



## Health and Safety Policy

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## Health and Safety Policy

Director	Signed
<b>Mrs Sue Allum</b>	
Date	Review Date
<b>25<sup>th</sup> February 2015</b>	<b>24<sup>th</sup> February 2016</b>

### 1. GENERAL STATEMENT OF POLICY

**S. A. Associates** regards the promotion of Health & Safety to be of prime importance for both management and employees within the company, understands fully its responsibilities in this area, and will carry out all that is reasonable to prevent personal injury to their employees. This duty will also extend to members of the public and trainees should they come into contact with the company and its products. This policy statement is produced using these objectives.

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**The Company will:**

- Provide a safe system of work, which takes into account any statutory requirements and ensures this is maintained.
- Consult with employees on matters affecting their health & safety.
- Provide all protective equipment/safety equipment to ensure safe working conditions. This protective equipment will be assessed as to its suitability.
- Provide and maintain plant and systems of work that, so far as is reasonably practicable, are fair, safe and without risks to health.
- Ensure so far as is reasonably practicable safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of employees.
- Maintain any workplace under the company's control in a condition that is safe and without risk to health, so far as is reasonably practicable, including safe means of access and egress.
- Provide and maintain a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- Ensure all employees are aware of their responsibilities to allow for safe working.
- To review and where needed, update the policy every year.

**Employees must co-operate with this Health & Safety policy by:**

- Taking reasonable care of themselves and others by working in a safe manner.
- Reporting to Mr Robin Dobson, Health & Safety Adviser any incidents, accidents, unsafe acts or near misses.
- Using the correct tools and equipment in a safe manner.

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- If supplied, use all protective equipment.
- Working with and complying with the company Health & Safety policy.

## 2. THE ORGANISATION

The overall responsibility for Health & Safety in **S. A. Associates** is **Mrs Sue Allum – Managing Director Manager** and **Miss Lucienne Beau, Operations Manager**.

Responsibility for implementing, day-to-day supervision, and monitoring of this policy is **Miss Lucienne Beau – Operations Manager**.

It is the responsibility of **Miss Lucienne Beau - Operations Manager** to ensure all employees are kept informed regarding of all risks to their Health & Safety.

All Employees have a responsibility under sections 7 & 8 of the Health & Safety at Work Act 1974 to take care of themselves and others.

Responsibility for the following activities:

- a. Safety Training  
**Miss Lucienne Beau – Operations Manager**
- b. Safety & Accident Investigation including near misses  
**Mrs Lyn Skelton– Health & Safety Advisor**
- c. Accident Reporting  
**Mrs Lyn Skelton– Health & Safety Advisor**
- d. Emergency Evacuation Training  
**Mrs Lyn Skelton– Health & Safety Advisor**

## 3. ARRANGEMENTS FOR SAFE WORKING

### ACCIDENTS AND WORK RELATED ILL HEALTH

- a. Report accident/incident to:  
**01539 437436**

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- b. First Aid Box is located:  
**Staff Room (Units 1- 3 Ullet Nest Business Park)**
- c. Report accident/near misses to:  
**Mrs Heather Parkinson**
- d. Responsible for reporting incidents:  
**Mrs Lyn Skelton**
- e. All accidents and cases of work-related ill health are to be recorded in the Accident Book which is located at the **Main Office – (Units 1- 3 Ullet Nest Business Park)**

#### **ASSESSMENT OF HEALTH & SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

- a. Risk assessments will be undertaken by  
**Mrs Lyn Skelton**
- b. The findings of risk assessments will be reported to:  
**Mrs Heather Parkinson**
- c. Action required to remove/control risks will be implemented by:  
**Mrs Heather Parkinson**
- d. Checks that the implemented actions have removed/reduced risks will be carried out by:  
**Mrs Lyn Skelton**
- e. Assessment will be reviewed **Every 12 months or when the work activity changes, whichever is soonest.**

#### **CONSULTATION WITH EMPLOYEES**

- a. Employee representatives are:  
**Mrs Heather Parkinson**  
**Mrs Heather Holden**
- b. Consultation with employees will be provided by:  
**Mrs Sue Allum & Mrs Lyn Skelton**

