

HEALTH AND SAFETY POLICY

Family:	Health and Safety
Reference Code	Q/1
Line Manager Responsible:	Finance and Resources
Approval Date:	18 th March 2018
Issue Date:	18 th March 2018
Review Date:	1 ^{7th} March 2019

Free2Learn Group is committed to promoting the health, safety and welfare of all employees, visitors, contractors, and those receiving our services or who could be affected by our activities.

Free2Learn will carry out all work and activities in accordance with the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 and all other relevant Health and Safety statutory provisions and Approved Code of Practice.

We will:

- a) provide adequate control of the health and safety risks arising from our work activities.
- b) consult with and update our employees on issues affecting their health and safety.
- c) ensure that all equipment is suitable for its intended use and is properly maintained and used.
- d) provide appropriate information, instruction and supervision for employees and visitors (including fire and evacuation, first aid and accident procedures etc).
- e) ensure that all activities are carried out by competent personnel with sufficient experience, training, knowledge to promote health and safety across our business activities.
- f) ensure adequate resources are available fully and effectively undertake all required duties,
- g) prevent accidents and cases of work-related ill health, and
- h) maintain safe and healthy working conditions.

In addition it is a duty of employees to:

- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- correctly all work items provided by the employer, in accordance with training and instructions.
- co-operate with the employer to enable compliance with statutory duties.
- report without delay any work situation which might present a serious and imminent danger, and notify any shortcomings in the health and safety arrangements.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Risk assessments are carried out to identify workplace hazards and manage associated risks. We will carry out risk assessments annually across our business activities.

No work is permitted to be carried out unless it is covered by a suitable and sufficient assessment of risks involved, and that information is supplied to all persons in management of associated risks. This policy reflects the current state of affairs within Free2Learn, and will be revised upon any change of organisation or arrangements within Free2Learn, and in any case reviewed annually.

Communication

This policy and its revisions will be communicated to all persons affected by the activities of Free2Learn through:

- delivery of staff training when they join the company.
- periodic/annual training to update and refresh knowledge of all staff.
- staff meetings and written communications.
- programme induction for customers participating in our programmes.
- notices on display at Free2Learn sites.

This policy will be communicated to partners delivering services on behalf of the Company as part of the contracting process including due diligence activity prior to any partner delivering services.

Associated Policies

This Policy and associated procedures should be read in conjunction with the following Policies, which cover other elements of health and safety practice that all employees are expected to adhere to:

- Code of Conduct (including smoking)
- Discipline & Dismissal
- Lone Working
- Remote Working
- Risk Management
- Safeguarding
- Sickness Absence

Free2Learn Health & Safety Management Team:

- Gabriel Gherscovic - CEO
- Irene Forti Head of Service - HR
- Evans Pitakalas Accountant
- Tony Wagstaff – health and safety officer

Organisational Responsibilities

The statutory duty for all health and safety matters lies with the Chief Executive Officer, who has approved and authorised the organisation and arrangements in this document.

The Health & Safety Management Team

All staff, delivery partners and others with whom we work have a responsibility to uphold the commitments in this policy. Specific responsibilities are as follows:

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring:

- the effective day-to-day implementation of the Health & Safety Policy.
- employee safety in respect of compliance to specific arrangements, applicable to activities within their departments.
- that safe systems of work are identified and adhered to.
- Free2Learn's appointed competent person is alerted of any new activities, so that Risk Assessments can be completed / reviewed.
- risk assessments are conducted in all areas of work.
- training needs with respect to health and safety and identified and addressed.
- ensuring appropriate procedures are adhered to by other contractors (self employed persons etc) when using their services on Free2Learn premises. This will incorporate:
 - a. Exchange of Safety Policies
 - b. Use of safe systems of work
 - c. The safety of all persons affected by their activities
 - d. Obtaining the contractors' Risk Assessments
 - e. Assessing the competence of contractors

The Health & Safety Management Team

The Health & Safety Management Team are responsible for:

- managing the effective implementation of this Policy within their area of control including consideration to changes in legislation, the workplace, work activities, and individuals.
- making the necessary resources available to allow this policy to be implemented including ensuring sufficient firefighting equipment, first aid facilities, detection systems, PPE equipment etc.
- ensuring all system and procedural tests are carried out and recorded in line with this policy e.g. fire alarm, test evacuation, emergency drills etc.
- arranging electrical and other testing as required to ensure equipment meets all safety requirements.
- keeping themselves informed of incidents/accidents occurring within their respective areas of control.
- ensuring that the procedures for reporting, recording and investigating incidents/accidents are adhered to, and that suitable resources are provided for remedial measures - the Health and Safety Coordinator will check with designated site managers for any incidents on a quarterly basis.

- putting in place arrangements for the appropriate health and safety training of all staff, and ensuring records are maintained in line with requirements.
- ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.
- identifying substances that may be hazardous to health are arranging for them to be assessed under COSHH, handled, used and stored safely.
- implementing arrangements for employees' involvement in health and safety matters and encouraging good communication.
- ensuring that staff adhere to all health and safety arrangements at all times whilst at work.
- communicating this Policy effectively to all existing and new members of staff.
- maintain all required records, statistics and reports as required by HSE or other official bodies.

