

This is the statement of general policy and arrangements for:		ASH Healthcare Training – when at clients venues	
Alexandra Hayward – Owner		has overall and final responsibility for health and safety & day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	All trainers	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Alex Hayward	Subcontractors given necessary health and safety information We will ensure that suitable arrangements are in place to cover employees engaged in work remote at clients venues.	
Engage and assess daily on health and safety conditions at clients venues before starting training	All trainers	Perform risk assessment on room to be used on arrival Inform client of any issues prior to beginning training	
Implement emergency procedures – evacuation in case of fire or other significant incident.	All trainers	Identify escape routes, ensure all delegates are aware of these and keep them clear at all times.	
Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances	Alex Hayward	Toilets, washing facilities and drinking water provided. System in place for cleaning, routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.	
Signed: <i>A Hayward</i>	Alex Hayward	Date:	2/11/23

You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	NA
First-aid box is located:	Car
Accident book is located:	First Aid Box

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14