

Health and Safety Policy

Wow Academy takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for Health and Safety matters and what those responsibilities are.

This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible?

Achieving a healthy and safe workplace is a collective task shared between Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, working hours, including all employees, managing directors, centre managers, head of training, administration staff, teachers/assessors and trainees. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

The employer is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises.
- Identifying health and safety risks and finding ways to overcome them.
- Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
- Providing and maintaining safe working areas, equipment and systems and where necessary appropriate clothing.
- Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work.
- Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
- Providing a health and safety induction and appropriate safety training to your role including:
 1. Manual handling
 2. Control of substances hazardous to health (COSHH)
 3. Electrical safety
 4. The use of personal protective equipment (PPE)
 5. All health and safety
- Promoting effective communication between the employer and staff concerning health and safety matters and will consult with the staff relating to health and safety.
- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise risk of infection.
- Regularly monitoring and reviewing the management of health and safety at work, making necessary changes and bringing those to the attention to all the staff.

Health and safety representative has overall responsibility for health and safety and is responsible for day-to-day responsibility for health and safety matters. Any concerns about health and safety should be notify the Health and Safety Officer.

Responsibilities of all staff

All staff must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions, duties and requirements.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.

- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace tidy and hazard free.
- Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial.
- Co-operate in the Employer's investigation of any accident or incident which either has led to injury or which could have led to injury, in the Employer's opinion.

Staff equipment responsibilities

All staff must:

- Use equipment as directed by an instruction given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- Report any fault with damage to or concern about equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment.
- Ensure that health and safety equipment is not interfered with.
- Do not attempt to repair equipment unless suitably trained and authorised.

Staff first aid responsibilities

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident book and cooperate in any associated investigation.
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in the training room.
- If accident occurs 01902 864433 and ask for the duty first aider, giving name, location and brief details of the problem.
- The Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to emergency evacuation and fire

If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.

Staff responsibilities for emergency evacuation and fire

All staff must:

- Familiarise themselves with the instructions about what to do if there is a fire which are available from the Health and Safety Officer.
- Ensure they are aware of the location of the fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
- Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or practice drill for any of these scenarios)
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months.
- Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you.
-

When discovering a fire all staff must

- Immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire.

- Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguisher.

On hearing a fire alarm all staff must


- Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- Leave without stopping to collect personal belongings.
- Remain out of the building until notified by a fire warden that it is safe to re-enter.

The Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes and signage.

Risk assessments, hazardous substances, display screen equipment and manual handling.

- Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.
- The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.
- Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
- Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen but may request a workstation assessment. Guidance on the use of display screen equipment can also be obtained from the Health and Safety Officer, they may also recommend an eye test.
- Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is risk of injury.

Review frequency annually or sooner if required	Previous Version 4: February 2022
Reviewed and updated by Kim Cox	Version 4: March 2023

Director	Kim Cox	
----------	---------	--

