**Health and Safety Policy**

**2023-2024**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| Item | Title | Page |
|  |  | Number |
|  |  |  |
| 1 | [HSG65 Plan Do Check Act](#page8) | [7](#page8) |
|  |  |  |
| 2 | [Introduction](#page11) | [10](#page11) |
|  |  |  |
| 3 | [Policy Statement](#page12) | 11 |
|  |  |  |
| 4 | [Environmental Statement](#page13) | [1](#page13)2 |
|  |  |  |
| 5 | Individual responsibilities | 13 |
|  |  |  |
| 6 | [Fire Responsibilities](#page20) | 14 |
|  |  |  |
| 7 | [Employers Responsibilities - Working Time Regulations](#page22) | 16 |
|  |  | 22 |
| 8 | [Access and egress](#page26) | 22 |
|  |  |  |
| 9 | [Accident reporting](#page28) | 24 |
|  |  |  |
| 10 | [Alcohol and drugs misuse](#page32) | 27 |
|  |  |  |
| 11 | [Contractors](#page50) | 29 |
|  |  |  |
| 12 | [Control of substances hazardous to health (COSHH)](#page52) | 30 |
|  |  |  |
| 13 | [Diabetes](#page58) | 34 |
|  |  |  |
| 14 | [Disciplinary rules](#page60) | 36 |
|  |  |  |
| 15 | [Display screen equipment](#page61) | 37 |
|  |  |  |
| 16 | [Driving at work](#page65) | 39 |
|  |  |  |
| 17 | [Electricity](#page71) | 43 |
|  |  |  |
| 18 | [Emergency plan](#page73) | 45 |
|  |  |  |
| 19 | [Epilepsy](#page75) | 47 |
|  |  |  |
| 20 | [Events safety](#page77) | 49 |
|  |  |  |
| 21 | [Fire](#page79) | 51 |
|  |  |  |
| 22 | [First aid in the workplace](#page83) | 55 |
|  |  |  |
| 23 | [Gas safety](#page85) | 57 |
|  |  |  |
| 24 | [Hazard reporting](#page88) | 59 |
|  |  |  |
| 25 | [Legionella](#page104) | 63 |
|  |  |  |
| 26 | [Lighting](#page109) | 66 |
|  |  |  |
| 27 | [Lone working](#page111) | 68 |
|  |  |  |
| 28 | [Manual handling](#page115) | 70 |
|  |  |  |
| 29 | [Monitoring, inspection and review](#page119) | 72 |
|  |  |  |
| 30 | [New and expectant mothers](#page121) | 74 |
|  |  |  |
| 31 | [Pest control](#page130) | 76 |
|  |  |  |
| 32 | [Portable electrical appliances](#page132) | 78 |
|  |  |  |
| 33 | [Risk assessment](#page136) | 80 |
|  |  |  |
| 34 | [Safety signs](#page138) | 82 |
|  |  |  |
| 35 | [Smoking in the workplace](#page139) | 83 |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 36 | [Stress](#page141) | 85 |
|  |  |  |
| 37 | [Violence and aggression](#page142) | 86 |
|  |  |  |
| 38 | [Visit by an enforcement officer](#page144) | 88 |
|  |  |  |
| 39 | [Waste](#page145) | 89 |
|  |  |  |
| 40 | [Welfare](#page150) | 91 |
|  |  |  |
| 41 | [Young Persons](#page161) | 93 |
|  |  |  |
|  |  |  |

**Health and safety management system**

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

Plan. Do.

Check. Act.

This health and safety policy includes a management structure and arrangements developed for the company to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

The flow diagram above provides a pictorial representation of good management practices in line with the HSE’s normative standards; each step is explained further overleaf.

1. **Plan** -*Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The organisations ‘statements of intent’ are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

1. **Do** *- Organise for health and safety and implement plan.*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the company. Management leading by example is essential to fostering a positive health and safety culture.

Venture Learning Limited commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement.

Allocation of sufficient resources (manpower, time, funds and competent advice).

Provision and maintenance of the correct tools and equipment to do the job.

Consult, Train and instruct, to ensure everyone is competent to carry out their work.

Supervise to make sure that arrangements are followed.

1. **Check** -*Measure performance.*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required. Monitoring can include:

routine inspections of premises, plant and equipment by staff. health surveillance to prevent harm to health.

planned function check regimes for key pieces of plant. investigating accidents and incidents.

monitoring cases of ill health and sickness absence records.

1. **Act –** *Review Performance, Act on lessons learned.*

Health surveillance to prevent harm to health.

Conducting accident investigations and reviewing statistics. Monitoring cases of ill health and sickness absence.

Compliance with regulations.

Venture Learning Limited will carry out an internal review of health and safety systems to establish if they require updating or improving.

**Introduction**

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Venture Learning Limited are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Venture Learning Limited’s main place of business.

Venture Learning Limited are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with the Health and Safety Consultants who will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Venture Learning Limited’s management and reviewed particularly following changes to the business and following accidents or incidents to ensure continual legal compliance.

In order for Venture Learning Limited to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Venture Learning Limited encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

**Health and Safety Policy Statement**

The following is a statement of the organisation’s health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Venture Learning Limited to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Venture Learning Limited acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Group Risk and Compliance Manager will implement the company’s health and safety policy and recommend any changes to meet new circumstances. Venture Learning Limited recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Venture Learning Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due education of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Venture Learning Limited will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

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| Signature: - | *R.Hill* | Date: -1/9/22 |
| Position: - |  | Review: 1/9/23 |
| Headteacher |
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**Environmental Statement**

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

Minimise the use of energy, water and natural resources.

Minimise waste through prevention, re-use and recycling where possible. Dispose of waste safely and legally.

Avoid the use of hazardous materials, where practical. Work with environmentally responsible suppliers.

Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental nonconformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

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| Signature: - | *R.Hill* | Date: 1/09/22 |
| Position: - |  | Review: 1/9/23 |
| Headteacher |
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**Individual responsibilities**

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Head of Provision will ensure that :–

The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.

All levels of management within the site fully understand the arrangements for the implementation of the health and safety policy.

Sufficient funds are made available for the requirements of health, safety and welfare provisions.

The organisational structure is appropriate in order to manage health and safety.

The same management standards are applied to health and safety as to other management functions.

Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the site and that relevant employees are informed of the significant findings of the assessments.

Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.

Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.

The location of any asbestos containing materials is identified and appropriately managed.

**Fire responsibilities**

The Manager will ensure that: -

All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.

The requirements for employee training in fire safety are adhered to.

A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.

The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.

All fire-fighting equipment is tested on a regular basis as per the manufacturer’s guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.

Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.

A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.

Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all

times when persons are in the building. Fire doors should be closed at all times and not wedged open.

**Employer’s responsibilities**

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they: –

Assess all risks to worker’s health and safety and bring the significant findings to the attention of employees.

Provide safe plant and equipment that is suitably maintained.

Provide a safe place of work with adequate facilities and safe access and egress.

Provide adequate training and information to all employees.

Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.

Provide health surveillance to employees where it is deemed necessary. Appoint competent persons to help comply with health and safety law.

Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

**Employee’s responsibilities**

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee has a duty of education under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable education of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with Venture Learning Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: –

Always follow safety rules, avoid improvisation and comply with the health and safety policy.

Only perform work that they are qualified to undertake.

Always store materials and equipment in a safe manner. Never block emergency escape routes.

Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.

Always wear suitable clothing and personal protective equipment for the task being undertaken.

Inform the First Aider or Appointed Person of all accidents that occur.

**The Management of Health and Safety at Work Regulations require all employees to: –**

Utilise all items that are provided for safety. Comply with all safety instructions.

Report to management anything that they may consider to be of any danger.

Advise management of any areas where protection arrangements require reviewing.

**Sub-contractors/self employed personnel responsibilities**

Will be made aware of the organisation’s health and safety policy, safety rules and: -

Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.

Will comply with all instructions given by management.

Will co-operate with our Organisation to ensure a high standard of health and safety on all contracts with which they are involved.

Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.

Will comply with signing in and out procedures.

**Joint consultation**

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee’s health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are: –

Review of accident statistics, near misses and trends. New legislation.

Compliance with the objectives of the health and safety plan. Occupational health issues.

Introduction of new technology.

Result of health and safety audits.

Completion of corrective actions. Review of training needs.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

**The Working Time Regulations**

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for ‘other special cases’, which include the following: –

Those whose place of work is distant from their site or whose places of work are distant from one another.

Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons.

Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes.

Those whose work is seasonal, including tourism.

Those whose activities are affected by ‘force majeure’, which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

**Access and egress**

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the Site.

The safety and security of students in particular, may be affected by breaches of security systems designed for their protection.

Associated hazards

Breaches of Security. Vehicle movement.

Uneven surfaces / obstructed floors.

Snow, ice, leaves, algae, polished floors, wet floors. Falling objects.

Trailing cables, loose carpets, etc. Opening in the floor/ground.

Unsuitable/insufficient lighting.

Employer’s responsibilities

Venture Learning Limited will ensure that:-

A risk assessment is carried out for safe access, egress and movement within the workplace.

