



Health & Safety for EA Training

<u>Classification</u>	
Public	
Internal	
Restricted	
Confidential	
Commercial in Confidence	✓

Issue Number	Policy Owner	Authorised By	Signature	Date Reviewed	Next Review Date
2	Operations	M Wilding	<i>M.S. Wilding</i>	April 2024	April 2025

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Overview of the policy

This document is an extension of EA Technology's Health & Safety aspects of our Integrated Management System policy .

EA Training forms part of EA Technology and as such our policies and procedures form part of the policies for the whole organisation. EA Technology recognises that good health and safety management supports the safe delivery of quality services.

Health and Safety is a management responsibility of equal importance to the business operation, training development, service and quality, with effective control being achieved through a co-operative effort at all levels of EA Technology, and applies to management, staff, trainers, employers, apprentices and delegates.

EA Technology are committed to providing and maintaining a healthy and safe working environment through the sensible and proportionate management of risk. The risks associated with the operation of a training centre at EA Technology's premises, as well as providing learning and training on other premises, will be managed to the lowest reasonably practicable level.

It is through consistent and diligent attention that we will achieve and maintain a safe and healthy environment where everyone has an important role to play. This policy and supporting procedures set out the key principles, arrangements and expectations that all managers, staff, trainers, delegates and apprentices are required to observe.

Objectives of the policy

EA Technology will conform to all relevant health and safety legislation and other applicable requirements.

It is EA Technology's policy that all possible steps will be taken to ensure so far as reasonably practicable the Health, Safety and Welfare at work of all employees, learners, apprentices and the public who may be affected by the Company's activities.

It is the duty of all employees and trainers to conform to EA Technology's Policy and Safety Codes of Practice and to accept and carry out their responsibilities. All employees and trainers will contribute towards making the working place as safe as possible. All work methods will periodically be appraised to ensure that the safest possible methods are adopted.

Expectations and Responsibilities

EA Technology will demonstrate ongoing commitment to providing a safe and healthy environment by ensuring that the EA Technology Senior Management Team show effective leadership in managing health, safety and wellbeing on an on-going basis.

EA Technology will ensure that all organisations where training is being delivered, including our own training facilities, have in place policies and procedures to meet legislative requirements and to ensure that all staff, delegates and apprentices are learning in the safest possible environment.

As part of EA Technology's commitment to Health & Safety, pre-training due diligence will be conducted to ensure that the location, venue and facilities all fully comply with current health & safety legislation.

Prior to the commencement of training (including apprenticeship delivery) being delivered on an organisation's premises, EA Technology will undertake a comprehensive risk assessment and any key risks or highlighted issues will be managed prior to the start of the training. If any health & safety issues arise during the training, then the training will be suspended until such time that the issue has been resolved, again working alongside the relevant organisation.

Appropriate arrangements will be put in place to manage the situation should a delegate or apprentice fall ill during the training.

If, during training, an accident occurs involving either a delegate or an apprentice, the situation will first be made safe. The health, safety and wellbeing of all delegates, apprentices and staff will be paramount. Appropriate action will be taken which may include moving people to a safe area until such time as the situation has been resolved and the training can continue safely.

The delegate's or apprentice's employer will be informed, and a thorough investigation carried out by EA Technology, in conjunction with the employer.

EA Technology will provide such information, instruction, training and supervision as is necessary to ensure so far as reasonably practicable, the Health and Safety at work of all employees, delegates, apprentices and the general public. EA Technology will bring this policy to the notice of all its employees and companies employing a delegate/apprentice and shall revise and update the policy annually.

