



PARK HILL TRAINING

Land - Based Training

Health and Safety Policy

This is the statement of general policy and arrangements for: Park Hill Training Ltd. Michael Wells has overall responsibility for health and safety.

On-site responsibility for ensuring the policy is put into practice: Contracted on-site instructor.

Statement of General Policy	Responsibility of: Name/Title	Action/ Arrangements
The prevention of accidents, work related ill health and provide adequate control of health and safety risks arising from work activities.	Michael Wells Managing Director	Risk assessments are completed and reviewed either annually or sooner if working practices change.
To provide information, instruction, training, and supervision and to ensure that employees are competent to do their work.	Michael Wells Managing Director	Health and safety induction process in place for staff and instructors plus training in the relevant areas, First aid, risk assessment, RIDDOR and fire drill.
To consult and engage with employees on day-to-day health and safety conditions and to provide advice and supervision on occupational health.	Michael Wells Managing Director All staff	Staff are consulted on health and safety matters at monthly meetings and at health and safety reviews.
To implement emergency procedures – evacuation in case of fire or another significant incident.	Michael Wells Managing Director	Escape routes well signed and clear for access at all times. Fire alarm tested weekly.
To maintain safe and healthy working conditions, provide and maintain plant, equipment, and machinery, and ensure safe storage/use of substances.	Michael Wells Managing Director Suzanne Wells Director	Toilets, washing facilities and drinking water provided. Systems in place for the routine inspections and testing of machinery and equipment. Prompt action is taken to address defects.
Health and safety poster is displayed: Training Centre notice board		First Aid located in all areas-replenished by Abigail Long. Accident book in office.
RIDDOR reporting procedures are in place: Policy subject to review, monitoring, and revision by Michael Wells every 12 months		Signed:Managing Director