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## GENERAL FIRE SAFETY

- a. Escape routes checked by:  
**Mrs Lyn Skelton**
- b. Fire alarms checked every Friday:  
**Premises Owner**
- c. Fire drills are held:  
**Every 6 months**
- d. No smoking allowed:  
**On company premises**

## ACTION TAKEN ON DISCOVERING A FIRE

- a. Sound the Alarm  
**Staff Room: SHOUT**  
**Offices: Smash Break Glass switch on first floor landing or next to Emergency Exit**
- b. Evacuate  
**Staff Room: Front or Back Door**  
**Offices: Main Stair or Emergency Stair via Staff Room.**  
**DO NOT use the lift.**
- c. Call Fire & Rescue Services – 999 OR 112  
**Staff Room & Offices: Give Address**
- d. Conduct a Roll Call at the Assembly Point:  
**Offices: Rear of Building**

**After the above actions have been taken, if the fire is small it may be tackled using the appropriate Fire Extinguisher, if you have been trained, are confident and certain that you are not in danger. If in any doubt – GET OUT!**

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### **ACTION ON HEARING THE FIRE ALARM**

- a. Evacuate premises
- b. Call the Fire & Rescue Services – 999 or
- c. Conduct a Roll Call at the Assembly Point

### **SAFE PLANT AND EQUIPMENT**

Responsibility for the following:

- a. Identification of all equipment/plant needing maintenance:  
**Mrs Lyn Skelton**
- b. Ensuring effective maintenance procedures are drawn up  
**Mrs Lyn Skelton & Mrs Heather Parkinson**
- c. Ensuring that all identified maintenance is implemented:  
**Mrs Lyn Skelton & Mrs Heather Parkinson**
- d. Any problems with plant/equipment should be reported to  
  
**Mrs Lyn Skelton & Mrs Heather Parkinson**
- e. New plant and equipment will be checked to make sure it meets health and safety standards before it is purchased by:  
**Mrs Lyn Skelton & Mrs Heather Parkinson**

**PERSONAL PROTECTIVE EQUIPMENT WILL BE PROVIDED IN ACCORDANCE WITH NEEDS IDENTIFIED BY RISK ASSESSMENT**

### **SAFE HANDLING AND USE OF SUBSTANCES COSHH & Manual Handling**

Responsibility for the following:

- a. Identifying all substances which need a COSHH assessment:  
**Mrs Lyn Skelton**

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- b. Undertaking COSHH Assessments:  
**Mrs Lyn Skelton**
- c. Ensuring that all actions identified in the assessments are implemented:  
**Mrs Heather Parkinson & Mrs Lyn Skelton**
- d. Checking that new substances can be used safely before purchasing:  
**Mrs Heather Parkinson & Mrs Lyn Skelton**

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

- e. There is a separate manual handling policy

#### **COMPETENCY FOR TASKS AND TRAINING**

- a. Induction training will be provided for all employees by:  
**Mrs Heather Parkinson**
- b. Job-specific training will be provided by:  
**Mrs Heather Parkinson**  
**Senior Trainers**
- c. Specific training required:  
**Fire Training & annual refreshers**  
**Manual Handling & annual refreshers**  
**Infection control**  
**Use of oxygen & annual refreshers**  
**Issue of written procedures for above at staff training days**  
**Annual appraisals undertaken**
- d. Training records are kept at:  
**Main Office, Ullet Nest Business Park**
- e. Training will be identified, arranged, and monitored by:  
**Mrs Heather Parkinson**

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## MONITORING

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

- a. Carry out occasional spot checks
- b. Investigate any accidents and ill health

Responsibility for investigating accidents:

**Mrs Lyn Skelton**

Responsibility for investigating work-related causes of sickness absences:

**Mrs Heather Parkinson**

Responsible for acting on investigation findings to prevent a recurrence:

**Mrs Lyn Skelton & Mrs Heather Parkinson**

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