

Site Safety Policy

Introduction

Tolley has a duty of care to ensure the physical safety of staff and students whilst studying onsite with Tolley. This extends to all training courses at Lexis House or externally hired venues.

All external venues undergo a due diligence process before being hired to ensure that they have adequate provision around tutor and student safety, safeguarding, and Prevent Duty.

Tutors are required to ensure that they are aware of location of fire exits, first aid officers, and local lockdown policies when teaching at external venues.

Entering and exiting buildings

All staff and students should observe the venue's sign in/out procedures. In addition, students will be required to sign a daily course register. This information will mean that we are aware of the whereabouts of students at all times, and especially in the event of an emergency or lockdown situation.

Emergency situations

In the rare event of an emergency situation arising, students will follow the instructions of the tutor and the building facilities manager. In the event of a terrorist threat, all staff and students should follow the Government 'Run, Hide, Tell' policy and it is the responsibility of all individuals to ensure that they are aware of what this entails.

Tolley has a Business Continuity Plan which is updated regularly. Tolley will take responsibility for informing Main Providers and Employers in the event that their students are affected by an event.



Jonathan Scriven – Director of Tax Markets