

HEALTH, SAFETY AND WELFARE POLICY

POLICY STATEMENT:

Organise Happy recognises and accepts its responsibilities and obligations both as an employer and as a training provider to provide a safe working and learning environment for its employees, and for other users of its premises including students, visitors, contractors and members of the public.

This policy sets out the responsibilities and how they will be met by the Centre in greater detail in order to comply with statutory regulations and to ensure as far as is practicable, that a healthy and safe working environment is in place.

The Centre takes the following stance on health, safety and welfare matters:

- Health, safety and welfare is everyone's responsibility;
- The personal health, safety and welfare of everyone who uses our services is our highest priority. We also focus on continuously improving the work and study environment;
- Health, safety and welfare can, and will be, effectively managed at every level;
- All incidents can be prevented. We strive continuously for zero harm to staff, students, contractors and visitors, material and non-material assets;
- We choose to conduct our operations through efficient use of materials and energy, with minimum waste and damage to the environment.
- To live up to the above, we:
- Require every employee to take personal responsibility for health, safety and welfare by focusing on their own behaviour;
- Bring with us our high health, safety and welfare standards wherever we do business. Complying with applicable laws and regulations is only the minimum;
- Openly communicate health, safety and welfare issues, and share and learn from best practice.
- Integrate health, safety and welfare considerations into all business processes
- Require line management to provide health, safety and welfare leadership and implement this policy.

The policy is applicable to all staff, students, contractors and other stakeholders whether they utilise the Centre's resources and premises, work remotely /on a mobile basis or at outreach sites. The person with overall responsibility for the implementation of this policy is the Centre Managing Director.

This policy will be reviewed, added to or modified on at least a bi-annual basis or when legislative and process changes are implemented.

DETAILS:

HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

Centre Directors

1. Ensure at Centre level that health, safety and welfare matters are an integral part of all strategic decision making

Document: Health & Safety Policy v 1.0

Owner: Managing Director

Approved By: Board of Directors

Date of Approval: July 2019

Review Date: July 2020

2. Promote a positive and pro-active health and safety culture across the Centre .
3. Ensure that the principles of the health, safety and welfare policy are embedded within the Centre and that its principles are supported at the highest level .
4. Ensure that adequate funds are included in all financial planning to support the successful implementation of the policy .

Centre Services Manager

1. Advising on the strategic direction of health and safety and ensuring that the Centre has an appropriate and up to date policy and procedures in place .
2. Advising, supporting and guiding the Executive and other staff in performing their duties under health and safety legislation .
3. Reporting RIDDOR accidents and incidents to the HSE and ensuring that follow up investigations are undertaken .
4. Ensuring consistent processes and procedures are in place for all operational health and safety matters e . g . internal inspections, fire risk assessments, accident reporting and monitoring etc .
5. Ensure at College level that health, safety and welfare matters are an integral part of all decision making .
6. Promote a positive and pro-active health and safety culture across the Centre and ensure that Managers and leaders act as role models for good health and safety practice .
7. Ensure that the principles of the health, safety and welfare policy are embedded within the Centre and that procedures are adhered to .
8. Manage any breaches of health and safety policy and procedure .
9. Ensure that all staff and learners in their respective areas are aware of their responsibilities under this policy and that all staff and learners work in a safe manner;
10. Adhere to the Centre's health and safety policy, and clarify the responsibilities of managers, staff, learners and visitors using their area /s of the Centre, including off-site work, e . g . educational trips and visits and work experience;
11. Disseminate relevant information about health, safety and welfare matters to members of their staff, and to make arrangements for appropriate training and retraining using specialist personnel /resources; to ensure that all new staff receive appropriate health and safety induction training .
12. Ensure that all accidents, incidents and near misses are reported and for following up on any actions identified in accident /incident investigations;
13. Ensure that staff and students are aware of fire and emergency evacuation procedures and that they co-operate fully with fire and emergency drills;
14. Manage any breaches of health and safety
15. Ensure arrangements are in place for the safe use, storage, transfer and disposal of hazardous materials and waste
16. Ensure that appropriate risk assessments are conducted for working areas /equipment, COSHH, pregnancy, stress etc . , that risk assessments are actively used and that they are updated when changes are needed
17. Support and participate in health, safety and welfare inspections /audits
18. Ensure that staff occupational health and welfare is promoted (DSE assessments, health checks, eye sight tests, health surveillance etc) and that any issues are investigated and resolved as soon as possible .
19. Maintain accident records and statistics, ensure accident reports are prepared, analysed and where appropriate, investigated and reported to the Managing Director for onward reporting to the HSE* .

