

Education for All

HSE Policy Manual

**EDUCATION FOR ALL
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Health, Safety and Environmental Policy

Education for All understands its moral and legal obligation to provide a safe and healthy working environment for employees and any others who may be affected by our work. We have documented our systems to demonstrate how we meet our legal obligations and best practice for a company our size operating in our industry. The documentation follows OHSAS 18001:1999 which is currently seen as best practice.

It is the aim of Education for All to provide safe and healthy working conditions for all its employees and to ensure that it does not carry out its activities in a way it may affect the safety or health of others such as customers, suppliers, contractors or members of the public. In order to achieve this we will implement a health and safety management system to assess and minimize risks with the processes we operate. We will set up systems for monitoring processes and improve health and safety performance. Our systems are based on current legislation as a minimum. Any other relevant requirements (such as customer systems and standards) are assessed and incorporated into our systems where they add value.

Objectives

The objectives of the company's Health, Safety and Environmental Policy are:-

- To maintain a safe and healthy workplace and safe systems and methods of work.
- To protect staff and others, including the public, from foreseeable hazards whilst on Company premises or on Company business.
- To provide staff with information, instruction, training and supervision they need to work safely.
- To develop safety awareness amongst staff.
- To provide standards of health, safety and welfare which comply with the requirements of the Health and Safety at Work Act 1974 as amended and all relevant statutory provisions.
- To comply with all statutory requirements relating to the environment and will conduct its business in an environmentally considerate manner.
- To make staff aware of their individual responsibility to take all reasonable care for the safety of themselves and others and to co-operate with the management in matters of safety.
- To make arrangements for the periodic review of safety in workplaces and methods of working and the implementation of any corrective action necessary and to encourage full and effective consultation with staff on safety and environmental matters.

Jon Wragg

General principles

Our aim to satisfy our policy commitments are achieved by:

- Assessing risks associated with our processes
- Putting in place safe systems of work for all that we do
- Clearly communication with our employees and others who may be affected by our actions by our processes details of risks and how these may be controlled
- Listening to interested parties on areas of our operations where we may improve
- Providing resources needed to manage our systems, reduce and eliminate risk
- Providing equipment that is safe and fit for purpose
- Measuring the results of our processes to ensure they continue to operate effectively
- Reviewing the effectiveness of our systems periodically and updating them where necessary
- Setting objectives, targets and management programmes to improve our health and safety performance

Responsibilities

Each Director is responsible for ensuring the policy is effective and will take all reasonable steps to:-

- Ensure all staff understand and implement the Company's Health, Safety and Environmental Policy, know their health and safety duties and follow approved procedures where laid down.
- Ensure that an appropriate reference to health and safety responsibilities appears in Contracts of Employment.
- Ensure that any health and safety hazards existing in work areas are assessed and measures taken to deal with them.
- Ensure that where safety requirements demand special training, adequate training is provided and duly recorded in respect of relevant employees.
- Ensure that all new staff are aware of the provisions of the Company's policy.
- Assist staff in resolving any health and safety problems and refer to the Director any of these for which a satisfactory solution cannot be found.
- Report all accidents and dangerous occurrences in accordance with the laid down procedure including reporting to enforcement authorities if required using RIDDOR

- Ensure there is an investigation of the causes of accidents, dangerous occurrences and ‘near misses’ and take or recommend means to prevent any recurrence, ensuring also that any unsafe machine or tool is adequately immobilised and marked pending repair/replacement.

Employees have responsibilities under the law to take care of health and safety of themselves and others and to co-operate with Management in doing that. Sufficient information, instruction, training and supervision are provided to enable all employees to avoid hazards and carry out these responsibilities. Under these circumstances any breach of Policy or Regulations or failure to conform to good work or housekeeping practices are viewed most seriously. They are made the subject of disciplinary action up to and including dismissal.

Each employee has the responsibility to observe all safety rules and regulations and use protective equipment where it is required. They have the responsibility to work in a safe and responsible way. They must not misuse anything for safety reasons, and must not work in a manner that either exposes themselves or any other person to risk.

All employees have a duty, under the Health and Safety at Work Act and must report all accidents, ‘near misses’ and potential hazards to the Director.

The continued effectiveness of the policy are monitored by the Director and are discussed and reviewed at regular intervals.