Suitable control measures are implemented to minimise harm and employees students and visitors are informed of the applicable procedures.

Suitable security measures are provided to prevent unauthorised access

to the premises and to prevent vulnerable students leaving the premises unnoticed. Security measures will be proportionate and will take account of: -

* the service provider’s duty of education.
* the rights of students to exercise independence.
	+ the risk to students, particularly those with poor cognitive function, should they leave the premises unnoticed and to their possible injury.

Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible.

Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.

Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards.

Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces, etc.

Cables are positioned away from pedestrian routes or suitable cable covers are provided.

The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways.

Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g. kitchen and laundry are guaranteed.

Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings.

Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately.

Regular cleaning is undertaken and good housekeeping is maintained with all waste correctly dispose of.

Employees wear appropriate footwear.

Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained.

All contractors are closely monitored to ensure that they do not hinder safe access/egress of students, employees and other personnel when working at the premises.

Employee’s responsibilities

Employees will:–

Remain vigilant and immediately report any suspected breaches of security.

Report to the Manager, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.

Follow advice and information given by the employer in relation to safe access and egress.

Wear appropriate footwear and take care when walking around the premises.

Not leave equipment, tools, cables and rubbish to cause obstructions or tripping hazards in work areas.

**Accident reporting**

Description

There are many hazards present in all education establishments. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all members of staff together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A ‘near miss’ is any incident, accident or emergency which did not result in an injury.

Employer’s responsibilities

Venture Learning Limited will ensure that:–

Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.

Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury.

All members of staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention within the education establishment.

A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm), of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where: –

A member of staff, or a self-employed person working for or on behalf of the organisation is killed or suffers a specified injury (including as a result of physical violence).

A member of the public, e.g. a student or other person not at work is killed.

RIDDOR reportable instances include the following, though this list is not exhaustive. In respect of students in particular, depending on the cause of the accident, certain injuries may not be reportable to the HSE but will remain reportable to other relevant education authorities.

Death

workers and non workers who have died of a work related accident.

Specified injuries

Fractures, other than to fingers, thumbs and toes. Amputations.

Any injury likely to lead to permanent loss of sight or reduction in sight.

Any crush injury to the head or torso causing damage to the brain or internal organs.

Serious burns (including scalding) which:-

* covers more than 10% of the body, or
	+ causes significant damage to the eyes, respiratory system or other vital organs.

Any scalping requiring hospital treatment.

Any loss of consciousness caused by head injury or asphyxia.

Any other injury arising from working in an enclosed space which:-

* + leads to hypothermia or heat-induced illness, or

Over seven-day injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational disease

Severe cramp of the hand or forearm. Occupational dermatitis.

Any occupational cancer. Occupational asthma.

Any disease attributed to occupational exposure to a biological agent.

Dangerous occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:-

Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.

Electrical short circuit or overload causing fire or explosion.

Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

People not at work

A member of the public or person who is not at work has died.

A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

In addition Venture Learning Limited will ensure that:-

All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.

The risk assessments (including where appropriate, student risk assessments) will be reviewed and where necessary, further control measures will be introduced.

Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Student accidents are reported to the relevant education authority in line with local protocols.

Employee’s responsibilities

Any member of staff who is involved in, or aware of, an accident at work, must follow the accident reporting procedure and inform the education establishment manager or senior person on duty, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

**Alcohol and drugs misuse**

Description

There is evidence that the effects of drinking alcohol, or drug use or misuse, can reduce personal performance and potentially increase absence rates. Any form of drug or alcohol related problem is a very serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated hazards

Impairment of co-ordination.

Inability to drive or use equipment safely.

Lack of awareness, judgment and sense of danger.

Heightened sense, and use of, aggression towards others. Overconfidence in potentially dangerous situations.

Employer’s responsibilities

Venture Learning Limited will:-

Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees and others.

Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring.

Recognise that drug and alcohol problems are medical conditions that are potentially treatable.

Treat all information in the strictest of confidence.

Disciplinary procedures

If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with Venture Learning Limited's disciplinary or capability procedures.

Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Employee’s responsibilities

Employees will:-

Inform your line manager if you are taking any prescription medications that may affect their ability to safely operate vehicles, equipment or machinery or to carry out their duties.

Not attend for work at any time whilst under the detrimental influence of alcohol or drugs.

Seek help voluntarily if they recognise they have an alcohol or drug related problem.

Inform their line manager if they are aware that a colleague has an alcohol or drug related problem that is affecting their work. This will ensure that the employee receives the necessary support and assistance needed.

**Contractors**

Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors, including self employed workers, may be employed to undertake a variety of jobs on our behalf including maintenance, repairs, installation, construction, window cleaning, engineering. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors activities may put the client’s own employees at risk.

Associated hazards

Movement of site traffic. Excavations.

Working at height.

Manual handling injuries.

Hazardous materials/substances. Contaminated land.

Employer’s responsibilities

Venture Learning Limited will ensure that competent contractors are selected and appointed having regard to: -

Hazards on site.

Site rules and safety procedures.

The need for and selection of protective clothing. Any special equipment required.

Information, instruction and training.

Other issues to be addressed are to: -

Ensure that risks associated with the work are assessed and suitable controls are in place.

Manage, supervise, co-operate with and co-ordinate contractors when on site.

Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE.

Include contractor’s operations in all safety audits/inspections, paying special attention to access and egress.

**Control of Substances Hazardous to Health (COSHH)**

Description

Using chemicals or other hazardous substances at work may put people’s health at risk, thus, employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include:-

Substances used directly in work activities (e.g. paints, adhesives, cleaning agents).

Substances generated during work activities (e.g. soldering, welding fumes).

Naturally occurring substances (e.g. grain, dust).

Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated hazards

Skin irritation.

Asthma or other lung disease. Losing consciousness.

Cancer.

Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

Employer’s responsibilities

Venture Learning Limited recognises its responsibilities in the provision of a safe working environment in relation to the management of potentially hazardous substances and shall:-

Identify and list those hazardous substances that are used or stored within company premises.

Identify all work activities likely to produce or generate hazardous substances.

Obtain Safety Data Sheets from suppliers or other sources.

Identify who may be affected by the use of such substances, e.g. employees, contractors, public.

Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly.

Where reasonably practicable, the company will prevent exposure by: -

Changing the process so that a hazardous substance is not required or generated.

Replacing the hazardous substance with a less hazardous substance. Using the substance in a safer form.

Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

If prevention is not practicable, the company will adequately control\* the risk of exposure by: -

Total enclosure of the process/isolation of the activity, where reasonable practicable or partial enclosure and installation of extraction (Local Exhaust Ventilation, LEV).

Providing suitable storage and transport facilities for hazardous substances following manufacturer’s guidance and ensuring containers are correctly labelled.

Using a system of work that minimises the potential for leaks, spills and escape of the hazardous substance.

Ensuring that control measures, e.g. LEV remain effective by inspection, testing, examination and maintenance of plant and equipment where appropriate.

Providing information, instruction, training and supervision in the safe use and handling of hazardous substances.

Providing employees with suitable personal protective equipment (PPE) as required by risk asses

Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented.

Determining the need to monitor employee’s exposure or if health or medical surveillance is required.

Recording the findings in a COSHH assessment and review the assessment regularly or if is deemed no longer valid.

Providing a copy of each relevant COSHH assessment to those persons considered at risk.

Regularly monitor compliance to the control measures implemented.

1. controls need to include not exceeding any assigned legal Workplace Exposure Limits (WEL) or that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

Employee’s responsibilities

Employees have responsibilities under COSHH Regulations, and are expected to:-

Take part in training programmes. Observe container hazard symbols.

Practice safe working with hazardous substances.

Report any concerns or health issue to their immediate supervisor.

Wear, use correctly and maintain any personal protective equipment provided.

Return all hazardous substances to their secure location after use. Use the control measures provided properly.

**Diabetes**

Description

In the UK, 1.4 million people are diagnosed with diabetes mellitus. It is likely that more people have the condition, but have yet to be formally diagnosed. Diabetes is the leading cause of blindness in the country and can lead to serious complications such as heart disease, kidney failure and stroke.

For each affected employee, the level of treatment will vary greatly from individual to individual and within each individual from day to day. It may therefore be necessary to seek specialist advice.

Symptoms associated with diabetes

Weakness, faintness or hunger. Palpitations and muscle tremors.

Strange actions or behaviour where the casualty may seem confused or drunk, belligerent or may even be violent.

Sweating. Pallor.

Cold clammy skin. A strong pulse.

Deteriorating level of response. Shallow breathing.

The person may have a warning card (medic – alert) or bracelet, sugar lumps, tablets or an insulin syringe (which may look like a pen) among their possessions.

Employer’s responsibilities

Venture Learning Limited is aware that people who are diabetic may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let the employer know about the condition.

Disclosure should help the individual in their job and facilitate help and support from management and colleagues, in this regard the company will, upon being advised of the condition: -

Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, taking into account individual circumstances.

Introduce the appropriate control measures to remove the risk or manage it.

Meet the cost of making reasonable adjustments, depending on the nature of the adjustment.

Permit employees with diabetes to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible.

Allow more time and greater flexibility for induction training and choose the location for this educationfully.

Allow employees affected by diabetes to maintain a check on blood sugar levels throughout the day and to take regular breaks.

Give access to a fridge or cold flask for storing insulin, if required.

Give the employee a private area in which to check blood sugar levels.

Support a diabetic employee by allowing the employee to access his or her G.P. or diabetic nurse during the working day.

Establish procedures for dealing with a hypoglaecemic attack in conjunction with the affected employee.

Allow special leave for counselling, diabetic management sessions, eye examinations or treatment.

Identify any specific training needs of the individual.

Make provision for diabetic employees within the arrangements for first aid, fire and emergency evacuation.

Employee’s responsibilities

To co-operate with the employer in relation to health and safety arrangements.

Follow any training, guidance and instruction.

Report any accident or incident to the employer.

Furthermore, diabetic employee’s responsibilities include

Alerting the employer if their condition is having an adverse effect on their day-to-day ability to work or increase the likelihood of an accident.

Notifying the employer and the DVLA if receiving treatment with insulin or tablets where the job entails driving. Notification to the DVLA is a strict legal requirement. However, if the condition is managed by diet alone, there is no obligation to inform the DVLA.

Co-operation with the management arrangements for health and safety.

Following any training, guidance and instruction provided by the employer.

**Disciplinary rules**

Description

Venture Learning Limited believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Employer’s responsibilities

Employees of Venture Learning Limited may be dismissed for gross misconduct if, after investigation the company believes that they have acted in any of the following ways: –

Deliberately breaking any written safety rules such as using a naked flame in a non-designated area etc.

Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the company (or its agents) for the protection and safety of its employees.

or failed to follow procedures for:-

Flammable / hazardous substances or toxic materials. Items of lifting equipment / plant or machinery.

Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc.

Undertook any action that could interfere with an accident investigation.

Employee’s responsibilities

Employees will:-

Co-operate with their employer and take education of the health and safety of themselves and others.

Not misuse or interfere with anything provided for health, safety and welfare.

Report any identified hazards to their employer.

Comply with clearly indicated and specific safety rules. Wear safety clothing or equipment provided.

Conduct themselves in such a way that they do not create a potential risk of injury or danger to themselves or to anyone else.

**Display screen equipment**

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

Problems tend to be caused by a combination of badly designed jobs, unsuitable workstations and equipment, the work environment and poor personal posture.

Associated health issues

Musculoskeletal injuries.

Work related upper limb disorders (WRULD). Repetitive Strain Injury (RSI).

Visual fatigue and headaches. Stress.

Employer’s responsibilities

Venture Learning Limited is committed to ensuring that employees are not subjected to adverse health effects as a result of the use of display screen equipment. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of his/her working day.

Venture Learning Limited will: -

Identify all DSE users as defined by regulations.

Undertake workstation risk assessments with the involvement of employees.

Reduce the risks associated with DSE use to the lowest reasonably practicable level.

Provide suitable work equipment.

Provide all DSE users with sufficient information, instruction, training and supervision.

Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity. Ensure arrangements for regular breaks.

Arrange and pay for eye and eyesight tests on request by identified DSE ‘Users’.

Contribute towards corrective appliances (glasses), where recognised ‘Users’ require these solely and specifically for working with DSE.

Venture Learning Limited will ensure that, where required all new-starters complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, Venture Learning Limited will:-

Take all necessary steps to investigate the circumstances.

Review the DSE risk assessment and implement any additional control measures required.

Ensure appropriate corrective measures are taken. Advise the user of the actions taken.

Employee’s responsibilities

Employees will:-

Inform their Line Manager in confidence as soon as possible, if a health problem arises through the use of display screen equipment.

Work in accordance with any advice or guidance given by the Organisation.

Familiarise themselves with the contents of the relevant risk assessments.

Request Venture Learning Limited to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

**Driving at work**

Description

It has been estimated that up to one third of all road traffic accidents involve somebody who is ‘at work’ at the time, making work-related road collisions the biggest single safety issue for many UK businesses. Promoting safe driving practices and a good safety culture at work is also beneficial to private driving, and could reduce the potential for employees getting injured in a road traffic accident whilst away from work.

Associated hazards

The driver: with no competency, no training, poor fitness and health.

The vehicle: suitability, mechanical condition, safety equipment (seat belts) and ergonomic considerations.

The journey: routes, scheduling, time, distance, weather conditions.

Crime: theft, violence, personal injury, property damage.

Employer’s responsibilities

Venture Learning Limited will ensure that:-

Risk assessments are carried out for all work related driving activities.

Appropriate control measures are implemented and communicated to employees.

Drivers are competent to drive, hold a valid driving licence, are suitably insured, are familiar with the vehicle, understand the risk assessment findings and control measures and have received appropriate training, as necessary.

Journeys are planned. Scheduling will take into account routes, times, distances and weather conditions.

Drivers are instructed on the need to carry out basic safety checks and instructed on what to do in the event of an emergency.

Vehicles are fit for the task and regularly maintained in a roadworthy condition. Privately owned vehicles will not be used for work purposes unless insured for business use and have a MOT certificate, where required.

Company vehicles carry suitable equipment, based on risk assessment, to aid in an emergency, breakdown or bad weather conditions. Equipment may include First aid kits, mobile phones, de-icing equipment, personal protective equipment (PPE), mobile phone, etc.

Any persons, equipment, chemicals or medicines carried in the vehicle are properly secured following, where relevant, manufacturer’s recommendations.

**Mobile telephones**

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone whilst driving. Penalties also apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

Where necessary, hands-free kits will be provided to members of staff who are required to use mobile telephones whilst working away from the premises.

Under no circumstances are employees permitted to use hand-held telephones including via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

**Mobile phone use**

If mobile phones are used whilst driving it is important that the phone is held in a cradle.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits: -

Only use the phone when it is safe to do so. Understand how your phone operates.

Only acknowledge incoming calls on a hands-free system where answering is automatic or one touch button.

Only use short responses and indicate that you will return the call when it is safe to do so. Only use the mobile phone when it is essential to do so and do not talk longer than is necessary.

Whenever possible, drivers should not make outgoing calls whilst driving.

When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Employee’s responsibilities

Employees must follow any advice, information, instruction and training given by the employer.

All employees who are expected to drive on company business must have a valid drivers’ licence for the class of vehicle they are driving.

Employees must provide a copy of their driving licence, on request and declare any driving convictions. Employees using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable.

Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe

 66

mechanical condition, is not overloaded, loads are secure and seat belts are worn.

Drivers shall comply with traffic legislation, be conscious of road safety and demonstrate safe driving.

Employees driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified.

Drivers must stop after a crash or similar incident with which they are involved.

Employees must inform management if they become aware of any medical condition or take medication that might affect their ability to drive.

Promptly report defects, hazards and concerns to management.

**Personal Safety – staying safe in your vehicle** Plan ahead

Check your route; keep a map in the vehicle.

Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park.

Check you have enough fuel.

Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc. Check vehicle breakdown cover and keep the number with you.

Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather.

Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan.

Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving).

Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked.

Do not leave luggage or documents on display within your vehicle.

Do not leave the parking ticket on display – unless it is a requirement of the car park facility.

When returning to your vehicle, immediately lock the doors and drive off promptly.

Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services.

Do not get into a vehicle with a stranger, or offer a stranger a lift.

 67

In the event of a vehicle breakdown

Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you are female and alone.

Switch on hazard warning lights.

If someone stops, ring the police and give them the vehicle registration details. If the driver approaches, inform him/her you have contacted the police who will be arriving shortly. Avoid opening doors or windows to converse with strangers.

If you decide to get out of the vehicle and await breakdown assistance (this is dependant on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side.

When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not clearly identifiable, e.g., AA, RAC.

**Electricity**

Description

It is vital that electrical systems and equipment installed within the Site are used with care.

Associated hazards

Contact with live parts, causing electric shock and skin burns.

Fire or explosion where electricity could be the source of ignition.

Employer’s responsibilities

With regard to fixed installations Venture Learning Limited will:-

Ensure that electrical installations and equipment are installed and maintained in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations.

Ensure that all main circuit breakers/isolators are clearly identified and marked.

Ensure that no staff carry out electrical work unless trained and competent to do so.

Ensure that regular inspection and testing is carried out by a competent contractor at intervals recommended by such a competent contractor (usually every 5 years).

Ensure that only authorised and trained people isolate electrical equipment or electrical systems before maintenance or in the event of an emergency.

Ensure that before any intrusive work is undertaken in walls, floors or ceilings that hidden electrical cables are detected at the relevant location.

Exchange safety information with contractors, ensuring that they are fully aware of and are complying with the Site’s health and safety arrangements.

Employee’s responsibilities

Employees will:-

Comply with the Site’s arrangements for electrical safety in the workplace.

Not carry out repair work to electrical systems or appliances unless competent to do so.

Use the protective and safety equipment provided as applicable.

Report hazardous or dangerous operations/incidents.

Follow the training and guidance provided to prevent injury to themselves and others.

Not bring private electrical equipment onto the Site’s premises without prior authorisation from the Manager. Any such equipment must be tested in accordance with the Site’s procedures.

**Emergency plan**

Description

In the event that an emergency situation cannot be contained, it may be necessary to fully evacuate the Site. Complementary to the Site’s Fire Safety Arrangements, an Emergency Evacuation Plan will make specific our post incident arrangements for the ongoing education of our students and employees.

Associated hazards

Fire and explosion. Flood.

Bomb threat.

Failure of gas supply.

Disruption of electrical supply.

Employer’s responsibilities

Venture Learning Limited will:-

Carry out a risk assessment to identify

Develop local protocols and provide written procedures for full evacuation of the premises.

Undertake emergency practice drills.

Ensure that emergency routes are clearly defined, kept clear and well-lit, and that there is suitable access for emergency services.

Assign key post holder responsibilities for dealing with the emergency, ensuring that responsible people are trained and competent in their role.

Arrange, where required by risk assessment, a formal agreement with a nearby facility, to provide temporary shelter until such time as suitable alternative arrangements can be made.

Ensure that any equipment used as part of the emergency plan such as communication systems, first aid, fire and rescue equipment are maintained and that persons are trained and competent in their use.

Provide information, instruction and training to employees and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc.

Develop a strategy for dealing with the media.

Liaise as necessary with client representatives, external emergency services, local authorities, pharmacist, and the relevant education authority regarding the emergency plans.

Provide debriefing sessions and arrange where required, post incident support for employees.

Employee’s responsibilities

Employees will:–

Attend training in the actions to be taken in the event of an emergency/ emergency evacuation.

Immediately raise the alarm on discovering an emergency situation.

Co-operate and follow directions of responsible persons in order to comply with the emergency procedures.

Only use emergency equipment if they have been trained and authorised to do so.

**Epilepsy**

Description

Epilepsy is defined as having repeated seizures, which start in the brain. A brief disturbance to the brain's normal electrical activity causes the nerve cells to fire off random signals. The result is like an electrical storm that causes a temporary overload in the brain.

There are many different kinds of seizure. Some end in seconds while others may last several minutes. People affected might lose awareness of what is happening or where they are during a seizure and they may lose consciousness altogether. Each person's experience of epilepsy is unique.

Recognition of minor epilepsy

Sudden ‘switching off’; the casualty may be staring blankly ahead.

Slight and localised twitching or jerking of the lips, eyelids, head or limbs.

Odd ‘automatic’ movements such as lip smacking, chewing, or making noises.

Associated hazards

Some jobs can carry considerable risk to a person who has frequent seizures and their colleagues. These can include working:-

At heights, underground or by open water. On heavy, unguarded machinery or driving.

With hot ovens or open fires with high voltage / open circuit electricity.

Employer’s responsibilities

Venture Learning Limited is aware that people who are epileptic may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let the employer know about the disability. Disclosure should help the individual in their job and facilitate help and support from management and colleagues.

Venture Learning Limited will: -

Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, taking into account individual circumstances such as epilepsy.

Introduce the appropriate control measures to remove the risk or manage it.

Meet the cost of making reasonable adjustments, depending on the nature of the adjustment.

Permit employees with epilepsy to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible.

Allow more time and greater flexibility for induction training and choose the location for this educationfully.

Establish procedures for dealing with a seizure in conjunction with the affected employee.

Allow special leave for counselling, management sessions, or treatment. Identify any specific training needs of the individual.

Make provision for epileptic employees within the arrangements for first aid, fire and emergency evacuation.

Employee’s responsibilities

Co-operate with the employer in relation to health and safety arrangements.

Follow any training, guidance and instruction.

Report any accident or incident to the employer.

Employees suffering from Epilepsy have an additional duty to

Alert the employer if his/her epilepsy is having an adverse effect on his/her day-to-day ability to work.

Where necessary, to inform the employer if the condition could increase the risk of an accident at work.

If part of your job includes driving, to notify the employer and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.

To follow any training, guidance and instruction provided by the employer.

Employees suffering from Epilepsy have an additional duty to:-

Alert the employer if his/her epilepsy is having an adverse effect on his/her day-to-day ability to work.

Where necessary, to inform the employer if the condition could increase the risk of an accident at work.

If part of your job includes driving, to notify the employer and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.

**Events safety**

Description

The health and safety arrangements for individual events organised at the premises may need to vary for each event. Therefore, robust planning and management are fundamental to the success of an event.

Note: This arrangement covers events taking place either wholly or partially in the open air or in marquees or other temporary structures. The general safety advice is however also pertinent for small events taking place indoors.

Associated hazards

Poor venue design such as marquees, fencing.

Lack of employee/volunteer/contractor competence.

Delivery, installation or removal of equipment and services. People management.

Traffic management.

Medical emergencies and major incidents. Waste management.

Employer’s responsibilities

Venture Learning Limited will ensure that:–

A plan is produced that describes how the Manager will manage safety, who has specific responsibilities and how these will be carried out.

A safety management team is formed and comprises sufficient numbers and competence to be appropriate to the nature and size of the event.

Suitable and sufficient risk assessments are completed.

A list of safety rules is created and distributed to all employees, volunteers and contractors who will be associated with the event.

Contractor or sub-contractor companies are competent in managing their own safety on the site.

Volunteers and contractors are aware of the legislation, regulations and guidelines affecting the provision of services such as catering and stewarding.

Arrangements are in place for the supervision, support and monitoring of volunteers, and other workers where necessary.

Suitable and sufficient site services and welfare arrangements are in place.

There is liaison, if deemed necessary, with the relevant local authority and emergency services representatives and that they are provided with sufficient information to enable their understanding of the nature of the event.

Employee’s responsibilities

Employees will:–

Comply with the arrangements put in place for the event.

Report any unsafe situations or acts to the person in charge at the event.

**Fire**

Description

Fire prevention is an important obligation for all businesses. Venture Learning Limited has a responsibility for ensuring the health, safety and welfare of all employees, students and others who may have access to the workplace. This responsibility extends to adjoining businesses and premises. These general duties include safety in relation to fire hazards arising from the work processes and activities, as well as general fire safety in the workplace**.**

It is the policy of Venture Learning Limited to ensure that all employees, students, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire regulations.

Associated hazards

Smoke and toxic fumes. Reduced oxygen.

Flames and heat.

Collapse of buildings.

The three main causes of fire are:

Arson.

Faulty or misused electrical wiring and equipment, inc. plugs and adaptors.

Smoking or smoking materials.

Venture Learning Limited will:-

Provide appropriate measures, such as secure boundaries, security lighting, intruder-resistant external doors, intruder alarms and controlled access, to ensure that only authorised people enter the premises.

Ensure the maintenance and routine inspection of electrical plant and equipment, including any items brought into the Site by students.

Provide a written policy with regard to smoking that complies with current legislation.

In addition Venture Learning Limited will ensure that:-

A fire risk assessment is undertaken (and regularly reviewed), that outlines any special control measures.

The risk assessment takes into account people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control.

Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

Arrangements are in place for temporary housing of students in the event that the Site must be evacuated – see Emergency plan.

All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation.

The requirements for ongoing employee training in fire safety are adhered to.

A fire logbook is kept up-to-date and is available, on request, to the enforcement agencies.

A register of employees is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation.

The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook.

All fire-fighting equipment is tested on a regular basis as per the manufacturer’s guidelines and records kept.

Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.

All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities.

A fire evacuation drill is carried out, at least once every term, during the day, details of which will be recorded on the fire drill record.

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building.

Fire doors and fire exit doors should be closed at all times and not wedged open. Where necessary, fire doors will be fitted with electromagnetic door catches that will ensure the doors close automatically on activation of the fire alarm automatic.

Fire doors and fire exit doors should be designed to meet the relevant British Standards and marked with suitable signs.

Fire exit doors should open outwards and incorporate a ‘push bar’ or ‘paddle’ mechanism to aid egress in emergencies, where reasonably practicable. These doors should be unlocked and available for use at all times when persons are in the building.

Employee’s responsibilities

Employees will: -

Attend basic training in fire prevention and the action to take in the event of fire.

Co-operate with the Site’s arrangements for fire prevention in the workplace.

Be aware of:–

The actions to be taken on discovery of fire and on hearing the alarm.

The location of fire alarm call points within the premises and the method of operation.

The location of firefighting equipment within the premises and the method of operation of all escape routes within the premises.

The purpose of fire resisting doors and their locations within the premises.

Evacuation procedures for the premises and the location of the assembly point.

Practice and promote fire prevention.

Report any concerns regarding fire safety to the Manager so that any shortfalls can be investigated and remedial action taken.

Immediately raise the alarm on discovery, or suspicion, of a fire. Not chock or wedge fire doors open.

Venture Learning Limited does not expect employees to fight fires, however extinguishing action can be undertaken if it is safe to do so and you have been trained.

On no account should a closed room be opened to fight a fire.

**Fire action**

If you discover a fire

Immediately operate the nearest alarm call point or notify the senior person present.

Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not** **take personal risks.**

The person discovering the fire will raise the alarm and call the fire brigade immediately by: -

Using the phone to dial 999.

Giving the operator the telephone number and asking for the fire brigade.

When the fire brigade reply, give the response distinctly:

*“We have a fire at Venture Learning Limited"*and give the operatorthe full address including the post code, from which the call is being made.

Do not replace the reciever until the fire brigade has confirmed the details.

Call the fire brigade immediately to every fire or on suspicion of a fire.

On notification of a fire

The responsible or senior person on duty will take charge of the evacuation and ensure that everybody is accounted for.

As soon as the alarm is heard all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices.

Remaining personnel will proceed with the phased evacuation of students to an area of safety.

The Manager or senior person on duty will liaise with the fire officer in attendance, and arrange such assistance as the fire brigade may require.

**Do not stop to collect personal belongings.**

**Do not re-enter the building until told to do so by the senior Fire Officer.**

**In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.**

**First aid in the workplace**

Description

People at work can sustain an injury or become ill. It is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate First Aid cover is essential - it can save lives and prevent minor injuries becoming major ones.

Associated injury or ill health issues

Bodily injuries: blows, cuts, scratches, bites, impact, crushing, stabs, grazes, scalds, falls.

Illnesses: asthma, diabetes, epilepsy etc.

Employer’s responsibilities

Venture Learning Limited will:-

Carry out a First Aid risk assessment for each workplace to identify:–

The level of First Aid cover required, e.g. ‘First-Aiders’ or ‘Appointed Persons. Consideration will be given to cover annual leave, sickness etc.

Emergency procedures.

First Aid equipment and facilities.Provide the minimum numbers of First Aid personnel at all times.

Display the names of trained First Aiders and the location of First Aid kits.

Regularly monitor the contents of First Aid kits and replenishment stock

– this will include first aid kits provided in vehicles belonging to the Site.

Provide training and refresher training of First Aiders and Appointed Persons.

Dispose of contaminated waste properly.

Keep employees informed of the First Aid arrangements.

First Aid provision for non-employees

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non-employees. However, the Health and Safety Executive strongly recommends they be included in an organisation’s First Aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time should be taken into account.

First-Aiders are responsible for:-

Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date.

Undertaking an appropriate training course and, if required, attending refresher courses annually.

Assessing the immediate situation where First Aid is being applied, acting without placing themselves or others in danger and making the area safe.

Administering First Aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed persons are responsible for:-

Only administering the level of First Aid for which they are trained. Calling for the appropriate medical assistance.

Employee’s responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees will:-

Co-operate with management arrangements for First Aid in the workplace.

Know the procedure for summoning help.

Follow any guidance or instruction given, to prevent injury or ill health.

Report any hazardous or dangerous situations to the Manager or senior person on duty.

**Gas safety**

Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been properly installed or maintained. When gas does not burn properly, toxic carbon monoxide is produced.

Associated symptoms

Tiredness. Drowsiness. Headache.

Stomach pains. Nausea.

Chest pains.

Employer’s responsibilities

Venture Learning Limited will ensure that:-

All reasonable steps are taken to secure the health and safety of employees and others required to use or operate gas appliances. In this respect the term gas refers to mains gas, liquified natural gas and liquified petroleum gases, i.e. propane and butane.

Risk assessments are undertaken in respect of gas safety.

Gas installations and appliances are CE marked and installed by competent persons in accordance with the Gas Safety (Installation and Use) Regulations.

Gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance.

Portable and transportable gas appliances are inspected and tested frequently as required by regulation. The frequency will also depend on the environment in which the appliance is used and the conditions of usage.

Safe systems of work for maintenance, inspection and testing are implemented.

Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons.

Contractors and persons who carry out work on gas installations and appliances are competent to do so.

Suitable equipment, e.g. special tools, gas detection devices, Personal Protective Equipment (PPE) is provided as identified by Risk Assessment. Such equipment is maintained in good condition.

Safety information is exchanged with contractors to ensure they are fully aware of (and agree to comply with) the Site’s health and safety arrangements.

Detailed records required by the regulations in relation to the above are maintained.

Employee’s responsibilities

Employees will:–

Co-operate with the Site’s arrangements for gas safety in the workplace.

Not carry out repair work to gas appliances unless competent to do so.

Follow any training, guidance and instruction given to prevent injury or ill health.

Report any hazardous or dangerous situation to the Manager or senior person on duty.

**Hazard reporting**

Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Associated hazards

Tripping on trailing wires or loose floor coverings. Faulty electrical fittings.

Unguarded edges.

Obstructed emergency exit routes.

N.B. This list of hazards is not exhaustive.

Near misses are hazardous incidents with the potential to cause an injury, e.g. employee tripped over a trailing cable but no injury occurred.

Employer’s responsibilities

Venture Learning Limited accepts that some of its work activities could, unless properly controlled, create hazards to employees and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

Consequently, Venture Learning Limited will inform employees of likely hazards by means of risk assessments, information, instruction, signage, training and documentation.

To aid the recording of hazardous situations Venture Learning Limited has implemented a hazard reporting procedure for employees, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Employee’s responsibilities

Employees will use the employer’s hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace.

Hazards should be reported to a Supervisor as soon as possible.

**Ladders and stepladders**

Description

A third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect use of equipment.

By conducting a risk assessment it may be determined that ladder use is acceptable for work of short duration (between 15 and 30 minutes) and low risk, providing three points of contact can be maintained whilst working from the ladder or steps.

Associated hazards

Failure of the ladder itself, causing persons or equipment to fall. Items falling from the ladder.

Users over-reaching or stretching from the ladder. Overloading of the ladder.

The ladder slipping and falling due to not being correctly secured. Faulty equipment.

Inappropriate use of ladders.

Manual handling when using ladders.

Employer’s responsibilities

All reasonable actions will be taken by Venture Learning Limited to ensure the safety of employees who work with ladders.

Venture Learning Limited will, in consultation with employees and their representatives: –

Carry out a risk assessment of work activities involving the use of ladders.

Take all necessary measures to reduce any risks found as a result of the assessment.

Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed.

Ensure that all ladders used are clearly identified, regularly inspected and maintained.

Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken.

Provide appropriate information and training to employees who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way, which increases the risks involved.

Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength.

Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken.

Safe use of ladders

Ladders should be appropriate for the job and not exceed 9 metres in length.

Ladders should comply with British/European Standards. Domestic equipment should not be used.

Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits.

Ladder stiles must be undamaged and unbent. Wood should be free of warping or splitting.

Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion.

Footpads must be in good condition.

Ladders should have slip-resistant rubber or plastic feet. Ladders must be free of missing/loose rungs.

Ladders should be regularly inspected and defective ladders removed from use.

If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base.

During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest.

Ladders should be positioned one metre out at the base for every four metres in height.

Ladders should be secured at the top or if this is not practicable, ladders should be secured near the bottom or weighted or footed to prevent flipping.

The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs.

There should only be one person on the ladder at any one time.

Employees should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment.

Employees should be fully trained in ladder use.

Never use ladders near power lines or in strong winds.

Safe use of stepladders

Stepladders should be of robust construction and in good condition.

Any retaining cords or straps must be of equal length and in good condition.

Any metal braces between the legs must be locked into place. Legs of stepladders must be opened fully when in use.

All legs need to be firmly and squarely placed on a solid level surface.

The stepladder should be positioned close to the work to prevent over-stretching.

The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways.

The top tread should not be used unless it has been designed as a platform with a secure handhold.

When in use, the knees should be kept below the top of the steps for support and stability.

Only one person should use the stepladder at any one time.

The stepladder should be located or measures taken to prevent the stepladder from being struck by doors, vehicles etc.

Employee’s responsibilities

Employees will:–

Follow instruction, training and information provided by the employer on the safe use of ladders.

Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job.

Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defect, of good construction and of sound material.

Report any defective ladders to the employer immediately.

Make use of any personal protective equipment provided by the employer.

Advise the employer of any health issues, which may affect the ability to work at height.

**Legionella**

Description

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire’s disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)’s Approved Code of Practice defines the following responsibilities:-

**Duty Holder**

A Duty Holder may be:–

The employer, where the risk from their undertaking is to their employees or others.

A self-employed person, where there is a risk from their work activities to themselves or others.

The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

**The Responsible Person**

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

Associated hazards

The risk of someone contracting legionellosis depends on:-

**The presence of Legionella bacteria:** the conditions that encourageLegionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C.

**The means of creating and disseminating breathable aerosols**,e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, atomisers, fountains and hot water systems, etc.

**The person:** The disease/fever can affect anyone however some peopleare at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

The Duty Holder’s responsibilities

Venture Learning Limited will ensure that:-

A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit.

A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks.

A Responsible Person(s) (Competent persons) is appointed to carry out the risk assessment, develop the Written Scheme and provide advice on prevention and control procedures.

A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme.

Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations.

Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments.

The risk of Legionella is eliminated, where reasonable practicable, through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate.

Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals.

Regular monitoring, inspecting, testing, e.g. water temperatures and Legionella bacteria levels, if needed and reviewing of the water system’s control measures, risk assessments and the Written Scheme to check their effectiveness.

The risks from scalding are minimised. Records are kept of the:-

1. Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme.
2. Significant findings of the risk assessment. o Written Scheme and its implementation.

o State of operation of the water system (working or not).

1. Results of any monitoring, inspections, tests or checks carried out including dates.
2. Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

Employee’s responsibilities

Employees must:–

Co-operate with Venture Learning Limited’s arrangements for the control of Legionella in the workplace.

Follow any information, training and instruction given by Venture Learning Limited to prevent ill health.

Report to Venture Learning Limited any disease diagnosed as Legionnaires ’ disease.

Report to the manager, any hazardous or dangerous situations.

**Lighting**

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of employees will create a work environment that is welcoming, energising and productive.

Associated hazards

Bodily injuries.

Slipping/falling over. Electrical hazards.

Poor housekeeping.

Employer’s responsibilities

To safeguard employees and visitors from the potential hazards presented by inadequate lighting, Venture Learning Limited will: –

Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account employees with visual limitations together with the needs of older people.

Take any necessary measures to remedy any risks found as a result of the assessment.

Train employees on how to adjust for proper lighting in their jobs to prevent visual fatigue.

Ensure that work is carried out by natural light wherever possible. Take precautions against glare.

Ensure that lights are positioned to avoid risks to health and safety (fire etc).

Ensure that supplementary lighting is provided, as necessary.

Ensure that safe access is provided in order to clean or replace the lights or windows.

Develop safe systems of work for such cleaning or replacement.

The following recommended standards may be adopted by Venture Learning Limited:–

Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained.

Loading bays and outdoor work areas - 50 lux.

Work requiring limited perception of detail - 100 lux.

Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc).

Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps.

Cellars and storerooms - 300 lux.

Crossing points on traffic routes - 300 lux, constantly maintained.

Emergency lighting

Emergency lighting may be needed to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to: –

Clearly indicate the escape route.

Allow safe movement along the route and through exits.

Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during nighttime hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

Employee’s responsibilities

Employees must: -

Report any defective lighting to the employer.

Report any discomfort experienced as a consequence of lighting in the workplace.

Co-operate with management arrangements for workplace lighting.

**Lone working**

Description

Lone workers can be anyone who works by his/herself without direct contact or supervision. Examples include a person working on their own in a workshop, plant room, undertaking gardening activities or making site visits.

Associated hazards

Accidents. Fire.

Inadequate provision of rest, hygiene and welfare. Violence whilst at work.

Manual handling activities.

Transport breakdown/accident en route. Severe weather conditions.

Tracing of site address through vehicle registration. Injury received whilst entering unsafe premises.

Lack of adequate visibility, due to poor lighting.

Employer’s responsibilities

Venture Learning Limited realise that there may be concerns surrounding lone working. To allay these fears we will: -

Identify all employees who are lone workers.

Make a suitable and sufficient assessment of the risk to the health and safety of these employees and others who may be affected.

Identify the preventative and protective measures needed, so far as is reasonably practicable.

Ensure that mechanisms are in place to account for and trace the whereabouts of employees who work alone and that these systems are regularly checked.

Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to employees.

Check that lone workers have no medical conditions, which make them unsuitable for working alone.

Supervision of lone workers will be provided which will be based upon the findings of the risk assessment.

Establish emergency procedures in consultation with employees.

Ensure that appropriate support is given to staff following an incident.

Employee’s responsibilities

Employees who are recognised as lone workers will:–

Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker.

Attend personal safety training programmes as directed by the employer.

Provide information on their whereabouts during working hours to the employer.

Report all incidents relating to lone working using Venture Learning Limited’s reporting procedure.

**Manual handling**

Description

Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying. Load means, e.g. equipment, materials or substances.

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries.

Manual handling injuries can occur anywhere in the workplace.

Associated hazards include:-

Heavy, unstable or unpredictable loads. Restrictive working environment.

Uneven or wet floors.

Poor manual handling technique.

Employer’s responsibilities

Venture Learning Limited will ensure that:–

Manual handling operations that present a risk of injury are identified.

Handling operations that present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation.

Those operations that cannot be avoided are assessed using an ergonomic approach that considers the **T**ask, **I**ndividual capacity, **L**oad and **E**nvironment (TILE) elements to determine the level of risk. The assessment will be recorded and reviewed if circumstances change.

Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work.

Suitable, fit for purpose, equipment including personal protective equipment (PPE) is provided, where necessary, to minimise harm from manual handling tasks.

Suitable, fit for purpose, equipment including personal protective equipment (PPE) is provided, where necessary, to minimise harm from manual handling tasks.

Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences.

Manual handling risk assessments are reviewed at least annually and in addition, are reviewed immediately if any of the components of the work situation have changed.

Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed.

Incidents that result from manual handling tasks are fully investigated and risk assessments, systems of work and training needs are reviewed in light of such incidents.

Sufficient information about loads and environment is given to other employers who have control of workers on the premises, and to self-employed contractors that will enable them to meet their responsibilities under the regulations.

Premises outside the regular workplace at which employees may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment.

Employee’s responsibilities

Employees will:-

Attend manual handling training sessions as required and apply the knowledge gained from training to their daily work.

Follow the safe systems of work designed and introduced by the Site and do not deviate from this without good reason.

Not undertake any manual handling operation that is beyond their capability.

Not undertake a manual handling activity when a reasonably practicable alternative exists.

Use mechanical aids that have been provided for use and for which you have been trained. Any faults with mechanical aids should be immediately reported to the Manager.

Assist and co-operate with the process of the assessment of risk.

Report all accidents, injuries and near misses involving handling activities – however trivial.

Inform the Manager if normal manual handling duties cannot be undertaken because of injury, illness or any other condition.

Report any unsafe practices at work.

**Monitoring, inspection and review**

Description

There is a legal requirement to monitor and review health and safety arrangements.

This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Monitoring includes:–

Checking compliance in following the Health and Safety Policy, control measures stated in risk assessments and safe systems of work.

Inspecting and testing of work equipment.

Inspecting workplace locations and activities. Checking competence of workers.

Checking the wellbeing and health of workers.

Employer's responsibilities are to:-

Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements.

Monitor employee’s health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment.

Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer’s recommendations and at intervals, where set by statutory requirements.

Regularly inspect the workplace and activities to ensure a safe working environment.

Regularly check progress in complying with health and safety plans.

Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc.

Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel.

Record results of inspections and monitoring that is undertaken

Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about

health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence.

Take any necessary remedial actions to safeguard the health and safety of employees, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review.

Prioritise when, how and who implements any actions required.

Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

Employee’s responsibilities

Employees must:–

Check equipment, including any personal protective equipment supplied, is safe before use.

Co-operate with management arrangements in respect of workplace inspections.

Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.

Report any hazards or defects to the employer immediately.

**New and expectant mothers**

Description

Venture Learning Limited is committed to protecting the health and safety of all new and expectant mothers. The phrase “new and expectant mother” means a worker who is pregnant, or who has given birth within the previous six months or who is breastfeeding. “Given birth” is defined in the regulations as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated hazards

Physical (e.g. from handling students, standing for long periods). Biological (e.g. from blood borne viruses).

Chemical or physical agents (e.g. from medicines, drugs). Psychological (e.g. work load, stress).

Employer’s responsibilities

Carry out a general new and expectant mothers risk assessment on females of child bearing age, which considers significant hazards and practical steps to control any risk identified. Communicate the findings from the risk assessment to applicable employees.

Encourage employees to inform the Manager as early as possible, if they become pregnant, are breast feeding or have given birth in the previous six months. Once informed, carry out, in conjunction with the employee, a specific risk assessment on the new and/or expectant mother.

Reduce the risks so far as reasonably practicable and regularly review the assessment to take into account possible risks that may arise throughout the pregnancy and after return to work. Incorporate into assessments any advice provided by the employee’s doctor.

Provide information, instruction, training, supervision and monitoring for, and of, new and expectant mothers.

Permit frequent rest breaks to be taken by the new or expectant mother.

Provide appropriate facilities for expectant and breastfeeding mothers to rest, e.g. rest room equipped with a comfortable chair.

Allow the new and/or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks.

If, despite of all practicable measures taken, Venture Learning Limited considers there is unacceptable risk to a new or expectant mother, the Site will take all reasonably practicable steps to find appropriate alternative employment for her. If satisfactory alternative employment cannot be found, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Employee’s responsibilities

Employees will:–

Report (optional) to the Manager as soon as pregnancy is confirmed or if breastfeeding.

Follow advice and information given by the Site in relation to safe working practices.

Report any hazardous situation to the Manager so that arrangements for appropriate remedial action can be taken.

Use all protective or safety equipment provided by the Site.

**Pest control**

Description

Pests can be divided into three groups: - rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

Associated hazards

Bacterial contamination (bacteria on the pest or in droppings). Physical contamination (droppings, eggs, hair and dead bodies). Cross contamination (bacteria left on surfaces and utensils).

Chemical contamination (poor and uncontrolled use of insecticides). Damage to premises.

Employer’s responsibilities

Venture Learning Limited will ensure that:-

Pests cannot gain entry to premises by ensuring where reasonably practicable that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and will be kept shut when not being used, all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled.

Where flying pests are a problem fly screens are fitted over windows and

where appropriate, electronic fly killers are installed and maintained.

Premises are kept clean and in a good state of repair, including pipes and drains.

The exterior of the premises is kept clear of overgrowing vegetation.

Good storage procedures are followed and regular stock rotation, where relevant, employed to identify any pest activity that may be present.

All spillages and food debris are cleared away immediately.

Where required, an approved company providing pest control measures is engaged.

Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use.

Provision of adequate waste receptacles that are regularly washed and disinfected.

Employee’s responsibilities

Employees will:-

Ensure windows and doors are kept closed when not in use.

Follow cleaning schedules to ensure that premises are kept clean and tidy.

Clear up all spillages and food debris immediately.

Follow procedures for storage and regular stock rotation to help identify any pest activity that may be present.

Do not to allow waste receptacles to overflow, especially those in external areas.

Inform the Manager of any evidence of infestation.

Do not interfere with any measures taken by the Site to control pest infestation.

**Portable electrical appliances**

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated hazards

Damaged appliance (casing, cable or plug) that may result in electric shock or fire.

Trailing cables that may result in trips and falls or cause cable damage. Appliances brought into the Site that may be unsafely wired.

Employer’s responsibilities

Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks.

Ensure that trained and competent persons undertake the work.

For equipment connected to power sources either use “double insulated” or earthed cables and ensure cables are protected against damage.

Ensure that equipment is regularly maintained by following the manufacturer’s instructions.

Ensure users visually check equipment before and during use.

Ensure that trained appointed persons undertake formal visual inspections of the equipment including inspection of the plug and its assembly.

Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept.

Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks.

Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD’s), etc.

Ensure that the power supply is within the operating range of the appliance.

Ensure that, where provided, guards and protective covers are in place and kept in good condition.

In addition Venture Learning Limited will, as part of its admission procedure: -

Make arrangements to ensure that prior to being put into use, electrical appliances brought into the Site by students are checked by a competent person. Details of these appliances will be held on a register and they will be subject to regular inspection and testing as determined by the competent person.

Employee’s responsibilities

Employees will:-

Use portable electrical equipment as trained and instructed.

Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding.

Immediately stop work if faults are found and report any defects to the supervisor.

Not carry out any repairs or adjustments to equipment unless trained to do so.

Take education of the equipment that has been provided.

Disconnect the equipment from the supply before making any adjustments.

Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

Ensure that appliances brought into the Site by students are submitted for inspection prior to being put into use.

**Risk assessment**

Description

In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

A suitable and sufficient risk assessment is an important step towards protecting employees, students and others affected by our business, and is a requirement in health and safety law.

Risk Assessments should be considered for:–

Physical, chemical and/or biological agents. Working conditions and processes.

Manual handling activities. Exposure to infection.

Work-related stress. Workstations.

Other workplace hazards.

Employer's responsibilities

Venture Learning Limited will:-

Ensure that persons undertaking risk assessments are competent to do so.

Identify all significant hazards with the potential to cause harm to employees and others who may be affected.

Identify employees who may be especially at risk, e.g. young persons and new and expectant mothers.

Evaluate the risk.

In consultation with relevant employees, identify and implement control measures, to eliminate or minimise the assessed risks.

Provide employees with the necessary information, instruction, training and supervision to enable them to work safely.

Regularly monitor compliance with the risk assessments.

Review risk assessments annually, following an accident, or where there has been a significant change in work activities or processes.

Keep records of the significant findings of the risk assessments.

Provide appropriate health surveillance, where there is an identifiable disease or potential adverse health condition related to the work activity.

Provide visitors, and contractors working on the premises, with relevant information on risks, control measures and emergency procedures.

Employee’s responsibilities

Employees will:-

Co-operate with the Site’s arrangements in respect of workplace risk assessments.

Follow any training, information, guidance and instruction given by the Site.

Comply with any control measures laid down within risk assessments.

Report any hazards or defects to the Manager or senior person on duty immediately.

**Safety signs**

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation, e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Venture Learning Limited will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example:-

White circle with red edging and a diagonal line indicates PROHIBITED, e.g. no smoking.

Blue signs indicate that it is MANDATORY to carry out an action, e.g. the wearing of personal protective equipment.

A triangular sign with black edging and a yellow background indicates WARNING of a hazard and would normally contain a black pictogram, e.g. radiation.

Green signs identify or locate safety equipment as well as marking emergency escape routes.

Employer’s responsibilities

The organisation acknowledge that signs must comply with the regulations, however where necessary we may design specific signs to maintain a safe environment.

It is our policy to ensure that any signs that are provided for safety reasons are: –

Maintained in a good condition.

Positioned in the correct location.

Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Employee’s responsibilities

Familiarise yourself and comply with any signs and notices that are displayed.

Bring any defects to your line manager’s attention. Follow safe procedures.

Wear relevant personal protective equipment as indicated.

**Smoking in the workplace**

Description

This policy is not concerned with the right of individuals to smoke, but with where they smoke whilst on company premises and the effects this may have upon the health, safety and wellbeing of others.

Venture Learning Limited recognises the health issues connected with smoking, not only for smokers, but also for non-smokers affected by inhaling tobacco smoke in the course of their work.

We will comply with statutory duties in respect of smoking in the workplace, fulfil obligations to assess the risks associated with smoking in the workplace and take such steps as are reasonably practicable to provide a working environment that is safe and without risks to health.

In order for Venture Learning Limited to control the hazards associated with the effects of second hand smoke on non-smokers and to reduce the risks of fire, compliance with our arrangements for smoking is critical.

Associated hazards

Exposure to the effects of tobacco smoke (ETS) - which may give rise to respiratory problems or could exacerbate an existing condition e.g. asthma.

Fire resulting in injury to those in and around the premises and damage to building.

Employer’s responsibilities

Venture Learning Limited will compile a risk assessment to:-

Identify persons at risk from smoking in the workplace.

Identify the significant risks arising from smoking in the workplace. Implement appropriate control measures.

In addition, Venture Learning Limited will ensure that, as part of the education planning process, a comprehensive risk assessment is in place for each student who smokes.

Venture Learning Limited will manage the risks associated with smoking in the workplace by: -

Banning employees and visitors from smoking anywhere within the Site.

Ensuring that employees, visitors and contractors are made aware of the policy.

Providing a designated smoking area outdoors that is physically accessible, protected from the elements and located at a reasonable distance from the building so as to prevent smoke re-entering the Site.

Providing a separate smoking room designated for use only by students who smoke, the room to have suitable extract and a safe means of disposal for cigarettes. Additional consideration will be given to: –

1. Providing a smoking room that is glassed in or has a glass door panel to enable remote supervision of residents whilst they smoke, and to prevent non-smoking staff being exposed to ETS for extended periods of time.
2. Where practicable, giving employees the choice as to whether or not they wish to sit with a student who requires direct supervision when smoking, or to accompany the student into/out of the smoking area.
3. Limiting employees’ exposure to ETS by monitoring and restricting the amount of time they spend in smoking areas (e.g. staff rotation; minimal exposure time).
4. Offering individual risk assessments and health assessments to staff exposed to passive smoke or worried about their levels of exposure.
5. Monitoring the effectiveness of the arrangements.
6. Reviewing these arrangements periodically, and as necessary.

Employee’s responsibilities

Employees will:-

Adhere to the Site’s arrangements for smoking, follow instructions and comply with ‘No Smoking’ signage.

Not smoke anywhere within the Site or in designated company vehicles.

Take reasonable education for the health and safety of themselves and others. Immediately report any breaches of the Site’s smoking policy.

**Stress**

Description

It is Venture Learning Limited’s policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the organisation’s most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, Venture Learning Limited will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: –

Under challenged / Promotion prospects / Job satisfaction. Racial or sexist remarks.

Personal relationships with other employees. Travelling.

Harassment and confrontation.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all employees can approach management to raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

**Violence and aggression**

Description

Venture Learning Limited recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support employees and monitor incidents to help address any potential problems.

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. Employees whose job requires them to deal with the public can be at risk from violence.

Associated hazards:–

Physical attacks. Verbal abuse.

This may result in:–

Bodily injury.

Anxiety or stress. Low morale.

Depression.

Employer’s responsibilities

Venture Learning Limited will:–

Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with employees and their representatives, where appropriate.

Instruction and training regarding violence at work will be given to staff on induction and during other workplace training sessions.

Record all physical and verbal threats to staff.

Classify all incidents in accordance with HSE’s guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The company will investigate all complaints, which relate to violence at work.

A risk evaluation will be taken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded.

If there is a violent incident involving employees, we will provide them with full support, including debriefing, time off work and legal help, where necessary.

Should an employee request a transfer to other duties, such a request should be considered sympathetically, taking into account all the circumstances.

Report the matter to the Police at the employee’s request.

Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

Employee’s responsibilities

Employees will:–

Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression.

Report any incidents of violent or threatening behaviour to the employer.

After any violent incident, employees are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring.

Co-operate with management arrangements for dealing with violence and aggression at work.

**Visit by an enforcement officer**

The Health and Safety at Work Act. 1974 and associated legislation conveys powers on inspectors/fire officers who are appointed by the relevant enforcing authority to enforce statutory compliance.

Non-compliance may lead to prosecution but this is always seen as a last resort, except for:-

Failure to comply with an Improvement or Prohibition Notice.

Failure to manage fire safety or notify the Fire Service of any significant risks on the premises.

A breach of law that has significant potential for harm, regardless of whether it caused an injury.

Reckless disregard for the health and safety of workers, students or others.

Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal with adequately.

Substantial legal contravention, where there has been a serious accident or a case of ill health.

Employer’s responsibilities

Venture Learning Limited recognises the importance of liaison and co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation is maintained and kept up-to-date. Such documentation includes: -

This health and safety policy. All relevant risk assessments.

Fire risk assessments and log book. Induction and training records.

Maintenance, test and inspection records. Health records.

Emergency plans, etc.

Employee’s responsibilities include:-

Not obstructing any reasonable request made by an Enforcement Officer. Complying and co-operating with requests by the Officer.

Following instruction and guidance given by the Manager.

**Waste**

Description

Venture Learning Limited has a legal ‘duty of education’ to ensure that it produces, stores, handles, transports and disposes of its business waste without harm to human health or the environment.

Examples of waste produced include:-

Industrial waste, e.g., packaging, defective products, electrical waste, scrap metal, chemicals, batteries.

Pharmaceuticals, blood, sharps (blades, syringes), infectious waste. Domestic wastes including sanitary hygiene wastes.

Food wastes.

Office waste, e.g. waste paper, empty printer cartridges, fluorescent tubes.

Associated hazards include:-

Exposure to blood borne viruses (BBVs). Exposure to human pathogens.

Exposure to cytotoxic substances. Needle-stick injuries.

Access or exposure to spent drugs/pharmaceutical products.

Additional hazards

Build up of combustibles presenting a fire hazard. Health hazard due to possible vermin infestation. Poor housekeeping presents a tripping hazard.

Employer’s responsibilities

Develop and implement a robust waste management policy that specifies how all waste should be managed.

Store, dispose of and transport waste appropriately and securely.

Provide suitable waste collection receptacles dependent upon the waste to be disposed of and where required, label or sign the receptacles to easily identify the waste type to ensure no cross contamination.

Ensure that waste is collected, transported and handled by people or businesses that are authorised to do so.

Ensure the necessary permits, licenses, registrations or exemptions are obtained where required from the environmental regulator for the production, collection, treatment, dismantling, reprocessing, recycling or disposal of any waste materials in compliance to relevant waste legislation.

Where practicable, store waste and waste collection receptacles in areas away from buildings and ignition sources.

Maintain good housekeeping/hygiene practices.

Secure waste and waste containers in order to prevent unauthorised access and damage.

Instruct all employees in the correct handling, segregation, storage and disposal of waste and maintain records of instruction and training on file.

Provide written procedures for dealing with accidents and incidents involving waste including spillages.

Investigate all accidents that occur in relation to storage and disposal of waste and take measures to prevent a recurrence.

If a sharps injury occurs, instigate a procedure for suitable medical advice and counselling.

Conduct regular monitoring and auditing of the effectiveness of the waste management policy.

Provide suitable equipment and personal protective equipment (PPE) for handling waste.

Employee’s responsibilities

Employees will:-

Adhere to all Site protocols and procedures applicable to the safe handling, segregation, storage, and disposal of waste.

Be responsible for their own hygiene.

Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning as per their level of training.

Report any needle stick injury or other accidental contact with human pathogens or BBVs.

Not climb onto skips or other waste receptacles.

Inform the responsible person if waste receptacles are full and need emptying.

Not remove, or take for personal use, items from waste receptacles.

**Welfare**

Description

Welfare facilities are provided primarily for employees, but the provision extends to others who may use the premises infrequently, e.g. visitors and contractors. The Site’s welfare facilities include provision of e.g. toilets, washbasins, doors, and passageways that are accessible for disabled persons.

Employer’s responsibilities

Venture Learning Limited assess the specific requirements for, and provide adequate welfare facilities for, employees and other persons using the premises and will take account of the general working environment to include:-

Indoor temperature and the impact of working in hot and cold environments. This should also consider, where necessary, adequately controlled ambient temperatures and ventilation for students.

The provision of adequate space in which to carry out work activities.

The appropriate numbers of sanitary conveniences and washing facilities. Suitable changing facilities and storage arrangements for clothing.

Suitable facilities to rest, drink and eat away from potential sources of contamination, e.g. clinical areas.

Provision of potable water.

Compliance to legal requirements regarding smoking in workplace premises or vehicles (where applicable) including use of appropriate display of no-smoking signs.

Venture Learning Limited will assess the safety requirements of the workplace based on risks and impliment adequate control measures to minimise harm with regard to:-

The floors, stairs, passageways and where relevant, traffic routes; providing suitable standing for vehicles and persons.

The safe use and maintenance of lifts, where relevant.

Housekeeping, including safe and frequent removal of waste and regular cleaning of the workplace.

The position, integrity and visibility of transparent windows, doors, gates, etc.

Exposure to passive smoking.

Windows or other translucent surfaces in walls, partitions, gates or doors with regard to contact with people and breakage. In the interests of safety, windows and patio doors should be constructed of safety glass to a recognised standard or alternatively be fitted with a suitable safety film to prevent the glass from shattering. Venture Learning Limited will

also clearly mark the doors and windows affected in a prominent position, to prevent people colliding with them when closed.

All doors are designed so that employees, students and visitors can utilise them safely.

The provision, where assessed as necessary through risk assessment, of finger trapping devices that completely cover the gap that is created on the hinge side of a door when it is in the open position.

Any windows accessible to people above ground level, where a fall could result in personal injury, and which can be opened, will be fitted with suitable restrictors to prevent them being opened and thereby prevent any such fall. To permit adequate natural ventilation in the room the opening gap will be restricted to approximately 100mm.

Window restrictors will be regularly inspected and maintained and suitable records kept.

Safe methods for cleaning or replacing lights or windows. Security / Lighting.

To enable good access and egress particularly in an emergency. Work is carried out by natural light wherever possible.

Lights are positioned to avoid risks, e.g. fire.

Venture Learning Limited will carry out regular inspections of the workplace to ensure a safe working environment.

Employee’s responsibilities:

Welfare facilities provided and maintained by Venture Learning Limited are for the benefit and safety of all employees and visitors. Employees have a responsibility to use them in a proper manner and not damage or misuse any equipment provided.

Personal responsibility should be taken for clearing personal waste and cleaning of utensils when eating or drinking on the premises.

Employees will:-

Co-operate with the Site’s arrangements for good housekeeping in the workplace.

Report to the Manager or senior person on duty, any hazardous or dangerous situations including damage to floors, doors, windows, fixings, signs, defective lighting, and discomfort experienced as a consequence of lighting in the workplace.

Comply with the Site’s smoking policy.

**Young Persons**

Description

Most young people cannot wait to get their first job, be it a paper round, shop work or dog walking. But some young people may be unaware of the hazards the workplace may hold.

There are specific legal requirements and restrictions, on those who employ young people (and even more so, children).

A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

Associated hazards

Some young people may be at particular risk because of: -

Their lack of awareness.

Unfamiliarity with their surroundings.

Being physically or psychologically less suited to certain tasks. Their lack of skills and training.

Employer’s responsibilities

Venture Learning Limited will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the: –

Immaturity and inexperience of the young person and any consequential lack of awareness of risks.

Health & safety training to be given to the young person.

Extent of exposure to any chemical, biological or physical agents. Nature and layout of the work area.

Types of equipment, methods of use and work activities to be undertaken.

Where a child is to be employed, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.)

If young people were considered in previous risk assessments then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, Venture Learning Limited will ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following: -

Work beyond their physical or psychological capabilities.

Perform work which involves harmful exposure to radiation.

Perform work which involves risks to health from noise, vibration or extreme heat or cold.

Perform work which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic efforts or those causing genetic damage or harm to an unborn child.

Venture Learning Limited will also: -

Ensure adequate training and supervision is provided to enable the young person to undertake their job safely.

Provide and train in its use, whatever personal protective equipment is needed to safeguard the young person e.g. ear and eye protection etc.

Introduce health checks if there is a danger of ill health arising from the work.

Employee’s responsibilities

Employees must: -

Co-operate with management arrangements for young people in the workplace.

Report any hazards to a senior member of staff.

Follow any guidance, information, instruction and training given by the organisation.

Young people must: -

Ask the a senior member of staff if unsure about anything.

Make full and proper use of all PPE that has been issued to them. Not undertake any tasks unless they have been trained.

Report any hazards or defects to a senior member of staff.