

# Health and Safety policy

## General Statements of Intent

1. Tellus provides and maintains a safe and healthy working and learning environment.
2. We assess risks effectively and apply measures to control them. In addition the business intends to:
  - identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
  - provide information, instruction, training and supervision, to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect health and safety changes significantly.
  - involve and consult with worker representatives on health and safety issues.
  - investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its health and safety management processes.
  - have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
  - make sure information on health and safety issues is shared across the business.
  - set targets for continuous improvement in health and safety performance, make sure resources are available to help it deliver those targets, and review its health and safety policy at least once a year.

## General Information

The main place of business is the Swarthmore Centre, Mutley Plain, Plymouth PL4 6LF and also from Portsmouth Guildhall, Guildhall Square, Portsmouth PO1 2AB. The business is compliant with the **Employers' Liability (Compulsory) Insurance Regulations 1998** and displays copies of its Certificate of Insurance at each of its places of business.

### **Organisation of Health and Safety Responsibilities within Tellus Education Group Ltd.**

Everyone within Tellus Group Ltd. has a responsibility for ensuring that the business operates safely. **Neil Pick (Chairman)**, has overall responsibility for compliance with the health and safety policy of the business. Day to day matters concerning health and safety are delegated to **David Lindsay (Health & Safety Officer)**.

1. Specific responsibilities are listed below

1.1. The senior management through **the Health & Safety Officer** will ensure that there is an effective policy for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.

1.2. The senior management through the **Health & Safety Officer** has the day to day responsibility for health and safety. He has the following specific responsibilities:

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1.2.1. To ensure that the business is given current information regarding health and safety legislation.

1.2.2. To assist **the Chief Operating Officer (COO)** in identifying the business's responsibilities and to initiate and advise on amendments to the health and safety policy, Codes of Practice and any safety instructions.

1.2.3. To disseminate information on health, safety and welfare within the organisation as appropriate on new legislation, hazards etc.

1.2.4. To act as custodian of the business's health and safety records.

1.2.5. To co-ordinate the business's health and safety audits and inspections and supervise the general administration arising from health and safety matters.

1.2.6. To arrange for workers' safety representatives to be appointed (where appropriate) and trained, and shall ensure that they perform their duties satisfactorily.

1.2.7. To support the Health and Safety officer in ensuring that records are kept of the business's activities in respect of:

1.2.7.1. Training given to all workers (including safety representatives).

1.2.7.2. Copies of all inspection/audit reports.

1.2.7.3. Accident/incident and near miss reports and statistics

1.2.8. **Health & Safety Officer** shall compile the following for **the COO**:

1.2.8.1. An annual report on the state of health and safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of health and safety, recommendations on procedures that need to be introduced to comply with current and forthcoming health and safety legislation and accident statistics for the business.

1.2.9. **The Health & Safety Officer** will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that when required, the accidents/incidents are reported to the appropriate enforcing authority.

1.2.10. **The Health & Safety Officer** will arrange health and safety training courses for all workers (where appropriate) including induction training.

1.2.11. **The Health & Safety Officer** will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.

1.2.12. **The Health & Safety Officer** will arrange for the testing and inspections by a competent contractor, of fire alarms, firefighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.

1.2.13. **The Health & Safety Officer**, will monitor the safety performance of the business as a whole, by monitoring the accident books, use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, reports from enforcement authorities, reports from safety representatives and health and safety advisors

1.2.14. **The Health & Safety Officer** will monitor the appointment of contractors to perform work for the business, and will ensure by reference to materials supplied by the contractors in respect of health and safety enquiries, that they are competent to carry out the work.

1.2.15. **The Health & Safety Officer** will ensure that all appropriate risk assessments are performed, reviewed, and recorded as required by legislation.

1.2.16. **The Health & Safety Officer** will arrange for occupational health medical examinations to be undertaken where necessary.

**1.3. All workers have the following responsibilities:**

1.3.1. To read and understand this health and safety policy and to perform their work in accordance with the requirements of this document;

1.3.2. To read and understand any Codes of Practice and any safety instructions issued from time to time, and to perform their work in accordance with the requirements of those documents

1.3.3. To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:

1.3.3.1. To take care of their own health and safety and that of others who may be affected by their acts or omissions;

1.3.3.2. To co-operate with the employer to enable the company to comply with any legal duty or requirement placed upon it or its workers;

1.3.3.3. Not to recklessly or intentionally interfere with anything provided in the interests of health and safety.

1.3.3.4. To work in a safe manner and not take unnecessary risks this could endanger themselves or others. Where possible workers should remove hazards or protect persons, as far as is reasonably practicable.

1.3.3.5. To follow laid down procedures and report to their line manager:

- Any injury to themselves or others caused by work activities;
- Any hazards that they find;
- Any damage or defect to equipment, machinery, etc.

1.3.3.6. To suggest ways of improving the health and safety policy and working methods, to their immediate line manager.

1.3.3.7. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken.

1.3.3.8. Not to use equipment etc. for which it was not intended, or for which they have not been trained.

1.3.3.9. Where workers have to use, visit, or work on premises other than those under the control of the company, they must ensure that they are aware of any health and safety policies and procedures which may apply and are in force, i.e. participate in a fire drill.

1.3.3.10. Not to take risks while working or indulge in "horseplay," practical jokes, etc. as these may be dangerous.

1.3.3.11. To ensure that any young or inexperienced person working on the premises is not put at risk.

1.3.3.12. To be familiar with emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and firefighting equipment.

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1.3.3.13. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

### Regular Surveillance

**The Health & Safety Officer** will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

### Smoking

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all workers, consultants, contractors, customers or members and visitors. **The Health & Safety Officer** shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises. Disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution.

### Risk Assessments

The business has prepared risk assessments of specific risks arising within its business. Workers should contact **the Health & Safety Officer** for information on specific risks.

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