

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

First Aid Education LTD

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.
- Provide personal protective equipment when required
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe equipment
- 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

O Lyndale

Signed

01/05/19

Date

Oliver Lyndale

Print name

01/05/20

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Oliver Lyndale (Operations Manager)

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

Indie Lyndale (Head Instructor)

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

Oliver Lyndale, Indie Lyndale – safety, risk assessments, consulting employees, accidents, first aid and work-related ill health

Oliver Lyndale, Indie Lyndale – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Oliver Lyndale, Indie Lyndale – maintaining equipment, information, instruction and supervision, training

4 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).

Part 3: 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.
- We will provide personal protective equipment when working on events.
- 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.