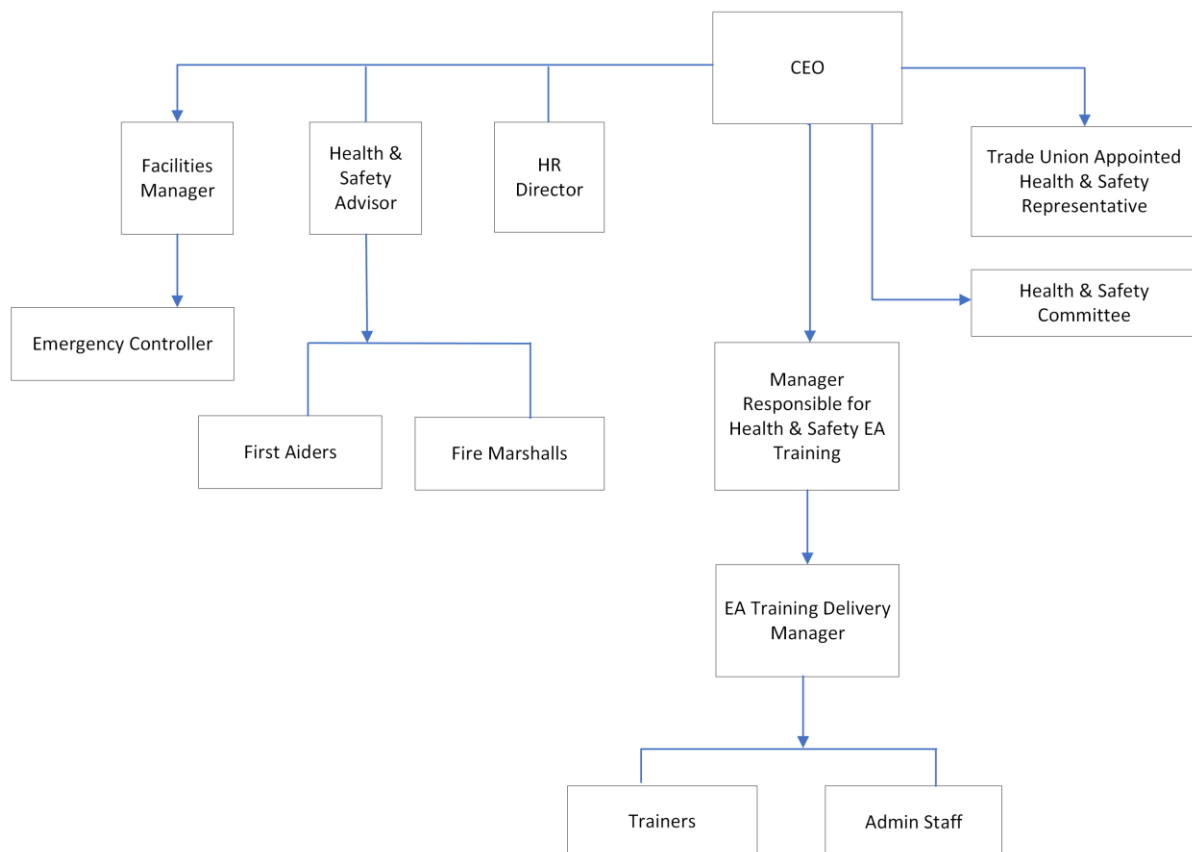
EA Technology employees and all delegates / apprentices / learners are required to comply with the current health and safety legislation within the workplace.

As a minimum, they must;

- Take reasonable care of their own health and safety and that of others affected by their acts or omissions
- Co-operate so far as is necessary to enable the risks to be controlled and to achieve compliance with relevant legislation
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Report any health and safety problem which they cannot deal with themselves or any shortcoming they consider to be in the health, safety and welfare arrangements. Reports shall be made to the designated Health & Safety responsible person.

Organisation Health & Safety Structure

The organisational structure for health & safety at EA Technology is detailed below along with the support mechanisms that are in place to help ensure a safe and healthy environment:



The Senior Management Team of EA Technology give full backing to this Policy Statement and will support all those who endeavour to carry it out.

History Review

Version	Date	Revision Author	Approved by	Summary of Change
V1	April 2021	Sara Parkhouse	Mark Wilding	New Form
V1	April 2022	Sara Parkhouse	Mark Wilding	No changes
V2	April 2023	Sara Parkhouse	Mark Wilding	Updated H&S structure diagram
V2	April 2024	Sara Parkhouse	Mark Wilding	Included history review