

Health and Safety policy statement

This is the Health and Safety Policy Statement of

Alison John & Associates

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 and associates on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees 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; and
- to review and revise this policy as necessary at regular intervals.

Signed

Dated 1 January 2010

Review date 1 January 2011

Overview

Alison John & Associates (AJA) is an independent provider of Conference and Training services. The structure of the company is such that it utilises the services of freelance associate trainers and therefore has no full time or permanent members of staff.

Responsibility

Whilst AJA takes the matter of Health & Safety seriously it is the responsibility of each of it's associates for their own policy and compliance.

Health and safety risks arising from our work activities.

Areas for consideration of risk associated with our activities are:

- Working from home in relation to use of computers and display equipment.
- Working from home in relation to fire evacuation.
- Travelling to venues.
- Fire evacuation policy of accommodation premises.
- Fire evacuation of training venues.
- First Aid and Accident Reporting.

Consultation with Associates

A discussion is held with all new associates regarding the risks associated with our work activities prior to the commencement of working relationship.

Feedback and comments are encouraged for further discussion on an ongoing basis.

An annual review is performed at which time the subject of Health and Safety is highlighted to associates.

Safe Plant and Equipment

AJA recommend that electrical PAT testing be undertaken with all equipment used in the training environment (ie. Computers and Image Projectors)

Information

Any enquiry for information is referred to the Health and Safety Executive website. www.hse.gov.uk

Accidents, first aid and work-related ill health

Any accidents should be reported to AJA and records of such will be maintained in an Accident Record Book. This is kept in AJA's main office. All accidents are followed up with a report documented of any suggested remedial action to prevent a recurrence.

Associates are expected to make their own arrangements to carry appropriate first aid supplies.

Emergency Procedure – fire and evacuation

Associates are expected to have a fire and evacuation policy for their personal workspace. (ie. Home)

Associates are expected to enquire of the fire and evacuation policy of any accommodation premises that they may stay at.

Associates are expected to enquire of the fire and evacuation policy of any training venue and brief participants at the commencement of training.