

This is the statement of general policy and arrangements for:		Home Study Courses Ltd
Overall and final responsibility for health and safety is that of:		Kit Sadgrove – Chief Executive
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:		Emma Richards – Student Support Coordinator
Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Kit Sadgrove	Regular 'walk around' checks by Kit and Emma. All staff encouraged to report any concerns.
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Kit Sadgrove	Regular 'walk around' checks by Kit and Emma. All staff encouraged to report any concerns.

To provide adequate training to ensure employees are competent to do their work	Kit Sadgrove	Staff given necessary health and safety induction and provided with appropriate training.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Emma Richards	Staff routinely consulted on health and safety matters as they arise.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Kit Sadgrove/ Emma Richards	Regular emergency evacuation carried out. Fire Alarms checked routinely. Fire and Alarm box serviced as needed.
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)		In the Support Office
Health and safety law poster is displayed:		In the kitchen
Signed: (Employer)		Date: 20/04/23
Subject to review, monitoring and revision by:	Kit Sadgrove	Reviewed every 2 years or sooner if work activity changes.

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

