



The
**Falkland
Islands
Company**

Environmental and Safety Solutions

Training - Health and Safety Policy

Purpose

The Falkland Islands Company is committed to providing an efficient and high standard of service to all learners. We are continually working to achieve this high level of service by providing a safe learning environment for all our staff members, learners and visitors.

Review Arrangements

We will review this policy annually as part of our annual Quality Assurance requirements and revise it as and when necessary, in response to:

- Customer feedback.
- Learner feedback.
- Changes in our practices.
- Instructions from external awarding bodies.
- Changes in legislation.
- Trends identified from previous cases.

Review Statement

The Falkland Islands Company expect all members of staff, learners and visitors to share this commitment and to understand that they have legal and moral obligations to enforce and adhere to this policy.

Statement of Principles

The duties of the Falkland Islands Company are to:

- Ensure that this Health & Safety Policy is implemented on a day-to-day basis and that sufficient resources are made available.
- Where required, maintain adequate records in relation to staff and learner health & safety (e.g. Induction).

The duties of all training staff are to:

- Take reasonable care for the health and safety of themselves, visitors and others who may be affected by their acts and omissions.
- Report promptly any accidents, incidents, unsafe conditions or practices and potential risks to the training team.
- Demonstrate good standards of health and safety practice.
- Take particular care in all practical teaching areas.
- Promote good practice through the quality of learning and understanding of health and safety.

Learners and course delegates have a duty to look after their own wellbeing. They are held to be equally responsible for the health & safety of others or those who may be affected directly or indirectly by their behaviour. Learners and course delegates will:

- Familiarise themselves with all health and safety information provided by the Falkland Islands Company.
- Follow and act upon any instructions that are given, either verbally or in writing, by a training staff member in connection with health and safety.
- Bring to the attention of a member of the training team any difficulty in understanding health and safety information or instructions.
- Always co-operate fully with the Falkland Islands Company to ensure that statutory obligations are met.
- Report immediately to a member of the training staff any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety.
- Report any accidents or incidents.
- Ensure that where necessary/required, the relevant PPE is used in the interests of health and safety.
- Advise their trainer/assessor of any personal difficulties associated with the use of any equipment provided.
- Provide training staff with any disabilities/medical information which may affect personal health and safety or welfare.

Electrical equipment is in use by the training team. It is subjected to periodic inspection to ensure its continued safety in use. If any person identifies a worn cable, defective plug or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard.

Fire alarms will be tested weekly by a member of the training staff. If a fire is discovered on the premises:

- Sound the alarm.
- Leave the building by the nearest exit and do not delay by collecting your belongings.
- Go to the fire assembly point.
- Ring the Fire Service (999).
- Do not re-enter the building until the 'all clear' is given.
- Trained staff may wish to tackle a fire using the firefighting equipment provided, do not attempt to fight any fire in isolation.

In the event of a person being injured and requiring first aid, a qualified first aider should be contacted. The training team staff are qualified first aiders.

Smoking is only permitted in designated smoking areas.

The Falkland Islands Company training team will undertake risk assessments to identify significant hazards that may arise in the workplace. Trainers and assessors are responsible for conducting risk assessments on training activities to ensure safety of all members of staff, learners and visitors.

Young people (under the age of 18) may be at greater risk due to factors such as a lack of maturity and experience. Therefore, it is particularly important to undertake a risk assessment on activities to be undertaken by a young person. In addition, a young person must not be

asked to undertake activities beyond their physical or mental ability or where lack of experience and training would mean they are unlikely to recognise the risks.

Contact Details

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