



Education & Skills
Funding Agency



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Health and Safety Policy

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Health & Safety Policy

Introduction

Wildes Education are aware of our duties and responsibilities in accordance with the Health and Safety at Work etc Act 1974 and other specific health and safety legislation.

The general objectives within the scope of the legislation are:

- To secure the health, safety, and welfare of employees at work.
- To protect the people other than employees at work against risks to their health and safety arising from our actions / work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce control measures in order to alleviate or reduce the risk to an acceptable level.
- To control the production, storage and use of substances hazardous to health and protect others coming into contact with such products.

Health & Safety Policy Statement

Wildes Education is firmly committed to ensuring the health, safety and welfare of the employees and others as a core business requirement alongside quality, productivity, and customer satisfaction. We recognise people as the Company's most valued asset and, in aiming for an injury free work environment; they should not be placed at unreasonable risk at any time.

Through a pro-active and efficient management system we aim to promote, maintain, and continually improve health and safety, whilst upholding legal requirements as a minimum.

The Directors are the persons having overall responsibility for health and safety and its organisation and arrangements within the Company. A unified approach is required throughout all levels of the Company to ensure the safety of all personnel and those affected by our work operations.

Responsibility for the implementation of this policy lies with management and supervisory staff, while all employees are responsible for ensuring they co-operate and comply with this policy and all related safety standards and practices.

Wildes Education will make all necessary resources available to ensure a successful health and safety management system. Senior management will provide necessary guidance and documentation through:

- Accepted safety standards and procedures
- Adequate instruction, information, and training, and
- Implementation and strict enforcement of the Company Policy

The management formally review this Policy and its associated procedures annually. This review will consider consultation with the workforce and any changes to work operations, industry best practice and relevant statutory requirements.

This Policy, and all subsequent revisions, will be made available to each employee or interested party, as required.

Sharon Lawrence

Director of Education

Date: 12th April 2021

Next Review: April 2022

Health and Safety Responsibilities

Health and Safety responsibilities have been clearly defined as follows and are no less important than the responsibilities they may have in performing any other function. Failure to follow instructions in respect of Health and Safety, PPE and Emergency Procedures may be considered gross misconduct.

Directors

- Provide the organisation, finances, and resources necessary for the implementation of the Company Health and Safety Policy.
- Person having ultimate responsibility for health and safety.
- Ensuring that equal importance is applied to health and safety as to other business functions.
- Ensure that staff at all levels receive appropriate training in relation to their employment.
- Monitor performance and take appropriate action whenever safety performance is below the highest industry standards.

Managers

- Ensure that Safety is planned.
- Plan safety into work & training activities, this will ensure that all employees have adequate time, resources, information, skills, and training to carry out the operations safely.
- Discuss health and safety, performance with all personnel on a regular basis.
- Monitor the overall health, safety and environmental performance and ensure that action is taken whenever standards are not being met.
- Ensure that ALL new employees, including sub-contract employees are instructed in the Company requirements when being inducted.
- Ensure that all employees have the required skills competence and where required certification to carry out the role for which they are being employed.
- Ensure that personnel with adequate skills and training are in each position to conduct all work in an organised, planned, safe and environmentally sound manner.
- Ensure that all employees are aware of their health and safety responsibilities and allow sufficient time and resources for them to fulfil these responsibilities.

Employees (All Personnel / Office and Home-based employees)

- Understand the Policy for Health, Safety and Environmental matters.
- Actively promote at all levels the Company's commitment to effective Health, Safety management.
- Make suggestions to improve the Company's health, safety, and environmental management.
- Ensure the place of work is actively maintained in a safe manner and accept ownership of the safety procedures laid down for their benefit.
- Work in a safe manner always and set a personal example by wearing appropriate Personal Protective Equipment within working areas.
- Assist in achieving high standards of Health, Safety & Environmental performance.
- Keep your own work area tidy and safe, and actively encourage safe working by others.
- Bring to the attention of their manager, any faults, defects or potential unsafe areas, systems of work, or equipment.
- Organise and plan visits so that training/assessments are carried out to Company Standards with minimum risk to employees, learners' other contractors and members of the public, equipment, materials, and the environment.
- Plan safety into all training/assessment operations.
- Actively participate in the effective management of Health, Safety and Environmental issues reporting all incidents, accidents and near misses.

