



Chameleon School Of Construction Ltd

HEALTH AND SAFETY POLICY

HEALTH & SAFETY AT WORK ACT 1974 (HASAWA) **GENERAL POLICY STATEMENT**

In accordance with the requirements under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the policy of Chameleon School of Construction, under the direction of Jason Duncan, as far as is reasonably practicable, to:

- 1 Provide and maintain a safe and healthy environment for all company staff, students, visitors and outside contractors whilst on centre premises;
- 2 State in writing to all company staff and students their appropriate responsibilities to ensure the health, safety and welfare of persons and to prevent property damage;
- 3 Provide a safe system of work and study by ensuring that adequate information, instruction, training and supervision is given to staff and students as appropriate;
- 4 Encourage joint consultation and participation in improving health, safety and welfare standards between Jason Duncan and company staff and students.
- 5 Comply with the requirements of safety legislation papers, reports and approved Codes of Practice;
- 6 Make arrangements for the safe use, handling, storage, disposal and transport of all substances and equipment;

Monitor the effectiveness of the company Health and Safety Policy, revise as necessary and bring to the attention of company staff any such revisions.

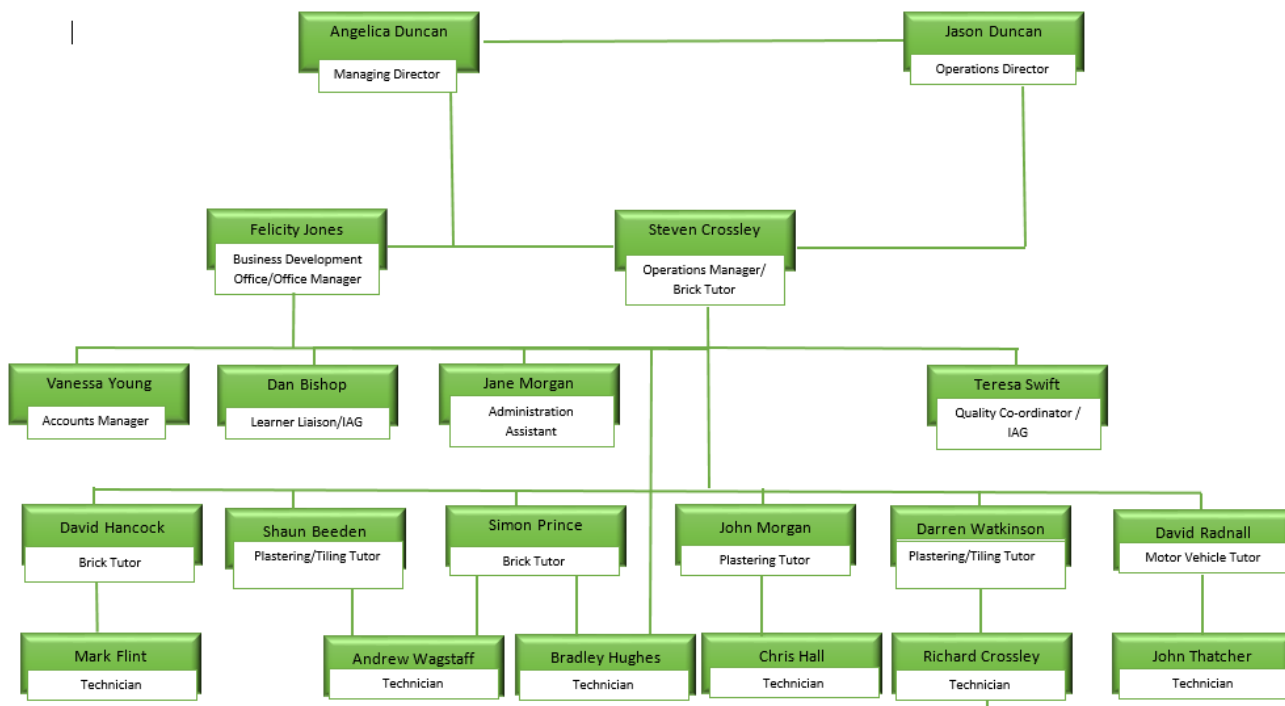
Have adequate arrangements in place for ensuring the safety of staff, students and visitors should an emergency situation arise e.g. fire;

If the aims of the Policy are to be achieved in practice it requires the support and co-operation of all company staff to fulfil the contents and spirit of the Policy to the best of their ability.

