

Company Name:	Addysg Seren Education ("the Company")
Policy No.	1
Policy Name:	Model Health and Safety Policy
Date:	28 TH May 2019
Version:	1
Reviewed	01.12.2021

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SECTION 1: General statement of policy

Company Policy

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work related risks and hazards, the Company will take preventative and protective measures. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibilities

It is the duty of management to:

- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;
- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

Your responsibilities

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- working safely and efficiently;
- using any protective equipment provided and meeting statutory obligations;
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

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- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to Rhiannon Jones, Director using the internal report form, which is available from your supervisor at your placement. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal (refer to provision in your Company disciplinary policy).

Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to managerial employees and/or Head of Departments. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within the Company rests with:

Name: Rhiannon Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone: 07532 079 656
Email: rhiannon@addysgsereneducation.co.uk

2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:

Name: Rhiannon Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone: 07532 079 656
Email: rhiannon@addysgsereneducation.co.uk

3. In the absence of the person named in 2 (above), s/he will be deputised by:

Name: Steve Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone:
Email: stevejonesaccs@gmail.co.uk

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4. In the event of accidents and dangerous occurrences, such incidents should be reported to:

Name: Rhiannon Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone: 07532079656
Email: rhiannon@addysgsereneducation.co.uk

Section 3: Risk assessments

Name: Rhiannon Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone: 07532 079 656
Email: rhiannon@addysgsereneducation.co.uk

1. The findings of the risk assessments will be reported to:

Name: Rhiannon Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone: 07532 079 656
Email: rhiannon@addysgsereneducation.co.uk

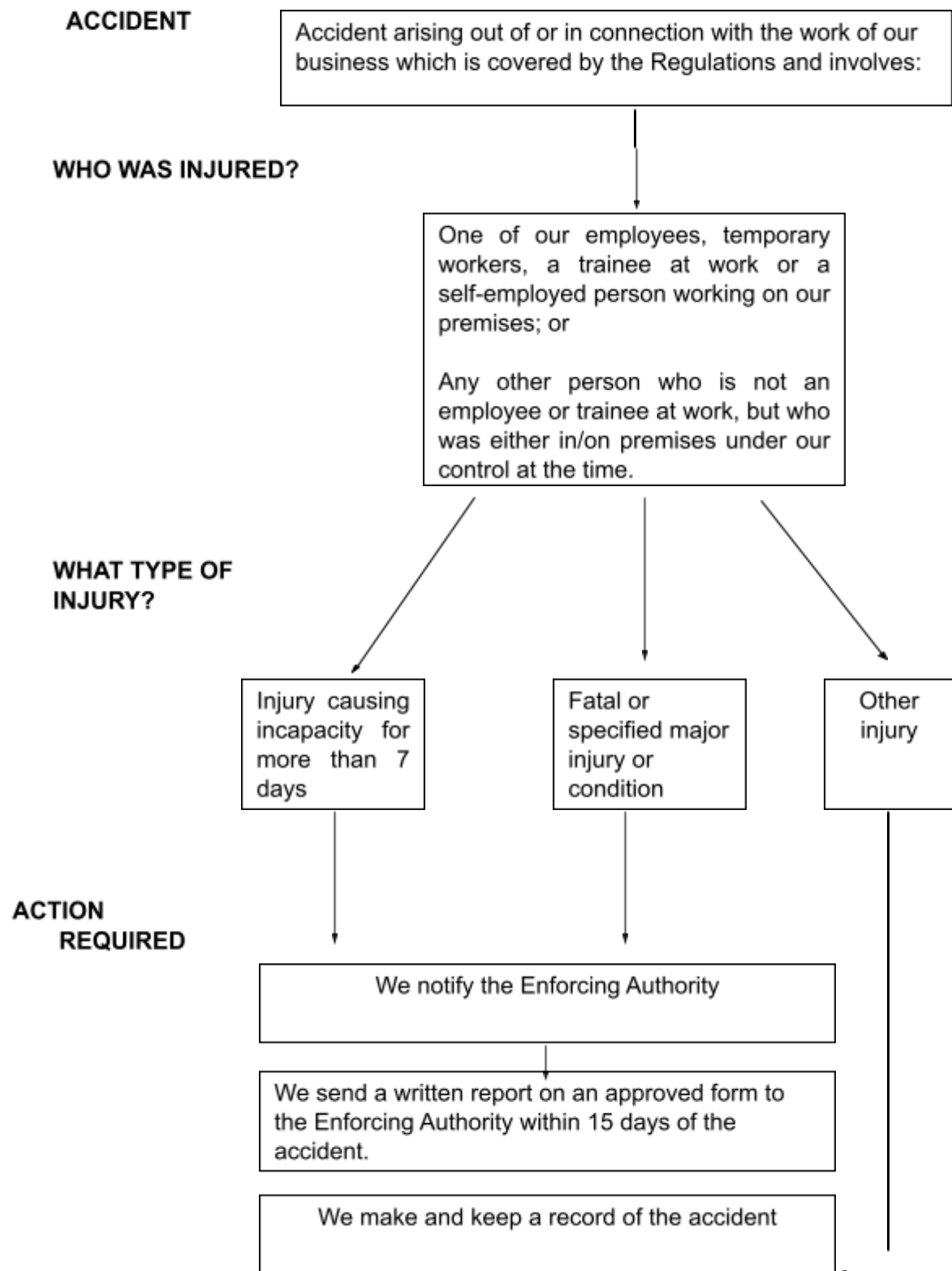
3. Action required to remove/control risks will be approved and implemented by:

