



'Health & Safety Policy'

February 2016

Version Control

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26/01/2016		Reformat	Sharon Jones	Already ratified, no changes	May 2018
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Lifeworks Policies Referenced

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POLICY STATEMENT

It is an important duty of Lifeworks College to ensure a safe and healthy working environment for its employees. An effective health and safety policy requires the full collaboration and co-operation of all employees. Everybody is asked to read this policy and accept responsibility for their own health and safety at work.

It is the responsibility of every employee:

- to take reasonable care for their health and safety and that of fellow employees and to report any hazard which cannot be controlled personally
- to co-operate with Lifeworks by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.
- to observe at all times published safety and fire rules and procedures.

Appropriate dress for an education environment is required. You must familiarise yourself with the required dress code. Lifeworks College supports staff who wish to be protected against Hepatitis B infection and will fund the vaccination programme.

You must report to the Teacher in Charge and enter into the Accident Book all accidents, no matter how small.

The Teacher in Charge accepts ultimate responsibility for health and safety within Lifeworks College as a whole. All employees are expected to support and implement this policy.