

# Health and safety policy

This is the statement of general policy and arrangements for: <input type="checkbox"/>		Firstline Training, Advisory and Business Services Ltd
Anthony Etse		has overall and final responsibility for health and safety
Joseph Antwi-Boasiako		has 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	Joseph Antwi-Boasiako	Ensure the training environment is cleared of all hazards and maintained at an appropriate temperature
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Anthony Etse	Ensure all employees and trainers have the appropriate training and provided with the relevant information required for their health and safety at the workplace
Engage and consult with employees on day-to-day health and safety conditions	Joseph Antwi-Boasiako	Provide daily health and safety updates
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Joseph Antwi-Boasiako	Housekeeping and briefing on emergency procedures for all new cohorts
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Anthony Etse	Ensure all equipment is checked to meet the required health and safety standards.

Signed: * <i>Anthony Etse</i>	Anthony Etse	Date:	15/05/2025
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You should review your policy if you think it might no longer be valid, eg if circumstances change. This Policy will be reviewed annually  
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)	At the reception and the training room
First-aid box is located:	At the reception and the training room
Accident book is located:	At the reception and the training room

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

