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LEARNER AND STAFF WELFARE POLICY

Created	Author	Reviewer	Version	Next Review
01 March 2021	HR Officer	LDT Manager	1.0	March 2022

1. Introduction

This policy sets out the responsibilities that Gold Tap Training has in relation to the welfare of its employees, sub contractors, visitors, learners and trainees who attend any premises belonging to or leased to Gold Tap Training. This policy does not cover locations of work or training outside of company premises.

2. Definitions

“Welfare facilities” Welfare facilities are those that are required for the wellbeing of individuals within the workplace or business, including staff, visitors or otherwise. Facilities include, toilet, washing and changing facilities including somewhere clean to eat and drink during breaks.

3. Provisions

Gold Tap Training Ltd are committed to ensuring that individuals have access to the following:

Toilet Facilities:

- Adequate toilet facilities should be available, including separate male and female toilets or toilets with lockable doors that are kept in a clean state and stocked with toilet roll hand soap and other washing agents and also hand dryers or paper towels.
- To ensure that individuals are not queuing for unacceptable amounts of time, Veriflo will do its upmost to ensure the number of toilet facilities available is proportionate to the number of individuals who require access to such facilities.

Clean Drinking Water:

- As per legal requirements, Gold Tap Training will ensure that individuals have access to clean, uncontaminated drinking water that is easily accessible.
- In most circumstances, such drinking water will sourced from the public water supply. On occasion, bottled water may be supplied to individuals.
- Cups and/or other vessels are provided.

Meal Breaks:

- Gold Tap Training will ensure that there are suitable areas that individuals are able to take rest breaks in and ensure that any such environment is clean and free from contaminants.
- Washing facilities should also be provided and a means of storing and heating food by maintaining good hygiene standards.

New and Expectant Mothers:



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If it is reasonably practical to do so, Gold Tap Training will endeavour to provide a private room to enable pregnant women and nursing mothers with the facilities they may require to rest. Nursing mothers are entitled to the provision of a clean, warm, private room (not the toilet) for expressing as well as a secure, clean fridge to store expressed milk

4. Maintaining provisions

Gold Tap Training are committed to ensuring that all facilities are kept clean and in a good condition by making sure that stock of consumables, such as cleaning agents and paper towels are replenished appropriately.

Where the standard of such facilities are not met, then individuals should report this to Gold Tap Training as per the Complaints Policy. For more information, individuals are able to seek advice from Human Resources.