

## Health & Safety Policy

The Health and Safety at Work, etc. Act 1974 (HSWA 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not in their employment but who may be affected by their work activities, such as students and visitors.

- Part 1 is the '**Statement of Intent**' and the company's commitment to health and safety.
- Part 2 describes the '**Organisation for Health and Safety**' including how all the responsibilities for health and safety are delegated.
- Part 3 describes the company's '**Arrangements for Health & Safety**' and includes codes of practise and other procedures used by the company to comply with health and safety requirements.

### **Part 1 – Statement of Intent**

In accordance with (HSWA 1974) and in recognition of the relevant statutory duties the Centre Director will take all reasonably practicable measures to ensure the health, safety and welfare of all staff.

In particular, the school, so far as is reasonably practicable that;

- All places under its control, where employees are required to work, are maintained in a condition that is safe and without risk to health, and that access to and egress from the workplace is similarly safe and without risk;
- A safe and healthy working environment is provided, with adequate facilities and arrangements for employees' welfare at work;
- No hazard arises from the use, handling, storage and transportation of articles and substances used in connection with work and;
- Plants and systems of work are safe and without risk to health.

The school undertakes to provide whatever information, instruction, training and supervision is necessary to enable employees to identify and to avoid hazards.

## Part 2 – Organisation for Health and Safety

- Centre Director
- Employees

### Centre Director

- The Centre Director has delegated responsibility for the day-to-day management of the school and has a particular role in seeing that health and safety policies are carried out.
- The Centre Director must ensure the effectiveness of the company's policy for the Health, Safety and Welfare.
- The Centre Director, along with staff administers a systematic assessment of the risks involved in order to carry out work safely.
- The Centre Director must ensure that systems are in place for commuting and consulting with staff on health and safety matters.

### Employees

- Employees have a responsibility to make sure that they carry out their duties safely without risking themselves, the students or visitors. They must also cooperate with others who have health and safety duties, following instructions and reporting unsafe practices.
- Tutors and other employed/self-employed staff by Just Learn Independent School, have a duty to take reasonable care for the health and safety of themselves and any other person who may be affected by their work. Disregard for, or failure to comply with safety instructions or procedures is a breach of disciplinary rules and will be dealt with accordingly.
- Employees must also make themselves familiar with the Company's Health and Safety Policy, organisation and arrangements in their own work areas and ensure they are applied.
- Employees must report all accidents, defects and dangerous occurrences to the Centre Director and/or facilities manager.

### Lines of Communications

- Tutors and employees may refer health, safety and welfare matters to the Centre Director and/or facilities manager.
- Wherever possible, the Centre Director will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems.
- All tutors and employees are encouraged to submit suggestions for better health and safety to the Centre Director and/or facilities manager.

## Part 3 – Arrangements for Health and Safety

### Accident Reporting

- The Centre Director is responsible for ensuring that all accidents and incidents are reported and investigated using the accident reporting book held in the office of the Centre Director.

### First Aid Arrangements

- As a very basic guide that there should be at least one qualified first aider in the school.

### Emergency Evacuation Procedures

- The emergency procedures and designated assembly point must be displayed throughout the school.
- The school must have a completed fire risk assessment that is current and includes procedures for monitoring and review.
- The school must have a completed fire risk assessment that is current and includes procedures for monitoring and review.
- The school must have regular emergency evacuation drills. The frequency must be at least twice a year.

### Training

- All employees must receive appropriate health and safety training and contribute positively towards their own safety and health at work and that of other employees.

The school will ensure so far as practicable, that the health and safety of persons not in the school employment list such as students and visitors are not placed at risk by either the school activities or premises or facilities made available to them.

Arrangements for ensuring safe and healthy working conditions are a primary responsibility of the Centre Director.

### Procedures

The school has introduced a facilities manager whose sole responsibility is to ensure the safety of the staff, students and visitors to the building.

Weekly Inspections of the building are carried out by the facilities manager and any urgent or non-urgent actions are RAG rated and dealt with as seen appropriate.

This Policy statement supersedes all those previously issued.

Next Review Date: 06/04/15 – No amendments made

Next Review Date: 06/04/16 – No amendments made

Next Review Date: 06/02/17 – No amendments made

Next Review Date: 06/02/18 – No amendments made

Next Review Date: July 2018 – Introduction of the facilities manager and weekly inspection procedures.

Next Review Date: July 2019