

# The JGA Group

## Health & Safety Policy Statement

### Introduction

The JGA Group is a training provider delivering training services for individuals and employers. As such, it has responsibilities for its employees, learners and other customers. These responsibilities are those imposed by the Health & Safety at Work Act 1974 and the Learning & Skills Council (LSC) Safe Learner Concept.

This Policy Statement provides an overview of the detailed information provided in the Health & Safety Policy and Procedures document.

### Accountability and Organisation

The Managing Director has overall responsibility for Health & Safety and for ensuring that appropriate planning and provision of resources are available to meet requirements. The Health and Safety Coordinator is the first-line contact in respect of Health and Safety issues. All employees, associates and learners share in creating and operating in a safe environment. More specifically:

- Overall responsibility for Health and Safety matters rests with the Managing Director.
- Each manager is responsible for health and safety within their respective areas of the Company's premises and, where their remit extends to oversight of offsite activities, the health and safety provisions obtaining in respect of those activities.
- All employees have a responsibility and statutory duty to take reasonable care of themselves and others who may be affected by their acts or omissions.
- All employees have a statutory duty to co-operate with the Company in enabling it to discharge its duties under the Act.
- A trained Health & Safety Consultant, working with the Operations Director, shall supervise Health & Safety arrangements and provide an audit function.

### Policy Statement

In accordance with the Health and Safety at Work Act 1974 ("the Act"), the JGA Group has the maintenance of Health and Safety at Work as a declared objective.

To fulfil this objective, the management of the Company shall take all reasonable and practicable precautions to safeguard the Health, Safety and Welfare of employees, customers/learners and members of the general public who have access to or contact with premises or activities which are directly under the Company's control.

In furtherance of the Policy, the Company undertakes, in so far as is reasonably practical, to:

- Provide and maintain premises, equipment and systems of work that are safe and without risks to health.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Implement the requirements of the LSC Safe Learner Concept to ensure learners understand the importance, principles and practices of Health & Safety.
- Identify and take steps to eliminate any risks or hazards which might compromise health or safety and, in particular, hazards that could be a risk to vulnerable learners with physical, hearing, sight or other impairments.
- Provide such information, instruction, training and supervision as is necessary to ensure the Health and Safety at Work of employees, associates, customers/learners and visitors.
- Provide such protective equipment as is necessary for the Health and Safety at Work of employees and customers/learners.
- Encourage employees and learners to set high standards of Health and Safety by personal example.
- Regularly update employees and associates on the Policy through monthly Head Office Team Briefings, 6-monthly Company Team Forums, and circulars/newsletters.
- Monitor the effectiveness of Health and Safety provisions, in consultation with employees and associates at the aforesaid team meetings and team forums.
- Measure the performance in the Health & Safety area, so that achievement can be reviewed and action taken to improve performance against the standards set by the Health & Safety Act and the Learning & Skills Council (LSC).
- Keep the Policy under regular review, ensuring, inter alia, that it continues to meet current legislative requirements, and duly publish any amendments that may result on a timely basis.

### **Duties and Responsibilities**

The Policy requires employees, associates and (where applicable) customers and learners to:

- Take reasonable care of themselves and other persons who may be affected by their work or study, particularly bearing in mind those who may be more vulnerable.
- Cooperate towards providing a safe place and system of work.
- Neither interfere with nor misuse anything provided in the interests of Health and Safety at Work.
- Bring to the attention of management any faulty or defective equipment or plant etc, or any health or potential safety hazard of which they are aware.
- Report all accidents, injuries and dangerous occurrences (including "near misses") and record same using the forms included in the Accident Book.
- Acknowledge and accept that failure to comply with the Policy may be considered a matter grave enough to warrant formal disciplinary action.

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## **H&S Procedures**

Specific procedures drawn up to meet the requirements as outlined are included in the Health & Safety Policy and Procedures document, which cover the following:

- Risk Assessment and Associated Control Measures
- Safe Learner Concept
- Policy for Lone Working
- Policy and Procedure for CRB Checks
- Quality Assurance
- Safeguarding

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