Home Workers

Because of the type of company that we are and the industry within which we work, it will be necessary for some of our employees to be based from, and / or work from home ('Home Working') either on a full time or part time basis.

Approval for home working must be obtained from the director.

Home working is at the entire discretion of the Company and the facilities provided will be those deemed necessary for the performance of the employee's job role.

The employee must inform the Company if the home location changes and seek confirmation that home working arrangements may continue at the new home address.

Management: It is recognised that home workers and field-based staff may feel a sense of isolation through loss of regular face to face contact with their co-workers. To mitigate this, participation and/or attendance at regular team meetings and daily contact may be maintained either by email or phone. From time to time, it may be necessary to visit a home worker at a suitable location close to their home during normal office hours. Home workers and field-based staff will be expected to attend the office or some other appropriate venue from time to time according to the needs of the business and their department.

Health & Safety: It is a legal requirement for Wildes Education (employer) to ensure the health, safety, and welfare of all employees, so far as is reasonably practicable, whilst at work. Equally, all members of staff are required to take reasonable care at work for their own health and safety and that of others who may be affected by their actions at work.

Where provided, home workers are responsible for ensuring that their Display Screen is correctly installed, that it remains in a comfortable position, and that regular breaks are taken while working at a VDU. The home worker or field-based worker will be responsible for maintaining their working environment to the agreed standards and will be responsible for reporting any hazards or potential health and safety issues to their manager.

Should you sustain an injury or a near miss whilst working from home, you are required to inform your Line Manager immediately.

Operatives (workers)

- Ensure that you have received adequate induction instructions from the line manager.
- Ensure that you have been given adequate task specific details (i.e., Risk and COSHH Assessments), and that you understand what is required, and you have the correct PPE, tools, and equipment to carry out the task safely.
- Ensure that you follow the instructions given to you at the induction, and that you always act in a responsible, safe, and environmentally proper manner.
- Actively participate in the effective management of Health, Safety & Environmental issues by reporting all incidents, accidents and near misses.
- Keep your own work area tidy and safe, and actively encourage safe working by others setting a good example.
- Bring to the attention of your line manager, any faults, defects or potential unsafe areas, systems of work, or equipment.
- Do not undertake tasks or operate equipment that you are not trained or authorised to do.

Subcontractors

- Ensure persons under your control work in a safe manner and in accordance with this health and safety policy, and applicable Risk Assessments.
- Where required, supply all requested health and safety documentation for competence assessment purposes in a prompt manner and adhere to necessary requirements.
- Follow company rules and any instruction given by management.
- Report unsafe operations and conditions.
- Ensure the provision of your services in no way compromises Health and Safety.

Communication Responsibility

Wildes Education ensures that all personnel are given a clear understanding of what is expected of them and the consequences when individuals do not co-operate. Communication, motivation, and discipline are essential parts of the system. Operational personnel will be informed in the following ways.

- If applicable to the role personnel must undertake a workplace specific Health and Safety induction, detailing the known hazards that they may encounter. This induction will be carried out by the line manager and recorded. Additional briefings will be required, including risk assessments depending upon the nature of the work to be undertaken, and the materials to be used.
- The line manager is accountable for the provision of clear instructions to the personnel under his/her control. Such instructions will include.
 - Identification of job-specific risks.
 - Methods of working.
 - Handling of materials.
 - Use of work equipment.
 - Use of personal protective equipment.
- A Health and Safety notice board will be established in the office, which will display relevant information, and will include:
 - Company Health and Safety Policy.
 - Safety news flashes relevant to the industry.
 - Emergency procedures.
 - Relevant Insurance Certificates and Statutory Notices.
 - Contact details of the person responsible for the company safety.
 - Health and Safety at Work Poster.

