

Health and Safety Policy Statement

Health and Safety at Work etc., Act 1974

This is the Health and Safety Policy Statement of

Marion Lane
The Professional Centre

My statement of general policy is:

- To provide adequate control of the health and safety risks arising from my work activities.
- To consult with my employees/students on matters affecting their health and safety.
- To provide and maintain safe premises and equipment.
- To provide information, instruction and supervision for employees/students.
- To ensure all employees/students are competent to perform their tasks and to give them adequate training.
- To prevent accidents.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary, at regular intervals.

Signed:

(Employer)

Date:

Review date:

Responsibilities

- Overall and final responsibility for health and safety is that of Marion Lane
- Day-to-day responsibility for ensuring this policy is put into practice is that of Marion Lane
- Ensuring health and safety standards are maintained/improved is the responsibility of Marion Lane.
- All employees/students have to:
 - a. Co-operate with Marion Lane on health and safety matters
 - b. Not interfere with anything provided to safeguard their health and safety, and report all health and safety concerns to Marion Lane.

Health and safety risks arising from our work activities

- Risk assessment will be undertaken by Marion Lane
- Following the findings, Marion Lane will be responsible for ensuring necessary actions are implemented, and that these actions have removed/reduced the risks
- Assessments will be reviewed every quarter or when work activities change, whichever is the sooner

Consultation with employees

- Marion Lane will consult directly with individual employees/students

Safe equipment

- Marion Lane will be responsible for ensuring effective maintenance of all equipment

Information, instruction and supervision

- Marion Lane will distribute health and safety law leaflets to all employees/students, and offer any Health and Safety advice
- Supervision of young workers/trainees will be arranged, undertaken and supervised by Marion Lane
- Marion Lane is responsible for ensuring that all employees working at outside locations are given relevant health and safety information

Competency for tasks and training

- Induction training for all employees will be provided by Marion Lane
- Training will be arranged and monitored by Marion Lane, who will keep training records

Accidents and first aid

- The first aid box is kept with Marion Lane
- The appointed person to take charge of first aid is Marion Lane
- All accidents are reported in the accident book, which is kept by Marion Lane.

Monitoring

- The responsibility to check working conditions and to ensure safe working practices are being followed will be that of Marion Lane
- Marion Lane will be responsible for investigating any work related accidents, and for acting on the findings to prevent a recurrence

Emergency procedures – fire and evacuation

- Marion Lane is responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are checked weekly by Marion Lane
- Marion Lane will check with the staff at the hired training centres that the fire extinguishers and alarms are maintained/checked/tested at the recommended times