Under the Health and Safety at Work Act 1974 , it is the responsibility of all company staff to assist and co-operate in ensuring that the highest standards of Health, Safety and Welfare are not only set, but are fully maintained throughout the company.

ORGANISATION FOR IMPLEMENTING THE SAFETY POLICY

- Managing Director (MD) – Angelica Duncan
- Operations Director (OD) – Jason Duncan
- Staff & Associate Staff
- Students



STATEMENT

The Health and Safety at Work Act 1974 (HASAW) makes it the legal duty of the company and all its employees to take reasonable care for the health, safety and welfare of themselves, other employees, students and of all other persons who may be affected by their acts or omissions. The company also recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of accident and ill health prevention, and therefore relies on the initiative, teamwork and full co-operation of all levels of the workforce and management.

Staff and associate staff within the company will have specific responsibilities as set out in this document; however, every employee has general responsibilities towards Health and Safety at Work and is expected to make their own commitment to carrying out this policy. In the interests of the health, safety and welfare of all its employees, students and of any other persons who may be affected by its activities, Chameleon School of Construction Ltd commits itself to the implementation of the HASAW.

PURPOSE AND OBJECTIVES

The purpose of high standards of Health and Safety are to eliminate or reduce the potential for accidents, and occupational ill health, to the Centre's employees, students and other persons who may be affected by our activities.

COVERAGE, SCOPE AND APPLICATION

Health and Safety by its very nature involves and affects every member of the company Staff and students as well as visitors to the establishment.

The Company also wishes to develop a good Health and Safety Culture with full participation of its staff, associates, students, visitors, etc. as well as with those external agencies with which it works.

QUALITY AND MONITORING

This Policy will be reviewed as an on-going basis to keep up to date with changes in Health and Safety Legislation and/or Centre procedures.

HEALTH AND SAFETY POLICY – KEY TOPICS

		Line Responsibility
<p>General</p> <p>The MD/OD will ensure, so far as is reasonable practicable, that systems of work which comply with good health and safety standards are maintained throughout the company. Matters concerned with health and safety will be reported to the Governing Body (Corporation).</p> <p>The MD/OD is responsible for implementing the Health and Safety Policy within the Centre. The MD/OD will co-ordinate health and safety arrangements within the Centres.</p> <p>The MD/OD will supervise the introduction and maintenance of effective health and safety systems within the company. (including those listed in this document).</p>	<p>MD/OD</p> <p>MD/OD</p> <p>MD/OD</p>	<p>All staff, associate staff</p> <p>All staff, associate staff</p> <p>All staff, associate staff</p>
<p>Health & Safety Training</p> <p>All members of staff will be given specific training on safe practices, emergency procedures and use of safety equipment where appropriate. The MD will along with the OD will define the training deemed necessary for each member of staff in accordance with their individual duties and responsibilities.</p>	<p>MD/OD</p>	<p>All Staff, associate staff</p>
<p>Health & Safety Information/Consultation</p> <p>All members of staff will be given specific information relevant and their health, safety and welfare at work during their induction and throughout their employment with the Centre.</p>	<p>MD/OD</p>	<p>All Staff, Associate staff</p>

