

## **Health and Safety Policy**

LLA gives the greatest importance to the safety of its employees, clients and customers, considering this a management function equal to that of any other responsibility. In the design, construction, operation and maintenance of all equipment and facilities it is the duty of the Managing Director, Darren Aydin, to do everything possible to prevent personal injuries. To this end, the Managing Director, Darren Aydin, will provide basic safety training for all employees. It is also part of LLA policy to undertake regular discussion of safety and health in staff meetings where appropriate.

### Health and Safety Induction

The inductor is responsible for showing the student/worker around the premises, referring particularly to:

- Emergency exits
- The emergency assembly point, which is the pavement at the END of the alley behind the school.
- Fire alarms and fire extinguishers
- First aid boxes

The inductor is also responsible for explaining procedures for signing in and out, emergency evacuation, fire drills, fire alarm testing and for informing the worker of the names and location of nominated first aiders.