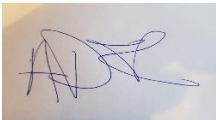


## Health and Safety Policy

### Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff, students and trainees to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure the safety of staff, students and trainees in community venues by completing risk assessments at all venues
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the organisation for the reporting of all accidents/incidents;
- to make positive arrangements for fire evacuation , first-aid and other emergency situations;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to review and revise this policy as necessary at regular intervals.

Signed:   
Health and Safety Officer and  
Managing director

Date: 20/05/2020

Review Date: 20/05/2021

Reviewed 20/05/2020

Next Review 15/05/2021



## **Teaching and Non-Teaching Staff**

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

- be responsible for the health and safety of the students they teach;
- ensure that equipment used is safe and presents no risk to health and ensure that any defects are reported immediately to the Head of Centre so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all students and trainees know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident log found in the main office;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- co-operate with the Head of Centre in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- When using a third party venue, training officer will obtain all relevant policies relating to the above, Health and Safety officer will ensure they meet HSE standard.

## **Health and Safety Risks Arising From our Work Activity**

- Risk assessments will be undertaken by a competent risk assessor and be overseen by Jill Tichborne prior to working in any venue
- The findings of the risk assessments will be reported.
- Action required to remove / control risks will be approved by Jill Tichborne or another member of senior staff who will be responsible for ensuring the action required is implemented.
- A member of the senior management team will check that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.
- Risk assessments will be kept the Main office then archived.
- Completed risk assessments will be available at all times for staff to view and will be working documents.
- Individual employees may make representation to any member of the Management Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.



## **Consulting Employees**

Information and/or advice on matters relating to the health, safety and welfare of employees will be disseminated and discussed via staff meetings unless it is of immediate importance to any individual employee or group of employees.

Health and safety matters can be raised at that time to the senior management team.

## **Safe Handling and Use of Substances**

The Risk Assessor will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments at our work venues

A member of the senior management team will be responsible for ensuring that all actions identified in the assessments are implemented.

Assessments will be reviewed every year, or when the work activity changes or the constituents of the product change, whichever is the sooner.

## **Information, Instruction and Supervision**

The Health and Safety Law poster is displayed at all venues used by Ethical Education Enterprise

## **Competency for Tasks and Training**

Induction training will be provided for all employees by a delegated member of the staff team.

Training records are kept by Jill Tichborne in individual personal files

Training records are located at the organisation office.

Training will be identified, arranged and monitored by Jill Tichborne



## **Accident, First Aid and Work Related Ill Health**

The first aiders and/or appointed persons are:-

Jill Tichborne

The first aid boxes are with the staff member at each venue.

All accidents and cases of work-related ill health are to be recorded in the accident log book.

## **Monitoring**

To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

- carry out spot inspections, external inspections and inspections of venues Termly.
- conduct a full workplace inspection annually.

## **Emergency Procedures – Bomb threat, Fire and Evacuation**

Emergency procedures will be reviewed at venues used by Ethical Education Enterprise prior to any work being undertaken and relayed to staff, students and trainees prior to work being completed.

## **Safety in the Community**

Safety in the community is addressed by addressing lone working practices as outlined by HSE.

The following will be considered within the risk assessment stage and will be recorded accordingly:

- Does the workplace present a specific risk to the lone worker?
- Is there a safe way in and out for one person, eg for a lone person working out of hours where the workplace could be locked up?
- Is there machinery involved in the work that one person cannot operate safely?
- Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- Does the work involve lifting objects too large for one person?
- Is there a risk of violence and/or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency?

Reviewed 20/05/2020

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- On Initial visit Risk assessors safety will be monitored by use of telephone to ensure safe arrival and departure from venue.

A decision will be made at senior level to establish the nature of the working environment and if this is suitable for lone working. **Training will take place at team meetings where good practice will be shared.**

### **Violence, Behaviour, Bullying and Harassment**

Efforts will be made to train all staff in how to handle violent and aggressive situations. If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, should be considered.

The organisation will address bad behaviour, bullying and harassment involving students by following the Anti Bullying policy. The organisation will address bullying and harassment involving staff by following the Anti Bullying Policy.

Due to the Covid-19 outbreak 2020 a specific risk assessment will be carried out to address Health and Safety issues, this will be reviewed monthly, when an incident occurs or as government advice changes.

Advice will be referenced from the following website:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>

THIS IS THE END OF THE GENERAL HEALTH AND SAFETY POLICY.