	Responsibility for Implementation	Line Responsibility
<p>Risk Assessments / Safe Systems of Work</p> <p>A good personal example should be set, with regard to health and safety, to encourage a safe attitude to work amongst all employees and students.</p> <p>Every department should identify the work they do that involves a significant health and safety risk and ensure a risk assessment is completed and a safe system of work developed. These should then be brought to the attention of the staff and students who may be affected.</p> <p>All staff must comply with instructions contained in health and safety documents e.g. risk assessments.</p>	<p>MD/OD</p> <p>Staff and associate staff</p> <p>All staff, associate staff and students.</p>	<p>All staff, associate staff</p> <p>All staff, associate staff and students.</p>
<p>Accidents at Work</p> <p>All accidents should be reported internally using the Companies accident reporting procedure. (Details from MD/OD)</p> <p>More serious accidents must be reported to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)</p> <p>Where learners are involved in RIDDOR reportable accidents these must be reported to the Learning & Skills Council.</p> <p>Such accidents involve: Work-related accidents which cause death, cause serious injuries, diagnosed cases of certain industrial diseases and dangerous occurrences that could potentially cause harm</p> <p>N.B. Only the MD/OD or their representative to make such contacts.</p>	<p>All staff</p> <p>MD/OD</p>	<p>All staff, associate staff and students.</p> <p>MD/OD</p>

<p>Safety Equipment</p> <p>All safety equipment, including Personal Protective Equipment will be provided in accordance with current legislation, or as a result of risk assessments, and must be used correctly where applicable.</p>	<p>All staff</p>	<p>All staff, associate staff and students</p>
<p>First Aid</p> <p>Adequate first aid equipment will be provided, correctly sited and stocks maintained at the required level.</p> <p>Sufficient numbers of staff should be trained in first aid to provide adequate cover.</p> <p>All staff should be aware of the First Aider(s) in their area.</p> <p>At least one member of staff on a student excursion should hold a current first aid qualification.</p>	<p>MD/OD</p> <p>MD/OD</p> <p>All staff, associate staff</p> <p>MD/OD</p>	<p>MD/OD</p> <p>All staff, associate staff</p> <p>Students/Visitors</p> <p>Staff organising / authorising trips.</p>
<p>Well-being of learners and employees</p> <p>Ensure all new staff and learners have read and understand our behaviour policy and disciplinary procedures</p> <p>All staff must be aware of who their direct line manager is should any well-being issues arise</p>	<p>Office Manager/ all staff</p> <p>Office Manager/ all staff</p>	<p>Operations Manager</p> <p>Operations Manager</p>

	Responsibility for Implementation	Line Responsibility
<p>Fire / Emergency Evacuation Procedures</p> <p>The OD Jason Duncan is the named 'Responsible Person' for Fire Safety</p> <p>Each member of staff should familiarise themselves with emergency evacuation procedures including fire alarm positions, escape routes and assembly points.</p> <p>All staff with responsibilities for the supervision of students / visitors to ensure that those students / visitors are made aware of the emergency procedures (as above).</p> <p>Emergency warning equipment must be tested regularly, and fire drills to be held each term, in accordance with Fire Regulations</p>	<p>MD/OD</p> <p>Staff, associate staff</p> <p>Staff, associate staff with responsibilities for students / visitors.</p> <p>MD/OD</p>	<p>All staff, associate staff.</p> <p>All staff, associate staff.</p> <p>Students / Visitors</p> <p>MD/OD</p>

<p>Use and Maintenance of Equipment</p> <p>All equipment will be regularly maintained and defects reported and if considered dangerous, taken out of use immediately.</p> <p>Where required under statutory obligations all maintenance records and inspection reports must be maintained and be readily available for inspection.</p> <p>Where necessary warning notices and instructions must be affixed to equipment or otherwise displayed such that they are apparent to the user.</p> <p>Guards (where applicable) must be maintained in good condition and correctly fitted and adjusted and must always be used. Other protective devices e.g. push sticks (where applicable) should be available and must always be used.</p> <p>Ear defenders must be used when the identified sign is signed for applicable machinery</p>	<p>All staff, associate staff</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>	<p>All staff, associate staff</p> <p>All staff, associate staff</p> <p>All staff, associate staff and students</p> <p>All staff, associate staff and students</p> <p>All staff, associate staff and students</p>
<p>General Housekeeping</p> <p>Good standards of general housekeeping will be maintained. e.g. keeping floors free from trip hazards, not allowing waste to accumulate.</p> <p>All areas of the centre will be cleaned regularly to prevent a build up of dirt and waste. Toilets etc. will be cleaned and restocked regularly to ensure good welfare facilities are maintained.</p>	<p>MD/OD</p> <p>MD/OD</p>	<p>All staff, associate staff.</p> <p>Cleaners</p>

