

# LINDEN TREE EDUCATION CENTRE

## Health and Safety Policy

### Health and safety policy arrangements

This section details the arrangements for the effective management of health and safety.

A copy of our current general statement of health and safety policy can be found in Part 1. This sets out our commitment to provide and maintain safe working conditions for our employees, learners and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees and learners, initially through our induction training and our relevant Handbooks. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management organisation and responsibilities.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to Julie Griffiths (see Part 2). The Chief Executive is the person with overall responsibility for health and safety.

The Chief Executive is supported by the Centre Manager who is responsible for managing health and safety matters on a day to day basis; the Centre Manager may also be assisted by local staff as delegated. The Centre Manager will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees and learners; therefore, we have established clear lines of communication and encourage our employees and learners to cooperate with us in achieving our objectives.

We recognise that the key to successful health and safety management is to ensure each employee and learner is competent to carry out their responsibilities. To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments.

*Issue 1: Health & Safety Policy. 18/12/2014. Review Date 18/12/2015*

**Linden Tree Education Limited. 26 Comberton Road. Kidderminster. DY10 3DL**

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## Part 1 – General statement of health and safety policy

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Centre.

The Centre will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.
8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees and learners to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees and learners receive appropriate training, and are competent to carry out their designated responsibilities.

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## Part 2 – Organisation and Responsibilities

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

### 1. Chief Executive

The Chief Executive has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and learners and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and/or senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis

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## 2. The Centre Manager.

The Centre Manager (Julie Griffiths) is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee and learner.
3. Ensuring employees and learners under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented, including maintaining of register of Fire/Emergency Wardens and First Aiders.
6. Ensuring that the health and safety management system is implemented.
7. Ensuring that relevant policies, procedures, and safe working practices are provided.
8. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
9. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
10. Ensuring personal protective equipment is provided, worn and maintained.
11. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
12. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
13. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.

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14. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented
15. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
16. Promptly informing the Chief Executive, Board and/or senior managers of any significant health and safety failure.
17. Providing the Chief Executive, Board and/or senior managers with regular reports on health and safety performance, including recommendations for improvements.
18. Ensuring that health and safety records and documentation are complete and are systematically stored.

## Employees and Learners

**It is the duty of all employees and learners to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:**

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on the Centre's business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.

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9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

## **Fire /Emergency Wardens**

Fire/Emergency Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- 1. Being familiar with the emergency procedures.**
- 2. Taking appropriate and effective action if a fire or emergency occurs.**
- 3. Identifying hazards in the workplace and recording and report their observations.**
- 4. Ensuring that escape routes and doors are kept clear and are available for use.**
- 5. Ensuring fire doors are kept closed.**
- 6. Checking suitable and sufficient notices are displayed.**
- 7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.**
- 8. Ensuring fire alarms and emergency lighting is checked and serviced.**

If a fire is discovered, the fire wardens should:

- 9. Ensure that the alarm has been raised.**
- 10. Check that any manufacturing processes have been made safe.**
- 11. Collect roll call registers.**
- 12. Evacuate staff from the building or area involved and check that any staff or learners or visitors with disabilities are assisted as planned.**

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13. Ensure the fire service has been called.
14. Go to the designated assembly point.
15. Conduct a roll call.
16. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
17. Report to the senior manager to confirm all persons are accounted for and report any persons missing.

FIRE/EMERGENCY WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

## First Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.

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8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

*J E Griffiths*

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Policy Prepared and signed by J E Griffiths.  
18/12/2014