



Zenith Professional Training Ltd

...providing creative business and management solutions

Health & Safety Policy

Rationale:

The Health & Safety of all persons within the ZPT community and those who come in contact or are affected by us is of prime importance to the ZPT Board of Directors and Management.

This ZPT health and safety policy is necessary in order to provide a safe and healthy working and learning environment for staff, learners and all our visitors. It is ZPT's policy to encourage, where practicable, the co-operation of all staff by discussion and consultation with them (and their representatives) in promoting and developing measures to ensure health and safety at work and to check the effectiveness of those measures.

Members of staff are required to take responsibility for their actions and to report any aspects that present a risk to ZPT management. ZPT is committed to ensure that Health and Safety is considered in all aspects of the day to day business activities. This ensures, so far as is reasonably practicable, that all persons whether directly employed or otherwise are not exposed to risks to their Health and Safety.

Purpose:

The five main objectives of this policy to minimize potential injuries are:

1. The undertaking of Risk Assessments
2. The maintenance of a Health & Safety system
3. The training of staff in Health & Safety issues
4. The safe storage of COSHH items
5. Prevention

Guidelines:

The following are broad guidelines as how this will be achieved:

- Document all Health & Safety Procedures
- Communicate these procedures appropriately to staff, learners and visitors
- Maintain correct records
- Monitor Health and Safety issues
- Ensure quality staff training of both Health & Safety and Fire Security

- Ensure safeguarding and safe recruitment procedures are in place and adhered to.
- The carrying out of Health & Safety Risk Assessments
- The carryout out of Fire Security Risk Assessments
- Ensure maintenance of equipment
- Ensure compliance with regulations including RIDDOR reporting and through review, learn from such issues

Conclusion:

The standard of Health & Safety is dependent on the responsibility of the many rather than the few. Through training staff and learners must be made aware of how possibly thoughtless actions can detrimentally affect others. It is therefore important to keep Health & Safety visible amongst the many other issues that dictate the responses of our daily life.