



HEALTH & SAFETY POLICY

HEALTH AND SAFETY POLICY DOCUMENT

SKILLS MAX ACADEMY

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GENERAL STATEMENT

Skills Max Academy is committed to ensuring, so far as is reasonably practicable through best practice, the Health, Safety and Welfare of its Employees, Students and others who may be affected by matters within its control.

The Centre Manager has overall responsibility for ensuring that Skills Max Academy complies with all relevant statutory requirements and associated Codes of Practice.

Skills Max Academy Mangers, and tutors will take reasonably practicable steps to ensure, through the organisational structure, that:

- The risk to Health and Safety is properly assessed.
- There are safe systems of work in place.
- There is a safe working environment.
- Staff, students, and others are given adequate supervision, information, instruction and training in order to carry out their work and studies safely.
- Staff, Students and the Self Employed have a duty to take reasonable care of their own Health and Safety and that of others who may be affected by their own acts or omissions. Staff and Student co-operation and commitment is essential to ensure the successful implementation of the Health and Safety Policy.

This Policy will be reviewed at regular periods or when environmental, legislation or working practices change.

Benjamin Anokye
Director

ORGANISATION

1. Overall Responsibilities

Responsibilities for the overall Health and Safety of Skills Max Academy lie with the Director.

The centre Manager is responsible for implementing all matters on Health and Safety.

Co-ordinators, tutors, and appointed persons have the responsibility for their staff, students and working areas.

Self Employed persons are responsible for themselves and as directed by a relevant member of staff.

2. Responsibilities

All staff members will be deemed as Competent Persons.

Tutors responsibilities will be determined by consultation with their co-ordinator and Codes of practice particular to their trade.

3. Safety Committee

The Safety Committee will consist of the following.

- C. Swift
- B. Anokye-Yeboah
- H. Ahmed
- E. Tetteh

Health, Safety, and welfare matters will form part of the co-ordinators meetings unless there are any urgent matters that have to be dealt with, then an extraordinary meeting will be called.

Staff should inform their co-ordinator of any matters they wish to raise prior to the co-ordinators meeting or at their own team meeting.

Students can have an input on Health, Safety and Welfare matters by going through their Student Rep, Tutor or a member of staff.

The Safety Committee have the following functions, to,

- Investigate potential hazards and to examine the causes of accidents.
- Investigate complaints.
- Make representations to the Director on general matters affecting the Health, Safety and Welfare of staff and students.
- Carry out inspections of the workplace and monitor the organisations Policies.
- Ensure that everyone is informed of any changes in Legislation or working practices that affect their Health and Safety.

4. Monitoring

The Policy document will be monitored on a regular basis and will be changed or altered if and when;

- b. Working practices change.
- c. Change of staff.
- d. Change of Legislation.

- e. Change or addition to premises.
- f. Addition of work equipment.

ARRANGEMENTS (Systems and Procedures)

1. Safety Training

No member of staff or student will be expected to carry out any task unless they have been trained and deemed as competent for that task.

All Tutors are deemed to be competent persons in their trade and will be expected to pass their knowledge to the students.

Any additional safety training that is required due to changes in legislation, practices or for staff development shall be paid for the Company.

2. Safe Systems of Work

All staff and students are expected to adhere to all Approved Codes of Practice, legislation, Risk Assessments, and Company Policy in relation to their job or task.

Tutors will ensure that students are aware of all dangers by following the ACOPS and risk assessments.

3. Machines-areas/guarding/operation

Machine means, heavy portable, such as a threading machine or fixed as in woodworking machines.

These machines should have star/stop buttons or foot operated controls, a method of isolating by either an isolation switch or in a secured locked area.

No member of staff shall operate any machine unless they are fully trained and Authorised in its use.

No student should operate any machine unless they have had training and are supervised during its use.

4. Plant, Equipment and Power Tools

No member of staff shall operate any plant, equipment or power tool unless they have been trained in its use and are competent. The above goes for Students and they must be supervised during their use.

Pre-start inspections must always be done and that the on/off switch works. Never use any tool to do a job it wasn't designed for.

Should anything become defective it will be removed from use, labelled and repaired by a competent/qualified person.

Any plant equipment or power tool that has been hired should come with the relevant safety information and certificate.

All tools and equipment should be serviced and maintained as per the manufacturers specifications and recorded where necessary.

5. Workplace conditions and Systems

Ventilation

There must be suitable and effective ventilation and quantities of fresh air in enclosed spaces.

Temperatures

Work areas will be of a suitable temperature for the type of work taking place. This will be determined during the risk assessment.

Lighting

There should be suitable and sufficient lighting for people to carry out their work. This will be determined during the risk assessment.

