

## Health and Safety Policy Statement

Focal Point Training and Consultancy Ltd recognise that complying with the Health and Safety at Work Act 1974 (and regulations made under it) is a legal requirement, not a matter of choice.

### General

We undertake to...

- Provide adequate resources to maintain health and safety
- Provide and maintain systems of work that are safe and without risk to health
- Establish arrangements for the use, handling, storage and transport of articles provided for use at work, which are safe and without risk to health
- Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions

### Associate Trainers and the Training Environment

We undertake to...

- Ensure that all associate trainers working on behalf of Focal Point Training have public liability insurance
- Open each training event with local health and safety instructions, such as fire evacuation procedures
- Ensure that associate trainers cooperate with us on safety matters and take care of their own safety and that of others, whether from within the company or from outside, who may be affected by their actions

### Communicating the Policy

Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their job safely.

We ensure that our associate trainers and support staff have a copy of this policy when they first join our team.

Anyone else may request a copy from our support manager Debbie Stanfield.

### Reviewing the Policy

The policy and the way it is operated will be reviewed at least annually and more often if the business changes in nature or size. Any revision necessary to improve safety performance will be made and then reported to employees or associate trainers.