

Health & Safety Policy



SEMESTER
LEARNING & DEVELOPMENT

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1. Scope

This policy applies to all Company employees and is non-contractual and without prejudice to your statutory rights.

2. Principles

The Company will make arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures. This will be achieved through the planned implementation of procedures, guidelines and working practices that ensure compliance with both current legislation and company policy.

3. Health & Safety Policy Statement

This Health & Safety Policy Statement and all associated documentation contained within the Health & Safety Policy is applicable to the Company. It applies to/for all staff and learners who are either employed within the Company or participate in the Company's training programme provision.

The Company's Board of Directors recognises its responsibilities and is committed to ensuring that steps are taken to ensure the health, safety and welfare of employees, all learners to whom a duty of care exists, and any other persons who may be affected by the Company's activities, so far as it reasonably practicable. The company will exceed the minimum expected standards under all current legislative requirements.

The Company shall:

- Make arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures. This will be achieved through the planned implementation of procedures, guidelines and working practices that ensure compliance with both current legislation and company policy
- Where applicable, provide and maintain places of work, plant, equipment and systems of work that, so far as it reasonably practicable minimises the risk to health & safety for all individuals involved. This will be achieved and controlled through systematic identification, evaluation and control of risk arising from workplace hazards
- Continually promote health & safety awareness by the provision of instruction, training and information
- Provide suitable and sufficient supervision to ensure policies are carried out
- Make arrangements for access to competent professional expertise in safety, occupational health, environment and fire prevention
- Make arrangements for adequate discussion with employees regarding health & safety issues
- Ensure that any additional measures identified as necessary are taken to minimise the risks to any special groups which include young persons at work (i.e. persons of school leaving age but less than 18 years old). The Company will assess and document any additional risks and any control measures necessary to ensure the health & safety of such persons
- Monitor, control and update the health & safety management system through the implementation of an effective closed loop system for the undertaking of audit and review of the health, safety and welfare provisions

- Ensure that all contractual obligations required by external parties relating to health & safety are met as minimum. This will be achieved through inclusion within the health & safety management system, which will be subjected to review and audit to ensure ongoing compliance, is maintained

Annual review of the Health & Safety Policy will be undertaken by the Senior Management Team and any appropriate action identified will be recorded, actioned and communicated as appropriate.

4. Responsibilities

4.1 Line Managers

All Directors, Managers and Team Leaders have a responsibility to ensure that the Health & Safety Policy is implemented in their area of the business and for ensuring that their team members are adequately aware of this policy.

All will have responsibility for:

- Identifying hazards and assessing and controlling risks within their areas of responsibility
- Ensuring that persons in their areas of responsibility have adequate knowledge of health, safety, fire, and first aid and accident procedures and are fully aware of any potential hazards and risks
- Providing adequate supervision, particularly when young or inexperienced employees are concerned
- Ensuring that all safety rules are observed, and that protective clothing or equipment is available and used when appropriate
- Reporting promptly all accidents or ill-health to persons, near misses and dangerous occurrences, communicable infections, and complete the relevant report forms as required and ensure that action is taken
- Ensuring that visitors and contractors are informed of, and comply with local health & safety requirements and, where necessary, the findings of risk assessments
- Maintaining a tidy environment and ensuring that all means of access and of escape are free of obstruction

4.2 Employees & Learners

All employees should accept their responsibilities for health & safety and fulfil their obligations by taking reasonable care to avoid accidents and by following procedures, in particular;

- Do not try to repair or maintain any office equipment or machinery for which you have not been adequately trained and to report any defects in office equipment or machinery immediately to your line manager
- Identify the locations of the first aid box and the names of the first aiders and fire wardens
- Ensure you are fully aware of the emergency arrangements in the event of fire or other emergencies
- Ensure that all corridors, office floors, doorways etc. are kept clear and free from obstructions
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause you injury
- Do not attempt to reach items on high shelves unless using steps or properly designed equipment

- Suggest ways of eliminating hazards and improving working methods and contribute to risk assessment as required. Warn new employees & learners, particularly young people, of known hazards
- To take care for the health & safety of themselves and others who may be affected by their acts of omissions
- To observe all safety procedures and instructions given by line managers and assist in maintaining a safe working environment
- To wear appropriate protective equipment where necessary
- To report to line managers any communicable diseases, accidents, hazards or defects
- To report, to their line manager any injuries sustained at work or caused by work activities, to learners, fellow workers, contractors, or members of the public
- To not intentionally or recklessly interfere with or misuse anything provided in the interest of health & safety or welfare

5. Purpose

The Company's purpose is to provide and maintain places of work, equipment and systems of work that, so far as it reasonably practicable, minimises the risk to health & safety for all individuals involved. This will be achieved and controlled through systematic identification, evaluation and control of risk arising from workplace hazards.

In addition to this the Company will:

- Continually promote health & safety awareness by the provision of instruction, training and information
- Provide suitable and sufficient supervision to ensure policies are carried out
- Make arrangements for access to competent professional expertise in safety, occupational health, environment and fire prevention
- Make arrangements for adequate discussion with employees regarding health & safety issues
- Ensure copies of procedures and regulations are available and statutory notices are prominently displayed
- Ensure substances, which are potentially hazardous to health are used, handled or stored, we will ensure that an adequate assessment of risk to health has been carried out and the necessary controls implemented

The Company will also ensure that any additional measures identified as necessary are taken to minimise the risks to any special groups which include young persons at work (i.e. persons of school leaving age but less than 18 years old). The Company will assess and document any additional risks and any control measures necessary to ensure the health & safety of such persons.

The Company will ensure that all contractual obligations required by external parties relating to Health & Safety are met as a minimum.

