

# Health and Safety Policy

## 1. Statement of General Policy

This Health and Safety Policy sets out the commitment of **[Organisation Name]** to ensuring the highest possible standards of health, safety, and welfare for all employees, contractors, visitors, and others who may be affected by our operations.

We recognise our legal obligations under the **Health and Safety at Work etc. Act 1974** and all associated legislation, and are committed to maintaining a safe and healthy working environment by:

- Ensuring the health, safety, and welfare of all employees and others who may be affected by our activities.
- Providing and maintaining safe working conditions, safe systems of work, safe equipment, and suitable arrangements for the use, handling, storage, and transport of articles and substances.
- Preventing accidents, injuries, and cases of work-related ill health through proactive management of health and safety risks in the workplace.
- Carrying out regular **risk assessments**, implementing appropriate control measures, and reviewing them periodically or when significant changes occur.
- Ensuring that all health and safety policies and procedures are **reviewed annually**, or sooner if new equipment, processes, or legislation are introduced.
- Providing clear **instructions, information, supervision, and adequate training** to ensure employees are competent to carry out their work safely.
- Providing appropriate **Personal Protective Equipment (PPE)** where required, and ensuring it is properly maintained and used.
- Promoting a culture of **consultation and cooperation**, engaging with staff on health and safety matters and encouraging reporting of potential hazards or unsafe practices.
- Maintaining effective **emergency procedures**, including evacuation plans for fire or other serious incidents.
- Ensuring all incidents and near misses are reported, recorded, and investigated to prevent recurrence.

This policy will be displayed in a prominent location and made available to all employees, contractors, and relevant third parties.

---

## 2. Responsibilities for Health and Safety

### 2.1 Senior Management

- **Kat Perry** has overall responsibility for ensuring that this Health and Safety Policy is implemented, maintained, and reviewed on an annual basis.
- Kat Perry is responsible for:
  - Producing, maintaining, and updating the Company's Health and Safety Policy.
  - Ensuring that departmental procedures align with this policy.
  - Monitoring compliance and reporting on the effectiveness of the policy.

Learn with Confidence  
5 King Court, Harwood Road, Horsham, RH13 5UR  
Email: [kat.perry@learnwithconfidence.co.uk](mailto:kate.perry@learnwithconfidence.co.uk)  
Tel: 01403 586029  
[Learnwithconfidence.co.uk](http://Learnwithconfidence.co.uk)

- Identifying and coordinating any necessary health and safety training.
- Ensuring sufficient resources are allocated for health and safety management.

## 2.2 Health and Safety Coordinator

- **Gayle Voller and Heather Jones are** the nominated Health and Safety Coordinators and are responsible for the day-to-day implementation of the policy.
- Responsibilities include:
  - Coordinating health and safety procedures and ensuring compliance across the organisation.
  - Conducting and reviewing risk assessments.
  - Maintaining records of training, incidents, and inspections.
  - Investigating accidents and near misses and ensuring corrective actions are taken.
  - Ensuring the provision and maintenance of first aid supplies and fire safety equipment.

## 2.3 Line Managers and Supervisors

- Ensure that all employees under their supervision are aware of and follow health and safety procedures.
- Conduct regular workplace inspections and address any hazards identified.
- Ensure that new employees receive appropriate health and safety induction training.

## 2.4 All Employees

All employees share responsibility for achieving safe working conditions. Each employee must:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- Observe all applicable safety rules and follow instructions for the safe use of equipment and materials.
- Report any health and safety concerns, accidents, or near misses **immediately to their line manager or the Health and Safety Coordinator**.
- Cooperate fully with management and the **Health and Safety Officer** in all matters relating to workplace safety, including investigations or inspections.

Failure to comply with health and safety procedures may result in disciplinary action.

---

## 3. Consultation and Communication

- The organisation is committed to consulting with employees on matters affecting their health and safety, either directly or through appointed **Health and Safety Representatives**.
  - Updates to the policy or procedures will be communicated promptly, and all employees will have access to the latest version.
  - Health and safety information, including emergency contacts and procedures, will be clearly displayed in relevant areas.
-

#### 4. Accidents, First Aid, and Emergency Procedures

- The **Health and Safety Law poster** is displayed on the wall between the front and middle rooms.
- The **First Aid Box** and **Accident Book** are located on the kitchen worktop next to the microwave.
- All accidents, injuries, or near misses—no matter how minor—must be reported **to Kat Perry, Gayle Voller** or **Heather Jones** and recorded in the **Accident Book** immediately.
- In the event of a serious injury, emergency services must be contacted immediately.
- The **Fire Evacuation Plan** and designated assembly point will be clearly displayed in all work areas.
- Regular **fire drills and first aid training** will be conducted to ensure readiness in case of emergency.

---

#### 5. Monitoring, Review, and Continuous Improvement

- Health and safety performance will be **monitored regularly** through inspections, audits, and incident reports.
- Lessons learned from accidents and near misses will be reviewed to prevent recurrence.
- This policy will be **reviewed annually** or sooner if changes in legislation, operations, or organisational structure occur.
- Recommendations for amendment or improvement will be made to senior management by **Kat Perry**.

Version Control			
Version No.	Date	Author	Notes
1.0	September 2022	KP/HJ	Initial version
1.2	September 2023	KP/HJ	
1.3	15 <sup>th</sup> October 2024	K Perry	
1.4	01.09.2025	KP	