



# Health and Safety Policy Statement

Issued: 01 May 2015 Revised: 19 April 2023

Last Review Date: 16 May 2025

Next Review Date: May 2027

## Concrew Training Limited's statement of general policy is to:

Provide adequate control of the health and safety risks arising from our work activities:

- Provide and maintain safe plant and equipment
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions

## Responsibilities

1. Overall and final responsibility for health and safety is that of the Director
2. Day-to-day responsibility for ensuring this policy is put into practice rests with The Director
3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:
  - Trainers and Consultants are responsible for ensuring any third party training venues they are delivering in are safe and on site policies and procedures adhered to
  - All employees have to co-operate with supervisors and managers on health and safety matters; not interfere with anything provided to safeguard their health and safety; take reasonable care of their own health and safety; and report all health and safety concerns to The Director

## Health and safety risks arising from our work activities

- Risk assessments, where appropriate, will be undertaken by The Director
- Action required to remove/control risks will be effected by The Director

## Safe Equipment

The Director is responsible for

- identifying all equipment/plant needing maintenance
- ensuring that all identified maintenance is implemented
- Any problems found with equipment should be reported to The Director
- Ensuring new equipment meets health and safety standards before purchase

## Accidents and first aid

- The first aid box is in the kitchen area
- There is no appointed person or first aider
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Main Office
- The Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## Monitoring

To check our working conditions, and ensure our safe working practices are being followed The Director is responsible for investigating accidents and acting on investigation findings to prevent a recurrence.

## Review

The effectiveness of this policy and associated arrangements will be reviewed bi-annually under the direct supervision of the Director.

## Signed

A stylized, handwritten signature in blue ink, appearing to read 'Ian Hirst'.

Ian Hirst - Director

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