

# PRIORITY MANAGEMENT LTD – Riverside Learning and Education Centre

## HEALTH & SAFETY POLICY STATEMENT

In compliance with section 2(3) of the Health & Safety at Work act 1974.

It is the responsibility of Priority Management Ltd – Riverside L.E.C. Trustees to provide the safest working conditions possible for all employees.

Whilst the management accept the overall responsibility for Health & Safety at Work, all individuals at entry level have to accept degrees of responsibility. With the final level of responsibility being that of each and every individual employee. (For the purpose of this statement “employee” refers to students, Tutors volunteers and anyone else employed by Riverside L.E.C.).

The management accepts responsibility for:

- a) The provision and maintenance of plant systems that are safe and without risk to health. Including compliance with C.O.S.H.H. regulations and Risk Assessment.
- b) The provision of comprehensive information, instruction, training and supervision – with the object of ensuring, so far as it is responsibly practical, Health & Safety at Work of every employee.
- c) The maintenance of the work place in a safe and risk free condition, and the provision of safe means of access to, and egress from the work place.
- d) The provision of adequate welfare facilities, such as First Aid, drinking water, washing facilities, toilets, and storage space for clothes.
- e) The updating of the work places fire certificate, the maintenance and clear display of firefighting equipment, regular fire drills and testing of the fire alarm.
- f) The provision of all safety clothing and equipment required by law free of charge.
- g) Training in the principals of lifting and carrying.
- h) The earthing, were applicable and regular maintenance of all electrical equipment.
- i) The encouragement of safety consciousness in all employees.
- j) For ensuring that activities of an outdoor leisure nature conform to the relevant governing body recommended procedures.
- k) Only contracting with organisations that offer the highest level of Health & Safety, providing the safest working conditions for all its trainees and employees.
- l) Ensuring work experience venues will only be used when the Riverside L.E.C.’s placement agreement has been fully completed, duly signed and authorised.
- m) Ensuring all accidents are reported promptly.

The appointed safety representative for Riverside L.E.C. is Mr P. Feaver. He may be contacted at the centre in Hyslop Street, should any employee require further information.

**Paul Feaver    Manager**