



Health and Safety Policy

Version control:

Version number	Details of change	Date	Next Review	Approver	Signed
1.0	Full policy and procedure review	February 2024	February 2025	Eloise Barnett	<small>DocuSigned by:</small> <i>E. Barnett</i> <small>8641F0A0A4804B1</small> 13 February 2024 11:20

1. Purpose

The policy, read in line with the Organisation's health and safety policy statement, outlines the responsibilities of health and safety.

1.1 Employer responsibilities

The Director of Phoenix ND Ltd is responsible for ensuring our compliance with Health and Safety legislation. They will ensure that:

- Our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created, and progress is monitored.
- Colleagues understand the allocated responsibilities for health and safety defined in this policy.
- Suitable and sufficient funds, people, materials, and equipment are provided to meet all health and safety requirements.
- Adequate insurance coverage is provided and renewed.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate maintenance system exists and operates to keep premises, plant, and work equipment safe.
- They communicate and consult with colleagues on health and safety issues.
- An effective training programme is established to ensure colleagues are competent to carry out their work safely.
- The monitoring activities required by this system are undertaken.

- Effective contingency plans are in place, and a designated competent person oversees the planning and control measures for situations involving imminent danger.
- Adequate training, information, instruction, and supervision are provided to ensure that work is conducted safely.
- Health and safety objectives are set, and their achievement is measured and reported in the annual report.

2. Management responsibilities

Managers will ensure that in their areas of control:

- They actively lead the implementation of our Health and Safety Policy and Health and Safety Management System.
- They supervise their colleagues to ensure they work safely, providing increased supervision for new and young workers.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded, and regularly reviewed. They cover all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of colleagues, contractors, visitors, and members of the public who may be affected.
- Adequate resources are allocated to implement the safety policy and meet all safety requirements.
- The health and safety plan of continuous improvement is progressed, and scheduled actions are completed on time and validated.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- They communicate and consult with colleagues on health and safety issues.

- They encourage colleagues to report hazards and raise health and safety concerns.
- To ensure colleagues can carry out their work safely, safety training for colleagues is identified, undertaken, and recorded.
- Issues concerning safety raised by anyone are thoroughly investigated, and when necessary, further adequate controls are implemented and communicated to colleagues.
- Welfare facilities are provided and maintained in a satisfactory state.
- Premises and any plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Any safety issues that cannot be dealt with are referred to a senior manager for action.
- All colleagues are responsible for following health and safety rules.
- The monitoring and checking activities required by this system are completed.

3. Supervisor responsibilities

Supervisors will ensure that in their areas of control:

- They implement our Health and Safety Policy and Health and Safety Management System.
- They supervise their colleagues to ensure they work safely, providing increased supervision for new and young workers.
- They communicate and consult with colleagues on health and safety issues.
- All colleagues are responsible for following health and safety rules.

- Health and safety checklists this system requires are completed at the designated frequencies.
- The health and safety plan of continuous improvement is progressing, actions are being completed, and any problems are reported to a manager. Scheduled activities are being completed on time and validated.
- They encourage colleagues to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated, and when necessary, further adequate controls are implemented and communicated to colleagues.
- Any safety issues that cannot be dealt with are referred to a senior manager for action.
- Safety training for colleagues is identified, undertaken, and recorded to ensure they can carry out their work safely.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded, and reported.
- Personal protective equipment is readily available and maintained, and relevant colleagues are aware of the correct use of this and the procedures for replacement.
- Hazardous substances are stored, transported, handled, and used safely according to manufacturers' instructions and established rules and procedures.

4. Colleague responsibilities

All Colleagues are responsible for acting safely whilst at work. By understanding their responsibilities and following our safety rules, they will help the Organisation comply with their legal duties and contribute to the safe running of our workplace.

All Colleagues have the responsibility:

- to take reasonable care of our safety
- to take reasonable care of the safety of others affected by what we do or fail to do
- not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- to co-operate so that we as individuals and our organisation can fulfil our legal duties, e.g. comply with our safety rules
- to report any hazardous defects in plants and equipment or shortcomings in the existing safety arrangements to a responsible person without delay
- to set an excellent personal example about health and safety.

