



## HEALTH AND SAFETY POLICY STATEMENT

### Introduction

This **Health and Safety Policy** has been produced as a declaration by the **School of Marketing** to provide and maintain a safe and healthy training environment for everyone under the **Health and Safety at Work etc. Act 1974**. Health and Safety is extremely important to us, and we set out this policy to ensure that risks are managed, and that the health and safety of everyone is maintained at all times.

You can find a Health and Policy Statement displayed at the **School of Marketing's Main Office**.

**Ritchie Mehta** has overall and final responsibility for health and safety.

**David Porter** has day-to-day responsibility for health and safety.

The **School of Marketing** is committed to:

- complying with its legal requirements and with other requirements that relate to health and safety in the workplace.
- ensuring and providing a positive health and safety culture and environment for all.
- providing safe access to its facilities on site for all individuals.
- providing the necessary information, support and advice relevant to health and safety to all individuals in the workplace.
- ensuring that all work equipment is suitable for purpose and properly maintained.
- ensuring its employees/learners are given the necessary and appropriate health and safety training.
- supporting its employees/learners to ensure that the health and safety of everyone is maintained at all times.
- preventing incidents or accidents from taking place in the workplace, as well as the prevention of work-related injuries and ill-health.

### 1. Safety

- 1.1. The **School of Marketing Health and Safety Policy** is kept on site and is accessible at all times. Ask your supervisor / manager / tutor for access.
- 1.2. You must NOT risk the safety of yourself or others at any time in the workplace.
- 1.3. You must NOT use any equipment or machinery in the workplace without the necessary training or instruction.
- 1.4. You must wear appropriate safety equipment where and when applicable.
- 1.5. You must report all accidents, injuries, and near misses that take place in the workplace immediately to your supervisor / manager / tutor.



- 1.6. You must make a detailed record of any accident, injury, or near miss in the accident book which can be accessed in the School of Marketing's main office.
- 1.7. You must be aware, and remain up-to-date, with the fire and evacuation procedures of the **School of Marketing**.

## **2. Risk Assessment**

- 2.1. Risk assessments must be carried out to ensure safe working practices are undertaken at all times.
- 2.2. The findings from risk assessments must be used to identify, prioritise and control risks.

## **3. First Aid at Work**

- 3.1. The **School of Marketing** provides first aid equipment and trained first aiders to provide treatment in the case of an accident or an individual(s) falling ill.

## **4. Alcohol and Illegal Drugs Policy**

- 4.1. The use of alcohol and illegal drugs in the **School of Marketing** is strictly prohibited. If you are found to be under the influence of alcohol or illegal drugs at any time in the **School of Marketing** you will be subject to disciplinary procedures and/or exclusion from the **School of Marketing**.

## **5. No Smoking Policy**

- 5.1. Smoking, including the use of e-cigarettes, is strictly prohibited anywhere in the **School of Marketing**.

## **6. Parking (as appropriate)**

- 6.1. All vehicles must be parked within the marked bays in the **School of Marketing** carpark and NOT obstruct fire exits, emergency escape routes or pedestrian walkways.

## **7. Responsibilities**

- 7.1. All individuals at the **School of Marketing** must take personal responsibility for observing this **Health and Safety Policy** and ensure that they follow its instruction at all times.



This **Health and Safety Policy Statement**, along with the health and safety responsibilities and arrangements at **The School of Marketing**, will be reviewed at least annually or more frequently if there are significant changes within the organisation or to the activities undertaken within the company.