**1.2 HEALTH AND SAFETY POLICY, ORGANISATION**

This section of The Health and Safety Policy sets out the specific responsibilities for health and safety across the Educ8 Group.

**The Board of Directors**

The Board of Directors are responsible for leadership on health and safety matters and in particular for:

* Appointing the Head of Business Improvement to oversee health and safety on behalf of the Board.
* Providing sufficient resources to implement the health and safety policy.
* Reviewing the health and safety policy at least annually, with the assistance of the Head of Business Improvement.
* Reviewing health and safety performance from reports arising from inspections, audits, accident investigations, ill-health etc.
* Agreeing a health and safety action plan and monitoring its implementation.
* When introducing changes to the business, e.g. new processes, machinery, premises or structure, taking into account the health and safety implications, providing suitable resources, and monitoring to ensure risk is adequately controlled.
* Ensuring that employees are consulted on health and safety matters and that safety needs are taken into account in the selection and appointment of staff.
* Ensuring that the company has access to competent health and safety advice on health, safety and fire safety matters.
* Keeping themselves up-to-date on health and safety requirements and developments, by arranging for regular briefings as necessary.

**Grant Santos, CEO**

The CEO has overall responsibility for implementing the Health and Safety Policy and in particular for:

* Ensuring that the Board implements their responsibilities as detailed above.
* Appointing a suitably qualified Head of Business Improvement and keeping them informed of incidents, proposed changes to the business, contact from enforcing authorities etc.
* Ensuring that Employers’ Liability insurance is maintained and that the details are publicised to employees.
* Purchasing other insurance as required
* Ensuring that statutory requirements are met in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work.

**Head of Business Improvement**

The Head of Business Improvement is responsible for maintaining their knowledge of health and safety matters, providing advice as requested and in response to observations, and maintaining the health and safety procedures, in particular:

* Arranging for a periodic test and inspection of the electrical installation, gas appliances and portable appliances.
* Maintaining a log of all premises checks, testing, maintenance and repairs.
* Implementing the findings of the fire safety risk assessment including the provision, maintenance and testing of fire extinguishers, the fire alarm system and emergency lighting, the provision of signage, drills etc. Monitoring that high standards of housekeeping are maintained, with emergency escape routes kept clear and all parts of the workplace maintained in a clean condition.
* Investigating, or ensuring that others investigate, accidents and work-related ill-health and ensuring that statutory reports are made for serious incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
* Continuously reviewing health and safety practices.
* Undertake pertinent risk assessments across Educ8’s undertakings
* Periodic Review and update where required, Policy and Procedures
* Oversee Audit and Compliance checks
* Quality of Documentation
* Maintaining and updating the QDP
* Ensuring that appropriate training is provided.
* Ensuring that employees are consulted on health and safety matters through team meetings or other communication channels.
* Providing appropriate training for employees, including induction training and training in job skills, general health and safety matters and other specific safety issues, and the appointment and training of fire marshals, as required.
* Ensuring that staff performance objectives support health and safety.
* Ensuring that appropriate first aid arrangements are implemented including a sufficient number of appointed persons and first aiders

**Heads of Department**

Heads of departments lead by example in matters of health and safety and are responsible for:

* Ensuring that managers reporting to them understand their health and safety responsibilities.
* Monitoring the health and safety performance of direct reports.
* Ensuring adequate manpower and compliance with working time legislation.
* Consulting employees on health and safety matters during team meetings
* Ensuring that work equipment is suitable for purpose.
* Reporting to the Head of Business Improvement any health and safety concerns which they are not able to resolve.

**Managers**

Managers are responsible for implementing health and safety standards as part of the day-to-day activities of the business including:

* Instructing staff in health and safety requirements and supervising to ensure that rules are followed.
* Contributing, where requested, to risk assessments
* Keeping up-to-date with health and safety requirements and asking for assistance from Heads of departments or the company Head of Business improvement as appropriate.
* Carrying out periodic inspections of the workplace, and work activities and ensuring that high standards of health and safety are achieved.
* Ensuring that employees are suitably competent
* Taking disciplinary action against staff who fail to follow company rules, as appropriate.
* Reporting to an appropriate head of department any health and safety concerns which they are not able to resolve.
* Making staff aware of arrangements for the provision of eyesight tests for those habitually using computers.

**External Support**

Educ8 have access to external support where appropriate.

**Trainer Coaches**

* Responsibility for their course participants and learners whilst they are on Educ8’s premises
* Carrying out timely workplace monitoring visits with learners including appraisals with employers
* Follow up and review of actions identified in appraisal and monitoring and quality checks.

**HS Administration**

* Administration of Health and Safety Documentation
* Carry out quality checks on documentation, audits and compliance
* Assist the Head of Business Improvement with H & S duties

**Fire Marshalls**

* Ensure training is kept up to date
* Take control in emergency situations and ensure safe evacuation of premises.

**Trained/Appointed First Aiders**

* Ensure training is kept up to date
* Carryout regular checks of the contents of first aid kits
* Provide first aid assistance, where applicable and qualified

**All employees**

All employees must take care of themselves and others affected by their work and in particular are expected to:

* Behave in a professional manner, follow health and safety rules and not act in a way which would deliberately endanger others.
* Familiarise themselves with the health and safety policy, risk assessments and any other instructions relating to their work and comply with the requirements set out
* Report unsafe working practices, shortcomings in safety procedures, accidents and near-misses to their manager.
* Stop work and liaise with their manager in the event that a procedure appears unsafe.
* Ensure outlook diaries are kept updated with appointments and locations.
* Follow the Lone Working/Personal Safety Procedure where applicable.
* Know the emergency procedures for the location at which they are working.
* Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided, where applicable
* Make proper use of and only carry out maintenance, repair or adjustment to work equipment if they are authorised and qualified to do so.
* Keep their work area clean and tidy, avoid the creation of tripping hazards and clean up any spillages immediately.
* Dispose of waste materials in the manner instructed so that they do not create a hazard to other workers.
* Not work under the influence of alcohol or drugs.

**No employee of the Company may carry out or authorise practices which place staff or others in danger or which are in direct breach of legal requirements.**

**CCBC,** The Landlord is responsible for overall security, fire drills and system inspections and general maintenance of the premises at Tredomen Gateway. Educ8’s annual review of its fire risk assessment will monitor compliance.

**Inferno** supply and inspect all fire fighting equipment at London House. Educ8’s annual review of its fire risk assessment will monitor compliance.