



Health and Safety Policy

VIBE CONCEPTS deliver educational and training programmes to the general public and contracts a total of 3 self-employed tutor/assessors across 1 site.

For Administration purposes, contact can be made with **VIBE CONCEPTS** between Monday and Friday 9.00-5.30.

Cleaning is not a requirement of contractors as this is performed by employees of J D Gym, Coventry.

This policy proforma has been accessed from YMCA Awards (04/10) who have produced this format based on an example policy published by the Health and Safety Executive (09/09)

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

VIBE CONCEPTS

Delvin Clarke – Managing Director

All Course Tutors & Assessors

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health, and to provide adequate control of health and safety risks arising from work activities.	Delvin Clarke Managing Director Course Tutors	Relevant risk assessments completed at the venue on a daily basis actions arising out of those assessments implemented. Risk assessment process should be reviewed every year or earlier if working habits or conditions change.
To provide adequate training to ensure employees are competent to do their work.	Delvin Clarke Managing Director	Staff, subcontractors and learners are given necessary health and safety induction and provided with appropriate training (including safe and effective use of the studio/gym equipment and must use appropriate clothing and footwear suitable for a gym / workout environment). We will ensure that suitable arrangements are in place to cover students and contractors engaged in work remote from the main company site, if applicable.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Delvin Clarke Managing Director Course Tutors	Staff 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. Written screening is implemented on every programme during induction and verbal screening is carried out at every practical session to assess individual risk suitability of participation in practical sessions.

To implement emergency procedures – evacuation in case of fire or other significant incident.	Delvin Clarke Managing Director Course Tutors	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 plant, equipment and machinery, and ensure safe storage/use of substances.	Employees of J D Gym, Coventry Course Tutors	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. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .)

Health and safety poster is displayed:				
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	First-aid box and Defibrillator are located in the gym area near to the Spin Cycle Studio. Accident book is located in the office.			
Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:	Delvin Clarke	Every:	12	months or sooner if work activity changes

For further information visit www.hse.gov.uk/risk