Welfare arrangements

For all employees Education for All will ensure sufficient resources are available to meet our policy commitments. These include necessary facilities to enable employees to protect and maintain their well being. The facilities covered include:

- Washing and toilet facilities to meet the needs of staff at the office and working at site
- Safe and wholesome drinking water
- Changing areas if required for specific tasks with necessary arrangements for staff to change into clean clothes from workwear
- Areas for meal breaks
- Rest areas for any employees with specific needs (such as pregnant / young workers)

All arrangements are monitored and maintained to ensure they are effective and adequate.

Risk Assessment Policy

In order to assess the risks associated with our processes the organization uses a Failure Mode and Effect Analysis (FMEA) process, which is documented in a separate procedure.

Existing processes have been assessed and evaluated for risk; new processes are assessed for risk before they are implemented. All risk assessments are reviewed annually or in the event of an accident or dangerous occurrence.

Specific risk assessments for individual risks are undertaken using:

- workstation risk assessments
- CoSHH assessments
- Manual handling assessments

Where personal protective equipment (PPE) is required to reduce still further a risk to an individual then a PPE risk assessment are undertaken to ensure the PPE does not increase risk in another area.

Legal obligations

The company understands its obligations to meet national and international legal requirements and has a process in place through a competent person to keep up to date with changes in the law.

Objectives, targets, programmes

The company sets objectives for health and safety and supports these with targets for performance and programmes to maintain and improve the performance levels of the company.

Competence

The Company provides adequate health and safety training for all employees in addition to training for particular job functions.

Training needs are identified, documented and reviewed from time to time to ensure training requirements are appropriate and effective. This are the responsibility of a Director.

Records of training are maintained.

Health and Safety Communications

The company recognizes the need to communicate with employees and others who may be affected by hazards associated with its business and has systems in place to ensure they are given sufficient information to behave responsibly.

Responsibilities under the H & S management system are communicated internally and to others who may need to know.

A Safety Committee is formed and consist of one Management representative, one representative of the work force and a Director. A Safety Meeting is held every six moths to be chaired by a Chairman acceptable to all representatives.

The terms of reference for safety meetings is as follows:-

- To ensure that hazard assessments have been carried out for each area of operation.
- To examine accident/incident reports and identify any trends, making recommendations to prevent recurrence.
- Identify any required safety procedures and make any recommendations.
- Examine the effectiveness of safety training and make any recommendations.
- Discuss the safety aspects concerned with the introduction of new equipment/processes if applicable.
- Obtain advice where necessary from competent persons in respect of current safety procedures and techniques.
- Communicate any residual risks from the risk assessment process and safe systems of work to control the risk.

Safety representatives

- Investigate potential hazardous and dangerous occurrences and examine case of accidents/incidents as part of the team carrying out that function.
- Investigate complaints relating to the Health and Safety of any member of the workforce and bring these matters to the attention of Managers.
- Ensure management are informed on all general matters affecting the Occupational Health and Safety of the workforce.
- Review the Health and Safety, Environmental and Quality Policies once per year to ensure each continues to be suitable and effective.

- Ensure that the internal safety audits are carried out at least every six months.
- Attend meetings of the Safety Committee.

The company operates a positive communication policy and displays information on company notice board.

The company ensures necessary communications with enforcement authorities (including reporting required under legislation) and provides information to employees on their options for communication using Health and Safety at Work posters.

Safe Systems of Work

Working Methods

All work is carried out by trained employees. This work are completed strictly in accordance with industry standards and follows equipment manufacturers' instructions where applicable. Protective clothing and equipment is provided where required.

Workplace equipment

Under the provision of the Health and Safety at Work Act, Section 3, Education for All undertakes to familiarise themselves with, and follow, all client safety procedures whilst working on site. Furthermore we will operate in a safe and responsible way and in accordance with any reasonable requirements from the customer. All tools and equipment used to provide the services to the client are kept in safe working order and will only be used for the purpose for which they are intended.

Chemical substances (CoSHH)

The company ensures that potentially hazardous substances that employees and others are required to handle are evaluated and risks associated with these are reviewed and managed. All new chemicals brought on site are accompanied by a supplier's material safety data sheet (MSDS). The health and safety representative undertakes an assessment of the chemical hazards potentially posed for Education for All employees and others in the vicinity. Control systems required following the risk assessment are introduced.

These follow the standard hierarchy from elimination through to the use of personal protective equipment.

Management of asbestos

Education for All has evaluated its own premises and has an asbestos management plan in place for any work undertaken on the fabric of its building. Education for All works on many other client premises and expects the same level of controls to be exercised by customers to ensure the safety of Education for All employees or any sub contractors employed by us. Education for All employees are given instruction in identifying areas with potential asbestos hazards

Personal Protective Equipment

Where risk assessments identify any remaining risks that may be mitigated by the use of PPE this are issued at no cost to the user. A risk assessment is carried out to ensure no additional risks are introduced by wearing and maintenance of PPE.