Risk Assessments

The manager in consultation with the director are responsible for health and safety, who has sufficient training/experience, carry out a bank of applicable generic risk assessments. They utilise a standard Generic Company format and are used in conjunction with a site-specific assessment as required that will refer to generic assessments for more detailed information. Risk assessments will identify all hazards and evaluate risks.

Risk assessments will meet requirements for assessment contained in other more specific legislation such as, but not limited to: COSHH, Manual Handling, Expectant Mothers, Display Screen Equipment, Young Persons and Fire.

Training

Training requirements are regularly reviewed covering every employee. It is the Company's aim to ensure that all personnel receive the training they require to fulfil their role successfully.

Accident and Incident Reporting

All accidents/incidents and near misses must be reported to the Manager at the time of the event. For all injuries, including minor injuries, the line manager must ensure that the incident is recorded on an accident report form. Failure to report an accident or undertake incident reporting will be considered as a potential act of gross misconduct.

This company director is responsible for health & Safety and is responsible for reporting all notifiable injuries in compliance with RIDDOR, and any external stakeholders where required; this will be completed via the internet and copies retained. The appointed person will complete an investigation and produce an accident file for all reportable accidents / incidents this will include recommendations any further preventative procedures that can be implemented.

This reporting procedure is of the utmost importance as further investigation may need to be carried out and Safety Executive may need to be notified. This procedure is the same for the reporting of incidents and near misses.

All incidents which require notification under the Health and Safety Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be investigated fully.

- Accidents / dangerous occurrence will be reported to appointed person at Wildes Education
- The Company carry out an initial investigation.
- If reportable the company director will send the report to HSE via the Internet reporting system and copies retained.

Accident statistics are formulated from figures collated to generate statistics for the Company. At the end of each year the accident statistics are analysed to focus on setting the correct objectives for the fourth-coming year.

Contact Details for the HSE Incident Contact Centre:

- **Online:** Responsible persons should complete the appropriate online report form (F2508). The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.
- **Telephone:** All incidents can be reported online but a telephone service is also provided for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)
- **Further information** about RIDDOR or to report online visit: <http://www.hse.gov.uk/riddor/>

Good Housekeeping

It is acknowledged a clean environment is safer, more pleasant to work in and is a prerequisite in pro-active safety management, a duty is therefore placed on the manager to ensure good housekeeping standards are maintained. All gangways, stairways, access points, floor levels and fire exits will be maintained free from obstruction and kept in a clean and tidy condition.

Fault Reporting

No personnel will be expected to operate or use any facility, piece of work equipment, machinery or tools that are damaged or not working correctly.

Personal Protective Equipment

All PPE required for the role is to be provided free of charge and is to be purchased from reputable suppliers meeting the requirements of British standards or European standards.

Where it is not clear of the standard of PPE required the safety, senior managers are to be consulted for guidance.

First Aid

Provisions for First Aid will be supplied and kept in compliance with the First Aid Regulations 1981 as amended 2013.

At least one appointed person will be resident at the working area who will be responsible for ensuring first aid facilities are available and kept stocked.

Should the need occur, training of further personnel would be undertaken to ensure adequate arrangements are maintained.

Emergency Procedures

The Company have contingency arrangements for dealing with emergencies; details of such arrangements are covered in induction training of personnel.

The Company has in place a Fire Management Plan and risk assessment in compliance with the Regulatory Reform (Fire Safety) Order 2005. Individuals have been allocated responsibilities including the inspection and testing of fire equipment, records are maintained of training and fire drills and external inspections by competent service providers.

Substances Hazardous to Health

Substances hazardous to health may be encountered in various forms, chemicals, radiations, dusts, gases, fumes, and solids.

