

COMMUNITY SYSTEMS HEALTH & SAFETY POLICY



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Content	<ul style="list-style-type: none"> • General Health & Safety Policy • Prevent and Safeguarding Update • Fire Policy • Accident Policy • Health & Hygiene Policy • Partners' Health And Safety Practice
General Health & Safety Policy	<p>We will ensure the health, safety and welfare of everyone including our learners, employees and other members of the public by all reasonable and practical means. We will also endeavour to conduct our business in a manner that ensures that all parties are not exposed to unnecessary risk.</p> <p>The Company will maintain and make every effort to improve standards in health & safety.</p> <p>We will ensure that we have safe premises, equipment and systems of work and that adequate training is given.</p> <p>We will also ensure that both Employees' Liability and Public Liability Insurance are maintained and that appropriate certificates are displayed – usually in the reception area of the premises.</p> <p>We will have safety systems that are required by the legislation.</p> <p>NOTE: new duties apply under the Act in relation to the Prevent Strategy for radicalisation and extremism. These new Duties relate to Health and safety but are covered in the Safeguarding and Wellbeing Policy</p>
The Employee's / Learners' Duties	<p>All employees have a duty under the Health and Safety at Work etc Act to take reasonable care to</p> <ul style="list-style-type: none"> • avoid injury to themselves • avoid injury to others

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	<ul style="list-style-type: none"> • co-operate with management in meeting statutory requirements by <ul style="list-style-type: none"> ○ observing all safety rules ○ reporting all accidents which occur at work ○ reporting potential hazards to their immediate superior for remedial action. <p>You should therefore:</p> <ul style="list-style-type: none"> • Be constantly aware of safety hazards and be alert to possible causes of accidents. • Appreciate the importance of reporting damage to furniture, malfunctioning equipment or machinery, or faults in electrical wiring and plugs. • Be aware of fire precautions. • Be aware of safety rules and instructions. <p>You must report to a member of management team:</p> <ul style="list-style-type: none"> • Any possible source of danger • All accidents or injuries • Damaged or defective furniture or equipment <p>Any suggestions on health and safety are welcome and should be communicated.</p>
<p>Training</p>	<p>As part of the period of induction to Community Systems every employee / learner will receive induction training on matters relating to health and safety.</p>
<p>Review & Enforcement</p>	<p>We arrange regular reviews of our premises and equipment to ensure that compliance is maintained.</p> <p>We ensure that all electrical appliances are checked and certified in accordance with PAT.</p> <p>Wilful disregard of the Company's Health & Safety Policy or of health & safety training and instructions will result in disciplinary action.</p> <p>This Policy will be reviewed by the Senior Management Team. It will also be reviewed and updated in the light of new legislation.</p>
<p>The Company's Objectives</p>	<p>To adhere to the policy the objectives of the Company are:</p> <ul style="list-style-type: none"> • To ensure that statutory and other requirements relating to health and safety are met. • To source advice and expertise on the safe conduct of the Company's activities. • To maintain good housekeeping standards and ensure continuous identification of hazards involving potential injury or damage.

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	<ul style="list-style-type: none"> • To ensure that all employees are trained in general accident prevention and that additional training is offered for specific practices where relevant. • To develop safe working practices with proper use and care of safety devices and personal protection equipment where relevant.
<h2>Fire Policy</h2>	<p>We take the possibility of fire very seriously. Our first priority in the event of a fire is to ensure that our employees, learners and visitors are safe.</p> <p>To ensure this:</p> <ul style="list-style-type: none"> • Every premises has two appointed Fire Officer – there are also two nominated deputy officers to ensure sites are covered at all times. • Every premises has a fire alarm system that is tested weekly. • Fire evacuation drills will take place at least every 6 months in conjunction with the buildings’ managing agents. • Every premises display signage of: <ul style="list-style-type: none"> ○ fire escape routes ○ fire fighting equipment locations ○ alarm call points ○ assembly points ○ a copy of the Fire Certificate • All Fire Signage comply with current legislation • All Fire Equipment are tested and verified annually • Fire Officers receive training in the use of fire equipment and evacuation procedures. • A formal risk assessment is undertaken annually at each premises. • Sub-contractors are required to prove that their Health and Safety Policy is in line with current legislation. • All learners and employees cover fire drill at induction.
<h2>Emergency Procedures</h2>	<p>In the event of a fire you must:</p> <ul style="list-style-type: none"> • Go to the nearest call point to activate the alarm by breaking the glass. • If possible, close all doors and windows near the fire and turn off all electrical equipment. • Leave the building by the nearest safe fire evacuation route.
<h2>On Hearing the Fire Alarm</h2>	<ul style="list-style-type: none"> • The Fire Officer (or the Deputy) will telephone the fire brigade. • Fire Officers (or the Deputy) will take charge of the evacuation and ensure that no-one is left in the building. • Fire Officers will cede authority to the Fire Brigade upon their arrival.

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	<ul style="list-style-type: none"> • Evacuation should be prompt but controlled. Do not run, push or panic. • Do not use any lifts. • Do not stop to collect personal belongings. • Proceed immediately and directly to the assembly point where you should make your presence known to the register taker. • Do not re-enter the building under any circumstance until you are given official permission to do so. • Always remember that saving life is more important than fighting a fire.
<p>Accident Policy</p>	<p>In the event of an accident:</p> <ul style="list-style-type: none"> • Every premises has at least two appointed, qualified First Aiders. • Every premises has two fully stocked First Aid Kits. • All accidents that result in an injury, no matter how slight must be recorded in the accident book – the location of which is specified on the Health & Safety Notice Board. Accidents should also be reported to the Health & Safety Officer. • Serious accidents will result in action being taken by the Manager with responsibility for Health & Safety under RIDDOR arrangements. • In the event of injury occurring due to fire, the safety of the First Aider will always be the first priority.
<p>Outreach and peripatetic working</p>	<p>Working away from premises is kept at a minimum and is not permitted without first completing a risk assessment of the activities. Employees working in this way must have a working mobile phone that holds direct line contact numbers for key centre personnel and have this reviewed and signed off by their line manager.</p>
<p>Health & Hygiene Policy</p>	<p>All our premises are subject to a regular cleaning regime. Provisions are made for maintaining good hygiene standards.</p> <p>Learners and staff have a responsibility to keep their training environment clean and tidy and to keep corridors and common areas clear of clutter and obstructions.</p> <p>Food and drink may only be prepared and consumed in designated areas.</p>
<p>Partners' Health and Safety Practice</p>	<p>Community Systems will only work with employers, training providers & referral bodies that can demonstrate good approach to health & safety. If the organisation has a Health & Safety Policy, a copy will be taken & left on that organisation's file.</p> <p>If no such policy exists, Community Systems will make it a condition of the working relationship that the other body adopts our policy as a</p>

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minimum measure.

The appointed management team is available to give advice to organisations on good practice in health & safety and this is explained to all such partners.

Where an allegation is made of dangerous practice within any of our partners, the appointed management team will carry out a formal investigation & report the findings to the Managing Director. Where such practice is proven, Community Systems will no longer work with that body unless complete remedial action can be proven.

The above investigation in no way supersedes the right of the Employee / learner to make a formal complaint to the partner &/or authorities, and this is stated & documented during the investigation.