

## **Health and Safety Policy**

The Health & Safety at Work etc. Act 1974 [section 2 (3)] requires all employers with more than 5 employees to provide a written statement on the general policy regarding health and safety at work and the organisation and arrangements for carrying out that policy.

As employer, the Board of Trustees must discharge this responsibility. This Policy therefore forms part of the health and safety arrangements and is specific to all premises of Crossfields Institute.

### **Aim**

The purpose of the Health and Safety policy of Crossfields Institute is:

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures - evacuation in case of fire or other significant incident.
- To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage/use of substances.

### **Procedure**

Crossfields Institute has conducted a Risk Assessment and recorded the significant findings for use by all staff. The Risk Assessment plan is stored in the Crossfields Institute premises and is available to all staff on request. Risk Assessment is updated whenever circumstances change.

### **Centres**

Crossfields Institute requires that all of its affiliates, schools and centres have a Health and Safety Policy and risk assessment plan in place in accordance with The Health & Safety at Work etc. Act 1974 [section 2 (3)]. A standard element of the annual review process at each CI approved centre will be to ensure that Health and Safety policy, procedures and Risk Assessment plans are in place.

**Policy Last Reviewed September 2019**

**Next revision date September 2020**

**Reviewed by: Responsible Officer, Alison Richards**