First aid personnel have the responsibility to:

- administer First Aid by the current legislation and approved code of practice
- record all accidents that are reported to them in the Accident Book
- restock first aid boxes at regular intervals and when necessary.

When emergency workplace evacuation is required, Fire Marshals are responsible for carrying out the duties for which they are trained.

5. Responsibility for Health and Safety

Eloise Barnett, Director of Phoenix ND Education Ltd, is responsible for health and safety in this organisation. However, as set out in this policy, everyone in the organisation has responsibilities related to health and safety.

6. Responsibilities of the employer

The employer is responsible for ensuring that the Colleague's health and safety are protected in all activities at work. In particular, the employer is responsible for the following.

6.4 We are ensuring that there is safe and adequate plant and equipment.

The employer will ensure that all plants and equipment are regularly inspected and maintained by a maintenance schedule. All repairs will be carried out as soon as

possible. If any plant or equipment is judged to be damaged or unsuitable for use, it will be put out of action with clear signage.

6.5 Safe premises and place of work

The employer will ensure the premises are safe and all hazards are removed. If a risk cannot be removed, clear signage will be displayed advising Colleagues and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

6.6 Competent and safe Colleagues

The employer will ensure that all Colleagues receive the appropriate training to be competent in all their work duties. If any Colleague acts in a manner likely to put others in danger, appropriate disciplinary action will be taken.

6.7 A safe system of work

The employer will ensure that all work processes are safe. If there are any hazards, the employer will endeavour to remove them. If that is not possible, appropriate signage will be displayed advising Colleagues and any other visitors to the premises of the nature of the hazard and the precautions that should be taken

7. Responsibilities of the Colleague

The Colleague is responsible for ensuring that their actions do not cause danger to themselves or anyone else. The primary responsibilities of the Colleague include the following.

7.1 Not to tamper with any equipment.

Colleagues should not alter equipment that might compromise health and safety. Colleagues who tamper with equipment will likely face disciplinary action, including summary dismissal.

7.2 Only use equipment after receiving appropriate training.

No Colleague should use any equipment without the appropriate training. The Colleague is responsible for attending any training that is arranged and completing any required assessments.

7.3 To take reasonable care of their health and safety.

Colleagues are expected to act responsibly and care for their health and safety. This includes wearing any necessary protective clothing and not acting dangerously. All Colleagues must ensure their actions do not endanger other Colleagues or visitors to the organisation.

7.4 To use equipment appropriately.

Colleagues should use equipment for the purpose for which it is provided and no other purpose. If equipment is damaged or unfit, the Colleague must inform the employer immediately.

7.5 To follow appropriate systems of work.

All Colleagues should follow the employer's specified systems of work, which should be consistent with prior permission from the employer.

8. Personal protective equipment (PPE)

The employer is responsible for supplying Colleagues with any required personal protective equipment (PPE).

If a colleague does not have the appropriate PPE for a specific task, they should inform the employer immediately and wait to perform it until the PPE is available.

The Colleague is responsible for maintaining the PPE that has been issued. If any PPE is damaged, the employer should be informed immediately.

A Colleague is required to return all PPE that has been issued on leaving the organisation.

9. Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used according to the manufacturer's instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label, and the guidance on this label must be followed in full.

10. Risk assessments

All line managers must conduct regular risk assessments of the area and activities under their management. These risk assessments should be carried out at least annually, and some will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified.

All Colleagues working in that area must be made aware if any risks cannot be eliminated.

10.1 Manual handling

All Colleagues involved in lifting or carrying must attend manual handling training, which must be renewed every two years. The line manager is responsible for ensuring that all Colleagues requiring this training attend the training course at the appropriate time.

10.2 Accidents

Although every effort will be made to ensure a safe environment, it is accepted that accidents can occur.

If an accident occurs, it must be reported immediately to Eloise Barnett, Director of Phoenix ND Education Ltd and recorded in the accident book.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they must be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented.

11. Health and Safety Heroes Group

A Health & Safety Heroes group will operate, with at least one representative from each area of the organisation.

The Health & Safety Heroes will meet with the Director of Phoenix ND Education Ltd and other senior managers monthly.

The group will be responsible for:

- Reviewing all accidents and other incidents relating to health and safety.
- Reviewing health and safety training.
- Addressing any other incidents that have been brought to their attention.