

Health and Safety Policy

This policy is in accordance with the Health and Safety at Work Act (1974).

General Guidelines

It is the policy of Anglia Professional Training, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the premises;
- establish and maintain safe working procedures among staff and learners;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and learners to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Director of Business in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of learners' duties where appropriate;
- provide and maintain adequate welfare facilities

Responsibility of the Director of Business

The Director of Business is responsible for implementing this policy within Anglia Professional Training. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once annually) to take place and for the results of these to be recorded;

- make arrangements to draw the attention of all staff employed at Anglia Professional Training to company safety policies and procedures and of any relevant safety guidelines
- make arrangements for informing staff and learners, of relevant safety procedures. Other users of Anglia Professional Training's premises will be appropriately informed;
- ensure that regular safety inspections and risk assessments are undertaken.
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- monitor, within the limits of their expertise, the activities of contractors
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Director of Business in the management of health and safety at Anglia Professional Training. Such delegated responsibility must be defined as appropriate.
- Ensure a log of hazardous substances is kept, along with their whereabouts and control methods and all staff are aware
- Ensure first aid equipment and fire precautions are in place
- Ensuring asbestos and legionella tests are carried out where appropriate

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person shall:

- assist the Director of Business in the implementation, monitoring and development of the safety policy within Anglia Professional Training;
- monitor general advice on safety matters given by the HSA and advise on its application to Anglia Professional Training;
- co-ordinate arrangements for the design and implementation of safe working practices within Anglia Professional Training;
- investigate any specific health and safety problem identified within the premises and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Director of Business
- assist in carrying out regular safety inspections of Anglia Professional Training premises and its activities and make recommendations on methods of resolving any problems identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, learners, learners and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff towards Learners and others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, learners, and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including learners;
- be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Director of Business.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Director of Business and others in meeting statutory requirements.
- not interfere with or misuse anything provided in the interests of health, safety and welfare;

- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Director of Business;
- ensure that tools and equipment are in good condition and report any defects to the Director of Business;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Director of Business.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE DIRECTOR OF BUSINESS.

Please note the following:-

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Learners

All learners are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow learners;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of Anglia Professional Training and in particular the instructions of the teaching staff in the event of an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety purposes.

N.B. All staff will make learners (and where appropriate the employers) aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery staff) are expected, as far as reasonably possible, to observe the safety rules of Anglia Professional Training.

All visitors will have pre-arranged their visit and will be accompanied by a member of staff at all times.

Fire and Emergency Evacuation Procedures

- Anglia Professional Training's procedures for fire and emergency evacuation are appended. They will also be posted in relevant places around the building.
- These procedures will be updated as appropriate.
- The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

- First aid is available by asking any staff member.
- The names of the first aider/appointed persons are: Balwinder Gill, Ian Birch.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences Lynda Phillips. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the Staff Office.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

This policy has been approved and authorised by:

Name: Balwinder Gill

Position: Director of Business