

## Wallace School of Transport

### HEALTH & SAFETY POLICY

WST expect all staff, instructors, apprentices, learners and visitors gain an understanding of and to adhere to this policy when involved in WST activities. This policy can be accessed through our website at all times. It is updated annually or as and when required by changes in the law or updates from our accrediting body.

Any queries or questions regarding this policy should be addressed to our Health & Safety Officer (H&SO) whose contact details are on our website.

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

Each Apprentice will be given relevant information and guidance during induction and throughout their programme to ensure they remain safe whilst working with WST.

Learners and visitors will be familiarised with our policy when engaging with WST through our comprehensive housekeeping information.

#### **Statement**

WST promotes good health and safety practices as a common objective for all staff, instructors, apprentices, learners, visitors and managers.

We are committed 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 each 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 they need for this.

It is everyone's responsibility, including apprentices, to identify and report new or additional risks as they become apparent. Risks should be reported to our H&SO, who is the person ultimately responsible for H&S across WST.

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 WST 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 WST has put in place to protect the working environment
- Address any issues brought to their attention by staff, instructors, apprentices, learners and visitors

WST has a Health & Safety Manual (H&SM) 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.

WST 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 WST environment for our staff, instructors, apprentices, learners and visitors.

### **Accident & ill health Reporting**

In the event of an accident or ill health staff, instructors, apprentices, learners and visitors should report details to our H&SO as soon as possible. The H&SO will ensure a record of the accident is added into the WST Accident Book or make the necessary arrangements/take action where required in the case of ill health. This could include but is not limited to contacting the apprentices' employer and/or next of kin if appropriate.

The Director and H&SO will review all accidents that may occur and look out for trends and 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.

### **As agreed by Directors:**

Neil R Wallace 

Ruth I Wallace 

**1<sup>st</sup> September 2019**