



# **HEALTH & SAFETY POLICY**

**July 2024**

## **1. Health and Safety Policy Statement**

**1.1** Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems work for all our workers. Also, to provide information, training, and supervision they need for this purpose.

**1.2** It is the responsibility of Replenish Learning to ensure the statutory requirements are met and appropriate standards applied. To this end, Replenish Learning recognises that health and safety is a core, management function and must be integrated into all other management policies and practices.

**1.3** Replenish Learning is committed to managing the risks associated with its undertaking and will provide appropriate resources for the health, safety and welfare of staff, students, and others. The health and safety and welfare of students is a fundamental value of Replenish Learning. All students are entitled to learning in a safe, healthy, and supportive environment. In addition, we consider that safe learning is essential to maximise learners experience and achievement.

**1.4** The allocation of duties of safety matters and arrangements that we will make to implement the policy are set out below.

**1.5** The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the Health and Safety Policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

**1.5** To ensure that health and safety matters are kept constantly under review, an item on health and safety will be kept on the agenda for all relevant meetings. Workers will be consulted on a regular basis to seek their views on health and safety matters.

## **2. Organisation and Responsibilities**

**2.1** The responsibility for health and safety rests with everyone, from the senior member of staff through the worker. This section sets out the responsibilities under this policy.

**2.2** The oversight for health and safety within Replenish Learning is that of: A Kahn

**2.3** To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the organisations Health and Safety Policy.

**2.4** Workers have legal duties under the Health and Safety at Work Act 1974. They must:

- Co-operate with management on health and safety matters
- Take responsible care for their own health and safety and that of others who may be affected by their acts or omissions at work
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on by the organisation by or under any of the relevant statutory provisions, to be performed or complied with
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, or welfare in pursuance of any of the relevant statutory provisions.

**2.5** Failure to comply with these requirements may lead to both disciplinary actions being taken by the organization and prosecution by the enforcing authority.

### **3. Arrangements**

**3.1 Risk Assessment** - Under the management of Health and Safety at Work Regulations 1999, the organisation has a duty to assess risk to the health and safety of anyone who may be affected by their work activities. It is the organisation's policy to ensure that no one is put at risk from any activities under its control.

**3.2** Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk are:

- Manual handling
- Display screen equipment
- Contact with electricity
- Lifting
- Noise
- Stairs and corridors
- Car park

**3.3** Risk assessment will be undertaken by Replenish Learning. The findings of the risk assessments will be reported to all relevant members of staff.

**3.4** Action required to remove/control risks will be approved by A. Kahn

**3.5** Assessments will be reviewed annually or when work activities change, whichever is soonest.

**3.6** To help reduce the risk of injury or exposure, the organisation has developed a safe system of work for a variety of the hazardous tasks that are undertaken. All workers should read and follow the guidance detailed in the documents.

**4. Hazardous Substances** - Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the organization has a duty to assess the risk from both hazardous substances that are used (e.g., chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g., dust, fume, vapor, etc.)

**4.1** Replenish Learning's Health and Safety Officer will be responsible for identifying all substances that need a COSHH assessment. A. Kahn will be responsible for undertaking COSHH assessments.

**4.2** Is responsible for ensuring that all actions identified in the assessments are implemented.

**4.3** Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **5. First Aid**

**5.1** The organisation will ensure, so far as reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence.

**5.2** All accidents, cases of work-related ill health and dangerous occurrences are to be reported to: [a.kahn@replenishlearning.co.uk](mailto:a.kahn@replenishlearning.co.uk)

**5.3** Details of the accident will be recorded in the accident book, which is located

## In the **Administrators Office at Replenish Learning**

**5.4 The Business Manager** is responsible for periodically analysing the accident book for signs of trends.

**5.5 The Business Manager** is responsible for undertaking investigations following accidents, dangerous occurrences, and work-related ill-health absences.

