
Health and Safety Policy for Nora Training Centre Ltd (KECC LTD)

Company Name: Nora Training Centre Ltd (KECC LTD)

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1. Introduction

Nora Training Centre Ltd (KECC LTD) (hereinafter referred to as "the Centre") recognises the paramount importance of ensuring the health and safety of all individuals within its premises and operations. This Health and Safety Policy underscores the Centre's unwavering commitment to fostering a safe environment for its staff, participants, and visitors alike.

2. Responsibilities

The Centre's management holds the primary responsibility for spearheading health and safety initiatives, providing leadership, and ensuring compliance with all relevant standards. Every staff member is obligated to implement and adhere to the provisions outlined in this policy. Similarly, participants and visitors are expected to actively collaborate with the Centre to uphold safety standards.

3. Risk Assessment

Regular risk assessments are conducted to meticulously identify potential hazards that may compromise health and safety within the Centre's premises. These assessments are thoroughly documented, enabling the implementation of robust control measures aimed at mitigating risks and ensuring strict compliance with relevant guidelines.

4. Facilities and Equipment

Nora Training Centre Ltd (KECC LTD) is steadfast in its commitment to providing and maintaining facilities that not only meet but exceed the exacting health and safety standards. Our facilities are equipped with adequate ventilation, optimal lighting, clearly marked emergency exits, comprehensive first aid provisions, hygienic restroom facilities, and secure storage areas for hazardous materials,

where applicable. Furthermore, all equipment utilised within the Centre undergoes regular inspections, maintenance, and servicing to guarantee safe operations.

5. Training and Education

Comprehensive training programmes are imparted to all staff members, ensuring they are well-versed in health and safety procedures pertinent to their respective roles. Upon enrolment, participants receive thorough induction training that acquaints them with emergency procedures and outlines the Centre's expectations regarding safety protocols throughout the duration of their courses.

6. Emergency Procedures

The Centre has established clear and concise emergency procedures. These procedures encompass meticulous protocols for fire evacuation, medical emergencies, and the reporting of accidents. Regular drills are conducted to reinforce preparedness and adherence to mandated emergency protocols.

7. Reporting and Incident Management

A robust reporting system is maintained to promptly document accidents, incidents, and near misses. Each occurrence undergoes a comprehensive investigation to ascertain root causes and facilitate the implementation of corrective measures aimed at preventing recurrence. Detailed records of incidents and corresponding actions taken are meticulously maintained.

8. Compliance with Standards

Nora Training Centre Ltd (KECC LTD) is resolute in its commitment to upholding all relevant health and safety standards. Rigorous compliance audits are conducted at regular intervals to meticulously assess adherence to these requirements. Any deviations identified during audits are promptly rectified to uphold high standards.

9. Continuous Improvement

The Centre places paramount importance on continually enhancing its health and safety practises. Regular audits, feedback mechanisms, and active participation in specialised training and development programmes are pursued to bolster safety performance and uphold compliance standards.

10. Communication

This Health and Safety Policy is effectively communicated to all employees, participants, and pertinent stakeholders. Transparent communication channels are established to facilitate the dissemination of updates or revisions to the policy, ensuring widespread awareness and adherence to mandated safety protocols.

11. Monitoring and Review

11.1 Review Frequency:

This Health and Safety Policy will be reviewed annually, or as needed, to ensure its continued effectiveness and compliance with standards.

11.2 Responsible Personnel:

The designated Health and Safety Officer, in consultation with relevant stakeholders, will conduct the review process.

11.3 Review Process:

The review will assess the policy's relevance, effectiveness, and compliance with requirements, and recommend updates or revisions as necessary.

11.4 Update Process:

The updated policy will be communicated to all stakeholders, and training will be provided to ensure understanding and implementation of any changes.

11.5 Responsibilities:

The Health and Safety Officer is responsible for:

- Conducting the review process
- Recommending updates or revisions
- Communicating changes to stakeholders
- Providing training on updated policy

The Management Team is responsible for:

- Approving updates or revisions
- Ensuring implementation of changes
- Providing resources for training and communication

All Staff are responsible for:

- Participating in training and awareness programmes
- Implementing changes in their work practises
- Reporting any health and safety concerns or incidents

12. Conclusion

Nora Training Centre Ltd (KECC LTD) reaffirms its unwavering commitment to providing a secure and nurturing learning environment for all individuals engaged in

its training programmes. Through resolute leadership, proactive risk management, and a steadfast dedication to ongoing improvement initiatives, the Centre endeavours to maintain the highest standards of health and safety.