



MakoEducation

OFFICE

33c Widnes Road
Widnes
Halton
WA86AZ

PHONE

0151 345 1419

EMAIL

info@makoeducation.co.uk

WEB

www.makoeducation.co.uk

Health and Safety Policy for MakoEducation

MakoEducation supplies Creative Media Workshops to schools, youth clubs, and community centres. Partners and founders Sean O'Hare and Ian Pye are the only full time employees at MakoEducation. Freelances, subcontractors and work experience personnel are occasionally used to facilitate workshops.

MakoEducation are genuinely concerned about the Health and Safety of all the staff, freelances, subcontractors and work experience personnel who work with and alongside MakoEducation. As MakoEducation currently employ less than five employees, it is not obligatory to produce a health and safety policy, this is just one of the steps MakoEducation take to ensure the wellbeing of all employees.

The office is open Monday to Friday 9.30-5.30. MakoEducation often work at clients premises during and beyond these times.

This document will be reviewed and updated every year or straightaway if there are any major changes in the workplace.



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This is the statement of general policy and arrangements for:	MakoEducation
Overall and final responsibility for health and safety is that of:	Sean O'Hare – Partner
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Ian Pye – Partner

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Sean O'Hare - Partner Ian Pye – Partner	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure staff, subcontractors and freelancers are competent to do their work.	Sean O'Hare - Partner Ian Pye – Partner	Staff, subcontractors and freelancers given necessary health and safety induction and provided with appropriate training (including working with young people and electrical safety). We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Sean O'Hare - Partner Ian Pye – Partner	All Staff, freelancers, subcontractors and work experience personnel will be routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Sean O'Hare - Partner Ian Pye – Partner	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances.	Sean O'Hare - Partner Ian Pye – Partner	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	In Office		
First-aid box and accident book are located:	In Kitchen		
Accidents and ill health at work reported under RIDDOR:			
Signed: (Employer)	Sean O'Hare	Date:	02/07/13
			
Subject to review, monitoring and revision by:	Ian Pye	Every:	12 months or sooner if work activity changes