



Health and Safety Policy

Policy owner	Policy date approved	Policy review date
Dionne Ruddock	January 2024	January 2025

HEALTH & SAFETY POLICY STATEMENT

The Academy of Success considers the health, safety and welfare of all employees, trainees and customers to be of primary importance to the well-being of the business and it is our continuing aim to make the Company a safe and healthy place in which to work and be trained.

To achieve this we must all take ownership of an active Health & Safety policy designed to achieve: -

- A safe and healthy environment for all employees and trainees
- The prevention of accidents involving personal injury and occupational related diseases
- The prevention of incidents causing dangerous occurrences etc
- The co-ordinated interpretation and implementation of statutory and other requirements to achieve good practices recognised by the Industry
- Reducing Hazards and Risks
- The control of visitors and contractors on site
- The undertaking of any tests, examinations, samples and records as are necessary to monitor the working environment and equipment supplied.

It is my duty to ensure that we take ownership of health, safety and welfare matters and that the Company provides safe systems of work, training and a clean and healthy working environment within their sphere of business. In its commitment to

prevent injury and ill health to employees, learners, contractors and others affected by day-to-day operations, and in striving for continual improvement of the Health and Safety Management System, the Company sets annual objectives and targets against which its performance is monitored.

We will provide effective facilities for consultation between management and employee representatives; All employees and trainees have the opportunity to address safety problems and health related matters to Dionne Ruddock, the Director of The Academy of Success for Company and placement matters. Senior management recognise the need to conduct the business in a manner that is in line with current legislation and codes of practice and will ensure that appropriate arrangements are in place to comply with all legislative duties and any other requirements.

Equally, it is the duty of each and every employee to assist the organisation in the attainment of its Health and Safety objectives. The organisation expects employees to take reasonable care of their own health, safety and welfare and that of others who may be affected by their actions. To ensure commitment to this Policy, all employees should sign a declaration to confirm they have received a copy of, have access to updates, and have read & understood the policy.

The Academy of Success' current health and safety objectives are:

1. Maintain Accreditation
2. Regular review of resources to be carried out at Senior Leadership or Board meetings
3. Carry out mental health awareness training for staff and learners
4. Refresh Staff Induction training during all staff meeting
5. Carry out H&S talks

We aim to promote this policy by:

1. Issuing a copy of this Policy to all staff, learners, and contractors during the induction process.
2. Ensuring it is readily accessible from the HR representative
3. Including Health and safety as a standard agenda item on all company meetings.
Communicating all changes/ updates to the policy via email

1. Introduction

Section 2 (3) of the Health & Safety at Work Act 1974 states: "Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being

in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees". (Please see para 10).

Regulation 4 of the Management of Health and Safety at Work Regulations restates the above requirements as part of a company management system.

Regulation 3 (1) of the Management Regulations requires every employer to make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees whilst they are at work; and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking. New Regulations also require:
 - i) The employer to designate competent personnel to take charge of health and safety activities or to use outside agencies;
 - ii) The employer to provide for first-aid, fire and emergency arrangements;
 - iii) The employer to provide information and training for employees and to consult worker's representatives on health and safety matters and
 - iv) Employees to take care of their own and others safety and to co-operate with their employer.

NOTE The Health & Safety (Training for Employment) Regulations extend the Health and Safety at Work Act to cover people provided with "relevant training" which is defined as "work experience" provided pursuant to a training course or programme, or training for employment, or both" i.e. all people receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation.

We aim to train staff on Health and Safety, however, we ask them to follow the 'place of work' guidelines at all times. This includes Fire Safety.

Violence/Bullying /Abuse

The Health and Safety Executive's definition of work-related violence is 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Any allegation will be thoroughly investigated by the HR rep and where necessary the appropriate action taken.

Mental Health

The term 'mental health' describes a sense of well-being; the capacity to live in a resourceful and fulfilling manner and having the resilience to deal with the obstacles that life presents. For the purpose of these procedures the term 'mental health difficulties' refers to: Temporary debilitating mental health conditions or reactions which impact on a student's

ability to fulfill their academic potential. Emerging mental health problems which may develop into conditions which require ongoing support or intervention. Severe or enduring mental ill health, which may be classified as a disability under Disability legislation.

There are a range of conditions which come under the umbrella term 'mental health difficulties', including anxiety, depression, eating disorders, self-harm, bipolar mood disorder, psychosis, obsessive compulsive disorder and others as diagnosed by a relevant medical practitioner.

