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| **Health and Safety Policy** |
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# Policy Statement

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping individuals getting hurt at work or ill through work.

risual recognises that the management of Health and Safety matters at work is integral to the success and prosperity of its business activities, and that it has a duty to protect and promote the health, safety and wellbeing of its employees, learners and visitors to its premises and others who may be affected by the conduct of the company’s business. Therefore, the company encourage a culture which recognises the importance of Health and Safety to the success of its business and will undertake its responsibilities accordingly. risual will:

1. Comply with Health and Safety legislation by developing and adopting its own standards based on risk assessment and effective risk management
2. Demonstrate a positive commitment and systematic approach to the elimination, reduction and control of Health and Safety risks
3. Develop and operate its facilities in a manner that ensures a healthy and safe place of work with minimal risks to its employees, the business and others who may be affected by its work activities
4. Continually measure, monitor and effectively communicate its policy and performance in Health and Safety
5. Maintain and develop the competence and safety awareness of its employees to continually improve its Health and Safety performance through participation, commitment and support at all levels
Identify hazards and assess, reduce and control risks
6. Encourage employee involvement and personal commitment to achieving the Health and Safety objectives of the policy
7. Establish communication networks to disseminate and exchange information on Health and Safety policy, performance, current best practice and responsibilities
8. Investigate all accidents at work and cases of work-related ill health and implement appropriate remedial action with the aim of preventing recurrence
 Audit and review its policies, working procedures and properties on a regular basis.
9. Ensure that the confidentiality, integrity and availability of information is maintained as much as possible throughout health and safety incidents.
10. Ensure that as much as practically possible, without creating and increasing any risks to the safety of individuals, the integrity, confidentiality and availability of information is maintained as much as is practical. Health and safety takes precedence but the security of information security remains critical at all times.
11. To reinforce risual’s commitment to ensuring the health & safety of all learners whilst on site and on partnership sites.
12. In addition to this Policy risual undergo thorough due diligence covering the Health and Safety Policies and Procedures of partner college sites

# Organisation and Responsibilities

Overall responsibility for the management of this policy lies with the Directors. The Directors have specific responsibility for ensuring that company premises and facilities are maintained so that they do not endanger employees, or visitors.

Day-to-day implementation is delegated through every level. All staff will be made aware of their responsibilities and given the appropriate training and resources to carry out their duties.

Each employee has the responsibility to ensure their safety and the safety of their colleagues by co-operating with management in the implementation of the policy and all other safety rules in accordance with Section 7 of the Health and Safety at Work Act 1974.

All employees carry a legal obligation to take reasonable care of their own health and safety and for that of others who may be affected by their acts or omissions. This duty of care extends to everyone who could be at risk from his or her actions.

Specific responsibilities include:

1. Complying with safe working methods, instructions and training given
2. Reporting hazards found in any risual premises
3. Reporting any accidents or other potentially serious incidents in which they are involved or that they become aware of
4. Complying with guidelines on the proper use of work equipment
5. Complying with the company’s health and safety policies and procedures
6. Drawing attention to the need for additional health and safety procedures (or for the improvement of existing ones)
7. Remaining alert to the health, safety and security risks while at work and acting accordingly
8. Not to interfere with or misuse any articles provided in the interest of health and safety
9. Regarding requirements imposed upon the company, to co-operate so far as is necessary to enable that duty to be complied with

Employees and learners who fail to co-operate with the company on matters of health and safety may be subject to disciplinary action as per the disciplinary policy.

This policy together with all procedures established to further the cause of Health and Safety within risual will be reviewed regularly with the knowledge of changing legislation, legal requirements and circumstances.

# Learners

All risual learners should:

 i) Receive information and instruction at induction to programme of health and safety arrangements from their personal tutor(s)/Assessors. Tutors/Assessors have a responsibility to ensure that their learners are made aware of these arrangements and that the information is repeated at appropriate intervals throughout the academic year.

 ii) Co-operate with risual and partner college staff in observing health and safety matters.

 iii) Take reasonable care of health and safety of themselves and others.

 iv) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.

1. Report **without delay** to a member of risual or partner college staff any safety problem noticed.
2. Report **without delay** any accident or incident, to a member of risual or partner college staff, who will then report it to the relevant Manager.
3. Obey health and safety instructions and comply with established health and safety practices within the risual and the partner college.

