


HEALTH & SAFETY POLICY STATEMENT

Date effective	Policy review date	Approver
09/02/2025	08/02/2026	Christina Chambers
ITT.POL.0001	V20	



H&S Policy Statement

This policy has been prepared in accordance with Section 2 (3) of the Health and Safety at Work Act (1974). City & Guilds Training is fully committed to complying with all of its statutory and common law duties, meeting its responsibilities under the Health and Safety at Work Act (1974) and all subsequent subordinate legislation. We will not only comply with all applicable legislation but will actively seek innovative ways to improve and apply the highest standards of Health and Safety "best practice" techniques. City & Guilds Training health and safety management system is UKAS accredited to the internationally recognised ISO 9001:2015 & ISO 45001: 2018 standard and forms part of a wider integrated management system.

Our Commitment

We are committed to:

- Identifying and managing all foreseeable risks in order to prevent accidents and cases of work-related ill health and to also provide adequate control of health and safety risks arising from work activities and work with employees, contractors, learners and visitors to mitigate any risks.
- Encouraging all staff to actively participate in a mutual partnership for improving health and safety throughout the organisation by questioning and challenging each other in the pursuit of health and safety excellence.
- Be fully compliant with its ISO registration; including comprehensive accident and incident reporting and investigation, implementing corrective and preventative actions, auditing and inspecting for compliance, performance monitoring, risk assessments, safe systems of work and periodic reviews of all safety systems.
- Consult with employees at all levels throughout the organisation on matters affecting their health and safety.
- To maintain safe and healthy working conditions, provide and maintain plant, equipment, and machinery, and ensure safe storage / use of substances.
- To ensure safe systems of work are in place to safeguard employees, visitors, and learners when at a C&G Training place of work / training centre.
- Provide effective information, instruction, and supervision for all employees.
- Ensure that all employees are fully competent to conduct their tasks and provide the appropriate and relevant training.
- To complete 100% of inspections related to health, safety and welfare procedure planned in for that calendar year.
- To have zero near misses.

City & Guilds Training is committed to achieving zero reportable incidents, diseases and dangerous occurrences covered under RIDDOR 2013. We regularly hold Health and Safety committee meetings to discuss and implement safety initiatives, and we are actively increasing the number of NEBOSH qualified employees.

Responsibilities

The Executive Director is ultimately responsible for health and safety in the workplace. However, we have appointed a Health and Safety Lead and nominated H&S representatives to carry out these duties on a day-to-day basis.

The Health and Safety Lead is responsible for developing and implementing the company's health and safety policies and procedures. They also work with the H&S representatives to identify and assess risks, and to develop and implement control measures. The H&S

representatives are responsible for raising health and safety concerns, and for ensuring that the company's health and safety policies and procedures are being followed.

All employees have a responsibility to:

- Comply with the company's health and safety policies and procedures.
- Report any health and safety concerns to their supervisor or the H&S representatives.
- Take reasonable care of their own health and safety, and the health and safety of others.
- Complete mandatory Health and Safety training on appointment and on an annual basis. In cases of non-compliance, details will be escalated to the SLT member responsible for that area.

We are committed to providing a safe and healthy work environment for everyone. By working together, we can create workplace where everyone can go home safely at the end of the day.

This policy is reviewed annually to ensure that it remains relevant and up-to-date.