

General Health and Safety Policy

General Statement

It is the policy of this company to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. Both the staff and management of the company will work in partnership to ensure that its statutory duties with regard to safety are met at all times.

This company is committed to:

1. Provide adequate control of the health and safety risks arising from our work activities at all times
2. Consult with our employees on matters affecting their health and safety
3. Provide and maintain safe equipment at all times
4. Ensure the safe handling and use of substances
5. Provide information, instruction, training and supervision as required
6. Ensure that all employees and contractors are competent to do their tasks, and to give them adequate training
7. Act to prevent accidents and cases of work-related ill health
8. Ensure that the use, handling, storage and transport of items and substances is carried out safely and that risks to health are controlled
9. Provide, manage and maintain our workplaces, grounds, properties and working conditions so that they are, so far as reasonably practicable, safe and that risks to health are controlled
10. Provide the necessary organisation, expertise and resource — including communication and consultation, planning, monitoring, inspection and auditing procedures — to ensure that there is effective management of health and safety throughout the care service
11. Review and revise this policy, and all associated health and safety policies, as necessary at regular intervals and inform our staff of any changes.

The Organisation of Health and Safety

The overall and final responsibility for health and safety in this company is that of: The Principal - Mr Mohamed Sowe. Day-to-day responsibility for ensuring this policy is implemented is that of: Mr Baba Jaiteh.

To ensure that adequate health and safety standards are maintained and improved, the following people have responsibility in identified areas.

Fire Drills and Evacuation – Baba Jaiteh

First Aid – Baba Jaiteh

Risk Assessment – Baba Jaiteh

Accident reporting/recording - Baba Jaiteh

Accident Prevention/Prevention of Slips, Trips and Falls

Health and Safety Information and Training - Baba Jaiteh

COSHH - Baba Jaiteh

A Health and Safety Committee will meet every Year with a remit to discuss and make decisions relating to all health and safety matters. The committee will be chaired by: Mohamed Sowe

The following members of staff have agreed to act as health and safety representatives:

- Mr Baba Jaiteh

The following student Reps have agreed to be consulted and involved in health and safety matters: Student Reps

The company will ensure that:

1. All processes and systems of work are designed to take account of health and safety and are properly supervised at all times

2. A member of senior management maintains specific responsibility for health and safety
3. Competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the company
4. All employees are consulted on matters relating to health, safety and welfare
5. Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
6. Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
7. All arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

Employees must ensure that they:

1. Co-operate with management to enable all statutory duties to be complied with
2. Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
3. Familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Specific Arrangements for Health and Safety

Risk Assessments

This company understands the need for regular risk assessments to ensure that risks and hazards are identified, and suitable controls put in place to eliminate hazards and reduce those risks.

In this company, David Nicol is responsible for performing regular risk assessments of the workplace. The findings of the risk assessments will be reported to the principal and action to remove or control risks will be the responsibility of the Principal. Records will be kept of all risk assessments and regular reviews performed to ensure that all actions have been completed.



Emergency Procedures — Fire and Evacuation

This company understands how dangerous a fire can be. The company will therefore take all reasonable action to ensure that fire is prevented and that in the event of a fire staff, service users and visitors can be safely evacuated.

David Nicol is responsible for ensuring the fire risk assessment is undertaken and implemented and kept up to date, also for ensuring that the emergency evacuation procedure is in place, is kept up to date and is appropriately communicated to all service users, staff and visitors.

Escape routes in the offices will be checked every week by David Nicol and fire extinguishers and firefighting equipment will be checked by Initial fire Systems Ltd every year and the results recorded. Alarms will be tested by Alpha fire consultancy every week and a fire drill will be held every 6 months.

The following staff have been identified and trained as Fire Wardens:

Baba Jaiteh

Safe Handling of Hazardous Substances (COSHH)

This company understands the need to ensure that staff and students are protected from potentially hazardous substances.

Baba Jaiteh will be responsible for identifying all substances which need a COSHH assessment and for ensuring that those assessments are completed and kept up to date. Product information sheets for each identified substance will be kept in a file that is accessible to staff.



Health and Safety Information, Training and Supervision

Baba Jaiteh will be responsible for ensuring that an up-to-date Health and Safety Law poster is prominently displayed in the company and that all relevant health and safety information is passed on to staff.

Baba Jaiteh is responsible for co-ordinating health and safety training, including fire training, first-aid training and specialist training in risk assessment and health and safety management. The company will keep records of staff training and all staff will be held responsible for ensuring that they attend any training required.

Accidents and First Aid

This company service understands the need to ensure that all accidents and incidents are reported, and adequate records kept and reviewed so that trends and patterns can be identified and action taken.

Baba Jaiteh is responsible for ensuring that accident records are kept and monitored and that any appropriate actions resulting from reviews are put into action.

The Accident Book/Accident Forms are available here:

In the registrar's office

Baba Jaiteh is responsible for investigating accidents and for reporting accidents, diseases and dangerous occurrences to the enforcing authority if required.

The following staff members are qualified as first aiders: Baba Jaiteh

First-aid boxes are placed in the following locations: Reception Department, Quality Department Office

Health and Safety Policies

This company has the following policies:

- Fire Safety Policy
- Emergency Evacuation Policy
- First Aid Policy
- COSHH Policy
- Accidents Policy
- Health and Safety Training Policy
- Record Keeping Policy

David Nicol is responsible for ensuring that policies are made available to staff, are kept up to date and that any changes are communicated to staff as required.

Signed:



Date:

01/08/24

Policy review date: 01/08/25