

ICTQual AB

Health and Safety Policy



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1. Purpose

The purpose of this policy is to ensure the health, safety and well-being of all individuals associated with ICTQual AB and its Approved Training Centres (ATCs). This policy provides a framework to prevent accidents, injuries and ill-health in the workplace.

2. Scope

This policy applies to:

- ICTQual AB staff, contractors and representatives.
- Approved Training Centres (ATCs).
- Learners, assessors, moderators and visitors.

3. Policy Statement

ICTQual AB is committed to providing a safe and healthy environment for all stakeholders by identifying risks, implementing safety measures and promoting a culture of safety awareness.

4. Legal Framework

This policy complies with UK health and safety legislation, including but not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

5. Key Principles

ICTQual AB's health and safety practices are guided by the following principles:

- Prevent accidents, injuries and work-related ill health.
- Comply with all relevant health and safety laws and regulations.
- Encourage active participation in health and safety practices by all stakeholders.
- Continuously improving health and safety management systems.

6. Roles and Responsibilities

6.1 ICTQual AB Management

- Develop and enforce health and safety policies and procedures.
- Ensure compliance with relevant legislation.
- Allocate resources for implementing health and safety measures.

6.2 Approved Training Centres (ATCs)

- Implement ICTQual AB's health and safety standards.
- Conduct regular risk assessments.
- Maintain safe facilities, equipment and practices.

6.3 Employees, Contractors and Learners

- Follow health and safety guidelines and report any hazards or incidents.
- Participate in health and safety training.

7. Health and Safety Procedures

7.1 Risk Assessments

- Regularly identify potential hazards and assess risks associated with activities and facilities.
- Implement control measures to reduce risks to acceptable levels.
- Review and update risk assessments annually or after significant changes.

7.2 Accident and Incident Reporting

- All accidents, incidents or near misses must be reported immediately using the **Accident Reporting Form** (Appendix 10.2).
- ICTQual AB will investigate incidents to identify root causes and prevent recurrence.
- Serious incidents will be reported to relevant authorities, as required by RIDDOR.

7.3 Emergency Preparedness

- Ensure emergency procedures are in place, including evacuation plans, fire safety measures and first aid provisions.
- Conduct regular drills to ensure stakeholders are familiar with emergency procedures.
- Maintain clear signage and access to emergency equipment.

8. Training and Awareness

ICTQual AB will provide:

- Regular health and safety training for staff and ATCs.
- Induction training for new learners and employees, covering emergency procedures and risk awareness.
- Ongoing updates to ensure stakeholders are aware of any changes in health and safety regulations or practices.

9. Monitoring and Review

- ICTQual AB will monitor health and safety performance through regular audits and inspections.
- Annual reviews of the health and safety policy will ensure its relevance and effectiveness.
- Feedback from stakeholders will inform improvements to health and safety practices.

Contact Us

For further information or assistance with conflicts of interest, please contact ICTQual AB:

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