

***HEALTH AND SAFETY  
POLICY STATEMENT***



## **Table of Contents**

Health and Safety Policy Statement	3
Retention and Access to your Personal Information	4

## Health and Safety Policy Statement

It is my aim to make the Company a safe place in which to Learn and work. I believe that we can achieve this by agreeing standards both for individuals and the Company as a whole, by the allocation of adequate resources and by encouraging effort and commitment to this end.

Compliance with the latest regulations which have adopted European Directives is of course of paramount importance. The achievement of substantial and continual improvement of our Safety performance will be visible evidence of effective management and leadership.

I make it clear to managers, leaders and all employees that the priority given to Health and Safety performance shall rank at least equal to that afforded to all our Strategic Objectives.

**Our ultimate objective must be to achieve a zero tolerance to accident situations and to effectively control the management of risk and consequently minimise the possibility of liability. A step in this direction shall be the maintenance of safe systems of work, including safe plant, equipment and methods of working both on and off our premises.**

I recognise that in order to maintain a strong, healthy business the Company will do all it practicably can to improve and assist the health of its staff through provision of a wellbeing programme.

I also acknowledge our responsibility under current Environmental legislation. I also fully accept our special responsibility for learners and for other persons who may be affected by our activities. We discharge this responsibility additionally through our Child Protection Policy. The Company will take all reasonably practicable steps to ensure that our statutory duties are met at all times.

### **We will:**

- Fully meet our legal obligations and 'duty of care' including responsibilities for Child Protection.
- Seek assurance that we have suitable and enough arrangements for health and safety.
- Take appropriate action where expected standards are not met or maintained.
- Promote the raising of standards for health and safety through support, and challenge, as appropriate.

Responsibility for Health and Safety rests with everyone including our employers, sub-contractors, employees, and customers. We must all co-operate with each other to enable all statutory duties are complied with. The successful implementation of our policies requires total commitment from all levels. Health and Safety is an integral part of all functions and activities and all employees and learners receive appropriate training to achieve a high level of awareness, motivation and knowledge. Elements that are identified as safety critical are routinely revalidated to ensure that competency is maintained. Employees are informed of any hazards to health or safety which may be inherent in the workplace.

Tara Bold  
Director

## **Retention and Access to your Personal Information**

### **Why do we need to retain your personal information?**

All personal information will be retained for 6 years after you leave the company's employment as per the guidance from the Information Commissioners Office

### **Where do we retain your personal information?**

All records relating to absences are held on your internal personal record under Sickness. Each episode of sickness will result in an Absence record being created. The details of the sickness absence will be recorded from start to finish and all associated documents such as; Absence Reports, Fitness to Work Certifications, occupational health, return to work meetings and absence support meetings will be scanned and recorded as associate documents within your leave record. Originals will be destroyed or returned to you. Your personal record will be retained for 6 years after you leave the company in line with the ICO recommendations.

### **Who has access to your personal information?**

You will have access to all your personal information by emailing your line manager for access. Your Line Manager will only have access to certain information and this will be outlined to you at Induction.

### **How do you make a request to have your personal data amended or deleted?**

For other information to be amended or deleted, this will need to be put in writing to your Line Manager who will respond with a decision accordingly.

Please note that you must keep all your personal data and emergency contact information up to date.