

HEALTH AND SAFETY POLICY Longden Ltd

**Longden Limited, No. 1 Ensign, Westwood Business Park,
Westwood Way, Coventry, CV4 8JA.**

The Company regards the promotion of health and safety measures as a mutual objective for all employees. It is the Company's policy to:

- a) Do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable hazards.
- b) To protect visitors and the general public from risk in so far as they have reason to come into contact with the Company.

In pursuance of this policy the Company will:-

- Provide and maintain safe working conditions and systems of work in accordance with statutory requirements and codes of practice.
- Where appropriate provide protective clothing and safety devices.
- Ensure proper consultation with employees and their representatives on health and safety matters.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks and to give them adequate training.
- Ensure safe handling and use of substances.

Employees have a duty to meet statutory obligations and co-operate in the operation of this policy by:

- a) Familiarising themselves with the policy;
- b) Taking reasonable care that all work procedures are safely carried out;
- c) Warning of any special or newly identified hazards in existing procedures or risks in new procedures to be introduced;
- d) Reporting accidents or incidents promptly;
- e) All accidents should be noted in the Company's accident book, which is located in the first floor offices.

Where self-employed persons or contractors and their employees carry out work on the Company's premises, they must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations.

The Managing Director, Carole Longden, is responsible for maintaining safe and healthy working conditions.

Signed: _____ Carole Longden

Date: _____



HEALTH AND SAFETY POLICY Longden Ltd

Safe Learner

Longden Ltd subscribe to the LSC Safe Learner Concept and refer to the LSC policy on Health and Safety 2006 below:

The health, safety and welfare of learners is a fundamental value of the Learning and Skills Council. All learners are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise learners' experience and achievement.

We expect all those we fund to fully meet their legal obligations and will seek assurance that they have suitable and sufficient arrangements for learner health and safety. We will take appropriate actions when standards are not met.

We consider health and safety to be an integral part of quality. Those we fund are expected to have in place an effective health and safety management system and demonstrate continuous improvement.

The 'safe learner' concept is central to our policy. We will promote risk education and awareness and the learning of health and safety as an integral part of any Council-funded learning. In particular, we will positively engage all those that can contribute to preparing young persons to be safe and healthy workers.

We will promote, and expect those we fund, to promote the safe learner concept. We will develop, in partnership with others, a learner health and safety framework that can be used by everyone to help benchmark and measure performance.

We will encourage and support the raising of standards and 'best practice' approaches, working in partnership with key stakeholders. We will contribute to the Government's Revitalising Health and Safety Strategy.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Carole Longden	VDU/work station assessment
Yvonne Rush Vince Jordan) First Aiders
Carole Longden	Care and maintenance of buildings and fixtures



HEALTH AND SAFETY POLICY Longden Ltd

All employees and contractors have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety: and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement above)

Health and Safety risks arising from our work activities:

Action/Activity	By Whom
<i>Risk assessments will be undertaken by:</i>	Carole Longden Managing Director
<i>Action required to remove/control risks will be approved by:</i>	Carole Longden Managing Director
<i>The person responsible for ensuring that the action required is implemented is:</i>	Carole Longden Managing Director
The person responsible for checking that the implemented actions have removed or reduced the risk is	Carole Longden Managing Director
<i>Assessments will be reviewed every year Or when the work activity changes, whichever is soonest</i>	Carole Longden Managing Director

Information, instruction and supervision:

Action/Activity	By Whom
<i>The Health and Safety Law poster is displayed in the office and leaflets are issued by:</i>	Carole Longden Managing Director
<i>Health and Safety advice is available from:</i>	Carole Longden Managing Director
<i>Supervision of young workers and or trainees will be arranged, undertaken, monitored by:</i>	Carole Longden Managing Director
<i>The person responsible for ensuring that our employees working at locations under the control of other employees, are given relevant health and safety information is:</i>	Carole Longden Managing Director



HEALTH AND SAFETY POLICY Longden Ltd

Competency for tasks and training:

Action/Activity	By Whom
Induction training will be provided for all employees by:	Carole Longden Managing Director
Job specific training will be provided by:	Appropriate mentor
Specific jobs requiring special training are: a) National Vocational Qualifications.... b) Know-How... c) Out-of-the-Box.....	Carole Longden Managing Director
Training records are kept at the Longden main office by:	Carole Longden Managing Director
Training will be identified, arranged and monitored by:	Carole Longden Managing Director

