



HEALTH & SAFETY POLICY

Version 5
To be updated March 2017
Signed Manager
M. Martin

HEALTH & SAFETY POLICY STATEMENT

Health and Safety at Work etc. Act 1974

This is Health and Safety Policy Statement of

ACTION LEARNING

Management recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, contractors, visitors and those members of the public who may be affected by the centre's activities.

It is the centre's aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of the health and safety risks arising from the work activities;
- Consulting with employees on matters affecting health and safety and completing an Educare for Education Health and Safety and personal safety course;
- Providing and maintaining safe equipment;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for employees;
- Ensuring all employees are competent to do their tasks;
- Preventing accidents and cases of work-related ill health;
- Maintaining safe and healthy working conditions; and
- Reviewing and revising this policy as necessary at regular intervals.

Action Learning will endeavor to eliminate any hazards which may result in personal injury, illness, fire security losses, property damage or harm to the environment.

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1. Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff. The section sets out the responsibilities under this policy.

1.1 Overall and final responsibility for health and safety within the centre is that of:

Marie Martin

1.2 To ensure health and safety standards are maintained / improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the centre's health and safety policy, standards and safe working procedures; and in compliance with statutory provisions:

1.3 Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:

- Co-operate with management on health and safety matters;
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the centre by or under any of the relevant statutory provisions, to be performed or complied with.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;

Failure to comply with these requirements may lead to both disciplinary action being taken by the centre and prosecution by the Health & Safety Executive (HSE).

2. Health & Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the centre has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the centre's policy to ensure that no-one is put at risk from any activities under its control.

2.1 Risk assessment will be undertaken by Marie Martin and staff members.

2.2 The findings of the risk assessments will be reported to all relevant members of staff.

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2.3 Action required to remove/control risks will be approved by Marie Martin.

2.4 Marie Martin will be responsible for ensuring the action required is implemented

2.5 Marie Martin will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.

2.6 Assessments will be reviewed annually or when work activity changes, whichever is soonest.

3. Consultation with employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the centre has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

3.1 The centre's Employee Representatives to whom staff can address any safety related queries, is Marie Martin.

4. Safe plant and equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the centre has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

4.1 Marie Martin will be responsible for identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, vehicles, etc.)

4.2 Marie Martin will be responsible for ensuring effective maintenance procedures are drawn up

4.3 Marie Martin will be responsible for ensuring that all identified maintenance is implemented.

4.4 Any problems found with plant / equipment should be reported to Marie Martin

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2004, the centre has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.)

5.1 Marie Martin will be responsible for identifying all substances that need a COSHH assessment, will be responsible for undertaking COSHH assessments, and will also be responsible for ensuring that all actions identified in the assessments are implemented.

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5.2 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the centre to display a poster telling employees what they need to know about health and safety.

6.1 A copy of the HSE's Health and Safety Law poster is displayed on the notice board.

6.2 Health and Safety advice is available from the HSE, telephone 0845 345 0055.

6.3 Supervision of trainees will be arranged / undertaken / monitored by Marie Martin.

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

7.1 Induction training will be provided by all employees by Marie Martin.

7.2 Job specific training will be provided by Marie Martin, together with experienced workers.

7.3 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- Tractor driving;
- Handling and using chemicals;
- Animal handling;

All other employees are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person.

7.4 Employees operating the centre's vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.

7.5 Training records are kept by Marie Martin who will identify, arrange and monitor any necessary training.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to Management.

8. Accidents, First Aid & Work-Related Ill Health

The centre will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable

measures put in place to prevent recurrence.

8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to Marie Martin without delay. Details of the incident will be recorded in the accident book which is located in the Farm Managers Office. Marie Martin is responsible for periodically analyzing the accident book for signs of trends.

8.2 Marie Martin is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health / absence.

8.3 Marie Martin is responsible for acting on investigation findings to prevent a recurrence.

8.4 Marie Martin is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

8.5 First aid kits are located in the various locations throughout the centre.

8.6 The appointed first aid persons are: Marie Martin, Chesney Kavanagh, Stuart Carey and Shay Botcher.

Marie Martin is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

8.7 It is the centre's policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to the management.

Help and support is available from **The Samaritans**, 08457 909090, (24 hours a day)

9. Emergency Procedures – Fire & Evacuation

9.1 Marie Martin is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

9.2 Escape routes are regularly checked by Marie Martin.

9.3 Fire extinguishers are maintained and checked on an annual contract.

9.4 The emergency evacuation procedures will be tested every 6 months.

10. Areas of Risk

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- Falls from height,
- Transport;
- Contact with machinery or material being machined;
- Struck by moving or falling objects;

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- Contact with electricity or an electric discharge;
- Slip, trip or fall on same level;
- Exposure or contact with hot / harmful substance;
- Fire and explosion;
- Occupational health.

To help reduce the risk of injury or exposure, the centre has produced Safe Working Procedures for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents.

11. Monitoring & Reviewing

To ensure that the centre's commitment to managing health, safety and welfare in the workplace is actively pursued, Marie Martin will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

If you are unsure about any issues raised in this policy, please inform management **IMMEDIATELY**. Do not take chances

IF IN DOUBT – ASK!