

Health and Safety Policy

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 equipment
- to provide information, instruction and supervision for staff
- to ensure all staff 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 always and to review and revise this policy as necessary at regular intervals

Health and Safety responsibilities

1. Overall and final responsibility for health and safety is that of:

- *John Lord*

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

- *John Lord qualified Distinction Nebosh General Certificate in Occupational Health and Safety and Fire, Risk Management and IOSH Managing Safely.*

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

- *John Lord: Risk assessment, accident investigation, training consultation with employees, policy and procedure.*

4. All staff must:

- *Co-operate with supervisors and managers on health and safety matters and not interfere with anything provided to safeguard their health and safety*
- *take reasonable care of their own health and safety*
- *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

1. Risk assessments will be undertaken by:
Individual tutors at the client premises
2. The findings of the risk assessments will be reported to:
Site management
3. Action required to remove/control risks will be approved by:
Site management

In addition:

Tutors and *site management*

- Will be responsible for ensuring the action required is implemented
- Will check that the implemented actions have removed/reduced the risks

Safe equipment

John Lord, Owner and Managing Director of SimTrainer UK:

- Will be responsible for identifying all equipment needing maintenance
- Will be responsible for ensuring effective maintenance procedures are drawn up
- Will check that equipment meets health and safety standards before it is purchased
- Will be responsible for ensuring that all identified maintenance is implemented

Furthermore;

- Any problems found with any equipment should be reported to John Lord.

Information, instruction and supervision

- Health and safety advice is available from *John Lord*.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by *John Lord. (None currently and unlikely due to sector competence requirements)*

John Lord is responsible for ensuring that our staff 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 staff
- Job-specific training will be provided by John Lord
- Training records are kept by the Operations Manager
- Training will be identified, arranged and monitored by John Lord

Accidents, first aid and work-related ill health

- The first-aid box is kept at the client's premises or provided venue for training
- The appointed person/first aider is provided by the training venue
- All accidents and cases of work-related ill-health are to be recorded in the accident book. The book is kept by *John Lord*

In addition;

- *John Lord* is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Monitoring

To check our working conditions and to ensure our safe working practices are followed:

- We will review all health & safety matters affecting the company
- *John Lord* is responsible for investigating accidents, in addition to having responsibility for acting on investigation findings to prevent a recurrence

Emergency procedures – fire and evacuation

The venue provider will ensure that:

- The fire risk assessment is undertaken and implemented
- Escape routes are checked
- Fire extinguishers are maintained and checked
- Alarms are tested
- Emergency evacuation is tested