20. Ensure that every member of staff receives and signs for a copy of the Centre health safety and welfare Policy.

Members of Staff

All employees have a duty under Section 7 of the Health and Safety at Work Act 1974 to co-operate with management in the implementation of the health, safety and welfare policy, and to take reasonable care of their own health, safety and welfare and that of others who may be affected by what they do or fail to do whilst at work. In particular, all staff will ensure that they:

1. Observe safety rules at all times and make themselves familiar with the Centre health, safety and welfare policy, procedures or other instructions that may from time to time be issued.
2. Make full and proper use of protective safety clothing, equipment and devices and report any damage or defect to line management without delay. Ensuring where necessary that students use all appropriate safety clothing and equipment required where identified through risk assessment.
3. Report all accidents, injuries, near misses work related ill health and damage, to their line manager, whether persons are injured or not, using correct reporting procedures.
4. Report all hazards to their line manager who will also be pleased to receive any suggestions to improve health, safety and Welfare.
5. Do not recklessly interfere with, or misuse, anything provided to comply with any regulation made under the Health and Safety at Work Act 1974.
6. Report anyone interfering with, or misusing, anything provided to comply with health, safety and welfare legislation to their Manager.
7. Co-operate with the Centre to enable the Centre to comply with statutory duties under the Health and Safety at Work Act 1974
8. Report any work situation, which might present a serious and imminent danger to their line manager without delay. This danger may be to themselves or to others.
9. Report any shortcomings in the health, safety and welfare arrangements that are outside their remit to correct, even when no immediate danger exists, to their line manager so that remedial action can be taken as needed. Where the corrective action is within the remit of the member of staff action must be taken promptly to correct the situation.
10. Only work within their own competence, training and authorisation.
11. Make themselves familiar with the emergency procedures in place in their area(s) of work
12. Academic staff are responsible for the learners under their control and must ensure that the students receive:
 - Timely instruction, training information and supervision to ensure that all coursework is carried out in safety.
 - Instruction in the fire and emergency procedures including those for disabled students to be followed as soon after enrolment as is reasonably practicable.
 - Use correctly, and without fail, such Personal Protective Equipment as is required by statute or Centre risk assessment.
 - Demonstrate the safe use of equipment and machinery and ensure that machinery is only used with appropriate supervision and in accordance with safe systems of work.

10. Learners

1. Comply with instructions and not take actions that put themselves and others at risk.
2. To wear all PPE provided by the Centre. Report any concerns with health and safety to their Tutor immediately.

MONITORING OF HEALTH AND SAFETY

Reporting on health and safety compliance and developments will take the following format:

- Centre performance indicators for accident /incident and near miss monitoring are in place.
- An annual report on health and safety performance will be provided to the Directors

PROCEDURES FOR RAISING COMPLAINTS ON MATTERS OF HEALTH AND SAFETY

- Any person (employee, student or visitor) who is concerned about a particular health or safety problem shall first raise the matter with the Centre Services Manager who shall consider the matter and take action as appropriate. If the complaint is about a matter which is not within their authority to remedy, they will consult with the Managing Director before responding.
- If the person's point of concern is not dealt with satisfactorily by this approach, he /she shall take up the matter with the Board of Directors and it will be dealt with via the Centre's complaints procedure.