Where a hazard is known adequate measures to protect the individual shall be implemented, this may be by eliminating that substance, substituting it for a safer alternative, supplying the appropriate personal protective equipment, ventilating, or cleaning a particular area, or removing the hazard by following specific safe procedures and practices.

The primary task, however, will be to identify the substance then seek technical advice on all necessary precautions.

Every effort will be undertaken to protect employees of the Company and others from harmful effects.

Electrical Equipment

All electrical portable appliances in the building and office equipment is subject to regular PAT test by trained personnel. Users are responsible for visually inspecting the appliances within the areas prior to use for any sign of visual damage. Trailing cables, extension leads will wherever possible be supported off floor levels to prevent damage or tripping hazards.

Manual Handling

Operations where manual handling is a significant risk are identified through planning all operations effectively. Processes can then be implemented to eliminate or reduce the risk accordingly.

Where manual handling cannot be eliminated manual-handling assessments will be undertaken using the Specific Manual handling assessment form.

The assessment considers the task to be undertaken, the load involved, individual's capabilities and the working environment. Suitable information and training will be provided to persons required to carry out manual handling activities.

No member of our staff is to attempt to lift beyond their capabilities seek assistance.

Manual Handling Operations Regulations 1992 (as amended) (MHOR).

Lifting Equipment

Suitable risk assessments will be carried out for lifting operations and safeguards put in place to ensure the safety of all personnel, plant and equipment, members of the public and others not involved in the lifting operations.

All relevant information will be supplied to personnel involved in lifting operations.

Security

All persons working on the premises will comply with the security arrangements.

Only authorised personnel are permitted to work in the premises.

It is not permitted to remove any substance or article from the premises without written permission by an authorised person.

Failure to comply with the above may result in dismissal from the premises.

Drugs and Alcohol

The company recognises that its own health is dependent upon the physical and physiological health of its employees. Accordingly, it is the right, obligation, and intent to maintain a safe, healthy, and efficient workplace for all its employees, and to protect the Company's equipment, operations, and reputation.

The Company Policy on Drug, Alcohol or Substance misuse aims to ensure a drug-free working environment, and to comply with criminal, civil and health and safety laws that relate to the maintenance of a workplace free from illegal drugs, alcohol, and cigarette smoke.

Consideration needs to be given to the levels of alcohol consumed the night before, either on business or in your own time when planning to drive the next day, particularly if you have an early start. Individuals generally only have a broad appreciation of the level of alcoholic units in drinks and often underestimate the amount of time needed for the body to reduce the amount of alcohol in their system.

The taking of all class A, B, and C drugs is illegal, even though recently society is being given a general message that the taking of some Class C drugs such as cannabis is becoming more acceptable, particularly in relation to the control of pain in medical research.

The message is direct in relation to taking drugs and driving – Do not. The adverse influence of drugs in effecting levels of driving ability and concentration needs to be clearly understood. Estimates indicate that up to a third of road incidents may be attributed to the influence of drugs.

Smoking is prohibited in all enclosed premises in the workplace, including company vehicles or any vehicle being used on company business.

This policy applies to all employees, consultants, contractors, customers, and visitors.

Disciplinary action will be taken against an employee who does not comply with this policy.

Stress

Research has revealed that stress in the workplace is a growing problem but one that has not been widely recognised, or generally accepted within the building and construction industry.

Our policy to avoid or prevent stress shall be achieved by a combination of management and task related provisions which will include:

Management Related

- The fostering of good relationships between staff and management.
- Well set and achievable objectives.
- Good and effective two-way communications.
- Employee involvement.
- Good management support.
- Staff training.

Task Related:

- Well defined tasks.
- Clear responsibilities.
- Proper use of skills.
- Good control of hazards and risks.
- Support from senior management.

Additional information about Stress at Work is contained in INDG424 published by the HSE.

Raise and report issues of concern to their line manager, or, if not appropriate, a mental health first aider.

Use of Mobile Telephones

It is important measures are in place to reduce the risk of injury to individuals whilst using mobile phones. Conversations on any phone require concentration and should not be undertaken whilst trying to carry out other activities, or in situations where your attention should focus on the hazards in the surrounding environment.

