

Health and Safety Policy

Statement of Policy

The business recognises its responsibilities under the Health & Safety at Work Act 1974 and associated Acts and Regulations. We shall take measures so far as is reasonably practicable to protect the Health, Safety and Welfare of all Employees, Visitors, Customers and Learners whilst they are engaged in activities belonging to and associated with the business.

The business shall carry out a Risk Assessment of all such activities in order to ensure that measures taken are adequate against the requirements of law. The business shall communicate and comply with the direction and guidance of the Health & Safety Executive and Environmental Health Officers.

The CEO is responsible for the effective operation of the Company's Health & Safety Policy. Particular tasks and responsibilities related to this may be delegated to officers within the business provided that they have received training commensurate to their duties and are deemed competent.

The Policy shall be reviewed annually or where significant changes are made to the business, its premises, arrangements or structure or where a significant incident occurs and where the subsequent investigation suggests that a review is necessary.

For the purpose of this policy, persons carrying out work for the business on an associate basis shall be considered employees whilst they are engaged in activities on behalf of the business. A copy of the Health & Safety Policy is available at reception

Objectives

The objectives of the policy are as follows:

- to reduce the risks of business activities so far as is reasonably practicable
- to educate and train employees, learners and customers to make them aware of their responsibilities under the Health and Safety at Work Act 1974 and to promote wider awareness of risks and their control
- to prevent accidents/incidents and their subsequent consequence

Risk Assessment

The business shall carry out a risk assessment of all activities of employees and learners engaged in activities associated with it. Such risk assessments shall also consider the Health, Safety and Welfare of customers and visitors with whom employees and learners may come into contact. Risk assessments shall be documented in accordance with the Management of Health & Safety at Work Regulations 1999.

The findings of risk assessment shall form the basis of the business's Health & Safety procedures and arrangements which shall be made available from reception.

General Arrangements

All employees shall receive a full Health & Safety Induction during their first two weeks of employment which will include details of the assessed risks associated with their duties and their control measures.

All business premises shall have an adequate means of prevention of fire and adequate means of escape should fire occur.

All business premises shall have a site Health & Safety representative who shall have responsibility for Health & Safety on that site, whilst reporting to the CEO.

All accidents/incidents shall be recorded, reported to the Health and Safety representative, investigated and acted upon in accordance with the requirements of RIDDOR 1995 and the Health & Safety at Work Act 1974.

All business equipment shall be regularly tested and maintained for safety (electrical and otherwise) and shall be issued and used in accordance with the Provision and Use of Work Equipment Regulations of 1998. In accordance with Section 6 of the Health & Safety at Work Act 1974 the business shall so far as is reasonably practicable, ensure that all equipment issued to employees is safe.

All business premises shall be maintained in accordance with the Workplace (Health & Safety) Welfare Regulations. Furthermore all customer premises in which employees are expected to work shall be vetted for any risks likely to pose a threat to the business employee and where such risks are found the work activity shall be changed in order to eliminate said risk or the employee shall be adequately trained and advised to minimise the risk.

Owing to the irregular working hours expected of some employees a Working Hours Directive shall be implemented and followed by all staff in accordance with the general provisions of the Health & Safety at Work Act 1974, Sections 2 and 3.

All employees and learners using business display screen equipment shall have specific induction on the safe use of such equipment in accordance with the Health & Safety (Display Screen Equipment) Regulations of 1992.

All learners on business learning programmes e.g. Watok or Proficiency qualifications shall receive a short health & safety induction commensurate to their activities prior to commencing their learning. Where learners are at off-site locations their activities shall be vetted in accordance with our business standards.

Standards

For those employees who work off site and driving is involved there shall be strict adherence to the following rules in respect of driving:

- strict adherence to Working Time rules
- all drivers shall submit copies of driving licenses every six months
- drivers shall be required to prove that they are legally entitled to drive
- all drivers shall submit copies of vehicle insurance policies which shall be held on file and shall prove that vehicles are insured for business use
- all drivers shall submit copies of MOT certificates (where legally required) for vehicles being used for business purposes
- all drivers shall complete a declaration each month on their expenses claim forms which shall confirm that regular maintenance checks are being carried out on vehicles

Employee Responsibilities

The Health & Safety at Work Act 1974 sections 7 and 8, along with section 12 of the Management of Health & Safety at Work Regulations 1999, make clear the responsibilities of the Employee. All employees are expected to comply with the Health & Safety Policy and associated procedures of the business at all times and during the course of all duties. Failure to comply with these requirements shall be considered an act of Gross Misconduct and may result in dismissal.

Active Promotion

All staff should actively promote the cause of good Health & Safety management to all employees, customers, learners and visitors. All advice and guidance given to third parties must be in accordance with the Health & Safety at Work Act 1974 and its associated acts and regulations. No advice or guidance shall be given prior to the facts being checked and verified with current statute law, case law or with the enforcing bodies.