

Picassos Training Academy

Health and Safety Policy

Date of Revision: April 19

Health and Safety Policy

Policy

It is the policy of Picasso's Training Academy to comply with the terms of the Health and Safety at Work Act 1974, subsequent legislation, reports and approved codes of practice and maintain a healthy and safe working and learning environment.

- The company will provide all employees and learners with such equipment, information, training and supervision as is necessary to implement the policy.
- The company also recognises its duty to protect the Health and Safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who may be affected by its operations.
- Whilst the company will do all that is within its powers to ensure the Health and Safety of its employees, Health and Safety at work is the responsibility of each and every individual associated with the company. Therefore it is the duty of each individual to take reasonable care of their own, and other peoples, welfare and to report any situation which may pose a threat to the wellbeing of any other person.
- The company will ensure that every employee has the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employees duty to report this to their supervisor, trainer or the Health and Safety Co-Ordinator.
- The company will make available such finances and resources as are deemed reasonable to implement its Health and Safety policy.
- All injuries, however small must be reported. Accident records are crucial to the effective monitoring and revision of the policy and therefore must be accurate and comprehensive.
- The company recognises the civil and moral need to ensure that everyone adheres to its Health and Safety policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety policy.

Responsibilities

The company directors have overall responsibility for the Health and safety and in particular will ensure that adequate resources are available to implement the Health and Safety policy. They will also ensure that the Health and Safety performance is regularly reviewed monitor the effectiveness of the Health and Safety policy and review the policy annually.

Senior Management

All senior managers will:

- Support the Directors in the development and implementation of the policy
- Liaise with partner organisations including schools, the local authority and other learning providers in Health and Safety matters and the implementation of the safe learner model as appropriate
- Assist in regular reviews of the company's Health and Safety strategy
- Ensure the Health and Safety policy is effective and reviewed regularly
- Determine Health and Safety objectives and assign clear responsibilities to meet these
- Allocate resources to implement the Health and Safety policy practicable through a structured risk assessment programme
- Ensure that Health and Safety responsibilities are clearly communicated
- Assist in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the Health and Safety policy
- Support the implantation of the policy
- Ensure that all employees and learners receive Health and Safety induction training
- Ensure that all members of their team are aware of their responsibilities
- Identify training needs and work with the Health and Safety Co-Ordinator to ensure that adequate training is undertaken and at an appropriate level
- Maintain Health and Safety records e.g. staff development and training etc.
- Ensure there are appropriate document structures for the discussion of Health and Safety matters with their team e.g. team meetings etc.
- Carry out and document regular Health and Safety inspections
- Communicate Health and Safety matters to the Health and Safety Co-Ordinator and Directors as appropriate
- Ensure that areas of particular concern, which cannot be resolved at the Health and Safety Co-Ordinator level are communicated effectively to Directors

- Investigate and take appropriate action in respect of any Health and Safety issues
- Ensure that safe working systems are implemented
- Ensure all relevant risk assessments are in place
- Monitor premises and work equipment and report faults where necessary
- Investigate and report on accidents and incidents

Health and Safety Co-Ordinator

The Health and Safety Co-Ordinator is responsible for co-ordinating many Health and Safety activities and for acting as the primary source of Health and Safety advice within the company.

The Health and Safety Co-Ordinator will:

- Provide overall co-ordination for the risk assessment programme
- Co-ordinate the accident investigation and reporting procedure
- Co-ordinate with the Health and Safety inspection programme
- Liaise with the HSE, the companies insurers and other external bodies
- Submit reports as required by RIDDOR
- Identify the implications of changes in legislation or HSE guidance
- Prepare and submit progress reports on an annual Health and Safety programme
- Identify and source companywide Health and Safety training
- Source any specialist Health and Safety assistance when necessary
- Ensure that the centre display the Health and Safety Law poster, a copy of the Company's Health and Safety responsibility chart and a fire and accident reporting procedure
- Ensure that the site have adequate fire marshals and first aiders
- Keep and maintain the Health and Safety Policy manual and update with any new procedures when given
- Ensure that any actions arising from the Health and Safety audits are addressed timely
- Collate and assess the records for any hazardous substances and materials and advise Senior Managers and Directors

All Staff, Learners and Visitors

All staff, learners and visitors will:

- Take reason care for their own Health and Safety
- Consider the safety of other persons who may be affected by their acts of omissions
- Work in accordance with the information and training given
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons
- Report to a responsible person any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, without delay
- Not undertake any tasks for which authorisation and/or training has not been given
- Adhere to Health and Safety policy and procedures at all times
- Assist with the completion of the risk assessment programme

Fire Marshalls

The appointed fire marshal will:

- Participate in all required training
- Ensure that staff, learners and visitors are familiar with assembly points and nearest escape routes
- Ensure that relevant displays and information are in place and reviewed regularly

First Aiders

The first aid staff will:

- Be appropriately trained and qualified
- Ensure that they maintain a valid certificate of competence
- Keep a record of training and qualifications
- Ensure that details of first aid staff and their locations are clearly displayed
- Treat all information of a personal nature obtained in the course of first aid duties as confidential
- Ensure that the first aid box is appropriately stocked and maintained in a clean, tidy condition, requesting replacement items as necessary
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment

- Confirm to the Health and Safety Co-Ordinator monthly injury accident figures

Contractors

All contractors will:

- As far as reasonably practical, ensure that all work carried out conforms with the requirements of the Health and Safety Act by acting in accordance with the company's Health and Safety policy
- Take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions
- Liaise with the Health and Safety Co-Ordinator and/or nominated managers on matters concerning safe practices, procedures and legislation as appropriate
- Identify, and as far as reasonably practical, remove or minimise potential risks, introduce control measures and monitor those risk control measures for the period of the contract
- Take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions
- Co-operate in keeping a safe and tidy working environment
- Observe safe systems of work