Designated Site Managers

Designated Site Managers' principal health and safety duties are to:

- ensure sufficient nominated personnel e.g. first aid, fire marshals, are assigned to their area of responsibility.
- bring to the Company's notice unsafe or unhealthy conditions, which may affect any employees.
- pro-actively participate in health and safety inspections/tours/audits of premises under control of Ixion.
- participate in the investigation of potential hazards, accidents or dangerous occurrences.
- report any health or safety issues brought to their attention to the Health & Management Team and take appropriate action to manage these.
- participate in the consultation process to bring on any changes to health and safety arrangements necessary due to changes in legislation, activities etc.

Designated Fire Marshals

Designated Fire Marshals will be appropriately trained and Free2Learn will undertake to provide them with regular retraining as required. Training will be provided before Designated Fire Marshals take up the position. This will include the use and application of firefighting equipment where it is appropriate.

Designated Fire Marshals are responsible for:

- clearing their appointed areas in the event of an entire or partial evacuation being ordered.
- ensuring the fire service has been called in the event of a fire.
- preventing anyone returning to the building following complete evacuation until told it is safe to do so by the Fire Service Officer.

Designated First Aiders

Designated First Aiders will possess a current First Aid Certificate and Free2Learn will undertake to provide Designated First Aiders with the facilities to attend regular retraining.

Designated First Aiders are responsible for ensuring that:

- the First Aid box assigned to them is correctly stocked and the contents have not passed their 'Best Before' date.
- replacement items for their assigned First Aid box are ordered via the Health & Safety Coordinator.
- correct personal protective equipment is used whilst administering first aid within the course of their duties.
- telephone numbers for the local hospital and ambulance service are prominently displayed.
- any used dressings or first aid equipment are correctly disposed of and correct disinfectant/cleaning of any contaminated areas is completed.
- accidents beyond their capability are referred immediately, to the local hospital. In cases where the ambulance service is required, the Designated First Aider must remain with the casualty whilst awaiting assistance. The Designated First Aider will notify the Designated Site Manager who will ensure that the next of kin are informed.
- accidents are recorded in the Accident Book along with details of treatments given.

The law states that any serious injuries or deaths which occur at the work place must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). To comply with this, the Incident Contact Centre (ICC) or the local Health and Safety Executive (HSE) office or local authority must be notified within ten days of the accident occurring. This will be completed by the Health and Safety Coordinator or by a member of the Health and Safety Management Team.

Employees

It is the responsibility of every member of staff to have regard to the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

Employees are responsible for:

- reading and understand the Health & Safety Policy and to carry out their duties in accordance with its requirements. Employees should communicate with their Designated Site Manager regarding any area of the policy they do not understand, to enable clarification.

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Employees must:

- not attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Designated Site Manager.
- not obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.
- use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- complete Mandatory Health & Safety training on an annual basis, and attend any training course given in order to inform or instruct where a need has been identified by Risk Assessment.

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Reporting & Incident Arrangements

All health and safety problems / issues must be reported immediately to the Designated Site Manager, who will agree action with the reporting person, the Health & Safety Management Team or the Appointed Competent Person, and advise the reporting person of any actions.

Issues with high risk i.e. chance of immediate injury, will be visited immediately by the Site Manager and Health & Safety Management Team and appropriate action taken to address the risk.

Arrangements and procedures for reporting near misses, dangerous occurrences or accidents are as follows.

Accident Reporting

Accidents, incidents and near misses must be reported to a member of the Free2Learn Health & Safety Team immediately. This includes:

- Accidents – where an accident has occurred and harm / injury is sustained
- Incidents – where an accident has occurred and harm / injury is not sustained

- Near miss – where an incident occurred which could have (under similar circumstances) become an accident

The team member will ensure that the incident is recorded appropriately in line with this policy. The Health and Safety Management Team will carry out investigation into all accidents, incidents and near misses under the guidance of the Appointed Competent Person with the assistance and co-operation of the relevant Designated Site Manager; to establish the full facts and inform implementation of preventative measures, including a review of the risk assessment process and/or additional training requirements.

Responsibility for reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 Regulations is that of the Health and Safety Coordinator or the Health and Safety Management Team in consultation with the Appointed Competent Person.

The Appointed Competent Person will review the incidents recorded in the Accident Book at regular intervals to identify any trends.

First Aid

Trained/qualified Designated First Aiders are assigned to each Free2Learn site. They are identified with contact numbers on the First Aid notices located around the site. First Aid boxes are located at the Designated First Aiders desks, but must only be used by qualified staff

Should First Aid be required do not move the patient (unless their life is in immediate danger), and summon a Designated First Aider direct.

In an emergency where the Designated First Aider cannot be immediately contacted, the emergency services should be phoned.

The Accident Book, which must be completed when ANY form of first aid is administered, is located with a Designated First Aider at each site.

Fire and Emergency Evacuation

All employees, contractors and visitors to all premises are informed of the location of the external Fire Assembly Point and the evacuation procedures for that premises.

Full details on evacuation procedures can be found in the Health & Safety Manuals at each premises.