

UK School of Floristry Ltd – Statement of Health and Safety Policy

Overview

The UK School of Floristry is a private professional training company offering courses to aspiring florists and CPD to existing professional florists. The premises occupy the upper floor above the Florists' shop, accessed via a staircase in the building. Students are trained in the use of tools and equipment and in the techniques involved in the industry. In general, hazards are minimal and risks low compared with many industries. As the business is small the following policy and risk assessments are associated with the school and apply to all employees and visiting students.

Proprietor: Ian Lloyd NDSF HFBFA

H&S Responsible person: Ian Lloyd NDSF HFBFA

Statement of General Policy	Responsible Person	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	Ian Lloyd, Proprietor, MD	<ol style="list-style-type: none"> 1. familiarity with H&S legislation, 2. regular checks on premises, materials used and working practices 3. Risk Assessment and subsequent action planning 4. familiarise staff with RAs and actions required. 5. Require students to read and acknowledge (by signing) H&S Code of Practice
To provide adequate training to ensure that employees are competent to do their work	Ian Lloyd, Proprietor, MD	<ol style="list-style-type: none"> 1. Ensure that staff have completed recognised qualifications in Floristry which include H&S Training either on appointment or undertake them as soon as possible after appointment

		2. Carry out briefing when new staff join, practices change, new equipment is brought in or potentially hazardous items used.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Ian Lloyd, Proprietor, MD	1. daily checks on working environment and work schedule include safety considerations 2. staff made aware of RAs regularly 3. Staff made aware of COSSH statements regularly
To implement emergency procedures - evacuation in case of fire or other significant incident	Ian Lloyd, Proprietor, MD	Evacuation procedure is posted in each room and is part of staff and student induction, including visiting lecturers Should staff work offsite they must familiarise themselves with local arrangements and brief any students accompanying them.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances	Ian Lloyd, Proprietor, MD	1. Staff fully briefed on use of equipment and any potentially hazardous materials in use 2. All portable equipment checked daily for signs of wear or damage 3. all electrical equipment PAT tested.

Health and safety poster is up-to-date and displayed - in the workroom.

First aid boxes are located - in the workroom and the classroom.

RIDDOR reporting requirements adhered to: when required.

Signed:

dated:

Review due : (12months) date:

(or as soon as working practices change)