

Health and Safety Policy

This is the statement of general policy and arrangements for: Articulacy		
Julia Ward and Ali Shorer have overall and final responsibility for health and safety		
Leanne Fennell has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Leanne Fennell – Business Manager	Relevant risk assessment for workshops in schools completed and is provided to contractors and tutors when workshops are booked. Schools and partners may have a copy on request.
Provide clear instructions and information, and adequate training, to ensure employees, freelancers or other associates are competent to do their work	Leanne Fennell – Business Manager	Employees, freelancers or other associates are given necessary health and safety information where applicable and are provided with training where appropriate.
Engage and employees, freelancers or other associates on day-to-day health and safety conditions	Leanne Fennell – Business Manager	Employees, freelancers or other associates are routinely consulted on health and safety matters as they arise
Implement emergency procedures – evacuation in case of fire or other significant incident.	Leanne Fennell – Business Manager	As employees, freelancers or other associates work from home or in schools or other businesses, the health and safety policies and fire evacuation procedures of the school/training environment should be followed.
Maintain safe and healthy working conditions.	Leanne Fennell – Business Manager	Toilets, washing facilities and drinking water are provided in all training environments.

Signed: * (Employer)	Leanne Fennell	Date:	07/09/18
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Not relevant as employees, freelancers or other associates work from home or in other businesses or schools. Please see poster in place where they will be working.
First-aid box is located:	Not relevant as all employees, freelancers or other associates work from home or in other businesses or schools. Details of where first aiders are available will be provided when working in schools.
Accident book is located:	Not relevant as most employees, freelancers or other associates work from home or in other businesses or schools. Please use accident book in location of work