



## **Health, Safety & Welfare Policy**

### **1. Policy Statement**

Safer Greens Limited is committed to ensuring the health, safety, and welfare of all employees, delegates, contractors, and visitors, in compliance with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and CITB's SSP Quality Assurance Requirements January 2024.

### **2. Responsibilities**

#### **a. Center Administrator/Health and Safety Officer (Oludotun Ashaye)**

- Overall accountability for health and safety compliance.
- Allocate resources for training and safety equipment.
- Review this policy annually and after significant incidents.
- Maintain records of incidents, near misses, and safety training.
- Ensure compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

#### **b. Employees and Trainers**

- Report hazards, incidents, or unsafe practices immediately.
- Complete mandatory CITB health and safety training (e.g., SMSTS, SSSTS).
- Follow safe working practices and emergency procedures.

#### **c. Delegates and Visitors**

- Adhere to Safer Greens' safety rules while on premises.
- Receive site-specific safety briefings before commencing training.

### 3. Incident Reporting (RIDDOR Compliance)

- **Reportable Incidents:** Injuries requiring hospitalization, occupational diseases, dangerous occurrences.
- **Procedure:**
  1. Notify the Centre Coordinator/Health and Safety Officer immediately.
  2. Submit RIDDOR reports to the HSE within **10 days** via [HSE's online portal](#).
  3. Investigate root causes and implement corrective actions.

### 4. Fire Safety and Emergency Procedures

- **Fire Risk Assessments:** Updated annually; fire extinguishers inspected quarterly.
- **Evacuation Drills:** Conducted biannually with recorded outcomes.
- **Assembly Point:** Designated safe area at [Insert Location].
- **Emergency Contacts:** Posted in center lobby (e.g., fire service: 999, first aider: [Name/Number]).

### 5. First Aid Arrangements

- **First Aiders:** Oludotun Ashaye, trained in Emergency First Aid at Work (EFAW).
- **Kits:** Located at Centre Office, checked monthly.
- **Accident Book:** Maintained onsite for all injuries, however minor.

### 6. Training and Competence

- **Mandatory Training:**
  - CITB Site Safety Plus courses for trainers.
  - Manual handling and fire safety training for responsible staff.
- **Records:** Stored securely for 3 years and available for CITB audits.

### 7. Monitoring and Review

- **Internal Audits:** Conducted quarterly by the center coordinator/Health and Safety Officer.
- **Annual Review:** Includes staff feedback, incident trends, and legislative updates.
- **Next Review Date:** 06/04/2026

Signed:

A handwritten signature in black ink, appearing to be 'Oludotun Ashaye', written in a cursive style.

Approved By: Oludotun Ashaye, Centre Administrator

Date: 06/04/2025