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Education Buddies

Introduction

It is the policy of Education Buddies UK (referred to hereafter as the 'Company') to take all reasonable steps to ensure the health, safety and welfare of its employees, volunteers, customers and any other visitors to the premises; it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. The Company will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act. 1974.

The Company will provide and maintain a healthy and safe working and educational environment, with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace or workshop experience.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company also recognises its duty to protect the health and safety of all customers and visitors to the Company, contractors and temporary workers, as well as any members of the public who might be affected by the Company's operations and who participate in the sessions.

While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their line manager or to the delegated Safety Officer, or the Company's Senior Management. An effective health and safety programme requires continuous communication between workers at all levels.

Equally the Company will do all it can to ensure the health and safety of clients and customers attending sessions. It is the responsibility of the host site to ensure that the facilities are safe, that they have their own company health and safety policies and procedures in place and that these are visible and made clear to any Company staff operating on their premises.

All injuries, however small or slight, sustained by a person at work must be reported to their line manager, the delegated Safety Officer, or the Company's Senior Management, as well as to any client health and safety officers where workshops are taking place externally. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. Accident books are located at the following points: In welcome room. A review of the accident books will be undertaken every quarter. Accident or incidents that occur at client premises, will be recorded in line with their own procedures.

The specific arrangements for the implementation of the policy are detailed below.

Who does this policy apply to?

Any employee/worker who works for the Company and to other individuals working or engaged at or visiting the Company (e.g. customers, sub-contractors, consultants, third-parties, work experience, and agency staff).

Organisation

Senior Management have overall responsibility for health and safety in the Company. The Company has appointed a designated Safety Officer to have day-to-day responsibility for overseeing,

implementing and monitoring the policy. This is Katie Dixon. In this policy, they will be referred to as the Safety Officer. Steven Irving will be responsible as their deputy in case of absence.

Communication and co-operation

The Company will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of this policy.

If the Company is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with line managers and the Safety Officer and to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of the Company. Disciplinary action under the Company's Disciplinary Policy and Procedure may be taken against any employee who violates safety rules and procedures or who fails to perform his or her duties under this policy.

Training

Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee is trained to perform his or her job effectively and safely. All employees will be trained in safe working practices and procedures on induction into the Company or prior to being allocated any new role. Training will include advice on work place health & safety assessments / monitoring / use of safe systems of work.

Health and safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Inspections

The Company believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the workplace will be conducted by the Safety Officer. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the Company's operations. All employees will be encouraged to participate in conducting such workplace inspections. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work place equipment

The Company will take all reasonable steps to ensure the safety of all employees, customers and visitors using equipment provided by the Company and installed for customer use, as well as to ensure the safety of others who may be affected by the equipment. The Company will seek to liaise with suppliers to ensure that any new equipment / machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform the Safety Officer or a Senior Manager, so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired or used by the Company will comply with statutory requirements and is to be maintained in good working order and repair. The Company will endeavour to ensure, in liaison with equipment suppliers and manufacturers, that all equipment used in the workplace is safe

and suitable for the purpose for which it is used.

PAT testing will take place on all electrical equipment, as required.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised.

Personal protective equipment

The Company uses very low risk equipment/materials. However, lab coats and safety glasses would be provided if necessary – this includes being issued to customers taking part in our activities.

Manual handling operations

The Company's objective is to minimise any risk to employees of accident or injury resulting from manual handling operations. The Company will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. The Company will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

Assessments will be reviewed when there is a significant change in:

- The activity or process
- The working environment
- The numbers or abilities of personnel
- The nature of the loads to be handled.

Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

Control of substance hazardous to health

Within the working environment, many substances are routinely used that could potentially be injurious to health if not properly stored, handled or used correctly. The Company is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Company's own knowledge of the work process and utilising relevant information and guidance made available by the Health and Safety Executive.

The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

Employees, customers or visitors at special risk

The Company recognises that some workers, customers or other visitors may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal

circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Special precautions will be taken where customers or visitors have advised the Company that they may be at special risk and/or have specific medical conditions or disabilities that would require special measures within the business to accommodate their stay.

The Company also has safeguarding measures in place for the protection of children / at risk adults – refer to the Company's Safeguarding policy.

Fire safety precautions

All venues booked for sessions and activities will be asked about their fire safety precautions, any drills expected, and with fire evacuation procedures.

