



Language in Action Health and Safety Policy

Setting the scene

Language in Action (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

Language in Action genuinely cares for its staff and want to portray this in the health and safety policy. Language in Action used the HSE example policy statement and other guidance available on the HSE website at www.hse.gov.uk/risk. This helped them to think about the things that should be documented and built into their own health and safety policy, such as remote working, staff consultation and training etc.

Language in Action decided that Adam Ennis (Head of Department and deputy H&S Lead of the company) Daniele Pluchino (Deputy Head of Department, DSL and H&S Lead of the company) and Beatrice Bellina (Operations & HR Manager, deputy DSL of the company) would be the most competent(experienced and capable) people to take responsibility for health and safety issues.

Daniele Pluchino presented the policy statement at the staff meeting and decided to review and update the document every year or straightaway if there are any major changes in the workplace.

Daniele Pluchino has overall and final responsibility for health and Safety.

Daniele Pluchino, Adam Ennis and Beatrice Bellina have day-to-day responsibility for health and safety.

Statement of general Policy

Language in Action will:

- Take reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises;
- Identify health and safety risks and finding ways to manage or overcome them;
- Provide a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
- Provide and maintain safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
- Provide safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
- Ensure any health and safety representatives receive appropriate training to carry out their functions effectively;
- Provide a health and safety induction and appropriate safety training
- Promote effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
- Regularly monitor and review the management of health and safety at work, making any necessary changes and bring those to the attention of all staff.

Language in Action

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Responsibility of:

- The Health & Safety Lead of the company has overall responsibility for health and safety. There are two nominated Deputy Health & Safety Leads to cover in case of his absence.
- The welfare officers assigned to each Summer Centre have day-to-day responsibility on the Health and Safety matters and the duty to report to the Centre Manager and the Head Office.
- Any concerns about health and safety matters should be notified to the Health & Safety Lead or Deputy H&S Leads.

Action/ Arrangements

- Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change).
- Staff given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
- Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
- Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
- Toilets, washing facilities and drinking water provided.
- System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.
- Staff are made aware of the location of the first Aid equipment and the accident reporting arrangements at induction.

Signed (Employer)

Dated

Date of scheduled Review

You should review your policy if you think it might no longer be valid, e.g. if circumstances change.