Only work-related phone calls are to be taken in the working areas all personal phone calls are to be restricted to break periods or away from the working area.

Health Surveillance

Wildes Education understand that occupational ill health is preventable and that by taking effective steps to control health risks at work, the costs of absence through sickness and lost production can be reduced.

The Company has a legal duty under the management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations to provide health surveillance at work. We will ensure that:

- Risk assessments are carried out for the operations taking place.
- COSHH Assessments are produced for any substances which are hazardous to health.
- Where the Risk or COSHH assessments identify the requirement, place effected employees under suitable health surveillance.
- Regular consultation is made with our employees and where applicable safety representatives, over the arrangements for health surveillance and the requirement for affected employees to participate in these arrangements.
- All affected employees are made aware of the relevant health risks and of the health surveillance procedure.
- The person conducting the health surveillance procedure is competent to carry out the task.
- The results of any health surveillance will be accurately recorded, and the records will be made for available for inspection as required.
- Any recommendations identified as a result of the health surveillance will be actioned and if necessary, the risk and COSHH assessments will be reviewed.

Work Safe Procedure

Wildes Education acknowledge their responsibilities and duty of care under the Health & Safety at Work, etc Act 1974, and will undertake to maintain safe working systems which affect the health, safety, and welfare.

This Policy will ensure that we provide and maintain a blame free procedure for questioning, and ultimately refusing to undertake work where it is considered unsafe, and/or a risk to employee or other peoples' health and safety. Where there is potential or imminent risk of accident or incident, that is not already sufficiently controlled, the work is to be stopped and the system of work changed to remove or minimise the risk.

The following list is not exhaustive but details some of the reasons why we would expect this Procedure to be implemented:

- You are not competent to undertake the work / training.
- You do not have the correct work equipment.
- There is not a documented safe system or risk assessment for the activity.
- You do not have the correct Personal Protective Equipment

The company have in place a confidential reporting system that will provide employees with the means of reporting anonymously, any incident, unsafe act, concern and safety or environmental related issue.

The Directors will ensure that Wildes Education will not discipline, discriminate, or impose any form of penalty on an employee who uses this refusal to work procedure. The employee or employees who initiated the Procedure will be kept informed of any decisions made throughout the process.

Driving for Business Purposes

A driver of a privately-owned vehicle used for business purposes must ensure that it is regularly always serviced and maintained in a safe condition. A valid MOT and adequate business insurance must be made available.

It is the driver of the vehicle's responsibility to regularly check or have checked the condition of lights; tyre pressures and treads depth (including the spare tyre), oil, and windscreen washer and fluid levels.

Research has proved that using a mobile telephone whilst driving whether hands free or not is distracting and reduces the driver's attention to what already is a hazardous activity.

The following points are made with the requirements of the amended regulations being taken into consideration:

- Drivers of vehicles shall only use a mobile phone whilst driving on a road if the vehicle is provided with a hands-free device.
- Drivers are advised that outgoing calls should only be made if the vehicle is parked in a safe place off the road.
- Incoming calls should only be accepted if they can be answered by the pressing of a single, easily accessed button or voice command and it is safe to do so.
- Calls received whilst driving on a road should be kept to a short duration- this must be considered by both the caller and receiver.

Working at Height (General)

All work at height is to be suitably planned before commencing using the hierarchy of controls.

Avoid Work at height where possible.

Use work equipment or other measures to prevent falls.

When the risk of a fall cannot be eliminated, use work equipment or other means to minimise the distance and consequences of a fall if it should occur.

Where work at height is identified within our operations that cannot be eliminated the necessary preventive and protective measures will be implemented to ensure that all personnel are protected from any fall or falling material that could result in an injury being sustained.

Employees and any other persons involved in any work at height must co-operate with the systems put in place to protect them.