Notwithstanding this, all Company employees have the following duty of care:

All employees are under a duty to report immediately any fire, smoke or potential fire hazards to the fire service.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must ensure they keep flammable materials away from sources of heat. Employees must report any faulty electric cable or loose connection immediately to their line manager, Safety Officer or Deputy, or Senior Management. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves, and should not use dual or other socket outlets unless these have been properly authorised by the Safety Officer.

Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures. The Company will liaise with designated client health and safety personal under any contractor arrangements for delivering workshops at client sites.

Smoking

Smoking is prohibited in all areas of the workplace at all times. Please also refer to the Company's Smoke Free Policy.

Smoking on client premises is not allowed and any staff or volunteers are required to abide to all client premises smoking policies.

Reporting of accidents, incidents and dangerous occurrences

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Company views accident investigation as a valuable tool in the prevention of future incidents.

All accidents, however minor, must be recorded. The Company will provide an accident book in which all incidents must be noted. The accident books are housed in a central location, details of which are displayed on first aid boxes.

It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately.

All entries in the accident book should detail:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Safety Officer who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Line managers are responsible for reporting all cases of accident and disease to the Safety Officer. The Safety Officer is responsible for reporting cases of accident and disease to the relevant enforcing authority.

First aid

The Company is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries at work. We will provide information and training on first aid to employees to ensure that statutory requirements are met. The Company's Safety Officer is paediatric first aid trained.

Client venues and schools will have their own first aid trained staff.

First aid personnel are employees who have volunteered for the role and have been assessed as suitable. The Company will also nominate a person to take charge if a first aider is unavailable in exceptional circumstances. The appointed person does not need to be a qualified first aider but will be given a clear indication of the responsibilities and training required.

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements. First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. First aid boxes will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies. For the purposes of maintaining first aid supplies, first aiders should keep a record of supplies used, by whom and for what reason.

Company safety rules

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy
- All employees must immediately report any unsafe practices or conditions to their line manager, the Safety Officer or a Senior Manager

- Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person
- Employees must not adjust, move or otherwise tamper with any electrical equipment, or any equipment/machinery in a manner not within the scope of their duties, unless instructed to do so by their line manager
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers
- No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
- All injuries must be reported to a line manager, the Safety Officer or a Senior Manager
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
- No employees should use chemicals without the knowledge required to work with those chemicals safely
- Suitable clothing and footwear will be worn at all times. Personal protective equipment must be worn wherever appropriate.

Housekeeping

- Work areas must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All materials must be properly and safely used and when not in use properly and safely secured.

Access and egress

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

Tools and equipment

- Company equipment is only to be used by qualified and authorised personnel. It is the responsibility of the Company's management to determine who is authorised and sufficiently trained to use specific tools and equipment
- It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment which is defective must be reported to management or to the Safety Officer so they can be repaired or replaced
- Approved personal protective equipment must be properly used where appropriate
- Employees are prohibited from using any piece of equipment for any purpose other than its intended purpose

Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Company's Senior Manager/Owner or as delegated to the Safety Officer.

Specialist advisory bodies

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety Executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by line managers from expert individuals or bodies outside the Company.

People working on Company premises not employed by the Company

Persons working on the Company premises who are employed by other organisations are expected to follow the Company's Health and Safety Policy with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

Visitors and members of the public

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform management, or the Safety Officer. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Children attending the premises, remain the responsibility of the adult accompanying them at all times.

All visitors must sign in on arrival and out on departure. Visitors should also be made aware of the fire procedures which are displayed throughout the premises.

Employee responsibility

It is your personal responsibility to adhere to this policy.

Ultimately disregard for this policy could be construed as gross misconduct, which may lead to dismissal. The person accused will have the right to be accompanied by a representative at the meeting under the Disciplinary Policy and Procedure.

You must co-operate to the fully in any investigation into suspected breaches of this policy.

Management discretion

The Company reserves the right to alter, amend or remove this policy at any time in line with changing Company or legislative requirements. Due notice will be given and staff will be notified accordingly.

Every employee who is in the employment of the Company twenty-eight days after the notice giving details of changes has been posted is deemed to have contracted with the Company upon the terms and rules. The Company does not accept ignorance of any such notice as an excuse for non-

compliance.

Completed and checked by:

Signed
K.dixon
Katie Dixon
Director

Policy dated: 07 January 2025.
Policy to be reviewed: 07 January 2026

