



# Health and Safety Policy

JPN Public Health Training Limited

**Document title:** Health and Safety Policy

**Applies to:** Directors, trainers, contractors, learners, visitors

**Effective date:** January 2026

**Review date:** January 2027 (or as per any changes to circumstances)

**Approved by:** Julia Palmer-Ndu

## 1. Policy Statement

JPN Public Health Training Limited is committed to protecting the health, safety, and wellbeing of all employees, trainers, learners, contractors, and visitors involved in our training activities.

The company does **not operate a permanent training premises**. Training is delivered either online or at third-party venues arranged at the request of participants or partner organisations. Regardless of location, we accept our duty of care to provide safe systems of work and learning, minimise risks, and promote wellbeing.

We aim to:

- Deliver training in environments that are safe and suitable
- Identify and manage foreseeable risks
- Promote a culture of shared safety responsibility
- Protect physical and mental wellbeing
- Ensure safe digital learning environments

## 2. Scope

This policy applies to:

- Face-to-face training delivered at third-party venues

- Training hosted in nurseries, schools, colleges, workplaces, or community facilities
- Online and remote learning delivery
- Administrative and travel activities connected with training

### **3. Legal Compliance**

The company operates in accordance with relevant UK health and safety legislation and recognised best practice. We cooperate with host venues to ensure training environments meet reasonable safety standards.

### **4. Responsibilities**

#### **Directors / Management**

Management will:

- Ensure health and safety arrangements are proportionate to training activities
- Conduct or request risk assessments for third-party venues
- Review incidents and corrective actions
- Maintain safe working systems

#### **Trainers and Staff**

Staff and trainers must:

- Follow safety guidance for each venue
- Report hazards, incidents, or unsafe conditions
- Use equipment responsibly
- Support learner safety

#### **Host Venues**

Where training occurs at external locations:

- Venue providers retain responsibility for their premises
- Emergency procedures must be communicated
- Known hazards must be disclosed

#### **Learners and Visitors**

Participants must:

- Follow safety instructions
- Act responsibly
- Report concerns immediately

## **5. Venue Safety and Risk Assessment**

Because the company does not operate a fixed training site:

- Trainers will review venue suitability before sessions
- Emergency exits and procedures will be identified
- Environmental risks will be considered
- Adjustments will be made where required

If a venue is deemed unsuitable, alternative arrangements will be discussed.

## **6. Safe Delivery of Face-to-Face Training**

When delivering training off-site:

- Clear communication with host organisations is maintained
- Supervision is appropriate to the learner group
- Equipment used is safe and portable
- Access and movement hazards are minimised

## **7. Online Training Safety**

For digital learning delivery:

- Secure and appropriate platforms are used
- Privacy and safeguarding principles are maintained
- Screen fatigue is minimised through breaks
- Participants are encouraged to maintain ergonomic setups

## **8. Fire and Emergency Procedures**

For third-party venues:

- Trainers will familiarise themselves with evacuation procedures

- Participants will be informed of exits and assembly points
- Incidents will be reported to venue management and company leadership

## **9. Equipment Safety**

- Portable training equipment is checked regularly
- Faulty items are removed from use
- Trainers receive guidance on safe handling

## **10. Health and Wellbeing**

We promote:

- Safe working practices
- Reasonable workloads
- Breaks during training
- Awareness of mental wellbeing

Concerns may be raised confidentially.

## **11. Incident Reporting**

All accidents, incidents, or near misses must be reported promptly. Records will be reviewed to improve safety practices.

## **12. Safeguarding and Duty of Care**

Given the diversity of learners:

- Appropriate supervision is maintained
- Safeguarding concerns are escalated immediately
- Host venue safeguarding procedures are respected

## **13. Travel and Off-Site Safety**

Staff travelling for training must:

- Plan journeys safely

- Follow venue safety rules
- Report hazards encountered

#### **14. Training and Communication**

The company will:

- Provide health and safety induction for staff
- Share relevant venue information before sessions
- Encourage open safety communication

#### **15. Monitoring and Review**

This policy will be reviewed annually or following significant changes or incidents.

#### **16. Policy Commitment**

JPN Public Health Training Limited is committed to maintaining high standards of health and safety across all locations where training is delivered, ensuring that safety remains a shared responsibility.

**Signed:** *J. Palmer-Ndu*

**Name:** Julia Palmer-Ndu

**Position:** CEO

**Date:** January 2026