Name: Rhiannon Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone: 07532 079 656
Email: rhiannon@addysgsereneducation.co.uk

4. Risk assessments will be reviewed by:

Name: Rhiannon Jones
Status: Director
Telephone extension: 01554 705065
Mobile Phone: 07532 079 656
Email: rhiannon@addysgsereneducation.co.uk

Section 4: Accident reporting



SECTION 5: Emergency services

Please refer to school handbook on arrival

1 Nearest Hospital with a Casualty Department:

Name:
Address:
Telephone Number:

2 Police Station

Name:
Address:
Telephone Number:
Email:

5 Electricity

Name:
Address:
Telephone Number:

3 Fire Station

Name:
Address:
Telephone Number:

6 Water

Name:
Address:
Telephone Number:

4 Gas

Name:
Address:
Telephone Number:

7 Employer Contact

Name:
Address:
Telephone Number:

SECTION 6: Fire safety

This information is unique to each client school.

It is essential that adequate equipment and staff training is provided on this subject.

1. Facilities:

Number/location of escape routes:
Number/location of fire extinguishers:
Number/location of fire alarms:
Checked by:
Frequency:

2. Fire Safety Training Officer:

Name:
Status:
Telephone extension:
Mobile phone:
Email:

3. Fire Drills are the responsibility of:

Name:
Status:
Telephone extension:
Mobile phone:
Email:
Frequency:

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4. Fire equipment maintenance company:

Name:

Address:

Telephone Number:

Email:

5. Rules/Procedure in the event of a fire:

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SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name:

Status:

Location/address:

Telephone Number:

Frequency of Inspections:

Fixed equipment:

Portable equipment:

Records located at:

Companies/Persons responsible for maintenance and repair:

Name:

Status:

Telephone number:

Mobile phone:

Email:

Inspection procedure:

General rules governing the safe use of portable electrical equipment:

SECTION 8: Health and safety training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety

Person(s) responsible for health and safety training within the Company

Name(s):

Status:

Telephone extension:

Mobile phone:

Email:

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In hazardous environments special training may be required.

Person(s) responsible for special training

Name(s):

Status:

Area of training:

Telephone extension:

Mobile phone:

Email:

SECTION 9: Information, instruction and supervision

Health and safety information can be found:

Where employees or temporary workers work at locations under the control of another employer, health and safety risk assessments may need to be performed by the other employer.

Person(s) responsible for ensuring any necessary risk assessments are carried out by the other employer:

Name(s):

Status:

Telephone extension:

Mobile number:

Email:

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied):

Name:

Status:

Telephone extension:

Mobile number:

Email:

Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

Name:

Status:

Telephone extension:

Mobile phone:

Email:

SECTION 10: Personal protective equipment

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, many tasks require such precautions, in which case persons at risk must be provided with suitable protective equipment.

Person responsible for assessing and issuing PPE

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Status:
Telephone extension:
Mobile number:
Email:

Person responsible for maintenance of PPE

Name:
Status:
Telephone extension:
Mobile number:
Email:

Person responsible for training in the use of PPE

Name:
Status:
Telephone extension:
Mobile number:
Email:

SECTION 11: Noise and temperature

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed and any risks prevented. Similarly the temperature inside the premises will be kept at a reasonable level.