The Director assesses the need and ensure that adequate supplies of clothing and equipment are maintained and issued as required.

The Company ensures that materials purchased conform to relevant British Standard or equivalent where possible

Each operative has been issued with his/her work safety equipment to ensure complete safety. Records of equipment issued are maintained.

Display Screen equipment

The company understands its obligations for providing a safe workplace and the influence of workplace ergonomics. For DSE users a risk assessment is undertaken and any necessary equipment is provided for employees.

The Health and Safety (Display Screen Equipment) Regulations 1992 states that although work with display screen equipment is not generally high risk, any problems that may arise can be overcome with attention to good design and equipment and seating.

Conditions at workstations are assessed by the Health and Safety Advisor to discover any risks that may exist. All requirements are met that are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

Work is planned to ensure there are breaks or changes of activity. Complete training is given for all display screen equipment users.

Display screen equipment users are entitled to appropriate eye sight tests by an Optician or Doctor and to special spectacles if these are needed. If needed the company will provide these.

Working at Height

Education for All takes the necessary steps to avoid working at height. The nature of our work requires employees to use established means of accessing rooms above ground level. The nature of our work means we manage any handling processes particularly where we have to move equipment from higher to ground level.

Where employees are required to work at height Education for All ensures the risks to employees and others are reduced as low as reasonably practicable.

Wherever possible working at height is carried out without use of ladders. Employees are encouraged to use mobile work platforms with suitable fall restraint systems wherever possible and contract negotiations feature on availability of these features at client premises.

Electricity at Work

All electrical installations are inspected and tested periodically.

All electricians and users of electrical equipment are suitably trained and competent.

A list is kept by the Director of all portable tools and equipment. Each piece is regularly inspected / tested by a competent person. Any repairs or maintenance is carried out by someone with proper training or experience.

All staff are instructed in what to do if someone receives an electric shock.

All frayed or damaged cables are replaced immediately.

No work is undertaken on exposed conductors.

Emergency Preparedness and Response

Driven by the risk assessment process the company has systems in place to deal with potential emergencies. These are dealt with in sub sections below. The company has a positive reporting culture to prevent hazards from being realized. All employees receive training in the emergency procedures at induction and periodically or following changes to the procedures.

First Aid

First aid equipment is provided at our offices and in all site vehicles. Responsible persons have been appointed to ensure the boxes are inspected and replenished.

An “Appointed Person” who will have a basic knowledge of first aid is selected for the offices.

Fire Procedure

Details of fire precautions are displayed in the offices. Fire drills are carried out six monthly and monitored by a member of the Safety Committee. A record is kept showing the dates of fire drills carried out.

Accident reporting

The general procedure for reporting accidents and dangerous occurrences is as follows:-

All accidents (including road accidents) resulting in personal injury, however slight, are recorded in the accident book located on the premises or at site.

The Director is notified of any accident resulting in injury or illness where the person concerned has to have time off work or, as a result of any dangerous occurrence, within four days of the occurrence. This must include not only our own employees but also those of any contractor working on our behalf or member of the public affected by our activities. The Director is telephoned at once in the event of a serious incident.

If an accident causes death, major injury or is a dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, the Director is advised over the telephone as soon as possible. He will then telephone HSE and ensure the accident is reort either over the internet or using Form 2508 with 7 days.

If the accident results in an employee being prevented from carrying out their normal duties for more than 3 consecutive days (excluding the day of the accident) the Director is advised in order that they report the accident as above.

Accident investigation and follow up

All accidents involving lost time are investigated by health and safety representative. Actions arising are reported to the committee and tracked through meeting minutes to ensure adequate controls are put in place.

Internal Audits and Workplace Inspection

Internal audits address the following.

- Compliance with statutory requirements.
- Compliance with written procedures.
- Adequacy/accuracy or written procedures.

Audit reports are submitted to and reviewed by the Safety Committee.

Work place inspection takes place at least once per year and forms part of the company internal audit process.

Safety Review

The Safety Committee reviews the company's Health and Safety and Environmental Policy and systems to ensure they remain suitable and effective.

The annual agenda examines internal audit results, incident reporting, investigation and follow-up results, and identifies any future developments and business objectives, which may have an impact on the Company's Safety Policy.

Records of reviews are maintained for a period of at least three years.