

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

Contact

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Scope

All ABA properties and operations. All staff, students (including apprentices) and members of the public.

Purpose

To ensure that all ABA activities are carried out in a safe and healthy manner, in a safe and healthy environment, in accordance with the Health & Safety at Work Act 1974, and the Health & Safety (Management) Regulations 1999.

Comment

Health & Safety is the responsibility of everyone and should be proactive rather than reactive.

Commitment

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with ABA by:

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- Following the guidance of this policy
- Promoting good Health and Safety practice at all times
- Complying with any code of practice or guidance that may apply to their work or workplace.
- Taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or omissions at work.

HEALTH AND SAFETY GENERAL POLICY STATEMENT

At ABA Procurement we recognise our duties under health and safety legislation and associated regulations. Our intention is to meet the requirements of this legislation. We aim to provide and maintain a safe and healthy working environment for our employees and to provide a safe and healthy environment for students and visitors. Managers and Staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of anyone likely to be affected by the operation of our business.

We recognise our duty to regularly assess the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce;
- to ensure that all employees are competent to do their work;
- to prevent workplace accidents and cases of work-related ill health;
- to maintain a safe and healthy working environment;
- to actively manage and supervise health and safety at work;
- to ensure that we adequately communicate with, train and manage employees who may not be fluent in English;
- to have access to competent advice;

- to review annually and revise, as necessary, this policy; and
- to provide adequate resources for its implementation;

We recognise that we have;

- a duty to co-operate and work with other employers and students, when they come onto our premises , to ensure the health and safety of everyone .
- To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their responsibilities and setting out our health and safety rules in the employee safety information which is made available to every worker employed by us.

ABA will seek to ensure that learning takes place in a safe, healthy and supportive environment which meets the needs of students. ABA will promote good practice, and in particular, the concept of the “SAFE LEARNER”. Where part of the learning takes place outside ABA, we will assess the health & safety suitability of that environment prior to learning being delivered.

ABA recognises and accepts its responsibilities in respect of persons not in their employment (e.g., visitors, students, contractors) who may be exposed to risks to their health and safety as a result of the activities of ABA. The policy statement will be regularly reviewed and added to or modified as necessary.

All employees and particularly those with supervisory responsibilities must recognise the need for and accept responsibility for safe systems of work. The adequate delegation of these responsibilities in case of absence from work must be ensured. It is the responsibility of everyone to help to make this safety policy work and assist in maintaining a safe and healthy working environment for all.

Responsibilities of ABA Management Team

To carry out the following, in keeping with their responsibilities, and in accordance with the Further and Higher Education Act 1992:

1. To ensure that this policy is implemented and kept under review.

2. To ensure that the statutory requirements are observed, and that relevant records and reports are in order.
3. To ensure that employees are aware of their responsibilities under the policy and comply with the safety procedures of the College.
4. To ensure that all accidents are recorded and reported, as necessary, to the appropriate authorities.
5. To ensure that all accidents are investigated, and appropriate steps taken to prevent recurrence.
6. To seek co-operation from all employees in order to create a safe environment and the elimination or reduction of potential risks.
7. To ensure that facilities provided for the public are adequate as far as safety is concerned and that the work carried out by employees does not adversely affect the Safety or Health of the public.

Responsibilities of ABA Staff, students, and apprentices

1. To comply with the Health and Safety Policy of ABA
2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
3. To observe the laid down systems of safe working and to take any precautions necessary.
4. To use the correct tools and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.
5. To make use of safety aids, appliances, equipment and protective clothing where necessary.
6. Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
7. To report immediately any unsafe conditions or defects in plant and equipment. In accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999, all staff should take reasonable steps to remove themselves from the immediate place of danger (such as a dangerous workshop or classroom) and to a reasonable place of safety. Places of safety include atriums, communal areas and fire evacuation points.

8. To report immediately any accident that occurs. Where a piece of plant or equipment is involved it must not be interfered with, and action must be taken for its removal from use and secure retention pending investigation of the accident.
9. To understand the emergency procedures.
10. To co-operate with the management to enable them to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation.
11. To seek advice, if uncertain, from ABA management.

Information and Training

1. Health & Safety policy is available from ABA Offices, Henderson Business Centre, Norwich
2. All new staff are given Health & Safety training as part of the induction process. This will involve general matters such as first aid provision and emergency evacuation procedures and also job specific training to enable the staff member to carry out their duties safely. Training is refreshed annually.

Health and Safety in the Training Room

Tutors should conduct a classroom risk assessment to ensure that:

- Internal flooring is in a good condition
- There is bright enough lighting to ensure safe access and exit
- There are no trailing electrical cables
- Is the training room furniture in good condition
- Are electrical cables routed to prevent trips
- Any fire exit doors in the classroom are remain unobstructed, unlocked and easy to open;
- Fire-fighting equipment is in place;
- Fire evacuation procedures are clearly displayed; and
- All staff are aware of the evacuation drill, including arrangements for any vulnerable adults or children.

It is a requirement of all ABA students to remain vigilant to the above and highlight any potential hazards or issues to their tutor or another member of staff.

FIRE SAFETY POLICY

The 'Responsible Person' for fire safety is a position held by a member of the centre staff at each of our locations and not by ABA Procurement themselves.

Fire is a hazard that could affect all parts of our centres. The consequences of fire include the threat to the life or health and safety of students and staff, damage to or loss of property and severe interruption to normal business activities and opportunities.

We check the fire safety measures of each venue to include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

GENERAL SAFETY ARRANGEMENTS

Although every day is different there are a number of issues central to the way we manage health, safety and welfare. For these, we can plan in advance and develop arrangements for the control of the risks that arise. They are set out in the following paragraphs. Our workforce has been made aware of them at induction or during team and individual briefings.

We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary. This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people.

All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

Risk Assessment

We undertake risk assessments of all identified hazards related to work undertaken by our workforce. We eliminate these risks wherever possible. Where we cannot achieve this we implement suitable and sufficient control measures, based on these assessments, to reduce

and manage, so far as is reasonably practicable, the risks to our workers and others. Our risk assessments are reviewed periodically, and new work activities are risk assessed, as above.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary.

The results of all significant and completed risk assessments have been made known to our employees and are available for their reference.

Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Consultation

We have a duty to consult with our staff on matters affecting their health, safety and welfare whilst on ABA premises. To meet this obligation, we have established a process for Lead tutors and Directors to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

New and Expectant Mothers

Should any of our staff or students become a new or expectant mother we will take steps to ensure their continued health and safety at our training centres. We use a checklist to assess and guide the measures we need to consider and undertake one to one discussions and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to potential hazards.

First Aid

We have taken action to provide suitable first aid arrangements for our staff and students whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements.

Accidents, Accident Reporting and Investigation

Staff and students are instructed to report all accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented. We understand our duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book for the applicable site.

Training

For our business to operate efficiently and effectively we need to have a trained and competent workforce. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded.

For students joining ABA, at the initial induction we conduct Health and Safety training which informs them of how to identify hazards, avoid them, and report them.

Purchasing

When we purchase or hire new work equipment and materials, we consider the health and safety implications of its use. We also look to obtain the safest available equipment and substances. We always obtain Safety Data Sheets for substances and similarly, technical data and instructions for work equipment. We consider the hazard and risk data that is provided, and inform and train our employees as necessary.

Contractors

From time to time we employ contractors to work for us or to do work on our behalf. We expect them to comply with our health and safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed, we ask them to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to our staff and visitors.

Contractors are made aware of and are expected to follow our site rules. When arriving on site all contractors sign in and whilst working on college premises their adherence to our site rules is frequently monitored.

Stress

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe a tutor or student is showing signs of work-related stress we have in place systems to discreetly monitor and assess individuals.

Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.

PREMISES MANAGEMENT ARRANGEMENTS

Premises

ABA do not directly manage any of our training of staff locations, however we ensure we provide a safe place of work and study by checking the venues have arrangements in place to:

- ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation.
- The workplace is regularly cleaned, maintained, adequately lit and ventilated.

Electricity

The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor.

Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement.

General Code of Practice for Safe Working

1. Standards of safety are laid upon ABA by law and these must be complied with whether or not they impose limitations on freedom of action. All ABA regulations and notices must be observed and obeyed, as must any reasonable request by members of staff in the course of their duties.
2. All persons at ABA must:
 - a. Take all reasonable care to avoid injury to themselves or others affected by their activities
 - b. Co-operate with management in order to assist them in complying with their legal duties
 - c. Refrain from interference with or deliberate misuse of any facility provided for reasons of health and safety.
3. Smoking is only permitted in designated areas of each centre.
4. Doors providing a means of exit from a building must not be locked whilst that building is occupied.
5. Care should be taken when undertaking manual handling operations. If there is a risk of injury as a result of any such operation, assistance should be obtained and, if possible, a lifting appliance should be used.
6. All equipment or apparatus must be installed, tested and used in accordance with the manufacturer's recommendations. Equipment must not be used for any purpose for which it was not specifically designed. If equipment or apparatus is suspected to be faulty or damaged, it must be switched off, isolated if possible, and immediately reported to a responsible person. No persons other than those specifically authorised to test and repair equipment and apparatus shall dismantle or attempt to repair, connect or disconnect any apparatus or equipment.
7. Cars may only be parked in designated car parks and never left where they may cause an obstruction.

Health and Safety Organisation Schedule

Overall responsibility

The following person(s) have overall responsibility for health and safety. They are responsible for the annual review and endorsing the health and safety policy: Lu Hales-Greer, MD

A copy of the health and safety policy statement is available at: ABA Student Google Classrooms and office: Henderson Business Centre

A copy of our employers liability insurance schedule is displayed at: Henderson Business Centre

The location of the health and safety law poster is: Henderson Business Centre

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