



Lancashire Assessment Centre Ltd.

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HEALTH & SAFETY POLICY

The management of Lancashire Assessment Centre is aware of the importance of controlling and monitoring Health & Safety at work, and is fully aware of its responsibilities as an employer to provide a safe working environment for its employees.

The Company will also co-operate with its customers' requirements, taking care while working on site to ensure that members of the public and other contractors are not put at risk by the work it is conducting.

The Company will take all reasonable steps to meet its Health & Safety obligations under both the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, which includes providing:

- Safe equipment and working methods.
- Systems for the safe transporting, storage, handling and use of dangerous materials.
- Emergency procedures.
- Systems to meet fire regulations.
- Personal protective equipment.
- Risk assessment (including fire risk)
- Training in all the above.

The arrangements for staff training, staff welfare and communication/consultation with staff are detailed below.

Staff training will be given to staff commensurate with their responsibilities in accordance with the Management of Health & Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health & Safety Awareness, Company procedures.)
- The introduction or modification of new/existing machinery or technology.
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the Company will be formally recorded. A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Staff welfare facilities will be provided to ensure they are suitable and sufficient for all sites and they follow the Approved Codes of Practice outlined in the relevant regulations. As a minimum, the following requirements will be adhered to:

- Toilet/washing facilities accessible on site.
- Eating/resting facilities accessible on site.

Staff communication and consultation will follow those identified in the Health & Safety Management System. Consultative committees are set up at local level that will feed through to the Management Review Meetings for continuous improvement. Additionally, staff will be kept informed of new legislation, change in policy, and changes to working practices and internal health & safety matters, through the use of internal memos, email and Operational/Executive meetings.