

# TLC LIVE Health and safety policy

## 1. Statement of general policy

This is the statement of general policy and arrangements for: TLC LIVE head office staff

The company is committed to:

- Provide a safe place of work
- Provide safe systems of work
- Provide training, instruction and supervision
- Provide and maintain safe plant and equipment
- Assess the risks to anyone who might be affected by carrying out work activities
- Ensure materials and substances are safely stored, handled and transported
- Work to prevent accidents

## 2. Responsibilities

TLC LIVE has overall and final responsibility for health and safety of all staff at head office.

TLC LIVE does not have responsibility for health and safety of our students as all TLC lessons are online.

TLC LIVE does not have responsibility for health and safety of our TLC tutors working off site.

TLC LIVE has day-to-day responsibility for ensuring this policy is put into practice.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.

### 3. Arrangements

#### 3.1 Training

All staff and subcontractors will be given a health and safety induction and provided with appropriate training, including manual handling, asbestos awareness and working at height.

Supervisors and managers are responsible for identifying training needs.

TLC Live is responsible for keeping a record of all training.

#### 3.2 Carrying out risk assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce to an acceptable level and the risk assessments will be provided to operatives.

#### 3.3 First aid

All first aid incidents will be recorded,

### 3.4 Welfare facilities

Management will ensure there are adequate welfare facilities on all sites.

### 3.5 Accident reporting

All employees will report accidents to their supervisor or manager. TLC Live is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.

All accidents will be recorded in the accident book which is kept by TLC Live and is located a locked file in head office

### 3.6 Emergency procedures

TLC Live is responsible for carrying out fire risk assessments.

Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.