

## HEALTH & SAFETY POLICY

### Health and Safety Policy Statement

The policy of Resources is to comply with the Health & Safety at work act 1974 and it is paramount to maintain safe and healthy working conditions, and takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help Resources achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are to ensure the safety of all staff, learners and visitors. Resources health & safety objective is to minimize the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace Resources recognise and accept their duty to protect the health & safety of all staff by providing a safe and healthy workplace. Resources also recognise and accept their duty to protect all learners and visitors to their premises, which includes Apprentices, learners, contractors, as well as any member of the public who might be affected by our operations. Resources will ensure that all third party and subcontractors comply with the legal requirements for Health & Safety practice.

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The General Statement of Health & Safety is displayed in each centre and it is reviewed and signed by the Managing Director annually. The Policy will be kept under constant review and will be updated if required prior to the review date. This is a statement of policy only and does not form part of your contract of employment. Resources will review this policy at regular intervals to ensure that it is achieving its aims effectively. All centres have relevant risk assessments that are reviewed annually to ensure that they still meet the needs of work carried out in each centre and are in compliance with legislation.

### Who is responsible for workplace health and safety?

Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, apprentices, trainees, homeworkers and fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all Employees, Apprentices, Learners and Visitors (centre users) " below

### Employer responsibilities

The Employer is responsible for:

1. Taking reasonable steps to safeguard the health and safety of staff , apprentices, learners and any other people affected by Resources business activities.
2. Identifying health and safety risks and finding ways to manage or overcome them.
3. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
4. Providing and maintaining safe working areas, equipment and systems and where necessary

appropriate protective clothing.

5. Providing adequate information, instruction training and supervision to enable all staff and centre users to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. Resources will give you the opportunity to ask questions and advise who best to contact in respect of those questions if you are unsure about how to safely carry out your work.
6. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
7. Providing a health and safety induction and appropriate safety training to your role, including.
  - manual handling;
  - control of substances hazardous to health (COSHH);
  - working at height ( where applicable)
  - the use of personal protective equipment (PPE where applicable)

Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The directors of Resources have overall responsibility for the health and safety within the company, however they have appointed the HR Manager as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters. Any concerns about health and safety matters within your working environment should be notified initially to your centre manager or supervisor.

### **Employee, Apprentices, Learners and Visitor Responsibilities (centre users)**

All centre users have a responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others who may be affected by their acts or omissions

#### **Everyone must:**

1. take reasonable care for their own health and safety and that of others co-operate with the Principal Health and Safety Officer to enable compliance with health and safety duties and requirements
2. comply with any health and safety instructions and rules, including instructions on the safe use of equipment
3. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions and keep the workplace tidy and hazard-free
4. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem

### **Responsibilities relating to equipment**

#### **Everyone must:**

1. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training
2. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer
3. Ensure that health and safety equipment is not interfered with and will not attempt to repair equipment unless suitably trained and authorised.

### **Responsibilities relating to accidents and first aid**

#### **Everyone must**

1. promptly report any accident at work involving personal injury, however trivial, to the

Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;

2. familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in Reception & Workshops and if an accident occurs ask for the duty first aider to attend immediately

The HR Manager is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

### **Responsibilities relating to emergency evacuation and fire**

#### **Everyone must**

1. familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board in Reception & Workshops
2. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency
3. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm practice drill for any of these scenarios
4. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months
5. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time
6. Notify the centre manager immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire.

#### **On discovering a fire.**

1. immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire
2. Attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm, all staff must remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens. Staff should leave without stopping to collect personal belongings

The HR manager is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting

### **Fire Safety**

All fire exits in all centres are marked and kept free of obstructions. Each centre has the legal requirement of fire extinguishers, their location is labelled and all fire extinguishers are serviced annually and the report is filed in the centre Health & Safety manual. Each centre will do a fire bell test each week, and the date and time will be suitably displayed. Fire Drills will take place and logged accordingly in the Health & Safety manual. In the event of a fire, all staff, learners or visitors must evacuate immediately and congregate in their evacuation area. All new staff and learners will be advised of this during their induction and visitors will be advised upon entering the building during "domestics" The fire warden will take the role call from the daily sign in sheet.

### **Accidents**

Accidents should be treated in line with the severity of the incident, all centres have the current First Aider list displayed in all centres, and all first aiders are aware of the correct procedure to use when administering first aid. All non-required first aider accidents must be still be reported immediately to a first aider who will record it in the accident book. First aid boxes are displayed in each centre and are replenished as and when required, Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a member of staff or a learner to hospital, the parent or next of kin must be contacted immediately. Notifiable accidents and incidents are recorded and reported to RIDDOR (HSE) if required.

### **Electrical Safety**

All staff is expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use" In addition, a risk assessment is carried out on an annual basis and appliances are PAT tested and a certificate is held listing all tested and serviceable equipment. Staff should note particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into any centres from home without prior permission of the centre manager, who will arrange for it to be PAT tested.

### **Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the centre manager, with a note saying **Fault Do Not Use**. Risk assessments must be followed when using any equipment.

### **Security**

All staff and pupils are encouraged to be aware of strangers on the premises. Visitors or contractors must be signed in and given a visitor badge. If a visitor is unknown identification should be requested. All staff should ensure that they securely store any valuables.

### **Risk assessments**

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The HR manager will work closely with each centre manager to assess any risks and consider measures to best minimise any risk. The HR manager will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that when risk assessments take place any resulting recommendations are implemented. All centres have their own Health & Safety manual with appropriate risk assessments in place for the centre use.

### **Hazardous Substances**

The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.

Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled

### **Display Screen Equipment**

Staff that use a computer for prolonged periods of time should try where possible to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the HR manger who will then provide you with more details to make arrangements if you would like to proceed.

### **Manual Handling**

Guidance on manual handling (for example, lifting and carrying heavy objects) will be provided during your induction and will be regularly updated as and when required. Where necessary training will be provided by centre manager or a designated person, however Resources will try to

minimise or avoid the need for manual handling where there is a risk of injury.

### **Non-compliance with health and safety rules**

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

***This policy will now be reviewed annually or at such time that an amendment is required prior to the review date.***

<b>Signature</b>	<b>By whom</b>	<b>Version number</b>	<b>Due Date</b>
Dave Watson	MD	Version 1	February 2015
David Watson	MD	Version 2	February 2017
David Watson	MD	Version 3	February 2019
David Watson			February 2020