

## HEALTH AND SAFETY POLICY STATEMENT

The Health & Safety at Work etc. Act 1974 [section 2 (3)] requires all employers with more than 5 employees to provide a written statement on the general policy regarding health and safety at work and the organisation and arrangements for carrying out that policy. LWDW, due to its small size does not need to comply with the Act, but attaches the greatest importance to the safety of all people involved in our activities. Therefore, adequate resources are made available and steps taken to ensure that LWDW Training fulfils all of its safety obligations, including having its own office base plan and procedure.

### General Statement of Intent

It is the policy of LWDW Training that it will, as far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with employees, tutors and learners on matters affecting their health and safety;
- Provide and maintain safe environment and equipment;
- Ensure safe handling and use of substances;
- 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;
- To implement emergency procedures - evacuation in case of fire or other significant incident;
- Review and revise this policy as necessary at regular intervals.

LWDW Training requires any venue it uses to have risk assessments, health and safety policies and procedures in place. LWDW will ensure that tutors and learners are informed of the venue's specific health and safety measures and procedures.

In addition, LWDW Training strives to maintain a work environment which:

- Is emotionally supportive
- Is respectful
- Supports employee, volunteers and participants to contribute positively to the organisation's activities
- Supports those involved to sustain a good work/life balance.

All individuals are encouraged to report any issues concerning any aspect of Health and Safety to the Director.

Reviewed: 2 February 2016

By: A Davies

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