



TEC TRAINING (GB) LTD  
**COMPANY POLICIES MANUAL**

## HEALTH & SAFETY POLICY

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### REVISION RECORD

Issue:	Date:	Comments:
1	Sept 2014	1st issue
2	Sept 2016	2 <sup>nd</sup> Issue no significant changes
3	Sept 2017	Annual Review
4	Sept 2018	Following annual review
5	Sept 2019	internal audit
6	Sept 2020	Following annual review – changes in bold
7	Sept 2021	Following annual review – changes in bold

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### APPROVAL AND AUTHORISATION

Prepared by		Reviewed and signed of by
David Eve HSQE Advisor		Anwar Gorji Managing Director
		



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This policy applies in respect of any person to whom Tec Training owes a duty of care. It should be read in respect of Tec Training Health and Safety Management System which set out the organisation and the arrangements for the implementation of these principles.

Tec Training recognizes, and fully accepts, its statutory moral responsibilities to provide the highest standard of health and safety protection for its staff and also the health and safety of our temporary workers, plus any others who may be affected by our undertakings.

It is the Company's intention to provide a safe and healthy work environment for all employees and to provide a safety conscious employee to customers in order to achieve an accident-free workplace.

The Company will set and monitor safety objectives, as the Company strives for continual improvement in safety performance

In order to meet these aims we shall so far as reasonable practicable

- To provide information, training and supervision to ensure implementation of this policy.
- Safe Systems of Work will always planned and in use
- Maintain safe plant and equipment
- Provide sufficient resources for the management of health and safety
- Provide the necessary Personal Protective Equipment and training for the tasks to be performed
- Management, employees and temporary staff are required to observe and comply with current Health & Safety Legislation, London Underground and Network Rail Standard Requirements
- Management, employees and temporary staff should do all that is reasonable or practicable to avoid/or reduce Health and Safety Risks including developing Risk Assessments and Method Statements for all activities.
- Maintain a high standard to all internal and external premises which we have control over.
- Encourage good behaviours and re-educate un-safe behaviours
- The policy will be reviewed annually or as a result of changes to Legislation, Tec Training activities changes or as a direct result of any incident or near miss.

Tec Training (GB) Ltd, will also endeavour to maintain and improve safety across the full range of the London Underground and Network Rail facilities.

**General**

Tec Training believes that one of its most important functions is the prevention of accidents and ill health, both within its own administration processes and through the training and assessment provided. Tec Training do not wish any employees, associates, staff, learners or any other person to suffer as the result of activities or training processes. To this end, Tec Training intends to comply rigorously with all Health and Safety Legislation, Codes of Practice and best guidance and work methods available.



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**Health & Safety within Tec Training**

Although all employees, associates, staff, learners and visitors have a duty to look after their own Health and Safety and ensure that they do not endanger others, Health and Safety is everyone's concern.

Tec Training expect all employees, associates and other staff to ensure that any location used for any Tec Training purpose will comply with both the letter and spirit of the law.

**Fire**

When a fire alarm sounds, everyone must leave the building as quickly as possible using the nearest exit. Exits will always be clearly marked, and these and the assembly points will be clearly signed, and specifically pointed out to visitors regardless of the location that is being used. Fire fighting equipment will be provided, as required for specific locations, and all employees, associates and other staff are required to familiarise themselves with the location and use of such resources, and draw it to the attention of any learners present.

**Accidents**

All buildings used will have an accident book and a first aid kit available, and most will also have trained first-aiders within the building. Accident reporting for outside work is carried out within the Accident book held at our central office.

All employees, associates and other staff are required to familiarise themselves with the location and use of such resources.

**Security**

With regard to personal security, Tec Training are alert to the dangers of working closely on a one-to-one basis, and Tec Training will always arrange to meet learners in appropriate locations, such as a Tec Training facility, workplace, conference centre or hotel reception.

Lone working for all practical work is not considered a safe working practice within the programmes of Tec Training, and must not take place.

**Insurance**

Tec Training is fully insured for public liability, and our associates all hold professional indemnity insurance.

**Updating**

Tec Training ensures that all staff, trainers and assessors are kept up to date with health and safety issues, including technical issues arising within the industry and their health and safety implications.

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**Risk Assessment**

Tec Training carries out regular risk assessment of training and assessment locations, premises and equipment on each and every occasion that a new location is used or situation encountered. Risk assessments will be undertaken using the processes and procedures laid down by the Rail Regulator in their document "*ORR guidance on the application of the common safety method (CSM) on risk assessment and evaluation*"

All locations used for training and assessment are required to provide, so far as is reasonably practicable:

- A safe system of work
- Safe plant and equipment
- Safe use of all plant and equipment
- Safe means of handling, transporting articles, substances
- Adequate H&S training, instruction, information and supervision
- A safe place of work with safe access and egress
- A safe and healthy environment
- Adequate welfare facilities

**Environment**

Tec Training provides programmes for the Railway industry. Tec Training recognises that some activities interact with the environment and Tec Training is committed to minimising adverse impacts. In particular this will be achieved by:

- Compliance with all relevant environmental legislation, regulations, RSSB/Network Rail standards, and other requirements to which Tec Training subscribe
- Reviewing the actual and potential environmental impacts of all activities, including those that might affect the local community
- Striving for continual improvement in environmental performance through setting objectives and targets and developing key performance indicators
- Employing best practice to prevent pollution, minimise waste and maximise the efficient use of resources (materials, fuel and energy)
- Identifying and managing key risks and having arrangements in place to respond to all foreseeable incidents and emergencies
- Involving employees, associates and contractors in our environmental programmes and providing programmes and training to enable them to discharge their responsibilities
- Engaging in dialogue with suppliers and distributors to encourage their participation in environmental best practice

Signed by,



Managing Director  
Dated 01.09.21