

## Health & Safety Policy

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Purpose of Policy	This policy sets out our commitment to implementing and maintaining the highest standards of safety throughout the organisation.
Date and Version of Policy	Version 1.01 (September 2010)
Author & Responsible Person:	Marc Rickard, Finance & Operations Director
Approved by:	Steven Wines, Chief Executive Officer

### 1. Policy Statement

We are committed as an organisation to the implementation and maintenance of the highest standards of health, safety and welfare for all of our employees, students and to any other persons who may be affected by our activities.

To achieve this, the Company operates a system of health and safety management designed to be proactive which will integrate both health and safety into all aspects of its work.

The Company is committed to the provision of information, support and training to enable all employees and students to carry out their responsibilities with minimum of risk. To achieve this, the Company will maintain its plant, equipment, training areas and workplaces to a high standard and conduct risk assessments to produce safe systems of work.

The Company will strive to maintain a positive culture that encourages participation, co-operation and commitment of all employees to work together to promote health and safety.

### 2. General

- 2.1. The Company attaches great importance to health and safety matters and accepts the responsibility to carry out its operations to ensure that as far as practically possible that staff, students and visitors are not exposed to risks to their health and safety.
- 2.2. All activities at the company's premises shall be carried out with the highest regard for the health and safety of staff, students and visitors

### 3. The Responsibilities of the Company

- 3.1. The Company will make every practical effort to comply with the obligations laid down under the Health and Safety at Work Act 1974, in particular by:
  - providing a safe workplace with safe access to and from the premises and a healthy working environment;
  - providing safe and healthy systems of work by taking all practical steps to ensure that all plant, machinery and equipment is designed, constructed and operated in a safe manner, including the provision of appropriate protective equipment and clothing;

- providing safe arrangements for the use, handling, storage and transport of articles and substances;
- by giving instruction, training, supervision and information to enable all employees to carry out their duties in safety and to actively contribute to the safety within the organisation;
- providing first aid facilities and training;
- consulting staff about arrangements for implementing, promoting and developing health and safety at work.

3.2. The Company will use its best endeavours to:

- ensure that this policy is actively complied with and to create a climate in which there is an awareness of the importance of health and safety;
- define areas of responsibility for safety where appropriate;
- maintain a set of codes of practice and procedures relating to health and safety;
- provide the necessary resources with which to pursue this policy;
- ensure that everybody is protected by this policy;
- ensure that employees, students and other persons affected by this policy are aware of it.

3.3. The company will encourage employees and students to examine this policy and take action or seek advice appropriate to their situation. The company will be willing at any reasonable time to discuss any aspects of the policy with all or any employees and students.

3.4. This policy will from time to time be reviewed and amended as necessary. Employees will be kept informed of any amendments.

#### **4. Employee/Student Responsibilities**

4.1. All employees and students have an important part to play in the operation of the Health and Safety Policy.

4.2. Every employee and student has a responsibility for ensuring that they:

- undertake the work they are required to do taking reasonable care for the health and safety of themselves, their colleagues, visitors, customers, contractors and members of the public;
- use protective clothing and equipment when and where necessary or ordered to do so by tutors, supervisors and managers;
- not interfere with or misuse anything provided in the interests of health and safety;
- report any incident to the management which may have led to injury or damage;
- give all assistance as required in the investigation of accidents;
- become familiar with and conform to this policy and relevant safety instructions at all times;
- co-operate with the management in any efforts to comply with the Health and Safety at Work Act 1974.