

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our Learners. We will provide such information, training and supervision as required for this purpose. We also accept our responsibility for the Health & Safety of customers and any other people who may be affected by our activities. We will maintain safe access to and egress from our premises at all times.

This policy will be reviewed annually and amended as required. Next

Review Date: 31-07-17

Changes Training, Rayleigh, Essex

- 1) Your Safety Representatives are.....**Holly Sloan and Victoria Piper**
- 2) In the case of an accident please locate your Safety Representative

HEALTH AND SAFETY POLICY

1) Safety Policy

It is the policy of Changes Training (the training provider) to take all reasonable steps to ensure the Health & Safety at work of all Learners and to take all necessary steps to implement such a policy

Learners also have a duty to co-operate with their Tutor to ensure that this policy is effective and to offer all necessary steps to ensure the Health & Safety at work.

The Learner also has a responsibility to ensure the Health & Safety to others who may be affected by the work activity and reasonable steps will be taken by all concerned to ensure that this duty is observed. The attention of all Learners is drawn to the safety rules and procedures, disciplinary action will be taken against any Learner who violates these rules and procedures

Changes Training will consult with the Employers periodically to ascertain what measures should be taken to increase awareness of Health & Safety and to ensure that all necessary measures are taken to make this policy effective.

The Employer will take such measures as may be necessary to ensure proper training supervision and instructions of all Learners in matters pertaining to their Health & Safety and to provide and necessary information.

2) Personnel Responsible for Health & Safety

The person having overall responsibility for Health and Safety is Holly Sloan.
Medical assistance will be provided at each office.

Staff qualified in First Aid are as followed.

Denise Chamartin, Mandy Dorman and Claire Wilson.

3) Arrangements For Health & Safety

The Details and procedures for Health & Safety are annexed and must be observed at all times by all Employees and Learners.

SAFETY RULES

1) Workplace

The workplace must be kept clean and tidy with rubbish and discarded materials placed in the receptacles provided correct attention must be paid to hygiene. All materials must be properly and safely used and when not in use properly secured.

2) Smoking

Changes Training Buildings are non-smoking buildings – smoking is prohibited at all times.

3) Fire

Learners should ensure that they are familiar with the position of the nearest fire fighting equipment alarms and emergency exits. They should ensure that they understand how to operate such equipment, In particular Learners that are asked to use electric fires and other heaters (if and where permitted) with caution and to keep flammable materials in particular paper away from the sources of heat. Learners should report any faulty electric cable or flex immediately. Emergency exits stairs and corridors and doorways should not be obstructed fire doors should always be kept closed.

Learners should be fully conversant with the fire drill and be aware of the nearest fire exit and assembly points. Lifts should not be used in an emergency. Learners should leave the building quickly and in an orderly fashion following the correct route.

4) Electrical Equipment

Any equipment in a dangerous or worn condition must be reported by the Learners to the Tutors all electrical equipment which does not require continuous operation should be switched off

when not in use and equipment which is suspected to be faulty or where the cable or flex is damaged or connections are loose any faults should be reported immediately to the Tutors. Learners should not attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised by an electrical engineer.

5) Floors

Cables and wires should not be permitted to trail across the floor where people may be passing unless a covering is provided. Learners should take extra care on newly polished or wet floors. Any liquid spilt on the floor should be wiped up immediately. Damaged floor covering or surfaces should be treated with care and reported immediately.

6) Ladders Steps and Stairs

Where ladders or steps are used to reach above normal height, Learners should ensure that they are firmly based and secure. Where necessary assistance should be sought to prevent them slipping. Learners should exercise care on stairs and hand rails should be used.

7) Alcohol and Drugs

No alcoholic liquor or drugs (other than those prescribed by a registered medical practitioner and which do not affect the Learner's ability to safely undertake their duties) must be brought into used or consumed at Changes Training. Any Learner who in the opinion of the Changes Training Staff, is under the influence of drugs or alcoholic liquor will be suspended by the Manager and appropriate disciplinary action will be taken against the Learner under the terms of Changes Training disciplinary procedure.

8) Access

Means of access to the egress from the work place must only be used for the purpose for which they are provided no Learner must tamper with any means of access to or egress from the Learner to the Tutor's immediate supervisor

9) Carrying Heavy Items

Lift in or carrying items such as work processors heavy bundles of papers or files should be done carefully, Learners should ask for assistance if there is any danger of strain. Heavy objects should be lifted in the correct manner without bending the back.

10) Accident or Illness at Work

Any accident or illness occurring at Changes Training premises should be reported to the Academy Manager who should ensure that

all details are entered in the accident book it is important that all injuries however slight should be reported.

If a client is involved the Learner must not in any way admit liability on behalf of himself other Learners or theTutors. Learners should ensure that they know the names and

locations of the person designated to take charge of the First Aid Cabinet and to render aid in an emergency, if speed is considered essential and ambulance should be called.

11) General

Learners must not engage in any horseplay or misuse of any equipment or anything provided in the interest of Health & Safety. Any Learner who fails to follow this rule will be subjected to a disciplinary action under Changes Training Disciplinary Procedure.

Learners should remain alert and report any practice they observe which in their opinion could constitute a hazard to themselves and others where additional rules are issued to Learners in relation to machinery or operations which they carry out these additional rules must be carefully complied with.

Learners should take particular care when visiting or working temporarily in other work places where they may not be conversant with Health & Safety Rules.

12) FIRE

IF YOU DISCOVER A FIRE – FIRE INSTRUCTIONS

1. Immediately operate the nearest alarm call-point
2. Attack fire, if possible with the appliances provided but without taking personal risk (2 should say leave the building safely only fight the fire if you are trapped)

ON HEARING ALARM FIRE

3. The senior person will call the fire brigade by reception land line telephone

A) Lift the receiver and dial '999'

B) Give the operator your telephone number and ask for fire

C) When the fire brigade replies give call distinctly

FIRE AT CHANGES TRAINING then give address – 6 Bellingham Lane, Rayleigh,
Essex, SS6 7ED

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE

CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR SUSPICION OF FIRE

4. Leave the building and report to person in charge of assembly point in the street (car park across the street)

**USE THE NEAREST AVAILABLE EXIT
DO NOT STOP FOR BELONGINGS
DO NOT RE-ENTER THE**

BUILDING Next review

date: 31-07-2017