



Health and Safety Policy

Learner Health and Safety Policy

- MTC Learning is committed to achieving, so far as is reasonably practicable, the best standards of health, safety and welfare for its employees, learners, visitors and others who may be affected by the activities of the company and to fully meet its legal obligations.
- MTC Learning considers health and safety to be an integral part of quality. The company will endeavour to have in place an effective health and safety management system and to demonstrate continuous improvement in its practices.
- Injuries and accidents can often be avoided. MTC Learning is determined to reduce the number of accidents and causes of occupational ill health in the company through the implementation of safe working practices in all of its activities.
- The health, safety and welfare of learners are fundamental values of MTC Learning. The company firmly believes that its learners are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise learners' experience and achievement.
- MTC Learning's directors have responsibility for health and safety. They will implement a system to ensure that the Policy, and the arrangements made within it are carried out.
- All employees of MTC Learning have responsibilities for their own health and safety and should co-operate with their employers to achieve safe working practices. Managers will consult staff on matters that may affect their health and safety.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter. This Policy document will be the subject of annual review and will be updated as circumstances and legislation change to ensure that the Policy remains relevant to MTC Learning's activities.

Specifically, MTC Learning undertakes to:

1. To bring the Health & Safety Policy document to the attention of all employees and learners and to ensure they fully understand their responsibilities as described in this policy
2. To provide adequate resources to ensure that proper provision can be made for health and safety
3. To carry out risk assessments which will be periodically reviewed
4. To ensure that systems of work will be implemented to minimise risk to health
5. To ensure that arrangements for the use, handling, storage and transport of articles and substances at work involve minimal risk to health
6. To provide all employees with such information, instruction, training and supervision as is necessary to secure their health and safety at work, and the safety of others who may be affected by their actions
7. To provide, so far as is reasonably practicable, for all employees and learners, a safe place of work and learning with safe access and egress from it
8. To provide occupational health services for employees and support human resource development

9. To ensure that preventative screening and where necessary, actions are carried out to reduce the risk from biological agents such as Legionella and Legionnaires Disease
10. To provide and maintain all plant, machinery and equipment to ensure that it involves minimal risk to health and safety
11. To provide adequate facilities and arrangements with regard to welfare for employees at work
12. To report (where required) accidents and cases of ill health to the HSE and any funding agents and to carry out internal investigations to try to prevent them happening again
13. To monitor activities to ensure that procedures in place are implemented and agreed standards are maintained
14. To safeguard the environment from the effects of the company's activities
15. To maintain adequate control of employees from organisations contracted to work on company premises on behalf of MTC Learning
16. To develop the 'safe learner' concept and embed it in the curriculum and company systems. Promoting risk education and awareness and the learning of health and safety as an integral part of learning
17. To encourage and support the raising of standards and 'best practice' approaches, and to work in partnership with key stakeholders
18. To review the Health and Safety Policy at least annually and update it as and when necessary. Communication of any such changes will be made to all employees.
19. To record and report any incidents, injuries and near misses in accordance with the terms of contracts agreed with our funding bodies and partner organisations.