HEALTH & SAFETY POLICY

Control Panel: This document explains:	Company Health & Safety Policies and Procedures		
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06/05/2024	Ruth		Annual review
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23/04/2025	Hylon		Annual Review
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Wallace School of Transport (WST) expects staff, instructors, apprentices, learners and visitors gain an understanding of and to adhere to this policy when undertaking WST activities. This policy can be accessed by email request and viewed on our website. It is updated annually, or as and when required, by changes in the law or updates from our accrediting bodies and DVSA.

Any queries or questions regarding this policy should be addressed to our Health & Safety Officer (H&SO) via an email to info@wallaceschool.co.uk.

Staff and instructors will be given appropriate training and guidance on all relevant Health & Safety matters during induction. Regular refresher training is provided. Staff are also familiarised with our Health & Safety manual which contains process details.

Each Apprentice/Learner is familiarised with our policy and given relevant details, house-keeping information and guidance during induction and throughout their programme to ensure remaining safe while with us.

Statement

As a common objective we promote good health and safety practices for staff, instructors, apprentices, learners, visitors and managers. And commit to ensure, as far as reasonably practicable, that the Health, Safety and Welfare of everyone affected by our activities is maintained to the highest standards possible within the constraints of a working environment.

We aim to provide and maintain, safe and healthy working conditions, equipment and systems of work for our staff and instructors, and to provide information, training and supervision as needed for this.

It is everyone's responsibility, including apprentices/learners, to identify and report new or additional risks when apparent. Report risks to our H&SO at info@wallaceschool.co.uk, who is the person ultimately responsible for H&S across the Company. Our Director and the H&SO meet on a regular basis.

The H&SO is required to:

- Work in partnership with staff, instructors, apprentices, learners and visitors to promote health and safety across all the company workplaces.
- Ensure safe legislation is adhered to and policies and procedures are adopted by all above mentioned.
- Carry out frequent risk assessments and monitor general health and safety issues in order to identify risk across all sites.
- Conduct frequent spot checks across all sites to assess the level of risk and inform the risk assessment process.

The Directors, together with help for the H&SO:

- Review, promote, plan implement and monitor all H&S processes that the company has put in place to protect the working environment
- Address any issues brought to their attention by staff, instructors, apprentices, learners and visitors

The Company has a Health & Safety Manual (H&SM) in our office that is updated as and when required to reflect changes in the working environment. The H&SM provides a detailed framework showing how the H & S policy is implemented.

The Company communicates and consults at all levels within our organisation to ensure that health and safety standards are maintained and improved. We aim to continually improve the environment for our staff, instructors, apprentices, learners and visitors.

Accident & ill health Reporting

Staff, instructors, apprentices, learners and visitors should report details to our H&SO at info@wallaceschool.co.uk as soon as possible. The H&SO will ensure records are added into the Accident Book and make the necessary arrangements/action as required. This could include but is not limited to contacting the learner/apprentices' employer and/or next of kin if appropriate.

The Director and H&SO reviews accidents that may have occurred, identifying any trends, and address issues or provide direction and guidance as appropriate.

Contravention of this Policy

Failure to comply with any requirements of this policy is taken very seriously and will be proportionally managed according to the breach.

Signed by Neil Wallace, Health and Safety Officer: