

Health and safety policy

This is the statement of general policy and arrangements for Johnson Training Ltd :		
Employer name: Johnson Training Ltd		
James Johnson has overall and final responsibility for health and safety		
James Johnson has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the training venues.	Tutor in charge of the training session	Johnson Training Ltd do not own their own training premises, instead all training courses are delivered in leisure centres, swimming pools, schools etc. The venue management are responsible for risk assessing the site and in particular the plant room and pool area. The tutor delivering the training session will visit the plant room before taking learners into the plant room. A visual inspection will take place in order to ensure that the plant room is safe to take the learners into. Particular attention will be paid to possible slip and trip hazards, chemical spills, low hanging pipework etc. Consideration of whether hard hats are required and to limit the number of learners to the available hats. Learners are instructed not to touch any chemicals, equipment or controls.
Provide clear instructions and information, and adequate training, to ensure tutors, trainers and any other employees are competent to do their work	James Johnson	All tutors and trainers are experienced managers who have all had all the necessary health and safety training.
Engage and consult with tutors, trainers or other employees on day-to-day health and safety conditions	James Johnson	Staff routinely consulted on health and safety matters as they arise.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Tutor in charge of the training session	The tutor in charge of the training session will ensure that they are aware of the arrangements for safe evacuation from the building and note the muster points etc. The tutor will inform the learners of arrangements and point out the emergency exit routes. The venue management are responsible for ensuring that evacuation plans are tested from time to time and updated as necessary.

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	James Johnson	Johnson Training Ltd do not own their own training premises, instead all training courses are delivered in leisure centres, swimming pools, schools etc. The venue management are responsible to maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances toilets, washing facilities and drinking water are provided. The venue management are responsible to ensure that there is a system in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
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Health and safety law poster is displayed at (location)	The venue management are responsible to ensure that the Health and Safety law poster is displayed in the plant room.
First-aid box is located:	The venue management are responsible to ensure that a suitably stocked first-aid box is located in the plant room
Accident book is located:	The venue management are responsible to ensure that the accident book is kept in a safe place and updated as necessary. In the event of an accident taking place on one of the training sites, the Tutor in charge of the training session will inform Matthew Johnson who will

Signed:  James Johnson		Date:	01 07 2019
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Review Notes

Review date	Reviewed by:	Comments	Version
29 10 2020	JJ	No changes required	2
30/10/2021	JJ	No changes required	2
30/10/2022	JJ	No changes required	2
30/10/2023	JJ	No changes required	3
29/08/2024	JJ	The Policy was reviewed and updated and a number of changes were made to the document.	3
01/09/2025	MJ	No Changes required	3
01/09/2026	MJ	No Changes required	3
	The next policy review date is: 01/09/2027		