Accidents, first aid and work-related ill health:

Action/Activity	By Whom
The first aid box(es) are kept within the Longden office:	In the downstairs toilet/washing facilities
The appointed person and first aider is/are:	Yvonne Rush Vince Jordan
All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Longden main office and maintained by:	Carole Longden Managing Director
The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is:	Carole Longden Managing Director

Monitoring:

To check our working conditions, and ensure our safe working practices are being followed, we will:

E.g. Include here any carrying out of spot checks, any production of investigative reports, plus any following up of incidents or accidents, plus any other monitoring of H & S both reactive and pro-active

Person Responsible	Action/Activity
Carole Longden Managing Directoris responsible for investigating accidents
Carole Longden Managing Directoris responsible for investigating work-related causes of sickness absences
Carole Longden Managing Directoris responsible for acting on investigation findings to prevent a recurrence



HEALTH AND SAFETY POLICY Longden Ltd

Emergency procedures – fire and evacuation:

Person Responsible	Action/Activity
Carole Longden Managing Directoris responsible for ensuring the fire risk assessment is undertaken and implemented.
Carole Longden Managing Directorwill be responsible for ensuring escape routes are checked every three months
Carole Longden Managing Directorwill be responsible for maintaining and checking fire extinguishers every year
Carole Longden Managing Directoris responsible for testing alarms every: year
Carole Longden <i>Managing Director</i>is responsible for testing emergency evacuation every year
Carole Longden <i>Managing Director</i>is responsible for testing the smoke detectors every year
Carole Longden <i>Managing Director</i>is responsible for testing the fire extinguishers every year

FIRE PROCEDURES

All employees, contractors and visitors are asked to know their evacuation route and assembly point in case of fire. The assembly point for all employees, contractors and visitors is outside the front door in the car park.

If you discover a fire:

- a) Immediately operate the nearest fire alarm call point.
- b) Without personal risk, try to put out the fire, if possible, with the nearest appropriate fire appliance provided, by directing the hose or extinguisher to the base of the flame.
- c) If you hear the alarm contact the emergency services. Leave the building immediately and report to the assembly point. Do Not Run and do not delay for personal belongings. Do not re-enter the building until instructed by the Managing Director or emergency services personnel.

If any person is missing and there is a reason to fear for their safety this should be drawn to the attention of the Managing Director/emergency personnel immediately.

Smoke-Free (Premises and Enforcement) Regulations 2006

Longden Limited is committed to the health and well-being of employees, visitors and contractors. As a result, we are a no-smoking working environment and seek the co-operation of staff, candidates and other persons on the premises in complying with this policy.

All employees have been consulted regarding our legal obligation to protect employees from the effects of smoke. The legal obligations exist under:

- The Health and Safety at Work Act 1974 and



HEALTH AND SAFETY POLICY Longden Ltd

- The Workplace (Health, Safety and Welfare) Regulations 1992

All employees are encouraged to advise the Managing Director of anyone seen smoking. Any employees breaching this policy are likely to face disciplinary action. All visitors and contractors are expected to comply with this policy.

Any employees, visitors and contractors who smoke will be advised of the Company's policy and expected to use the outside smoke zone, which is located in the courtyard outside the building.

ENVIRONMENTAL STATEMENT

Longden Limited seeks excellence in every aspect of our business and is committed to improving our quality of life, based on social and environmental factors as well as financial ones. We see economic, social and environmental issues as being linked.

We will:

- Reduce waste by recycling where possible, for example, paper, bottles, cartridges etc.
- Act on the needs of future generations as well as the needs of people today.
- Always consider the environment, complying with any relevant environmental legislation, regulations and customer requirements.
- Strive towards prevention of continual reduction of any adverse environmental effects from our activities.
- Balance the importance of individual rights and joint responsibilities.
- Make decisions based on co-operation between experts and ordinary people, to meet people's' needs.
- Always strive to continuously improve our environmental performance, by fostering environmental awareness amongst staff, contractors and visitors by promoting internal communication of this policy.

Responsibilities

The Managing Director of Longden Limited is responsible for ensuring this policy is operated effectively and for ensuring that sustainable practices are promoted within the Company. All employees and associates are responsible to ensure the application of this policy.

Signed: _____ Date August 2009

Carole Longden, Managing Director