Workstations and seating

These must be suitable for use. People must be able to leave quickly in an emergency. More specific requirements can be seen in Display Screen Equipment.

Floors

Floors must be free from holes and trip hazards. There should not be any highly polished areas. All spillages should be mopped up or absorbed immediately. Walkways must be free from obstruction.

Falling Objects

So far reasonably practicable measures should be taken to stop objects falling where they are likely to cause an injury, i.e., books on top of cupboards, unsteady items and too much weight on shelves.

Note: shelving should be of suitable construction and fit for purpose

Windows

All external windows should have suitable working locks or stays so they will not blow open during high winds. Internal windows and window panelled doors should be of suitable construction so as not to break and shatter.

Traffic Routes

Students, staff and visitors should be made aware that motor vehicles are in constant use in the outside area.

Toilets

Toilets must be kept ventilated and clean condition. The cleaner is responsible for keeping the toilets sanitised. Hot and cold water must be available and a method of drying the hands. There must be an adequate supply of tissue and soap at all times.

Eating meals

Due to the tenancy agreement, there are no eating facilities allowed on the site due to vermin control.

Skills Max Academy is located in an area with no less than twenty cafes and restaurants all within a minute's walking distance.

8. First Aid

There should be sufficient First Aiders or Appointed Persons available at all times.

There will be sufficient First Aid boxes available in all designated areas and kept fully stocked at all times. Each department will be responsible for this.

All certified First Aiders must inform the employer when they need to renew their qualification no less than 2 months before the expiry date.

Any person using items out of the First Aid boxes must ensure that it is reported so it can be replenished.

A First Aider and appointed persons can be found in the appendices.

9. RIDDOR/accident reporting

If an accident/incident is reportable under RIDDOR, it will be done using the HSE's online facility.

All accidents, however minor, should be recorded in the internal accident book that is kept in the main reception.

The safety committee will assess any trends and take the appropriate action.

10. Electrical Safety

All electrical equipment and portable appliances will be inspected and tested at regular periods as determined by the risk assessment.

All electrical equipment and portable appliance will be inspected by the user before use.

Tutors are to ensure that students carry out checks.

If any piece of electrical equipment is found to be faulty, it must be removed from use immediately and reported to the storeman or competent person, ie, an Electrician.

There will be no wires to be run under carpets.

Extension leads must not run across anywhere where people walk. If this is Unavoidable Appropriate signing or guarding must be in place.

11. Display Screen Equipment

All users of display screen equipment must be made aware of the relevant regulations. The department coordinator is responsible for this.

All workstations must comply with current regulations. A quick guide will be posted on the wall within the admin area. All new employees should be made aware of the above.

12. Personal Protective Equipment

Any PPE will be issued free of charge and must be maintained in good order by the user.

All paying students must supply their own steel toe capped boots and overalls. Any other PPE that is required for training purposes will be issued as and when needed.

The minimum requirement of PPE will be the wearing of steel toe capped boots in workshop areas. Any person not in possession of this item will not be allowed in.

Any specialist PPE that may be required will only be issued after training has been given.

13. Working at Heights

All staff must be made aware of the new working at Heights Regulations, 2005. This included admin and storeman. Department co-ordinators are responsible for ensuring that their staff gets the relevant information. Training can be given if the co-ordinator so wishes.

14. Manual Handling

All staff and students should not attempt to push, pull, carry or lift anything that is too heavy for them.

A manual handling risk assessment must be undertaken for items that are regularly handled.

Any member of staff will be given Manual Handling training if so required.

15. Violence

The HSE's definition of violence:

“Any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work.”

All staff should be made fully aware that any form of violence towards an individual or against themselves will not be tolerated and can lead to instant dismissal.

Confrontations should be avoided at all times. If this is not possible the individual should be asked to leave the environment that they are in and a third person called in and try to resolve the problem. If the problem continues the individual will be asked to leave the premises. Should the individual continue, they will be warned that the Police will be called. If this doesn't work the Police will be called and the individual will be escorted from the site.

If actual physical violence takes place the individual must be restrained with the minimal amount of force and Police called.

16. Risk Assessments

A breakdown of risk assessments are available at the Centre and upon request.

Co-ordinators/Tutors will formulate their own assessments in accordance with approved codes of practice and legislation.

17. Vehicles

Skills Max Academy will ensure that all vehicles are maintained to the correct standard and have the appropriate documentation for usage if the company purchases any.

All drivers must have a valid license to enable them to use vehicles.

All drivers will sign for keys in the appropriate log will be kept in the reception.

There should be no hazardous materials transported in the aforementioned vehicles.