

HEALTH AND SAFETY POLICY STATEMENT

- HS1. The Health and Safety Policy is to work in the safest practical manner. The company recognises that the health, safety and general well being of employees and other persons, including trainees, students and volunteers on the company premises, as well as those carrying out company business 'off-site' and those involved in funded activities, are the responsibility of the company.
- HS2. It is the duty of the company to do everything responsible and practical to prevent injury or ill health and it is equally the duty of every member of staff to exercise personal responsibility for his/her safety and the safety of others as required by the law.
- HS3. The company policy is to adhere to all current and future legal requirements on health and safety which affect the company's operation.
- HS4. Where work experience placements are provided and/or co-ordinated, all necessary procedures under the Work Experience Act 1973 and Local Authority bye-laws will be adhered to. Health and Safety, RIDDOR, COSHH and Risk Assessments will be checked and/or carried out by a qualified member of staff or agent for HBEP.
- HS5. The attention of everyone joining the company, in either permanent employment or on a consultancy or temporary basis, is directed to this policy.
- HS6. The directors, via the Managing Director, have overall responsibility for implementing the company Health and Safety Policy.
- HS7. Notwithstanding the above, HBEP recognises that any business conducted on LB Havering Local Authority premises would also be governed by any additional requirements of the Authority's Health and Safety Policy. HBEP adheres to all policies and procedures issued by King's Wood School including Risk Assessments Fire and Evacuation (including testing fire extinguishers) and PAT testing electrical appliances.
- HS8. The appointed person for Health and Safety is Paul Setterfield with Jo Green deputising in his absence.
- HS9. Appointed first aider is Louise McHugh who is responsible for maintaining the first aid box and accident book (including RIDDOR) with Paul Setterfield deputising for her in her absence.

signed _____ date _____