



Employment-focused, skills-based  
training for brighter futures

## HEALTH AND SAFETY

### 1. ABOUT THIS POLICY

- 1.1. We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.
  - 1.2. This policy sets out our arrangements in relation to:
  - 1.3. assessment and control of health and safety risks arising from work activities.
  - 1.4. preventing accidents and work-related ill health.
  - 1.5. consultation with employees on matters affecting their health and safety.
  - 1.6. provision and maintenance of a safe workplace and equipment.
  - 1.7. information, instruction, training and supervision in safe working methods and procedures.
  - 1.8. emergency procedures in cases of fire or other major incident.
- 1.9. This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

### 2. RESPONSIBILITY FOR THIS POLICY

- 1.10. Michelle Urtel is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

### 3. YOUR RESPONSIBILITIES

- 1.11. All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.



Employment-focused, skills-based  
training for brighter futures

- 1.12. You should report any health and safety concerns immediately to your line manager.
- 1.13. You must co-operate with health and safety matters, including the investigation of any incident.
- 1.14. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

#### **4. TRAINING**

- 1.15. We will ensure that you are given adequate training and supervision to perform your work competently and safely.

#### **5. EQUIPMENT**

- 1.16. You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager.
- 1.17. No member of staff should attempt to repair equipment unless trained to do so.

#### **6. ACCIDENTS AND FIRST AID**

- 1.18. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 1.19. All accidents and injuries at work, however minor, should be reported to Michelle Urtel and recorded in the Accident Book.

#### **7. FIRE SAFETY**

- 1.20. All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 1.21. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Do not re-enter the building until told to do so.



Employment-focused, skills-based  
training for brighter futures

- 1.22. If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 1.23. Nominated individuals will be trained in the correct use of fire extinguishers.
- 1.24. Fire drills will be held at least every twelve months and must be taken seriously.

## **8. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK**

- 1.25. We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

## **9. COMPUTERS AND DISPLAY SCREEN EQUIPMENT**

- 1.26. If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
  - 1.26.1. you should try and organise your activity so that you take frequent short breaks from looking at the screen.
  - 1.26.2. you are entitled to a workstation assessment.
  - 1.26.3. you are entitled to an eyesight test by an optician at our expense.
- 1.27. You should contact your line manager to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 1.28. We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.