Health and Safety Policy

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Whamos Training and Development CIC are a progressive training organisation providing mandatory training to a range of organisations. We provide a range of First Aid, health and safety, food safety, education and training, assessing qualifications through Qualifications Network.

At Whamos Training and Development CIC we are committed to providing high quality training and qualifications, and to ensuring that equality of opportunity underpins all aspects of our work.

This policy relates to our health and safety and covers all aspects of our work

Our health and safety policy statement is set out below.

1. Policy statement

Whamos Training and Development CIC recognise its responsibility to eliminate unnecessary risk and hazard through the course of running our business whose primary aim is to provide mandatory training courses; we shall promote a safe working and training environment at all times.

We shall ensure that all staff, students and visitors to our premises whether wholly owned, leased or hired for training courses shall be as far as is practicable, safe from first arriving on site to leaving the site.

We shall aim to achieve compliance with all local, national and European legislation through excellent occupational health and safety performance.

Whamos Training and Development CIC will provide adequate resources to implement this policy and any supporting policies.

Whamos Training and Development CIC will establish and maintain a safe and healthy working environment and risk assessments shall be recorded and reviewed on a regular basis. The risk assessments shall cover:

- General risk assessments on premises, equipment, and work stations.
- Activity based risk assessments, on all training activities.
- Manual handling assessments on all lifting and handling associated tasks.
- COSHH assessments on all chemicals used throughout the business.
- Fire risk assessments.
- Individual risk assessments for any staff member of student who needs adaptions making to enable them to carry out the course or their employment.

These risk assessments will ensure that significant risks arising from our work activities under our control are eliminated or adequately controlled.

Whamos Training and Development CIC will develop and implement appropriate occupational health and safety procedures, and safe working protocols.

We have included health and safety as a responsibility for all managers, trainers and assessors.

All staff will be required to read and sign to say they have understood this policy statement; the signed form will be kept in their staff personnel file. Students will be referred to a copy of our policy at registration, and as with all of our policies they will be available on our website and facebook page.

Whamos Training and Development CIC will review its Health and Safety Policy every two years. The following opportunities are taken to invite feedback from staff, clients and students:

- Recruitment and Selection
- Initial Assessment
- Induction
- Assessment and Planning
- Learner Reviews
- Internal Verification
- External Verification
- Examinations
- Exit Interviews

This feedback will be included in the annual review of our policies.

2. First aid arrangements

SCSE maintains the following first aid arrangements at the Devonshire Road Industrial Estate site and at any off-site venue where SCSE delivers provision:

- A minimum of one trained First Aider at Work is on site at all times that learners or staff are present. Where the cohort or activity profile increases risk, additional first aiders are scheduled.
- First aid certificates are valid for three years; renewal training is booked at least six weeks before expiry. A current list of named first aiders is displayed in the reception area and in the staff room.
- A Mental Health First Aider is available during operational hours and is identified on the same display.
- The primary first aid kit is located at reception. A secondary kit is held in the main learning space. Contents are checked monthly against the standard BS 8599-1 list by the named first aid lead; missing or out-of-date items are replaced within five working days.
- An automated external defibrillator (AED) is held on site and its location is signed at the entrance to every learning space. AED batteries and pads are checked monthly.
- All accidents, near-misses and incidents are recorded in the Accident Book held at reception. Entries are dated, signed by the recorder, and reviewed by the directors at the monthly directors' meeting.
- For learners with known medical conditions, an Individual Healthcare Plan is held with the consent of the parent or carer and the commissioning school. Medication is administered only where there is a written authorisation in place and only by trained staff.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

SCSE complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The responsible director (Elizabeth Amos-Milburn) is the named RIDDOR reporter.

- Reportable incidents include: any work-related death; specified serious injuries (such as fractures other than to fingers, thumbs and toes, amputations, loss of sight, crush injuries, serious burns, scalpings, loss of consciousness from head injury or asphyxia); any injury resulting in a worker being incapacitated for more than seven consecutive days; specified occupational diseases; and any dangerous occurrence as defined in Schedule 2 of the Regulations.
- Reports of fatal or specified injuries are made to the HSE without delay via the HSE's online reporting service or by phone to the Incident Contact Centre (0345 300 9923).
- Reports of over-seven-day injuries are made within 15 days of the incident.
- Where the injured person is a learner (under 18), reportability is assessed under the schools / work experience provisions of RIDDOR; the commissioning school and parent/carer are also notified.
- A copy of every RIDDOR report is held with the corresponding Accident Book entry.

3. PAT testing and electrical safety

All portable electrical equipment used on SCSE premises is subject to Portable Appliance Testing (PAT) on the following cycle:

- IT equipment (computers, monitors, printers, screens, phone chargers and similar Class I and Class II equipment): every 12 months.
- Specialist filmmaking and audio equipment (cameras, lighting rigs, mixers, monitors, mains-powered peripherals): every 12 months, or before each external use where the equipment travels off site.
- Kitchen and domestic-style appliances (kettles, microwaves, fridges): every 12 months.
- Extension leads and multi-outlet adapters: every 6 months.

A PAT register is maintained by the directors. Equipment that fails PAT is taken out of service immediately, clearly labelled, and either repaired and retested or disposed of safely. Staff and learners are responsible for carrying out a visual inspection of any item of electrical equipment before each use (looking for damaged cables, scorch marks, loose plugs) and for reporting any concern without delay.

4. Specialist equipment inspections

Filmmaking and production equipment, where used as part of the Alternative Provision curriculum, is subject to:

- A pre-use check by the supervising tutor at the start of every session.
- A monthly inventory and visual check by the equipment lead, with damage or wear logged.
- An annual safety inspection of any heavy or rigged equipment (lighting stands, boom poles, mounted screens) including assessment of stability and load.
- Manufacturer's recommendations followed for any equipment requiring specialist servicing.

Learners are inducted on the safe use of each piece of equipment before they are permitted to handle it. A learner-facing equipment risk assessment is held with each item of specialist kit.

5. Risk assessment review and sharing

All SCSE risk assessments (the organisation-wide Risk Assessment, activity-specific risk assessments, and individual learner risk assessments where applicable) are reviewed:

- Annually as a minimum;
- After any significant incident or near-miss;
- When a new activity, learner cohort, or piece of equipment is introduced;
- When statutory guidance or best practice changes.

Risk assessments are shared with commissioning schools and local authority Alternative Provision teams on request. Where a commissioning body requires specific additional controls as part of a placement, these are recorded and implemented before the placement begins.

6. Related policies

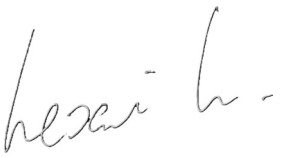
This policy should be read alongside:

- Fire Emergency Evacuation Plan and Fire Procedure
- Safeguarding Policy
- Risk Assessment
- Lone and Remote Working Policy
- Mental Health Policy

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn	**Alexandra Gager-Liebhart**

Co-Director	*Co-Director*
	

Date of approval: 18th May 2026
Next review: 18th May 2027

Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	18th May 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.