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Health & Safety and Environmental Policy

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Version:

Author(s)

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Revision History

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| **Version** | **Revision Date** | **Revised By** | **Summary of Changes** |
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# Health & Safety and Environmental Policy

## Purpose

* 1. [CENTRE/COMPANY NAME] believes that one of its most important functions is the prevention of accidents and ill health, both within its own administration processes and through the courses of study and assessment provided by their staff. [CENTRE/COMPANY NAME] do not wish any employees, staff, Learners or any other person to suffer harm through its activities. To this end, [CENTRE/COMPANY NAME] intend to comply rigorously with all Health and Safety Legislation, Codes of Practice and best guidance and work methods available.

## Responsibility

* 1. It is the responsibility of the [CENTRE/COMPANY NAME DIRECTORS AND/OR PRINCIPLES]to ensure that this policy is followed in all areas of operation. Any breaches are to be noted at [CENTRE/COMPANY NAME DIRECTORS AND/OR PRINCIPLES] meetings, together with action required to remedy the breach.
  2. A Risk Register is maintained by [RESPONSIBLE CENTRE PERSON TITLE], the content of which is reviewed at Executive Committee meetings. This register will be updated as required in the event of any notified incidents or breaches of this policy.

## Health & Safety within [CENTRE/COMPANY NAME]

* 1. Although all employees, associates, Centres, staff, learners and visitors have a duty to look after their own Health and Safety and ensure that they do not endanger others, Health and Safety is everyone’s concern.
  2. [CENTRE/COMPANY NAME] expect all employees, associates and other staff to ensure that any location used for any [CENTRE/COMPANY NAME] purpose will comply with both the letter and spirit of the Health and Safety At Work Act 1974.

## Fire

When a fire alarm sounds, everyone must leave the building as quickly as possible using the nearest exit. Exits will always be clearly marked, and these and the assembly points will be clearly signed, and specifically pointed out to visitors regardless of the location that is being used. Fire extinguishers will be provided, as required for specific locations, and all employees, associates and other staff are required to familiarise themselves with the location and use of such resources.

## Accidents

All locations used will have an accident book and a first aid kit available, and most will also have trained first-aiders within the building. All employees, associates and other staff are required to familiarise themselves with the location and use of such resources.

## Security

With regard to personal security, [CENTRE/COMPANY NAME] are alert to the dangers of working closely on a one-to-one basis, and [CENTRE/COMPANY NAME] will always arrange to meet in appropriate locations, such as Centres, conference centres or hotel reception areas.

## Insurance

[CENTRE/COMPANY NAME] is fully insured for public liability and expects all contractors to hold professional indemnity insurance.

## Risk Assessment

[CENTRE/COMPANY NAME] carries out regular risk assessment of premises and equipment and expects Centres to do the same.

## Health and Safety in [CENTRE/COMPANY NAME] Centres

* 1. [CENTRE/COMPANY NAME] expects all [CENTRE/COMPANY NAME] Centres to ensure that any location used for a course of study or an assessment session will comply with both the letter and spirit of the law. Centres and assessment sites must be conscious of the duty of care to anyone working with or for them, and to take whatever steps are necessary to ensure the wellbeing of all present.
  2. Centre premises used for courses and assessment sites must have their own Health and Safety Policy in place and must ensure staff and learners fully understand and comply with it.
  3. All Centres and/or assessment sites are required to provide, so far as is reasonably practicable:
     1. A safe system of work
     2. Safe plant and equipment
     3. Safe use of all plant and equipment
     4. Safe means of handling, transporting articles, substances
     5. Adequate H&S training, instruction, information and supervision
     6. A safe place of work with safe access and egress
     7. A safe and healthy environment
     8. Adequate welfare facilities
  4. [CENTRE/COMPANY NAME] supports the requirements of this policy.

## Review

This policy is reviewed annually by the [RESPONSIBLE CENTRE PERSON TITLE]