**Wildwood Tuition and Childcare**

Logo, company name

Description automatically generated

**Cogito, ergo, sum**

**Health and Safety Policy**

**To ensure that every member of the community feels loved, with a sense of God at the heart, with 5 basic values:**

* **Respect,**
* **Kindness**
* **Perseverance**
* **Forgiveness**
* **Inclusivity.**

**Health and Safety Policy**

Review date Sept 2025

This document is a policy document which outlines the approach a business takes to ensuring the health and safety of persons and employees at work. This document is designed for use by businesses which are based in **Great Britain** (England, Wales and Scotland).

This document shall provide:

* a statement on the **general policy** of health and safety of the business and what should be achieved through its implementation;
* the **responsibilities** of relevant persons for specific actions to ensure compliance with health and safety regulations; and
* what **arrangements** shall be made by the business in practical terms in order to ensure compliance and implementation of the policy.

Please note that this document requires companies to carry out risk assessments and other practices required of employers by the Health and Safety Executive. An employer should also consider whether it wishes to create a [specific policy which deals with any risks relating to Covid-19](https://www.wonder.legal/uk/modele/coronavirus-covid-19-workplace-policy).

**How to use this document**

The document should be completed with all the relevant information. There is no legal requirement for the document to be signed, however it is useful to do so in order to illustrate the employer's endorsement of the policy document. It is the **duty** of the employer to ensure that all **aims**, **responsibilities** and**arrangements** contained within this document are carried out.

It is also important to note that an employer with**five or more employees** has a **legal duty** to bring the health and safety policy to the attention of its employees. This document should therefore be directly communicated to all employees.

The policy should also be made **accessible** so that it can be accessed by employees at any time. Many businesses may choose to place the policy in the staff handbook. Sometimes, the policy may be provided to the employee alongside their [Contract of Employment](https://www.wonder.legal/uk/modele/employment-contract).

The workplace policies will be **reviewed** at least **annually**. Where the policy is revised or altered, these revisions and alterations must be **communicated effectively** to employees at the earliest opportunity.

**Relevant law**

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471)

The Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500)

Individual risk assessments based on the nature of each child and working area will be made available, online, in a password protected area.

**Policy Statement**

Wildwood Tuition and Childcare Ltd recognises the responsibilities placed on it by the Health and Safety at Work Act 1974 and other relevant legislation. It considers the health, safety and welfare of its associates, associates, partners, clients and those with whom it works to be of paramount importance.

Through the implementation of the Health and Safety policy, Wildwood Tuition and Childcare Ltd is committed to achieving the following:

* + Ensuring, as far as reasonably practicable, that associates have a safe and healthy working environment.
  + Ensuring that all associates are aware of their health and safety responsibilities and know what is expected of them.

**Responsibilities and Accountabilities**

Wildwood Tuition and Childcare Ltd consider health and safety to be of great importance for its effective operation and must communicate this policy to its associates working with Wildwood Tuition and Childcare Ltd. Wildwood Tuition and Childcare Ltd responsibilities are to ensure:

* Relevant risk assessments have been undertaken if appropriate.
* Associates will receive appropriate information to enable them to be competent to undertake the tasks assigned to them.
* Treating all with consideration and dignity and promoting a culture of mutual respect.

All Wildwood Tuition and Childcare Ltd associates that work with Wildwood Tuition and Childcare Ltd or on its behalf are responsible for:

* Taking reasonable care for the safety of themselves and others on client premises with whom they work, who may be affected by their acts or omissions.
* Co-operating in fulfilling statutory responsibilities including providing a safe workstation at your home and regularly undertaking DSE workstation assessments.
* Notifying Wildwood Tuition and Childcare Ltd if they experience ill health that they have reason to suspect may be work-related, e.g. musculoskeletal problems as a result of using a computer, work related stress etc.
* Carrying out, as appropriate, regular visual checks of your equipment before use to identify any obvious defects such as worn leads or cables, damaged covers/guards or plug tops and seeking professional assistance for remedial work and equipment repair.
* Using any equipment or items provided for work correctly and in accordance with manufacturers or suppliers’ instructions.
* Treating colleagues and other persons with whom they interact during the course of their work with consideration, respect and dignity.