



Health & Safety Policy

Best for Training Ltd. attaches great importance to the health, safety and welfare at work of all its employees and other users. Best for Training Ltd. aims to ensure that all its contractors are safe at work by;

- requiring contractors use safe systems and methods of work that are without risk to health & safety
- requiring contractors use suitable safety clothing and equipment, when required, by regulation or approved code of practice
- requiring all contractors to have Public Liability Insurance.

Best for Training Ltd. Directors are responsible for:

- Setting up arrangements to cover all health and safety legal requirements
- Monitoring the effectiveness of the arrangements
- Resolving health and safety problems
- Ensuring that a system is established and maintained for reporting
- Recording and investigating accidents, and ensuring that all reasonable steps are taken to prevent recurrences
- Ensuring all necessary business insurances are renewed annually

All contractors are responsible for:

- The health and safety of themselves, learners and their colleagues
- Keeping up to date with current safety procedures
- Reporting any safety concerns to Directors
- The safety of all learners by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security and to be able to locate appropriate first aid at the training venue
- Observing all safety procedures and instructions.

Accident forms

Every case of injury, accident or incident or near miss must be fully and accurately reported on the Best for Training Ltd.'s accident report form. Accident and incident report forms are obtained from Best for Training Ltd. Directors. It is the responsibility of the contractor/s who witnessed the accident



to complete an accident form in the event of an incident. He/she should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed for all accidents however minor with copies passed Best for Training Ltd. Directors and retained for at least three years.

Fire and emergency procedures

It is the duty of all contractors to be aware of the fire and emergency procedures in the venues they are working.

Control of Substances Hazardous to Health (COSHH)

All substances, chemicals, etc purchased and used within Best for Training Ltd., must comply with the COSHH guidance. Risk assessments and hazard data sheets must be provided for all hazardous substances and kept within the Best for Training Ltd. and maintained by Best for Training Directors.

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is a much greater likelihood of achieving an accident free environment and progressively improving the management of safety and contractors' and learners' general wellbeing.

Review dates

This policy will be reviewed on an annual basis or additionally if significant legislation is introduced or revised.

Members of staff responsible for Health and Safety Policy

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