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| **This is the statement of general policy and arrangements for:** | Positive Progress Tuition Centre (Organisation Name) |
| **Overall and final responsibility for H&S is that of:** | Margaret Rude (Employer) |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** | Georgia Nisted; Lisa Heron |

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| **Statement of general policy** | **Responsibility of (Name/Title)** | **Action/Arrangements (Customise to meet your own situation)** |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | Georgia Nisted; Lisa Heron | Regular staff training and updates in class |
| To provide adequate training to ensure employees are competent to do their work | Georgia Nisted; Lisa Heron | Regular training; Training needs identified and staff provided with required training in line with policy documents |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health | Georgia Nisted; Lisa Heron | Point of contact to raise any H&S Concerns |
| To implement emergency procedures - evacuation in case of fire or other significant incident. | Margaret Rude; Georgia Nisted | Staff training and Emergency Action Plans in place; copies available in reception folder and Ofsted folder in main office |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances | Carl Higgins (landlord) | Responsibility of landlord |

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| Health and safety law poster is displayed: | Yes in building entry |
| First-aid box and accident book are located:  Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) | Yes Reception desk  First Aiders - 27/10/2020 : G.Nisted; Margaret Rude; Lisa Heron |

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| **Signed:** | M Rude | **Date: 01.01.23** |
| **Subject to review, monitoring and revision:** |  |