



Title:	Health and Safety Policy
Internal Reference:	L4L-GY-003
Approved by:	Sara Morris
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Review Date:	31 March 20

Learning4Life-GY

Health & Safety

Statement of Intent

Learning4Life-GY will comply with all applicable legal requirements and recognise its duties within The Health and Safety at Work Act 1974. L4L-GY is therefore committed to ensuring the Health, Safety and Welfare of the employees and learners any others who could be affected by our acts. This policy aligns to HSC policy advice.

Learning4Life-GY will, so far as is reasonably practicable:

- Provide adequate resources to maintain health and safety.
- Provide and maintain systems of work which are safe and without risk to health.
- Provide employees with such information, instruction, training and supervision as is necessary to ensure their safety and health at work and that of others who may be affected by our activities.
- Ensure that all equipment used in delivery of our programmes, are maintained in an efficient and safe working condition.
- Make adequate provision and arrangements for welfare facilities at work.
- Keep the workplace safe and ensure that all access and egress points are safe and without risk.
- Monitor health and safety performance to maintain agreed standards.
- Maintain effective consultation with employees and their representatives

Directors: Sara Morris and Claire Smith

Directors shall:

- Have overall accountability for health and safety
- Monitor performance of the H&S systems.
- Ensure staff are aware of their duties in respect of managing health and safety within their relevant areas of responsibility.
- Provide strategic direction and endorse health and safety strategies.
- Ensure that robust health and safety management systems and arrangements exist.
- Ensure time and sufficient resources are allocated to meet health and safety obligations
- Ensure employees and their representatives are consulted on relevant health and safety matters and that their views are taken into account.
- Maintain a health and safety focused environment

The duties of employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Cooperate with management in order to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety

Staff will:

- Ensure the health, safety and welfare of all learners/participants of on programmes that could be affected by activities within their areas of responsibility, so far as is reasonably practicable.
- Support Directors in complying with health and safety duties and responsibilities.
- Ensure all work-related hazards are identified, suitable and sufficient risk assessments are undertaken and identified control measures implemented.
- Ensure that staff have an adequate level of competence, information, instruction, training and supervision to complete their work tasks safely and without risks to health.
- Ensure that local health and safety systems are maintained.
- Report (**within 24hrs**) and investigate all accidents and incidents in line with the Accident, Incident Reporting and Investigation Procedure.
- Ensure employees and others, (i.e. Contractors, Visitors, Volunteers, etc.) are aware of this Policy and any applicable Health and Safety Procedures that relate to their work.

Volunteers shall:

- Work with due regard to the health and safety of themselves and others who could be affected by their activities.
- Co-operate with L4L-GY staff in meeting their health and safety responsibilities.
- Report any health and safety problems or deficiencies to the directors

Learners shall:

- Have an induction on health and safety so that they are aware of procedures and how to keep themselves safe.
- Report any issues regarding health and safety to the course tutor.