



Health and Safety Policy

This is the statement of general policy and arrangements for PCTS. The centre manager has overall responsibility for health and safety and day-to-day responsibility for ensuring this policy is put into practice. Health & Safety Poster is located at PCTS centre. Accident book and first aid box are located at the PCTS centre.

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	Centre Manager	Relevant risk assessments completed and actions arising out of those assessments implemented (risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Centre manager	<p>Staff and students given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover staff and students engaged in work remote from the main centre site.</p> <p>Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular centre meetings and performance review meetings.</p> <p>Escape routes well signed and kept clear at all times.</p> <p>Evacuation plans are tested from time to time and updated as necessary.</p> <p>Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and ensuring that action is promptly taken to address any defects.</p>	
Engage and consult with employees on day to day health and safety conditions	Centre manager All staff/students		
Implement emergency procedures – evacuation in case of fire or significant incident.	Centre manager All staff/students		
Maintain safe and healthy working conditions, provide and maintain environment and equipment and ensure safe usage of substances/medications	Centre manager All staff/students		
Signed: (Employer)		Date:	