

HEALTH & SAFETY POLICY

1. STATEMENT OF INTENT

In compliance with the Health & Safety at Work Act 1974 and the subsequent regulations, we will, as far as is reasonably practicable, ensure the health, safety and welfare of all employees and learners.

Our objectives are to:

- Provide and maintain health and safe working conditions, taking into account any statutory requirements.
- Provide training and instruction with safe working practices to enable employees and learners to perform their duties without harm.
- Make available all necessary safe systems of work.
- Rise the issue and awareness of health and safety to all the stakeholders including employees, learners and placement providers.

2. ORGANISATIONAL RESPONSIBILITY

The Board of Directors are ultimately responsible for all health and safety issues relating to the company. The designated health and safety officer will ensure compliance with the law, inform company of relevant updates and the audit to a planned schedule.

The designated health and safety officer will report to the senior management team regularly and on an ad-hoc basis, as and when required.

It will be the responsibility of the heads of department to report any health and safety issue to the designated health and safety officer at the regular head of department meetings and on an ad-hoc basis, as and when required.

It will be the responsibility of the tutors and other staff to report any health and safety issue to their respective head of department at the regular department meetings and on an ad-hoc basis, as and when required.

It should be encouraged by the tutors to allow participating learners the opportunity to report any health and safety issue. Any report should be forwarded to the head of department.

It should be encouraged by the placement officers to allow placement providers the opportunity to report any health and safety issue. Any report should be forwarded to the designated health and safety officer.

It should be noted that all employees and learners have a duty of care to co-operate with this policy and to ensure a safe working environment by reporting any breach of policy.

3. ARRANGEMENTS

- In the event of a fire, or accident requiring 1st aid, or evacuation it is the employees and learners responsibility to follow the instructions posted and displayed on notice boards and during induction in compliance with the emergency exit, 1st aid regs 1981 & the workplace (fire precautions) regs 1997.
- The designated health and safety officer will ensure that a planned annual schedule for the testing of Portable Apparatus Tests (PAT) is adhered in compliance with the electricity at work regs 1989.
- Any use of Mechanical equipment or plant should be used in compliance with PUWER regs 1998. The designated health and safety officer will examine, and if necessary test, items during audit.
- Any use of Communications and Electrical equipment should be used in compliance with electricity at work regs 1989. The designated health and safety officer will examine, and if necessary test, items during audit.
- With regard to health and safety Signs and Information, the designated health and safety officer will ensure that these materials are kept current and are reviewed during audit in compliance with the safety signs regs 1996.
- With regard to health and safety Training, the designated health and safety officer will ensure that staff are appropriately trained to fulfil their duties and review the training given to learners in compliance with the management of health and safety at work regs 1999.
- Any use of ventilation equipment (LEV) and other environmental control should be used in compliance with COSHH regs 1999 amended 2000. The designated health and safety officer will examine, and if necessary test, items during audit.
- Any use of personal protective equipment (PPE) should be used in compliance with PPE regs 1992. The designated health and safety officer will examine, and if necessary test, items during audit.
- Any high levels of noise should be investigated in compliance with noise at work regs 1989. The designated health and safety officer will examine, and if necessary test, items during audit.
- Any use of chemicals should be used in compliance with COSHH regs 1999 amended 2000. The designated health and safety officer will examine, and if necessary test, items during audit.

R.C. ENG CO LTD– Health and Safety Policies Manual

Number : H & S Policy Statement

Page : 3 of 3

Date : April 2008

Issue No. : 1

- The designated health and safety officer will maintain hard copy Risk-assessments and review task and documentation during audit in compliance with the management of health and safety regs 1992.
 - Any use of visual display screen equipment should be used in compliance with DSE regs 1992. The designated health and safety officer will examine, and if necessary test, items during audit. The individuals using DSE should complete self-assessment.
 - Health and safety audits, records, accident book and observations are to be maintained by the designated health and safety officer in compliance with the management of health and safety regs 1992.
 - The designated health and safety officer and the management team in compliance with the workplace (HSW) regs 1992 will review health and welfare conditions during audit.
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Board of Directors
Safety Officer

Name:

Signature:

Date:

Designated Health &

Name:

Signature:

Date: