



Anthony Colins Institute

Educational Development

Health and Safety

Policy and Procedures

"Ensuring all young people have access to safe and rewarding learning."

A C I Education Ltd.

**Anthony Colins Institute, 51 Causton Road, Beggarwood Basingstoke, RG22 4QQ
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*Registered Office: Sherwood House 41 Queens Rd Farnborough Hampshire GU14 6JP
Registered in England and Wales No. 8432528*

Anthony Colins Institute – ACI Education Ltd. Health and Safety Policy

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Statement of Intent:

It is the policy of ACI Education Ltd. to carry out activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities, including the general public, where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors and employers.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove the possibility of accidents
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met.

Organisation:

Employer Responsibility

The overall responsibility for health and safety at ACI Education Ltd. is held by The Directors of the Company who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager is Colin Wallace who will act to:

- Develop a safety culture throughout the company

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- Consult staff and provide information so that staff are able to perform their various tasks safely and effectively
- Assess and control risk as part of everyday management
- Ensure a safe and healthy environment
- Make operational decisions regarding health and safety
- Ensure staff are aware of their health and safety responsibilities
- Produce, monitor and periodically review all local safety policies and procedures

Staff

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the company's health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to ACI Education Ltd.
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Staff

The responsibility of applying local safety procedures on a day-to-day basis rests with the staff themselves. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Accident Investigator

The Accident Investigator is Colin Wallace who will lead on all accident investigations in accordance with corporate procedures.

Arrangements:

Accident/Incident Reporting & Investigation

The reporting and investigation of accidents, incidents and near misses is carried out in accordance with corporate policy requirements.

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Any accident, incident or injury involving staff or students is to be reported and recorded on the Incident Reporting Form in line with the Safeguarding Policy.

The more serious accidents that are legally notifiable are to be directed to the Health & Safety Executive (HSE).

All significant accidents, incidents and near-misses are to be immediately reported to the CEO. The accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Child Protection

Arrangements regarding child protection are set out in the Safeguarding Policy.

Emergency Procedures

Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.

Fire Safety

Evacuation routes should be known by staff.

First Aid

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety.

Lone Working

All lone working is to be approved by the CEO.

Physical Intervention

All staff should not be involved in any form of Physical Intervention.

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Assessment

General risk assessment management will be co-ordinated by Colin Wallace.

Security

Arrangements regarding security are set out in the Tutors Contract.

Smoking

Smoking is not permitted by any staff whilst working for ACI Education Ltd.

Stress & Wellbeing

ACI Education Ltd. is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon.

Training

Health and safety induction training will be provided in the form of this Policy.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at ACI Education Ltd.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Accident Reporting

Any accident or injury is to be reported by use of the Incident Reporting Forms as outlined in the Safeguarding Policy.

Emergency Provision

Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required

In effect from: September 2017

Review Date: September 2018