

## POLICY ON HEALTH AND SAFETY

### Introduction

In line with the Health and Safety at Work etc. Act 1992, this document is distributed to all staff in order to outline the Company's general policy regarding the health and safety of its employees and students, and to inform all concerned of the organisation and arrangements for its implementation. Copies of the Company's Health and Safety Handbook and the Health and Safety at Work (etc) Act, 1992 are available for inspection upon application to a senior manager or the Head of Health & Safety.

### Statement

It is the policy of the Company to take all reasonable precautions to ensure the health, safety and welfare at work of its employees and students, and also to protect all other persons whilst on the Company's property from risks to health and safety.

### Health and safety rules

In order to implement the above policy:

- The Company undertakes to provide and maintain its premises and equipment so that, so far as is reasonably practicable, they are safe without risk to health.
- The Company undertakes to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all staff and students.
- Staff and students are required to observe all detailed regulations appertaining to matters of health and safety applicable within their respective working areas. All senior managers are responsible for ensuring observance of such regulations, so far as is reasonably practicable. Those using facilities and equipment, particularly when unsupervised, have a responsibility to do so only with the full regard to the safety of themselves and others.
- The Managing Director encourages full consultation with staff through the Health and Safety Group, which is responsible for the initial consideration of all matters relating to health and safety on the Company's premises.
- Course Directors of summer camps have responsibility for overseeing health and safety at their camp.
- The Company will require contractors engaged on the premises to comply with their policies regarding health and safety.
- Accidents occurring on the Company's premises should be recorded either by the person concerned or by someone acting on his/her behalf, in the Company's Accident Book.
- Staff and students are required to take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts and/or omissions at work. In particular, safety equipment provided should be used whenever appropriate.
- Staff and students are required to co-operate with the Company in complying with all safety instructions and in enabling the Company to discharge its responsibilities under the Act.
- Employees are reminded that the requirements above are statutory duties under the Health and Safety at Work etc. Act, which further provides that:

*'No persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'*

- Any apparent defects, unsafe practices, unsafe or unhealthy conditions should be reported immediately to a member of the Health and Safety Group. For example, attention is drawn to unsafe practices which must be avoided such as propping open fire doors or overloading electrical circuits.
- The Company is committed to carrying out Risk Assessments and Fire Risk Assessments in accordance with Management of Health and Safety at Work Regulations 1992.

*Reviewed: Jan 2021 by LE, MD & RM  
Next review due: Jan 2022*