

Health and Safety Policy



Crackerjack Training

Last Reviewed: January 2024

Next Review: January 2025

(Or sooner if guidance or legislation changes)

Operations Director Signature: 

Health and Safety Policy Statement

Crackerjack Training Limited recognises and accepts that the occupational health and safety of all staff, apprentices and learners is an integral and fundamental part of the Company's business strategy.

Crackerjack Training promote Health & Safety Policy on our website.

Crackerjack Training Limited is committed to ensuring the Occupational Health, Safety and Welfare of its team-members so far, as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities.

The company will take all necessary steps to ensure that our statutory duties are met at all times. The company will ensure that effective arrangements are in place to plan, organise, control, monitor and review all systems and procedures related to occupational health and safety matters. Each team-member will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of the managers to ensure that all products and systems of work are designed to take account of Occupational Health and Safety issues, and are properly managed at all times.

Crackerjack Training Limited will ensure appropriate funds are made available to provide the necessary professional input into the company's occupational health and safety procedures and staff will receive appropriate training as required.

Competent people will be appointed to assist the organisation in meeting their statutory duties including, where appropriate, specialists from outside the organisation.

Adequate facilities and arrangements will be maintained to enable team-members and their representative to raise issues of occupational health and safety matters.

Crackerjack Training promote the policy to new staff members on induction. The Health & Safety policy is given to new employers at the start of Apprenticeship training. Apprentices and learners are also given this policy.

Every team-member has a duty to co-operate with the company to enable all statutory duties to be complied with.

Each individual has a legal obligation to take reasonable care for his/her acts or omissions.

Crackerjack Training Limited will seek to assess the Occupational Health and Safety hazards associated with all materials supplied by third parties.

The successful implementation of this policy requires total commitment from all levels throughout the company. Crackerjack Training ensures all staff have committed to embedding the policy – all staff have training around Health & Safety, Fire Safety Equipment, slips and trips and how to report an accident.

Full details of the company's arrangements for Occupational Health and Safety are set out in separate documents.

Risk Assessments

We identify and manage concerns through a comprehensive risk management process. Risk assessments, for training and learning venues are carried out annually, either by Crackerjack appointed H & S advisor Peter Reeves, or by the venue management themselves. Crackerjack Training is responsible for Health & Safety of employees, apprentices, ESFA students and visitors.

Crackerjack Training ensure risk assessments are carried out and comply with the premises and all areas of the activity within Crackerjack Training. Risk are identified and through risk assessment the risk is managed and any safety concerns are reported immediately and the risk dealt with.

Apprenticeship and Learner Placement H & S Vetting

Apprentice/learner workplace vetting is carried out by Jonathan Hoey at the beginning of an Apprenticeship or learner placement. However, all team members have a responsibility to report, to Lisa Williams, unsafe practices, procedures and any concern about health and safety arrangements at a workplace noted during visits for Assessment, IQA or learner review meetings.

Portable Appliance Examination

Users of all portable electrical equipment, such as laptop computers, projectors etc. have the responsibility to visually inspect leads, plugs etc. before and after use for obvious signs of damage (cracked cable-covering, damaged plugs etc.) which may present a hazard to users of the equipment in the future. Such damage or wear should be reported to Crackerjack Training management immediately, so that inspection and testing / necessary repairs may be carried out.

All electronic kitchen appliances and portable electronic equipment, such as projectors, will be PAT tested every 12 months and computers every 24 months by a registered external company.

Team members may use their personal electrical equipment, but have the responsibility to ensure it is safe and without risks to health and safety. All personal portable electrical equipment is subject to inspection by Crackerjack Training management or their appointed competent person as a condition of continued use.

Reporting of Apprentice/Learner Accidents and Injuries

Should a member of staff, apprentice or learner suffer an accidental injury, whilst at Crackerjack Training centre, this must be reported as soon as possible to Donna Johal/Chantelle Hollis, so that arrangements can be made to record the accident in the accident book and investigate the circumstances. The reporting / recording procedures accident book is kept in the administration office and should be completed together with Donna Johal/Chantelle Hollis as soon as possible. This is also reported to Lisa Williams and their employer/placement.

If they have an accident at work the employer informs us and sends a copy of the accident report to us and we inform Lisa Williams.

Apprentice/learner illness should be reported to the employer/placement as well as Crackerjack Training by the apprentice/learner. This should comply with the employer/placement sickness procedure.

Crackerjack Training ensure that employers are aware that they need to contact us when an apprentice is absent from work. Apprentices are also to get in contact with Crackerjack Training – this is explained when an apprentice starts training to allow us to support both the employer and apprentice.

Fire Precautions and Fire Safety

Team-members have a duty to make themselves aware of the procedures in the case of fire or other reasons for emergency evacuation at each location they are required to carry out work.

The responsibility of team members in the case of fire is restricted to evacuation of the premises and reporting to assembly point as required by that setting / location. Since staff have not received fire-fighting equipment training they should not attempt to use fire extinguishers, but restrict their actions to safe evacuation of the premises.

Security Procedures

It is essential that all Crackerjack Training staff comply with both Crackerjack and clients / customers security procedures at all times.

Staff on entering the office, should ensure that they sign in, into the staff book, located in reception, with their time of arrival and sign out on leaving the building.

All team-members have been issued with Crackerjack Training ID badges, which must be worn at all times whilst carrying out assessment and IQA etc. visits to settings, tutorials and other Crackerjack Training duties.

All team-members should ensure that the security and ID procedures at settings they visit are followed carefully, to ensure not only that they and the purpose of their visit(s) is properly established, but also so that the individual location you are visiting has a record of your arrival and departure, to ensure that should an emergency evacuation of the premises be required whilst you are there, you can be accounted for during the evacuation procedure.

Please ensure, therefore that the setting Visitors' Book, or other record, is always signed and the time of your arrival and departure noted, at each visit.