



**JOB SKILLS TRAINING
ASSOCIATION**

Registered UK Charity: 1207351

Health & Safety Policy

Job Skills Training Association

Effective Date: March 2024
Last Reviewed: May 2025
Next Review Due: May 2026

www.jobskillstraining.org.uk



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1. Introduction

Job Skills Training Association is committed to creating and maintaining a safe, healthy, and supportive environment for everyone involved in our work. This includes our staff, volunteers, trustees, beneficiaries, learners, contractors, and visitors.

We recognise that health and safety is not just a legal requirement but a shared responsibility. Through sensible planning, awareness, and cooperation, we aim to prevent accidents, injuries, and ill health, and to ensure that our activities are carried out safely and responsibly.

This policy has been developed in line with relevant UK legislation, including the Health and Safety at Work etc. Act 1974, and reflects the size, nature, and scope of a job skills training and employability-focused charity.

2. Responsibilities

2.1 Overall Responsibility

The Board of Trustees holds overall responsibility for health and safety within Job Skills Training Association. The Trustees take this responsibility seriously and are committed to ensuring that:

- Health and safety risks are identified and managed appropriately
- The charity meets its legal duties
- Adequate resources and support are in place to maintain safe working and learning environments

2.2 Health & Safety Lead

The Trustees have appointed a Health & Safety Lead to oversee day-to-day health and safety arrangements.

Health & Safety Lead: Mrs. Snejuti Mukherjee

The Health & Safety Lead is responsible for coordinating health and safety activities, supporting staff and volunteers, monitoring risks, and ensuring that concerns are acted upon in a timely and proportionate manner.

2.3 Staff and Volunteers

All staff and volunteers are expected to play an active role in maintaining a safe environment. This includes:

- Taking reasonable care of their own health and safety and that of others
- Following agreed procedures and guidance
- Raising concerns, hazards, or incidents as soon as they are identified
- Engaging with training or guidance provided by the charity

3. Risk Assessment

Job Skills Training Association carries out regular and proportionate risk assessments to identify potential hazards associated with its activities.

Risk assessments take into account:

- Office and administrative work
- Training sessions, workshops, and employability programmes
- Use of equipment, digital tools, and learning resources
- Off-site activities, meetings, and events
- Health-related risks, including stress and well-being

Assessments are reviewed when activities change or when new risks are identified, and appropriate steps are taken to reduce risks to a reasonable and manageable level.

4. Control Measures

4.1 Premises and Equipment

The charity takes practical steps to ensure that premises and equipment used for its activities are safe and suitable. This includes regular checks and maintenance, and responding promptly where any defects or safety concerns are identified.

4.2 Emergency Procedures

Clear and sensible emergency arrangements are in place, including fire safety procedures, evacuation routes, and assembly points. Relevant information is shared with staff, volunteers, learners, and visitors so that everyone understands what to do in an emergency.

4.3 First Aid

Appropriate first aid arrangements are made in line with the charity's activities and locations. Information about first aid provision is made available, and training is arranged where it is considered necessary.

4.4 Health & Safety Training

Staff and volunteers receive suitable information, instruction, and guidance to help them carry out their roles safely. This may include training related to fire safety, manual handling, or other role-specific health and safety matters.

4.5 Reporting Incidents

All accidents, incidents, near misses, and identified hazards should be reported promptly. These are recorded and reviewed so that any lessons learned can be used to improve future practice and reduce the likelihood of recurrence.

5. Health, Safety, and Well-being

Job Skills Training Association recognises that good health and safety arrangements support both physical and mental well-being. We aim to foster a positive and respectful environment by:

- Promoting safe and healthy working and learning practices
- Encouraging good ergonomic habits
- Ensuring access to clean drinking water and suitable welfare facilities
- Being mindful of workload, stress, and well-being where possible

Health and safety measures are implemented alongside the charity's Safeguarding Policy to ensure that beneficiaries, particularly those who may be vulnerable, are supported in a safe and appropriate manner.

6. Communication and Review

This policy is shared with staff, volunteers, and relevant stakeholders and is made available when required.

The policy is reviewed annually by the Board of Trustees, or earlier if there are significant changes in the charity's activities, premises, or legal requirements, to ensure it remains practical, relevant, and effective.

7. Contact Details

Any health and safety concerns, questions, or incidents should be reported to:

Name: Mrs. Snejuti Mukherjee

Email: jstraining.org@gmail.com

Telephone/WhatsApp:: +44 7558 999784

Conclusion

Job Skills Training Association is committed to maintaining a safe and secure environment for everyone involved in its work. By taking a practical, shared, and proportionate approach to health and safety, we aim to protect individuals while enabling our training and employability activities to be delivered effectively and responsibly.