

Health Safety & Welfare Policy Statement

The health, safety, and welfare of learners and staff are fundamental values of The Centre for Management and Professional Development (c4mpd).

All our learners are entitled to learning that takes place in a safe, healthy, and supportive environment. In addition, we consider that safe learning is essential to maximise learners' experience and achievement. We also believe that our staff are entitled to conduct their work in the same safe, healthy, and supportive environment.

We will embrace best practice and proven processes, such as the LSC's 'safe learner' concept, that will enhance our delivery of training and the learner's experience. We will incorporate good practice into our own policy through open mindedness, regular updating, and training.

We will promote risk education and awareness and the learning of health and safety as an integral part of our training delivery. We will positively engage all those that can contribute to develop our learners to be safe and healthy workers.

We consider health and safety to be an integral part of our quality systems. I am adamant that our activities will not adversely affect others or the environment.

I remind all employees that c4mpd is a diverse virtual organisation and although all members of staff and associates are required to have an on-line presence, our learners may not. All staff must bear this in mind to ensure that the safety and health of our clients remains paramount; not suffering from any lack of communication.

We recognise that all learners have differing and often and diverse needs when they are learning and we will do our utmost to accommodate these needs provided that we can maintain a safe, healthy, and supportive environment. We recognise that this is even more important when we are dealing with young and vulnerable people.

This policy will be reviewed as a whole policy annually (October at the latest) with a target of the review being incorporated within six months (April). 'Objectives' will be reviewed regularly at management board meetings and updated as required to improve the H&S aspect of the business. 'Arrangements' will be updated whenever there is a requirement but must be reviewed on the induction of new corporate clients.

We all have duties to ourselves, our colleagues, our learners, and the public where applicable to be safe and protect health therefore we must all remain vigilant. To that effect all new (or returning) staff have a responsibility to make themselves familiar with this policy and the particular arrangements in place for their contract client; thereafter c4mpd will bring changes and amendments to individuals attention by electronic means; in accordance with our normal working procedures.

I appoint Philip J Thomas (Partner) as the senior person with c4mpd with overall responsibility for Health, Safety, and Environmental matters. All Internal Verifiers also have a role in monitoring that the policy is carried through to protect our activities.



Daniel Carey
Partner
July 2009