Health and Safety Policy

International Assessment Centre (IAC) recognises and accepts both its duty to provide for all their staff, associate staff, learners, visitors, and any other individual / organisation who may be affected by IAC’s undertakings, so far as is reasonably practicable, a safe place of work with a healthy working environment and adequate welfare facilities.

**The IAC will, so far as is reasonably practicable**:

* Provide adequate resources to maintain health & safety.
* Carry out risk assessments and review these when necessary.
* Provide and maintain systems of work, which are safe and without risk to health.
* Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
* Provide a safe system of work for those who drive.
* Provide staff and learners with such information, instruction, training and supervision as is necessary to secure their safety and health at work and others who may be affected by their actions.
* Carry out health surveillance where required.
* Ensure that all plant, machinery and equipment are maintained in a safe condition.
* Make adequate provision and arrangements for welfare facilities at work.
* Keep the workplace safe and ensure that access and egress are safe and without risk.
* Monitor safety performance to maintain agreed standards.

**The duties of those affected by this Policy are to:**

* Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
* Co-operate with others in the Company to fulfil our statutory duties.
* Not interfere with, misuse or wilfully damage, anything provided in the interests of health and safety.

**To ensure that this Policy is effective, IAC will:**

* Review this Policy annually, or when any significant changes occur within the company.
* Make any such changes known to staff and learners.
* Maintain procedures for communication and consultation between all levels of staff and learners on matters relating to health, safety and welfare.
* Carry out regular audits of IAC’s Health and Safety & Quality procedures which can be found in the IAC Quality Manual.

P Wicks

IAC Director