Person Responsible for assessing noise and temperature levels:

Name:
Status:
Telephone extension:
Mobile number:
Email:

Records located at:

Section 12: First-aid and medical facilities on the Company's premises

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered.

First-Aiders

Name(s):
Status:
Telephone extension:
Mobile Phone:
Email:

First-Aid Box/First Aid Room is located at:

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The Accident Book is located at:

The following is a guide to the contents of the Company's first-aid box:

FIRST-AID BOXES		TRAVELLING FIRST AID KITS	
Guidance Card	1	Guidance Card	1
Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers)	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	6	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1

SECTION 13: Rules for visitors to the Company's premises

In many cases the employment business will be the employer of the temporary worker, since it retains ultimate control over their services.

In practice, the day-to-day responsibility for health and safety during the assignment will lie with the end user. It will be in the best position to manage the health and safety of the temporary worker as it will direct the worker's activities and control the premises where that work takes place. The end user must ensure the safety of its temporary workers, as it does that of its own employees.

The employment agency and the employment business however, must take reasonable steps to identify any known risks concerning health and safety and satisfy itself that the end user has taken steps to prevent or control the known risks. This must be done before the work starts and must include obtaining the following information from the end user:

- what the worker will be required to do and any health and safety risks, including what steps the end user has taken to prevent or control such risks;

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- what experience, training and qualifications are necessary for the job.
- Co-operation and communication between all those involved in using and supplying temporary workers is key to protecting their health and safety. Continuing to do so throughout the period of the assignment, including with the workers themselves, will help ensure that responsibilities are clear. It is important to agree who does what and not assume the 'other side' will take responsibility. This will mean working together to ensure you:

- provide the temporary worker with information on any risks of the work before the work starts, including the control measures in place and any health surveillance required;
- make workers aware of and check they have the necessary occupational qualifications or skills required to do the job safely before they start work;
- deliver adequate and sufficient information, instruction and training to enable temporary workers to work safely. Health and safety training should take place during working hours and at no cost to the temporary worker, making sure they understand it;
- provide protective equipment, at no cost to the temporary worker, agreeing arrangements for supplying and maintaining it;
- ensure temporary workers know how to raise any health and safety concerns in the workplace.

If the end user provides the necessary information to the employment business, the employment business must pass it on to the worker. The employment business should not send the temporary worker to a job unless they are satisfied their health and safety will be protected.

All those involved should carry out their work in such a way as to ensure the temporary worker is not exposed to health and safety risks. This may mean obtaining appropriate assurance from others in the supply/user chain, or it may mean taking responsibility to ensure the temporary worker is protected at work

Personal Protective Equipment (PPE)

Employees cannot be charged for provision of protective equipment that is required to do the job. This includes agency workers, if they are legally regarded as your employees. For temporary workers, in many cases the employment business would be the employer and would be responsible for ensuring any necessary protective equipment is provided.

Accident reporting

Where a worker is not an employee, the duty to report an incident under RIDDOR is on the end user, as the person in control of the premises where an incident occurs. You must report all accidents to your contact person at your placement as soon as it happens and then to your Line Manager at your agency.

Guidance for Agency/Temporary Workers

All workers are entitled to work in an environment where the risks to their health and safety are properly controlled. Your health and safety is protected by law and employment businesses (agencies) have a duty to make sure that they follow it.

- You have a duty to take reasonable care for your own health and safety and that of other people who may be affected by your actions at work.
- You must co-operate with your employment business and the end user where you are working, including participating in any necessary health and safety training and instruction, which must be provided free of charge
- You must be told about any risks connected to the work, the control measures and the qualifications and skills needed to carry out the work safely

- You must be provided with personal protective equipment if it is necessary for protecting your health and safety. This should be made available to you free of charge, it must fit you properly and you must be trained to use it. It is your responsibility to use it in line with the training you receive, and to inform the person that provided the equipment if it is lost or damaged
- You are entitled to a Display Screen Equipment (DSE) assessment if using a computer screen is a significant part of your job
- You should be told how to raise any concerns you have about your health and safety

Signed 
Rhiannon Jones (Dec 16, 2021 16:44 GMT)

Name Rhiannon Jones(Director) Date Dec 16, 2021

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