**Health and Safety Policy 10.10.2022**

**About this Policy**

Valley Tuition Ltd, including any trading names connected to them, aim to pursue, and promote at all levels of employment within our workforce measures that shall aim to ensure and protect the health and safety of all employees and any other persons connected within our operations including Colne Valley Tuition Services.

**Health and Safety Standards**

Implementation of this policy will fulfil all and any legislative requirements which are subject to ensuring :

That all reasonable and practicable steps and measures are taken to safeguard the health, safety, and welfare of all staff members whilst at work.

That the safety and health of any members of the public, or any other persons who may visit the site and locations where we carry out our business, is protected as reasonably practicable.

That sufficient measures are implemented to prevent accidents and causes of work-related ill health by managing health and safety in the workplace.

Provision of clear and adequate information, instructions, and training to all staff to ensure they are competent to carry out their work duties in a responsible and safe manner.

Implementation of emergency procedures in the case of significant events, such as Fires, floods etc which may threaten the health and safety of staff members.

We shall ensure safe storage and handling of any substances that may cause harm to staff members who are required to handle them in the course of their work.

**Health and Safety Information**

Valley Tuition’s Health and Safety Officer is …………Hannah Mathias……………………………….

**Risk Assessments**

Relevant risk assessments shall be completed and actions arising from those assessments shall be implemented where necessary. When working habits change risk assessments will be reviewed.

Risk Assessment is the responsibility of …………………………………Hannah Mathias ………………

**Fire Safety**

Staff members and any other persons to whom this policy applies shall ensure they are familiar with Valley Tuition’s Fire safety procedures. This includes the location of exits and fire equipment. Our fire safety procedures are displayed at ……Inside entrance ………………………………………….

All staff members will receive adequate training to ensure they are aware of fire procedures that are in place should a fire take place.

Fire drills will take place monthly, Smoke detectors and equipment will be tested weekly.

Fire Safety is the responsibility of …………………Hannah Mathias …………………………….

**First Aid and Accidents**

Any work-related injuries or accidents will be dealt with properly and investigated appropriately .

Valley Tuition shall ensure full records are kept of all accidents and that they are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate. Staff also have responsibility to inform the first aid lead of any accidents that have occurred as soon as reasonably possible.

Our accident book is located at :………Room 1 Lower floor…………………………….

First Aid boxes are located at: ……Both teaching rooms………………………………………….

The person with lead responsibility for first aid is: ………………Samantha Heaton and Hannah Mathias ………………….

**Public Health and Infectious Diseases**

Valley Tuition will always ensure that the working environment and spaces available to the public are kept clean and well ventilated .

Our Covid 19 Policy is located at ………Room 1 ………………………………. Valley tuition will update this in line with government guidelines.

**Screens and Computers**

All staff who use computers screens as a significant part of their role :

Are encouraged to take regular breaks

Shall receive information to reduce the risks posed by regular screen use

**Public Facilities**

Valley Tuition will ensure all public areas are kept clean and well maintained. It is the responsibility of all staff to maintain the highest standards possible.

**Duties of Staff and Volunteers**

All staff members have a duty to :

Work and conduct themselves in a manner that ensures their own safety and the safety of others.

Follow and obey procedures that have been implemented to ensure safe and healthy working practices.

Use equipment or safety devices in accordance to the instructions and where any specific training has been given.

Report any accident, injury or working condition that they believe to be unsafe or of immediate danger to the appropriate person/s.

**General Health and Safety Information**

The approved Health and Safety poster is displayed at: ………………Middle Floor Kitchen area……………………………………………..

Valley Tuition’s Health and Safety policy will be updated yearly apart from needing to add any new relevant information regarding its workplace.

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