

# Health & Safety Policy

## Introduction

It is our policy to provide a safe and healthy learning environment for all our learners and we will do all that is reasonable to prevent personal injury and ill health. It is the responsibility of all learners to work in a safe manner and to report any potential safety hazards to the Centre Manager or staff at e-QAS Training.

Clients have a legal requirement to co-operate with the management in fulfilling its obligations. The promotion of Health and Safety at work is regarded as a mutually beneficial objective for management, employees and clients.

## The Company's Responsibility

The Company recognises and accepts its responsibility, as far as is reasonably practicable, to meet these responsibilities, with emphasis on:

- The provision and maintenance of office equipment, office furniture, plant and working practices that are safe and without risks to health;
- Arrangements for ensuring safety and absence of risk to health and in connection with the use, handling and storage of articles and substances;
- The provision of information, instruction, training and supervision as is necessary to ensure the health and safety of all learners and staff;
- The maintenance of any place of training and work in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress that are safe and without risk;
- The Company will provide a safe and healthy environment for all its learners and staff and conduct the undertaking without risk to the health and safety of others.

**Names of those responsible:** Bryan Skinner, Managing Director, Overall Responsibility for e-QAS Training's H&S  
Rick Colton, IT & Facilities Manager, e-QAS Training's Competent Person for H&S

## The Learner's Responsibility

The establishment and maintenance of a good health and safety record depends not only on the work of e-QAS Training but also on each learner to follow safe methods of learning within this safe environment as follows:

- Follow the health and safety rules and procedures
- Follow the information, instruction and training provided during the learner induction.
- Not interfere with or misuse anything provided in the interests of health, safety or welfare.
- Participating in any health and safety training eg fire drills



Bryan Skinner  
Managing Director  
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