

HEALTH AND SAFETY POLICY

GENERAL

In accordance with the **Health and Safety at Work Act 1974**, L2G Ltd and the LEC will provide adequate control of the health and safety risks arising from our work activities by:

- consulting with employees on matters affecting their health and safety
- ensuring all employees are competent to do their tasks and have completed adequate training
- providing and maintaining safe equipment and machinery
- recognising safe equipment and machinery to be used as other locations
- maintaining safe and healthy working conditions
- reviewing and revising the Health and Safety policy as necessary and at regular intervals

SPECIFIC

The Director maintains overall responsibility for:

- overall and final responsibility for health and safety
- day-to-day responsibility for ensuring this policy is put into practice

All employees will:

- attend and complete the L2G Ltd and LEC Health and Safety course within 6 weeks of employment
- co-operate with the Director on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to the Director as soon as possible

DIRECTOR RESPONSIBILITIES

The Director shall:

- undertake all generic Risk Assessments and provide employees with details of findings
- take any actions required to remove/control risk
- ensure any action required is implemented within 30 days
- check that the implemented actions have removed/reduced the risks by reviewing Risk Assessments every three months, or, when the work activity changes, whichever is soonest
- check that new equipment and machinery meets health and safety standards before it is purchased
- be responsible for ensuring effective maintenance procedures are drawn up
- hold employee training records. Employees shall undertake training and be 'in date' by each relevant Governing Body.
- provide all Employees with induction training. Course specific training shall be provided by the relevant governing bodies.

The Learn2 Group
3, Cromes Wood, Coventry CV4 9SP

The LEC
25, St.Columba's Close, Coventry CV1 4BX

0800 98 87 321

EMPLOYEE RESPONSIBILITIES

Each Employee shall:

- be aware that Health and Safety advice is available from the Director and/or the Health and Safety Executive at www.hse.gov.uk or 0845 345 0055
- be responsible for implementing all aspects of the L2G Ltd and LEC Health and Safety course
- be responsible for ensuring that for work at locations under the control of other Employers, they are given relevant health and safety information as defined by the Governing Body related to the course they are delivering
- be first aid trained and ensure they are working with a fully stocked first aid box within their immediate work area
- be responsible for reporting accidents, diseases and dangerous occurrences to the Director, who shall transfer the details to the Accident database and take any further appropriate action
- be responsible for ensuring the fire risk assessment is valid and implemented by verbal check with the host of the Organisation where the course is being delivered
- be responsible for checking escape routes prior to the beginning of the session and a minimum of once per four hours throughout the course.

This Health and Safety Policy will be next reviewed in July 2016 in order to maintain quality and safety of centre processes. This review will be documented and available for scrutiny on request.

Policy last reviewed: July 2015, B Coombe