Display Screen Equipment (DSE)

Computer equipment is used extensively by employees in the office. These employees have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations in the office and those used by other staff identified as 'users' have been assessed to ensure they satisfy minimum requirements, and the risks are reduced to lowest level reasonably practicable.

Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue.

Work related upper limb disorders such as pain to the muscles, repetitive movements associated with intensive keyboard or mouse operations can bring about pain to ligaments and nerves of the hand and arm. Properly managed workstations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling, or weakness experienced during or shortly after keyboard/mouse work.

A guide has been produced by the HSE to aid employers and employees alike:

<http://www.hse.gov.uk/pubns/indg36.pdf>

Barriers

Where a hazard is likely to exist from training activities, barriers shall be positioned to prevent unauthorised access, should circumstances require it the work area will be screened.

Notices of warning of such hazards will be fixed at suitable points adjacent to the working area.

Noise and Vibration

It is not always possible to reduce noise levels, as noise emitted from sources beyond the control of the company may be evident.

Some machinery in use do emit noise levels in excess of statutory action levels; in such cases the following will apply.

- Sufficient supplies of hearing protection will be held by employees for use when noise levels exceed a safe limit.
- Personnel will receive advice and instruction on the use of ear protection.

New and Expectant Mothers

The company recognises that there is a necessity to take additional steps to ensure the health and safety and to assess and manage the risks to new and expectant mothers and their children taking into account any additional risks caused by their work. Expectant mothers are asked to inform their line manager as soon as possible after their pregnancy is confirmed so that a risk assessment can be completed. The company will assess and monitor the ability of pregnant women to perform their work safely and without exposure to significant risks to their health, throughout the declared term of pregnancy and the post-natal period and, where necessary, implement appropriate control measures arising out of the risk assessment.

Complaints

Any employee wishing to make a complaint may do so in writing (anonymously if required). All complaints will be treated in the strictest confidence. Upon receiving a written complaint, a senior manager will carry out a full investigation and record any findings. On completion of the investigation appropriate action is to be taken as required to resolve the situation. Records of any actions that are taken and any personnel informed are to be maintained on the original complaint form. The employee who originated the complaint is then to be informed in writing of any decisions that have been made and/or actions taken.

Complaints made by non-employees should be directed to the quality team or director of the Company in the first instance at Wildes House, Workshop, Clown, Chesterfield, S43 4TD.

Discipline

There is a formal disciplinary procedure. Formal disciplinary actions for less serious offences are:

- Recorded verbal warning.
- Written warning.
- Final written warning.
- If an employee fails to correct his behaviour, offences may ultimately lead to dismissal with due notice.
- An employee may be suspended whilst alleged misconduct is investigated.

Less serious offences would include, but are not limited to:

- Minor breaches of rules and regulations.
- Offences involving the misuse or unauthorised use of Company property, services, or facilities.
- Actions harmful to good order, cleanliness, and the welfare of others.

For gross industrial misconduct, the penalty is normally summary dismissal without notice.

Offences that constitute gross industrial misconduct include, but are not limited to:

- Wilful or reckless damage to, or misuse of property of either the Company or any client.
- Introduction, possession or use of alcohol or illegal drugs at work.
- Working whilst under the influence of alcohol or illegal drugs endangering safety and/or impairing effective working.
- Wilful or reckless non-compliance with safety legislation and regulations.
- Wilful falsification of records.
- Refusal to carry out a reasonable working instruction.
- Wilful disregard of the Company policies, procedures, rules, quality requirements, or conditions of employment.
- Wilful disregard of other statutory requirements

Policy Review - this Health & Safety Policy is reviewed annually, but also amended in accordance with changes in statutory legislation and improved company practices.

Document Control

Date of Change	Version	Overview of amendment	Amended by / Job Title	Approval by and Date
02/10/2019	2	Annual review	Susannah Mather	Director of Apprenticeships
12/04/2021	3	Full policy review and update	Julie Lawton Quality & Compliance Manager	Sharon Lawrence Director 15/04/2021