# Contractors Health and Safety - Control of sub-contractors

risual has a statutory duty in relation to the use of contractors on site. Before a contractor will be allowed on client site, risual Limited will ensure that the contractors have the skills and knowledge to carry out the contract to the required standards without risks to health and safety.

risual will expect Contractors to be able to provide the following information (where appropriate), before engagement on client site:

* Details of Public Liability and Employers Liability insurance
* Good checkable recent references with evidence of experience of same type of work
* Qualifications, skills, including health and safety training
* Details of how the work will be undertaken i.e. risk assessments and method statements
* Permit to work, where necessary

Contractors must:

* Cooperate with risual Limited on all health and safety matters
* Cooperate with health and safety arrangements on client site, including adhering to all site specific rules
* Escalate any concerns regarding health and safety, potential hazards, with Risual Limited immediately.
* Be responsible for any equipment\tools used and the maintenance of such equipment

# Fire Safety

Fire, and especially the smoke that accompanies it, is a recognised killer. Much of the danger from fire is not from actual flames but from smoke, poisonous gases, heat and lack of oxygen. There is a very real potential for fire in any workplace, and it is essential that procedures are taken to reduce the risk of fire.

## Good Housekeeping

* Make sure there is no accumulation of rubbish, wastepaper or other materials which are combustible
* Turn off any electrical equipment when not in use and ensure any equipment not required to be turned on overnight is switched off
* Ensure combustible materials are not left near any heat sources
* Make sure that machinery and office equipment is well ventilated and regularly cleaned
* Ensure no items are stored next to the electrical distribution boards, a sterile area of at least 1m should be maintained around all boards
* Take care that all work areas are cleaned on a regular basis and ensure that all fire exits are kept clear at all times.

## Fire Procedures

risual Fire Procedures outline what to do on discovering a fire, how to raise the alarm, what to do on hearing the alarm, fire assembly point and typical duties of a Fire Warden. Copies of the procedures are on display at risual House.

All employees have a duty to be alert to the dangers of fires and every employee and learner can help minimise the risk of a fire starting.

It is good practice to ensure that:

* Emergency exits are clear at all times
* Walkways and stairs are kept clear at all times
* Cigarettes are properly extinguished (smoking areas are provided on applicable sites)
* No smoking is adhered to in all buildings (it is against the law)
* Rubbish bins are emptied daily
* Any electrical faults in office equipment are reported
* Work areas are kept tidy
* All fire doors are kept closed at all times.

## Upon discovering a fire

In case of fire, raise the alarm by breaking the glass on an alarm call point and call 999

* There are also automatic heat and smoke detectors situated throughout risual House
* The main consideration is to get out quickly and safely once the alarm is sounded
* Try to extinguish the fire, but only if it safe to so by using the nearest appropriate extinguisher, never tackle a fire alone
* If you are in doubt **GET OUT.**

If the fire alarm is activated

* Evacuate the building by the nearest fire exit
* The Fire Wardens on each site will be responsible for ensuring no-one is left behind and the building is clear
* Close all doors and windows as you leave, but only if it is safe to do so, as this will help prevent fire and smoke spreading
* Do not stop to collect personal belongings
* Don’t run. Leave the building in an orderly manner and proceed to the fire assembly point
* A roll call will be taken at the fire assembly point
* Do not re-enter the building until instructed to do so
* Where possible, without creating or increasing any safety risk to yourself or other individuals, remove confidential files in your immediate vicinity.

## Fire Wardens

There are a number of trained fire wardens on each risual site. Their responsible for ensuring that fire safety standards are maintained on a daily basis and to ensure the building is empty following an evacuation.

Fire wardens are reminded of their obligations for information security when re-entering building once told safe to do so (or whilst checking the building is vacated). Any information left open or in view, should not be looked at but if seen, be kept highly confidential and its breach reported to the Information Asset Owner after the fire event.

## Fire Drills

Fire drills are carried out annually at each site and are arranged by the Directors. In order for employees to exit the premises as quickly and effectively as possible, the following procedures should be adhered to:

* Familiarise yourself with the best route from your workstation/work area to the nearest fire exit, so that in the event of an emergency you are able to make your way safely to the fire assembly point
* Know where your fire assembly point is situated
* If a pre-arranged fire drill, ensure you follow the Clear Desk Policy to minimise the risk of a breach of information security during a fire drill

## Fire Extinguishers

An adequate number of fire extinguishers are provided on each site; they will be mounted on wall brackets or stood in specified floor stands, with correct usage signs displayed, identifying the type of extinguisher and the type of fire it can be used on.

It is good practice to ensure that:

* You know where the fire extinguishers are situated
* Extinguishers are accessible at all times.

See also:

* Driving at Work Policy (ISF69)
* Manual Handling Policy (ISF61)
* Clear Desk Policy
* Risk Assessment Audit
* Health and Safety Policy Summary
* Health and Safety Law poster ‘What you need to know’. (Displayed in risual head office).

**All information contained in this policy should be read in conjunction with your Contract of Employment.**