



Word Smiths
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Word Smiths Health & Safety Policy Statement

Word Smiths is an independent partnership specialising in the creation and delivery of learning materials and training packages. We are also copywriters/editors, audio book publishers, typesetters/designers and print managers/brokers. The partnership was established in 1988 and is based in Abergavenny, Monmouthshire.

In recognition of the Health and Safety at Work Act of 1974 and other legislation relating to Health and Safety, we, Word Smiths, take all reasonable measures, as far as practically possible and take full responsibility to ensure our health, safety and welfare and that of any clients or colleagues whilst at work.

Word Smiths takes the issue of Health and Safety extremely seriously. We recognise that the control of all health and safety matters arising from our work activities is not only an essential feature of our efficient operation, but is also a civil and statutory obligation. It is our policy to act within the framework of the law and good practice, safe and healthy working conditions, equipment and conditions of work, for ourselves, clients, members of the public and others who are affected and working with us. We endeavour at all times to work in a safe manner to prevent accidents to ourselves and others.

We strive to provide a safe working environment for ourselves and others by:

- Providing safe systems of work
- When office-based, using safe office equipment
- Using safe and well maintained laptops and audio/visual equipment
- Working safely on clients' premises and in conference centres or hotels
- Transporting ourselves and our equipment safely
- Providing adequate and sufficient information, instruction and advice to others.

Responsibilities

1. Overall and final responsibility for health and safety is that of partner Nick Smith.
2. Both partners have responsibility for maintaining and improving health and safety standards in their areas of work.
3. Both partners must:
 - Co-operate with partners, colleagues and clients on health and safety matters
 - Not interfere with anything provided to safeguard their health and safety
 - Take reasonable care of their own health and safety
 - Observe clients' health and safety policies when working on clients premises'
 - Observe 3rd party H&S policies when working in hotels and conference centres.
4. Risk assessments will be undertaken by Jane Smith.

Ensuring health and safety of delegates

We have an overriding duty of care to the health and safety of delegates. We therefore check the premises and equipment to be used on any training course and will advise the client immediately if any aspect places the trainer or any of the delegates at risk. If it is impossible to rectify the problems or provide suitable alternative accommodation, we will not deliver the service on that occasion.

We always inform delegates of the relevant emergency procedures at the beginning of any training event.

Risk assessment form

This is an example of our risk assessment form, showing how it might be completed at the beginning of a training event.

Training event: Speed Reading at XXXX Stockport, 2 February 2009				
Hazards to Health and Safety	Risks posed and to whom	Risk Level H/M/L	Precautions to reduce the risk	Risk Level Achieved H/M/L
Possibility of fire or other emergency	Trainer and delegates could be trapped in remote training room	M	Informing delegates of procedures to follow in case of emergency	L
Trailing cables from laptop and data projector	Trainer and delegates could trip and fall	M	Cable covers used to reduce risk of tripping	L

Word Smiths' Health and Safety Policy complies with the current legal requirements and will be updated as appropriate to take account of future developments or changes in UK or EC legislation.

We undertake to review this policy on a regular basis, and in the light of new knowledge, and changing legislation. This review will take place at a maximum of twelve months of the date shown below.

The partner responsible for implementing and monitoring this policy is Nick Smith.



Date: 12 January 2016