In order to help support the mental health of its students we are committed to providing:

- A supportive and non-discriminatory environment for all learners
- A co-ordinated approach to training and raising awareness
- Continuing development of policy and provision
- A co-ordinated approach to the support of learners in the management of their studies throughout their time with us.

2. Responsibilities

The Director has corporate responsibility for safety and occupational health and hence will ensure that an effective policy is maintained to prevent injuries, loss or damage to property, or risks to persons, whether employed by The Academy of Success or not, but affected as a result of Company activities. The Director will ensure that all employees and trainees fulfill their responsibilities and, as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfillment of this obligation. They will also initiate actions to ensure the elimination or reduction of risks to safety and health. In its commitment to prevent injury and ill health to employees, contractors and others affected by day-to-day operations, and in striving for continual improvement, the Company sets annual objectives and targets against which its performance is monitored.

Tutor/Instructors

Every Tutor and/or Instructor has the responsibility for their own safety and occupational health as well as that of the trainees for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description. Tutors and/or Instructors are responsible for developing suitable programmes to encourage safety awareness and ensuring compliance of all personnel, including on site contract personnel with Company safety principles, standards and policies as laid down by the Director. Specifically they must ensure:

- i. That each trainee is given sufficient information at the start of any training course about company policies and housekeeping rules.
- ii. That each trainee is competently and adequately supervised and provided with experience and training necessary to undertake their appointed tasks safely;

- iii. That trainees in their charge are given sufficient time and resources to undertake practical tasks safely and efficiently;
- iv. That adequate, competent qualified supervision is provided for ALL jobs;
- v. That the procedure to be used for each task is adequately thought out, hazards identified and appropriate safety precautions taken and the procedure properly communicated to the operators;
- vi. That equipment and facilities are kept in a safe condition and any faults reported;
- vii. That equipment supplied to the trainees is properly selected, used and maintained to allow safe completion of the work;
- viii. That all of the above apply when personnel or trainees are working away from their normal place of work

3. Peripatetic Workers

All company vehicles, which are used on company business, will be provided with portable first-aid kits. The vehicle user will be responsible for ensuring that the contents of each kit are replenished as soon as possible after use of items. Company vehicle users are reminded that, when visiting another company site they are bound by the safety requirements existing at that site i.e., booking in and out, speed limits, parking restrictions, loading and unloading of goods, emergency procedures, smoking etc. The Director is responsible for the initial appraisal, on-going monitoring and visit recording of all placement providers.

4. First Aid

First-aiders are responsible for providing first aid to injured personnel until more medically qualified personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the Tutor/Instructor in charge should direct injured personnel to the trained first aiders – A list of first aiders is at each first aid location depending on where they are located that day. The Tutor/Instructor in charge will enter details of the treatment given and action taken in the Accident Book. The designated 'Competent Person' is responsible for the maintenance of first-aid boxes.

5. Employees (to include trainees/learners)

Every employee has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others. Employees must at all times use appropriate safety clothing and equipment as recommended and provided by the management; they must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Director.

6. RISK ASSESSMENTS

Assessments of risks in each work station/area will be carried out by nominated staff members who will submit their written reports to the Training Manager for further discussion and the implementation of any necessary action. The designated 'Competent Person' will be specifically responsible for the recording of risks associated with hazardous substances. This will usually be completed by the designated H&S officer at the Tutors 'place of work'.

7. STAFF MEETINGS

All staff meetings will include 'Health and Safety and Welfare at Work' as an agenda item. Where necessary any member of staff should discuss important matters with Management without waiting for the next meeting. Learners should discuss any issues during their workplace review or urgent matters immediately with their tutor.

8. MANUAL HANDLING

Where possible lifting equipment should be used to facilitate lifting. Where this is not possible correct lifting techniques must be adopted. No one should attempt to lift anything, which is above his or her capabilities

9. EMERGENCIES

The Company will provide and display a set of emergency procedures to be followed in the event of fire, hazardous substance spillage etc. This will usually be at the tutors 'place of work'. The procedures contain specific details on many aspects of fire prevention and what to do in the event of a fire e.g. smoking in delegated areas only, raising the alarm, assembling at the designated area etc.

10. POLICY REVIEW

This policy will be reviewed by the HR representative at least annually or when necessary to bring it into line with any new legislation. All such revisions will be communicated to staff and trainees.