

Educ8tions Ltd.



Health and Safety Statement
(HaSS)
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Document Control

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Change History

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0.1	01 st August 2016	First draft	Vonley Joseph
0.2	02 nd April 2018	Updated	Vonley Joseph

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

Educ8tions Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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The policy of Educ8tions Ltd is to take all reasonable and practical steps to aid and promote healthy and safe working conditions, equipment and systems of work for all our employees and learners. Additionally, to ensure the health and safety of members of the public and visitors who visit Educ8tions Ltd and workplace premises.

Health and safety performance will be regularly monitored and reviewed by the centre QAC.

Educ8tions Ltd will appoint appropriate staff as Health and Safety representatives and will ensure that they have suitable training for this role. All employees, volunteers and learners will be encouraged to be actively involved in the maintenance of Health and Safety standards.

Within all meetings and at all levels throughout the organisation, Health and Safety will be a permanent item on the agenda.

Educ8tions Ltd will provide sufficient information, instruction, training and supervision to enable staff to do their jobs safely and without risks to themselves and others.

The Health and Safety Policy will be given to all new employees within their induction period. Updates of the policy will be copied and distributed as well as discussed within the monthly generic staff meetings.

Educ8tions Ltd requires the full support of **all** employees, volunteers and learners for the Health and Safety policy and requires them to meet their obligations by:

Taking all reasonable steps to ensure their own health and safety and that of others affected by their work activities. All those employed in a management or supervisory role have particular responsibility to set personal examples of good practices relating to health and safety;

Promptly reporting and ensuring the recording of all accidents, injuries and dangerous occurrences and co-operating with Educ8tions Ltd to prevent recurrence of any such incident(s);

Co-operating in all activities to promote health and safety, including undertaking training as required;

Ensuring that plant, machinery and equipment are not misused and only used by those trained and authorised, that any loss or damage is immediately reported to management.

Overall responsibility for Health and Safety policy lies with the Director's. The Director's are responsible for implementing that policy. The policy and the way it is operated will be reviewed every year by the Director's and will be updated if necessary.