	Responsibility for Implementation	Line Responsibility
<p>Use and Storage of Hazardous Materials</p> <p>Materials which present a hazard due to their toxic, corrosive, irritant, flammable, or other properties will be used and stored in accordance with the risk assessments carried out in compliance with the Control of Substances Hazardous to Health Regulations, and the Dangerous Substances Explosive Atmospheres Regulations.</p>	MD/OD	All staff, associate staff and students
<p>Safety of Others</p> <p>It is the duty of all employees and associates to ensure that the health and safety of themselves, their colleagues, students, visitors etc. is not compromised by something that they do, or fail to do.</p> <p>It is the duty of all staff and students to comply with all Centre Health and Safety Procedures and not to misuse anything provided in the interests of health and safety.</p>	<p>All staff, associate staff.</p> <p>All staff, associate staff and students.</p>	
<p>Reporting of Defects/Hazards</p> <p>It is the duty of all employees to report any defect or hazardous situation that could compromise the health and safety of themselves or others to the CEO or MD</p>	All staff, associate staff.	

Control of Contractors		
Contractors working on company premises must be made aware of and comply with the health and safety requirements of the company.	MD/OD	MD/OD
All contractors should provide risk assessments / method statements, showing how they intend to carry out the work safely, which must be agreed by the company before they start work.	MD/OD	MD/OD
Areas where contractors are working should be cordoned off if the work being carried out poses a risk to the health and safety of other people in that area.	MD/OD	Contractors
All contractors must sign in before starting work and wear the 'Approved Contractor' badge that they will be issued with. They must sign out when they leave site	MD/OD	Contractors

	Responsibility for Implementation	Line Responsibility
Electricity / Electrical Equipment		
Fixed wiring must be inspected by a qualified electrical engineer every 5 years.	MD/OD	
All portable electrical equipment to be portable appliance tested (PAT) at the appropriate intervals. Brand new electrical equipment can be used without PAT but any used equipment brought into the centre for use must be PAT before use.	MD/OD	
Staff should inform students who need bring personal items of electrical equipment into college e.g. laptops, musical instruments, etc. that they must have them visually inspected by a member of staff before use.	All staff, associate staff	Students
Any damage to electrical equipment or to sockets, switches, wiring etc. must be reported to MD/OD	All staff, associate staff	

<p>Transport</p> <p>Staff who use their own cars for company business must ensure that they have business use identified on their insurance cover and have taken their driving documentation (license etc.) to MD/OD for checking</p>	<p>All staff, associate staff</p>	
<p>Out of Centre Visits</p> <p>Staff who are intending to take students out of the centre on educational, residential, recreational, etc. visits need to be aware of, and adhere to, the companies procedures for such visits. Copies of these procedures can be found by contacting the MD/OD</p>	<p>All staff, associate staff</p>	
<p>Critical Incident</p> <p>The company is committed to providing an effective system of emergency procedures to protect staff, students and others, so far as is reasonably practicable, that may be affected in the event of a Critical Incident occurring.</p> <p>Critical Incidents would include such things as bomb threats, gas leaks, chemical spills, hostage situations, etc. as well as incidents on out of hours activities such as the loss of, or serious injury to, a student.</p> <p>Staff should familiarise themselves with the procedures covered in the separate Critical Incident Policy.</p>	<p>MD/OD</p>	<p>All staff, associate staff</p>

RESPONSIBILITIES FOR HEALTH AND SAFETY

The MD/OD of Chameleon School of Construction is responsible for:-

- Company compliance with its legal requirements under health and safety legislation by ensuring that the Health and Safety organisation and arrangements are carried out effectively.
- Ensuring that key personnel in the company safety structure know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.

- Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare within the company.
- Approving revisions to the Health and Safety Policy as necessary and ensuring such revisions are brought to the attention of all company staff.
- Advising the Company staff of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- Consulting with both trade union and employee representatives, as appropriate, on health, safety and welfare issues.
- Consulting with company staff on health, safety or welfare matters that cannot be dealt with satisfactorily at a lower level.
- Ensuring that health and safety has a high profile within company and all staff recognise the importance of maintaining high standards of health and safety.
- Ensuring that the company complies with its legal duties under the Regulatory Reform (Fire Safety) Order. The Principal is the named 'Responsible Person' for fire safety as required under this order.
- Ensuring that individual roles and responsibilities for health and safety are identified and agreed for all new business opportunities the Centre is involved in.
- All contractors are made aware of any hazards they are likely to encounter whilst working on company premises (asbestos, fragile roofs etc.).
- Ensuring the company staff, associate staff fulfil their responsibilities identified in this policy.
- Ensuring arrangements for the implementation of the Health and Safety Policy, and subsequently reviewing its effective application on a yearly basis or when needed following identified hazards on revised risk assessments
- Ensuring that the personnel know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- Ensuring that all relevant health and safety information is available to all personnel.
- Ensuring, as far as is reasonably practicable, that any goods or services procured do not compromise the health, safety and welfare of staff, associate staff, students or visitors.
- Ensuring that in any negotiations for new business opportunities responsibilities for compliance with health and safety legislation are clearly defined and understood by all the parties concerned.
- Advising the MD/OD of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare throughout.
- Ensuring that health and safety has a high profile throughout and all staff recognise the importance of maintaining high standards of health and safety.
- Ensuring the wellbeing of its employees and learner throughout their time with Chameleon

MANUAL HANDLING

Purpose

The purpose of this document is to provide a procedure to identify and assess hazardous manual handling tasks/activities, and put in place appropriate control measures to remove or reduce the risk of injury to an acceptable level.

The Management of Health and Safety at Work Regulations (1999) require employers to carry out risk assessment, and the Manual Handling Operations Regulations (MHOR, 1992) sets out a methodology for addressing hazardous manual handling tasks/activities.

Scope

This procedure is specifically aimed at identifying and assessing hazardous manual handling activities/tasks carried out by staff at work. Low risk manual handling activities/tasks may be included in generic risk assessment required by Management of Health and Safety at Work Regulations.

Whilst the MHOR is specifically aimed at employer`s duties for employees, it is also recognised that students may require to carry out manual handling activities/tasks as part of coursework. The Assessment form requires the assessor to identify persons and groups at risk and include in the "Persons at Risk" section e.g. staff, students, pregnant workers etc.

Responsibility - MD and OD should:

- Identify hazardous manual handling tasks/activities that pose a risk of injury to staff within their area.
- Ensure a suitable and sufficient risk assessment is undertaken for any hazardous manual handling tasks/activities that cannot be avoided
- Ensure that any recommended actions/control measures are put in place
 - Ensure the assessment (hazards, risk and control measures) are communicated to those at risk.
- Ensure that staff carrying out manual handling tasks/activities receive adequate information, instruction and training on manual handling techniques, and, where necessary, provide additional training on the use of any mechanical aids.
- Arrange for staff carrying out hazardous manual handling tasks/activities to complete the E-learning manual handling module, or nominate staff via Staff Development to attend a manual handling course.
- Provide advice and support for staff on manual handling operations and completion of assessments.
- Provide training where appropriate.
- Monitor and review the manual handling procedure.

All staff should:

- Follow any information, training, instruction and guidelines provided to reduce risk of injury.

- Undertake manual handling awareness training requested by their manager. N.B. All staff are encouraged to complete E-learning module on manual handling.
- Inform their manager/supervisor as necessary, where illness or injury may affect their ability to carry out any manual handling tasks which may be expected to be undertaken.
- Report any injuries, accidents or near misses resulting from manual handling at work.
- Not attempt to carry or move loads beyond their capability.
- Bring to the attention of their manager any difficulties in manual handling operations, including any faulty or unsuitable mechanical aids, such as trolleys, ladders, etc.

A handwritten signature in black ink, appearing to read 'A. Duncan', written in a cursive style.

ANGELICA DUNCAN – MANAGING DIRECTOR