

HEALTH AND SAFETY POLICY

Health and Safety Policy Statement

EMD has put in place a full and comprehensive Health and Safety policy with the aim of meeting legislative and regulatory requirements and provide all staff, learners and clients with the reassurance that EMD takes its responsibilities within Health and Safety as paramount.

We aim to

- provide suitable and sufficient controls of the health and safety risks arising from our work activities
- consult with staff on matters affecting their health and safety;
- provide and maintain safe resources and equipment;
- provide information instruction and supervision for staff and learners;
- ensure all employees are competent to do their job roles and to provide adequate training;
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions;
- review and revise this policy regularly and as necessary.

Scope and Purpose

Section 2(3) of the Health and Safety at Work Act 1974 requires each employer to prepare, and when appropriate to revise, a written statement of general policy with respect to the health and safety at work of their employees, and the organisation and arrangements in force for carrying out the policy, and to bring the Policy Statement to the notice of all employees and other interested parties.

It is the policy of EMD to operate in the safest practicable manner, consistent with statutory requirements and good practice. The health and safety of EMDs' employees and all those likely to be affected by its operations is the responsibility of the Director. Adequate resources will be made available to ensure the success of this policy.

Responsibility and Authority

It is the duty of the Director to ensure that everything reasonably practicable is done to prevent injury and ill-health, and it is equally the duty of each employee to exercise personal responsibility for their own safety and that of others.

All employees are to be aware that, in the event of any conflict between the demands of service provision and safety, they will receive the support of the Director if they reasonably choose the safety of employees, learners or third parties as the priority.

EMD recognises its statutory duty to provide effective reviewing of its health and safety provision and its duty of care. This is achieved by informal and formal arrangements.

Informal reviewing is expedited by managers, who upon identifying or becoming aware of ineffective health and safety practices or situations, will remedy accordingly.

Formal reviewing is carried out annually by the EMD Senior Management Team.

The Director ensures adequate management of health and safety within the company and to this effect the Director allocates the task to the appropriate manager.

The Director is responsible for the following:

- Overseeing the implementation of the Health and Safety Policy
- Overseeing the management of health and safety generally, including the application of the Management of Health and Safety at Work Regulations
- Keeping staff informed of developments which may affect the Company's responsibilities in respect of health and safety

Qualification Holder

EMD has a designated member of staff, who holds a formal qualification in health and safety.

- Ensuring, so far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner
- Convening safety committee meetings as required by the Health and Safety at Work Act 1974
- Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure
- Reviewing and effecting procedures to be followed in the event of serious and imminent danger
- Managing first aid provision throughout the Company
- Managing the provision and maintenance of fire fighting equipment

The designated qualification holder will provide advice and support to staff, learners and others in relation to health and safety matters and

- Act as the focal point for day to day references on health and safety and give advice or indicating sources of advice
- Monitor standards of health and safety matters when required
- Obtain specialist advice on health and safety matters when required
- Monitor, produce statistics, investigate and take action where appropriate and keep records of accidents and hazardous situations
- Report events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR)
- Develop, implement and review health and safety arrangements in consultation with appropriate employee and management representatives
- Monitor compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice

And

- shall have the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Director.

Managers

Management have a general responsibility in their area of work for the implementation of the Health and Safety Policy and applicable health and safety arrangements, as well as the effective management of health and safety.

Managers are responsible for carrying out formal health and safety checks via a risk assessment of all premises where they schedule teaching and learning (e.g. learner workplaces).

To assist them with these responsibilities, and by mutual agreement, they may delegate safety matters and any authority required to an appropriately trained member of their staff. This delegation does not relieve management from their overall responsibility for health and safety within their area of work.

In particular managers shall ensure that in their area of work:

- All staff (permanent and temporary) and learners are aware of, understand and implement the Health and Safety Policy and associated arrangements
- A safe place of work and safe systems are established and maintained
- Any health and safety problems are resolved, as far as they are able to do so, referring to the designated qualification holder for advice and further assistance if necessary
- Appropriate health and safety records are kept and maintained
- Regular safety inspections are conducted with remedial actions undertaken in a timely manner
- Suitable and sufficient risk assessments are conducted and adequate control measures implemented
- All staff and learners are given an appropriate health and safety induction
- Requirements for information, instruction, training and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health, safety and welfare of all staff, learners and others affected
- All staff and learners are encouraged to contribute positively to their own health, safety and welfare
- All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment
- Proposals are made to the Director for safety equipment and/or additions or improvements to tools, equipment or machinery which are required for safety reasons, and which cannot be resourced from within their budget areas
- There is co-operation with Trade Union Safety Representatives in providing access, information and consultation as appropriate.

All Staff

All staff, whether permanent or temporary, are expected to:

- Be conversant with the fire, bomb threat, evacuation and first-aid emergency procedures and apply them as required

- Know the specific control measures to be adopted in their own area of work and ensure they are applied
- Be conversant with and comply with the Health and Safety Policy and associated arrangements
- Follow any safe systems of work in place
- Check that all required risk assessments are in place and readily available before undertaking any work related activities, whether on Company premises or elsewhere
- Ensure that all portable electrical equipment in use carries a valid test sticker
- Bring to the attention of the appropriate line manager concerns over matters affecting health and safety
- Observe standards of dress and hygiene consistent with health and safety
- Exercise good standards of housekeeping and cleanliness consistent with health and safety
- Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others
- Co-operate with other staff in promoting improved safety measures in the Company and comply with instructions given by their line manager in relation to health and safety

Teaching Staff

The safety of learners in classrooms, studios/salons, workshops and other such areas is the responsibility of the class tutor, or alternatively the tutor under whose control the learners have been given access to the area concerned.

If, for any reason, (e.g. the condition or location of equipment or the physical state of the room) a tutor considers that they cannot accept this responsibility, they should discuss the matter with their line manager before allowing practical work to take place or access to be given.

The safety and wellbeing of all learners participating in educational visits and other similar off-site activities is the responsibility of the tutor in charge.

In addition to the responsibilities listed for All Staff, tutors are expected to:

- Ensure that all learners through the quality of their learning experience; gain an understanding of the importance of health and safety; understand how hazards are identified, risks are assessed and the principles of control measures; develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience
- Exercise effective supervision of their learners
- Ensure learners follow evacuation procedures when required
- Be aware of the Company first aid procedures in relation to learners
- Ensure activity/area specific risk assessments and control measures are understood and applied by all learners
- Deliver a health and safety induction to all learners, commensurate with risk, and conduct checks on the learner's understanding
- Give clear instructions and warnings to learners as often as is necessary (notices, posters and handouts are not enough)
- Ensure learners, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.

- Ensure that checking of equipment used in training sessions is carried out thoroughly and as required.

Learners

All learners are expected to:

- Exercise personal responsibility for the safety of themselves and their colleagues
- Observe standards of dress consistent with safety and hygiene
- Follow the instructions of staff in relation to safety and particularly in the use of all products and equipment
- Obey all the safety rules of EMD and in particular the instructions of staff given in an emergency
- Use and not wilfully abuse, neglect or interfere with things provided for their safety
- Comply with the Health and Safety Policy and associated arrangements, in particular those relating to smoking, alcohol and drugs.

Training

Staff development and training in health and safety matters will be the responsibility of the Director who will provide for identified needs through the programme of induction and staff development. The designated qualification holder will liaise with the Director in identifying and fulfilling these needs.

Policy Review

This policy will be reviewed by the EMD management team annually, or more frequently as required, to ensure that it continues to be effective.