

## HEALTH & SAFETY POLICY

This is the statement of general policy and arrangements for:		Qwarie Ltd
Overall and final responsibility for health and safety is that of:		Richard Smith – Managing Director
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:		Neil Smith – Director of Investigations & Training
Statement Of General Policy	Responsibility Of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from classroom tasks.		Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate information to ensure students and associate trainers are competent and safe to do their assigned tasks within the classroom environment.		Associate Trainers and Students are given necessary health and safety instruction and provided with appropriate briefings (including working within a classroom and the associated risks).
To engage and consult with students and associate trainers on the day-to-day health and safety conditions and provide advice and supervision on occupational health.		Associate Trainers are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incidents.		Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> )
To ensure all venues that are used have safe and healthy working conditions, that all equipment and rooms are maintained and safe for use.		Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects. Associate Trainers are competent in the safe handling of all equipment used.

Health and safety poster is displayed:	At reception		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	At reception		
Signed: (Employer)	Richard Smith	Date:	
Subject to review, monitoring and revision by:	Richard Smith	Every:	months or sooner if work activity changes