

This is the statement of general policy and arrangements for: Community Resolve Training Ltd

Siu-ming Hart, Director **has overall and final responsibility for health and safety**

Siu-ming Hart, Director **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	Siu-ming Hart, Director	Review staff work load at regular at two week intervals via regular skype calls/email updates. Review working environment and IT equipment requirements on annual basis
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Siu-ming Hart, Hen Wilkinson, Director	Provide staff training in online site training plus Adobe Hosting training and online supervision and facilitation to include shadowing and provision of recorded sessions. Full assessor training on commencement. Quarterly team training with regard to assessment standardisation .
Engage and consult with employees on day-to-day health and safety conditions	Siu-ming Hart	Review working environment and IT equipment requirements on annual basis
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Siu-ming Hart	Online working from home. No fixed premises
Maintain equipment and machinery, and ensure safe storage/use of substances	Siu-ming Hart. Deborah Kinnear	Provision of IT equipment as required

Signed: * (Employer)	Siu-ming Hart	Date:	1.10.14
----------------------	---------------	-------	---------

Health and safety law poster is displayed at (location)	NA
Accident book is located:	16 Queens Road, Knowle, Bristol BS42LT

Reviewed by S Hart 17.11.16
Next Review date: 17.11.17