

HEALTH & SAFETY AND ENVIRONMENTAL POLICY

General Health and Safety

Assessor Training Ltd takes its responsibilities for health safety seriously, complying with both the letter and the spirit of UK codes of practice and legislation.

Wherever possible within our products and services, Assessor Training Ltd seeks to proactively include relevant information and examples that relate to the building and maintaining of positive health safety organisational cultures.

Whilst engaging in company activity, Assessor Training Ltd seeks to prevent accidents within its own administration processes and through the training and assessment provided by the company, our staff and associates.

All associates, clients and staff are expected to conduct themselves in professionally safe and secure manner while engaging in company activity.

Premises and sites

Assessor Training Ltd operates in many different physical environments and locations, depending upon the needs of the client.

Although all employees, associates, staff, candidates and visitors have a duty to look after their own health and safety and ensure that they do not endanger others, our belief is that health and safety is everyone's concern.

Assessor Training Ltd expect all employees, associates and other staff to ensure that any location used for any Assessor Training Ltd purpose will comply with both the letter and spirit of the law and be sufficiently safe for the intended activities.

All associates, employees and candidates are expected to comply with the site and premises specific procedures relating to:

- Fire and evacuation
- Responding to and reporting accidents
- Safe systems of work (SSoW), including site access and egress, the following of risk assessments and the wearing of appropriate personal protective equipment (PPE)
- Security, including signing in/out and cooperating with all searches and storage of belongings

Health and safety information

At the start of any programme, the senior ATi associate responsible (or a nominated representative) must ensure that a relevant and suitable briefing is provided to the participants so that they know:

- Potential risks to health and safety and how to conduct themselves in a safe and secure manner during the various activities on their programme
- What to do if they feel unwell or in the event of an emergency

If, as part of the programme this involves attending a different site, it is suggested that an additional briefing takes place by a suitably knowledgeable person – this may be a site representative, ATi associate or one of the candidates (especially when carrying out assessment or observations in the live work environment).

If in any doubt, any party involved in an Assessor Training Ltd programme can communicate risks and request further information so that a safe, comfortable and secure professional environment is maintained.

Security

Assessor Training Ltd is alert to the possible dangers of lone working or working on a one-to-one basis with different and new colleagues.

All associates are expected to arrange meetings and contact in appropriate locations, so that all parties feel safe and comfortable. Assessor Training Ltd recommend that when lone-working or travelling, all associates communicate their plans and intentions to a trusted client, colleague, friend or family member so they can be available as an emergency contact.

For information and policy on ATi data security, please see our General Privacy Statement.

Risk Assessment

Assessor Training Ltd carries out regular risk assessments of the premises and equipment. Assessor Training Ltd expects associate consultants to do the same for locations within which they are operating. If hazards are identified that cannot be suitably managed, the activity should be stopped either completely or temporarily until suitable risk control measures can be introduced.

Insurance

Assessor Training is fully insured for public liability and professional indemnity, and our associates all hold professional indemnity insurance.

ENVIRONMENTAL POLICY STATEMENT

Introduction

Assessor Training Ltd recognises its responsibility to minimise the impact on the environment of its own operations, and acknowledges the contribution it can make to protecting and enhancing the environment through making sustainable choices and seeking to positively influence clients, associates and partners.

Core business activities

As a training, development and consultancy organisation Assessor Training Ltd always encourages best practice when delivering training courses and carrying out assessments. While the subject matters being assessed, studied and advised upon are not necessarily related to environmental matters, Assessor Training Ltd acknowledges that all aspects of management and assessment can have implications for the environment. Assessor Training Ltd therefore aims to present our work in sustainable context, wherever appropriate especially if these can be aligned to learning or assessment outcomes.

Energy

The organisation always seeks to reduce its demand for energy, improve energy efficiency and utilise renewable energy technologies where appropriate in existing and new assets.

Waste

The organisation always seeks to minimise waste and make the best use of resources by encouraging associates and suppliers to reduce, reuse, recycle and compost. This includes commodities such as paper, print cartridges and literature. The organisation actively encourages the digital storage of assessment material and resources to prevent waste and unnecessary physical transfer of documents.

Water

The organisation always requests that potable tap drinking water is provided (where available) at the events it organises. Assessor Training Ltd encourage associates and participants to bring their own re-usable containers for drinks to reduce waste.

Procurement

The organisation always seeks to ensure the environmental impact of goods and services is considered within its procurement decisions. We always try to work with suppliers, contractors and tenants who lessen the environmental impacts of their operations. This includes our preference for selecting training and assessment venues with up-to-date policies on environment, sustainability and health and safety.

Sustainable travel

The organisation always seeks help and encourage associates, students, clients and partners to minimise the environmental impact of business travel. Assessor Training Ltd often conducts meetings, seminars, workshops and assessments by distance learning and actively promotes distance and remote working as an alternative to international business travel. As an organisation our policy is to

travel by public transport where this is appropriate and will meet the client's objectives.

Corporate governance

Assessor Training Ltd takes its responsibilities as an educator and limited company seriously. As a company we will never knowingly engage with others who are connected with unlawful or unethical behaviour, especially when related to professional and educational standards.

All associates are required to comply with all relevant laws and protocols. All associates and are authorised and encouraged by the board to suitably report (and where necessary challenge) any activities that are not compatible with local or national legislation for the geographical territories being operated in or across.

The organisation has a pool of associates who are professionals with knowledge and experience of Governance and that can be called upon to provide specialised advice, support and guidance where required.