



Further Education Polices & Procedures

Policy_09: #THEWRD Health & Safety Policy

General Statement of the Policy

We are committed to ensuring the health, safety and welfare of our employees, so far as is reasonably practicable, and recognise that the effective management of health and safety is an integral part of our overall business performance. We also fully accept our responsibility for other persons such as contractors and visitors who may be affected by our activities.

We will:

- Ensure there is adequate control of the health and safety risks arising from our work activities.
- Provide and maintain systems that are safe and without risk to health for:
 - Work
 - Equipment
 - working conditions
- Ensure that all employees are competent to carry out their duties
- provide new recruits, and existing employees with:
 - appropriate information
 - instruction
 - training and supervisionso they can cope with the particular health and safety aspects and/or responsibilities associated with their job and place of work.

- Provide and maintain adequate facilities and arrangements to enable all employees and their representatives to raise issues of health and safety.
- Consult our employees on matters affecting their health and safety.
- Provide adequate facilities and arrangements for employees' welfare at work.
- Make regular safety inspections and set safety standards.

We will ensure that adequate time and finances are committed in pursuance of these aims and, provide Competent Persons, including the use of experts as necessary.

Whilst the onus of Health and Safety falls primarily on Management, all employees have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.

EMPLOYEES MUST CO-OPERATE BY:

- Working safely and efficiently to approved methods
- Working with regard to the safety of themselves and others
- Adhering to the Company's safety procedures and rules
- Reporting all accidents in the proper way and co-operating in the investigation of accidents and measures taken to prevent recurrence
- Reporting possible hazards, defects or dangers

The successful implementation of this policy requires total commitment of management and employees at all levels.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually, and, updated in the light of legislative or organisational changes.

Organisation and Responsibilities:

The overall and final responsibility for health and safety in the company is that of:

Howard Monk (Chief Education & Learning Officer)

The day to day responsibility for ensuring this policy is put into practice is delegated to:

The Course Leaders

All employees have a responsibility to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person

Learning Centres:

On hiring learning centres for delivery, we will take of receipt of the following documents:

- Risk Assessment
- PLI Certificate
- Venue's Health & Safety policy and procedures

Where the health & safety policy of an external venue is not in line with our own, we will ensure the venue adopts our own policy before finalising any agreement.

We will also ensure that each venue has delegated personnel responsible for the following:

- Safety training
- Carrying out safety inspections
- Risk Assessments
- Investigating accidents
- Monitoring maintenance and equipment
- Security
- First Aiders
- Accident Reporting
- Fire Alarm/Evacuation
- Location of First Aid Box