

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and safety policy statement of **Rutherford Training**.

Our statement of general policy is:

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 and 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 as necessary at regular intervals.

Signed on behalf of Rutherford Training

Ian Rutherford

Ian Rutherford
Managing Director

Date: 17th November 2007

Review Date: 17th November 2008

Responsibilities

Overall and final responsibility for health and safety is that of **Ian Rutherford**.

Day to day responsibility for ensuring this policy is put into practice is delegated to **Laura Creswell**.

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

Office Safety	Laura Creswell
Lone Worker Safety Issues	Brendan Corcoran

All employees have 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 their own health and safety, and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and safety risks arising from our work activities

Risk assessment will be undertaken by **Laura Creswell**.

The findings of the risk assessments will be reported to **Ian Rutherford**.

Action required to remove/control risks will be approved by **Ian Rutherford**.

Laura Creswell will be responsible for ensuring that the action required is implemented.

Ian Rutherford will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every **12 months** or when the work activity changes, whichever is the soonest.

Consultation with employees

Employee representative(s) are:

Amy Tite

Tara Keat

Consultation with employees is provided by:

David Green

Brendan Corcoran

Safe plant and equipment

Laura Creswell will be responsible for identifying all equipment/plant needing maintenance.

Ian Rutherford will be responsible for ensuring effective maintenance procedures are drawn up.

Laura Creswell will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to **Laura Creswell**.

Ian Rutherford will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

Ian Rutherford will be responsible for identifying all substances which need a COSHH assessment.

Laura Creswell will be responsible for undertaking COSHH assessments.

Ian Rutherford will be responsible for ensuring that all actions identified in the assessments are implemented.

Laura Creswell will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Ian Rutherford will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every **6 months** or when the work activity changes, whichever is soonest.

Information, instruction and supervision

The Health and Safety Law poster is displayed at:

**Administration Office
Rutherford House
Chapel Lane
Wadebridge
Cornwall
PL27 7NJ**

Health and Safety leaflets are issued by **Laura Creswell**.

Health and safety advice is available from **Ian Rutherford** or **Laura Creswell**.

Supervision of young workers/trainees will be arranged/undertaken by **Ian Rutherford**.

Ian Rutherford is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by **Laura Creswell**.

Job specific training will be provided by **Ian Rutherford** and/or **Laura Creswell**.

Specific jobs requiring special training are:

Training Officer
Office Administration Officer

Training records are kept at/by:

Administration Officer
Rutherford House
Chapel Lane
Wadebridge
Cornwall
PL27 7NJ

Training will be identified, arranged and monitored by **Ian Rutherford**.

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs:

Communications and Conflict Management Training
Physical Intervention Training
Lone Working

Health surveillance will be arranged by **Ian Rutherford**.

Health surveillance records will be kept by/at:

Administration Officer
Rutherford House
Chapel Lane
Wadebridge
Cornwall
PL27 7NJ

The first aid box(es) are kept at:

Reception Desk
Training Suite

The appointed person(s)/first aider(s) is/are:

Ian Rutherford

Brendan Corcoran

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at:

With the first aid boxes

Ian Rutherford is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

Perform regular periodic reviews of our risk assessments

Consult our employees on health and safety issues/concerns

Periodically review our Health and Safety policy

Laura Creswell is responsible for investigating accidents.

Laura Creswell is responsible for investigating work-related causes of sickness absences.

Ian Rutherford is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Ian Rutherford is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by **Ian Rutherford** or **Laura Creswell** every **working day**.

Fire extinguishers are maintained and checked by **Chubb Fire Services** every **12 months**.

Alarms are tested by **Ian Rutherford** every **four weeks**.

Emergency evacuation will be tested every **four weeks**.

