

HEALTH & SAFETY POLICY

Statement of intent

- Our health and safety policy is to:
- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work and learners are fully aware of this policy and other policies relating to their wellbeing
- Provide personal protective equipment where required
- Consult with our employees and learners on matters affecting their health and safety
- Provide and maintain safe plant and equipment ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

Responsibilities for health and safety

Overall and final responsibility for health and safety:

David Geddes

Day-to-day responsibility for ensuring this policy is put into practice:

Carrie Boyce (Office manager)

Vicky Mannooch, Peter Adeniyi

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Vicky Mannooch – safety, risk assessments, consulting employees, accidents, first aid and work-related ill health

Carrie Boyce and David Geddes– monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Paul Dipre – maintaining equipment, information, instruction and supervision, training

All employees should:

Co-operate with supervisors and managers on health and safety matters;

Take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed above).

Arrangements for health and safety

Risk assessment

We will complete relevant risk assessments and take action.

We will review risk assessments when working habits or conditions change.

Training

We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness and electrical safety).

We will provide personal protective equipment.

We will make sure suitable arrangements are in place for employees who work remotely.

Consultation

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

We will make sure escape routes are well signed and kept clear at all times.

Evacuation plans are tested from time to time and updated if necessary.