

St Albans Tutors Ltd

Health & Safety Policy

General Statement of Intent

St Albans Tutors Ltd believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed Mr A Jemal.....

Position Principal

Date: 1st September 2011

Review Date: 31st August 2012.....

Organisation

Overall and final responsibility for health and safety is that of **Assim Jemal Director and Principal**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: n/a

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility

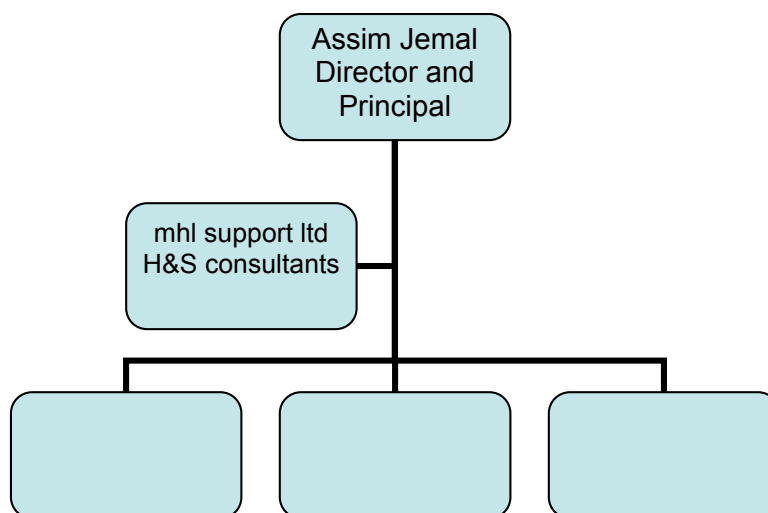
Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Organisational Chart



Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by **Assim Jemal**

Approval for the required action to remove or control risks will be given by **Assim Jemal**

Health & Safety Management System

The company operates a documented health and safety management system provided by our health and safety consultants, mhl support ltd. The system consists of monthly prioritised actions for the company to complete and implement, and can be viewed on request.

The health and safety management system is the responsibility of **Assim Jemal**

Health & Safety Manual

The company has a health and safety reference manual, which contains advice on all key aspects of health and safety law.

The manual is provided by mhl support, and is kept in **the Office**

Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided by **written and verbal communications**

Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of **Assim Jemal**

Responsibility for ensuring that effective maintenance procedures are drawn up is that of **Assim Jemal**

Responsibility for ensuring that all identified maintenance is implemented is that of **Assim Jemal**

Any problems with plant or equipment should be reported to **Assim Jemal**

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of **Assim Jemal**

Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of **Assim Jemal**

COSHH assessments will be carried out by **Assim Jemal**

Approval for the required action to remove or control risks will be given by **Assim Jemal**

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at **Entrance hall**

The company employs mhl support ltd to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact **Assim Jemal** who is authorised to contact mhl support if necessary.

Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of **Assim Jemal**

Training and Competency

Induction training for all new employees is the responsibility of **Assim Jemal**

Job specific training will be provided by **Assim Jemal and or external providers**

Specific tasks requiring special training are **all teaching tasks(subject matter)**

Training records are kept by **Assim Jemal**

Training will be identified, arranged and monitored by **Assim Jemal**

Accidents, First Aid and Work Related Ill-Health

Health Surveillance is required for employees doing the following jobs **using DSE**

Health Surveillance will be arranged by **Assim Jemal**

Health Surveillance records will be kept by **Assim Jemal**

First aid box is kept by the **Office**

The first aiders are **Assim Jemal, Sue & David Holdup, Fawzia Topan and Jaz Bhachu**

All accidents and work related ill-health are recorded in the accident book, which is kept by the **Office**

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of **Assim Jemal**

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will conduct regular workplace inspections, monitor working practices and arrange for an annual Health and Safety Audit to be conducted by mhl Support Ltd

Responsibility for investigating accidents is that of **Assim Jemal**

Responsibility for investigating work-related causes of sickness absence is that of **Assim Jemal**

Responsibility for acting on investigation findings to prevent a recurrence is that of **Assim Jemal**

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of **Assim Jemal**

Escape routes are checked daily by **Assim Jemal**

Fire extinguishers are maintained and checked annually by **Morgan Fire**

Emergency evacuation will be tested every **six months**