A minimum of an annual review of the Health & Safety Policy will be undertaken by the Senior Management Team and any appropriate action identified will be recorded, actioned and communicated as appropriate.

6. Safety Policy

The general policy statement issued by the Company is the first element in the health & safety legislative requirement.

The Senior Management Team are answerable for safety performance within the Company.

The Manager for each workplace is fully responsible for maintaining safe and healthy conditions and for making any necessary arrangements within the framework of the general policy.

The Company will hold certain key management personnel in operating departments accountable for carrying out the general policy and detailed arrangements. They will be required to carry out frequent inspections in their areas of responsibility and, where necessary, take prompt corrective action.

All supervisory staff are required to recognise, accept and comply with the following fundamental points.

7. Environmental Policy

It is the Company's policy to try to protect the environment from harm caused by the business and actions of the Company.

The Company will comply with environmental, health, and safety legislation and approved codes of practice, co-operating fully with relevant statutory and non-statutory bodies.

For further information please see the Environmental Policy (Co-P002) located in the Companies Quality Manual.

8. The Safety of Employees, Plant and Equipment and the Public

Every effort must be made to reduce the possibility of accident. Safety legislation applicable to particular workplaces must be complied with.

Management must involve employees in the accident prevention objectives of the Company.

THEY MUST ENSURE THAT THE COMPANY SAFETY POLICY IS BROUGHT TO THE NOTICE OF ALL EMPLOYEES IN THEIR RESPECTIVE DEPARTMENTS.

They must investigate all accidents reported to them to determine their cause and initiate remedial action.

9. Arrangements

It is the policy of the Company to have direct consultation with its employees on all safety matters affecting their employment. All employees are free to discuss with, or bring to the notice of the respective Manager any matters affecting their health, safety and welfare at work. These can then be reviewed by the Senior Management Team.

10. Compulsory Display of Notices etc.

- A copy of the relevant Act and/or Regulations (i.e. Health & Safety Law poster, Manual Handling, COSHH, Display Screen equipment, etc)
- A notice specifying the persons in charge of the first aid boxes, and also the location
- A certificate of insurance as required by the Employer's Liability (Compulsory Insurance) Act 1969

11. Fire and Fire Precautions

It is the Company policy to undertake a fire drill twice yearly. Notices are displayed throughout each site indicating the procedure to be followed in the event of fire. The Company operates a maintenance scheme for fire extinguishers and all other appliances. Daily/weekly/monthly fire safety checks are to be carried out and recorded in the site's Logbook.

"What to do in case of Fire" must be covered by separate instructions, which must be posted throughout the building. All staff are required to read such notices thoroughly.

The Company will carry out a fire risk assessment; fire awareness training will also be carried out.

12. First Aid

The Company has appointed/nominated first-aid personnel at each site who would be capable of providing emergency First Aid assistance to people injured on the premises and emergency situations. The names of these individuals are posted at key points.

First aid boxes must have their contents regularly checked and items replaced where necessary by the nominated first aiders.

13. Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) assessment is to be carried out by a competent person and details recorded on the appropriate COSHH assessment form.

14. Welfare Facilities

Lavatories, washrooms and drinking water are provided for all employees, who are expected to use them for the purpose for which, they were provided and look after them.

Failure to use the facilities correctly or to damage or deface them will result in disciplinary action being taken against the offender.

15. Security

It is not the policy of the Company to allow visitors or contractors to circulate round the premises unless authorised by a manager. Any other visitors or contractors will be accompanied by a member of staff. Any staff seeing unaccompanied strangers on the premises should escort them to the appropriate Manager. Staff must ensure that both themselves and any visitors sign in the register located in reception of each site.

16. Consumption of Alcohol/Drugs

The general duties imposed by the Health & Safety at Work Act 1974 impose an obligation on the employer to do what is reasonably practicable to identify alcoholism and drug use, and to ensure that no employee is allowed to work (and thus endanger others) whilst under the influence of alcohol or drugs.

An employee who is under the influence of alcohol or drugs while at work may well be in breach of the duty which is imposed upon him/her by section 7 of the Health & Safety at Work etc Act 1974, to take care of him/herself and others while he/she is at work.

For further information please see the Alcohol and Substance Abuse Policy (Co-P013) located in the Companies Quality Manual.

17. Training of Employees

Section 2 of the Health & Safety at Work Act 1974 imposes a general duty on every employer to provide as much information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of its employees.

Please refer to the Staff Continuing Professional Development (CPD) Policy for further information.

18. Accidents

Reporting of injuries, diseases and dangerous occurrences. (RIDDOR1999)

Each site keeps an accident record book and enters all details of any accidents.

All accidents must be reported to the Health and Safety Manager as soon as reasonably possible.

18.1 Injury Resulting in Incapacity to Work for More Than 3 Days

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days.

An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

These will be reported to the Health and Safety Manager as soon as reasonably possible for the team to investigate and submit a RIDDOR form.

19. Smoking Policy

It is the Company's policy that all our sites are smokefree, and all employees have a right to work in a smokefree environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This will include all company and owner user vehicles (if the vehicles carry members of the public, visitors, clients etc). This policy applies to all employees, customers, contractors, consultants, and visitors

20. Mobile Phone Policy

As part of our overall Health and Safety Policy, we are committed to reducing the risks, which our staff face, when driving for work. We ask all our staff to play their part, whether they use a company vehicle, their own, or a hire vehicle.

The use of handheld mobile phones whilst driving is illegal and banned unless staff use a hands-free kit.

If you feel that answering the phone could affect safe control of the vehicle, then stop at the first available opportunity and return the call.

21. Policy Review

This Health and Safety policy will be reviewed annually.