only permitted in designated areas outside the premises

Personal Protective Equipment (PPE)

- PPE is issued for protection where it is not possible to remove all the risks from a process or operation by other means.
- PPE does not remove all the risks and caution must still be exercised
- In general, it is a requirement to wear or use PPE when it is required by legislation or code of practice requires that PPE is worn in accordance with any training or instruction that has been given
- Take reasonable care of PPE to ensure it

remains in good condition

- Report any defects to your immediate supervisor as soon as they are noticed
- Ensure that others who may be affected by activities are either isolated from contact or are issued with temporary PPE

Assessing Risk

- **Tigerlily Training** undertake regular risk assessments to identify significant hazards that may arise in the workplace and/or its training centres.
- Trainers and assessors working on behalf of **Tigerlily Training** are responsible for conducting risk assessments on curriculum activities to ensure the safety of all learners
- Young people (under the age of 18) may be at greater risk due to various factors e.g. a lack of maturity and experience.
- Therefore, it is particularly important to undertake a risk assessment on activities to be undertaken by a young person. In addition a young person must not be asked to undertake activities beyond their physical or mental ability or where lack of experience and training would mean they are unlikely to recognise the risks

Policy/Process Review Date

This policy/process is reviewed every 12 months with the next review date being: 30 November 2019

Policy Sign-Off



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Date:

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