**5.6 The Business Manager** is responsible for reporting notifiable accidents, diseases, and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 1995.

**5.7** A First aid kit is in the **Administrators Office**

The appointed first aid people are:

**5.8** The Business Support Office is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

**5.9** The Business Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.

**5.10** The Business Support Office is responsible for regularly checking escape routes

**5.11** The Business Manager maintains and checks the fire extinguishers on an annual contract.

**5.12** The emergency evacuation procedures will be tested quarterly.

## **6. Work Equipment**

**6.1** Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organisation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

**6.2** The Business Manager is responsible for identifying all plant and equipment needing maintenance (e.g., portable electrical appliances, vehicles etc.).

**6.3** The Business Manager is responsible for ensuring effective maintenance procedures are drawn up.

**6.4** The Business Manager is responsible for ensuring that all identified maintenance is implanted.

**6.5** Any problems found with plant/equipment should be reported to: The Business Manager

## **7. Consultation with Employees**

**7.1** Under the Health and Safety (Consultation with Employees) Regulations 1996 the organization has a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

## **8. Information, Instruction and Supervision**

**8.1** The Health and Safety (information for employees) Regulation 1989 require the business to display a poster telling workers what they need to know about health and safety.

**8.2** A copy of the HSE's Health and Safety Law poster is displayed in Replenish Learning's Reception Area.

**8.3** Health and safety advice is available from:  
[a.kahn@replenishlearning.co.uk](mailto:a.kahn@replenishlearning.co.uk)

**8.4** Supervision of trainees will be arranged/undertaken/monitored by the Head.

## **9. Training and Development**

**9.1** The law requires the employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

**9.2** Induction training will be provided for all employees by the Business Manager

**9.3** Job specific training will be provided by Replenish Learning

**9.4** No worker should carry out a task that they are not qualified or able to do, unless supervised by a suitably qualified person.

**9.5** Training records are kept online

**9.6** Training will be identified, arranged, and monitored by the Business Manager.

**9.7** If a worker does not understand any matter relevant to their health and safety at work or consider that they have not received adequate information, instruction, or training, they must report the matter to management.

## **10. Electricity and the Law**

**10.1** The Electricity at Work Regulations, 1989, applies wherever the Health and Safety at Work Act, 1974, applies and wherever electricity may be encountered. The regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or from fire or explosion initiated by electrical energy. The regulations do not distinguish between systems of different voltages apply equally at all voltages and are constrained only by what might be appropriate to prevent danger or injury.

## **11. Administrative Procedures for Achieving the Safe Use of Electrical Equipment**

**11.1** Replenish Learning is responsible for determining the policy to be adopted for implementing legislation on the use of electricity at work. The responsibility derives from the Health and Safety at Work, etc., Act 1974. It is the duty of Replenish Learning to ensure that all aspects of Health and Safety Policy are complied with.

**11.2** Replenish Learning must take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons should be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risk to their health and to the health of other persons, as low as reasonably achievable.

## **12. Electrical Supplies and Equipment**

**12.1** Replenish Learning is responsible for the provision of safe electrical supplies within the fabric buildings up to and including the outlet sockets.

**12.2** If any person has concerns about the safety of connections to the electrical supply, Replenish Learning will seek/give advice. Flexible leads should not be clipped to walls to form quasi-permanent extensions to the electric installation. Where Replenish Learning wish to extend the fixed wiring system within the building, this must be done by, or in consultation with, able people.

**12.3** If any doubt exists about the safety of a piece of electrical equipment, it must be taken out of service immediately and labelled 'Not for Use'. It should be removed immediately from the area concerned and repaired or disposed of safely. A report must be made to a member of staff person, who must then take appropriate action.

### **13. Competent People**

**13.1** People carrying out testing and/or repair of electrical equipment, carrying out experimental work in electrical equipment or its associated connections must have appropriate technical knowledge, training, and information to enable them to work safely. People who are not qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

**13.2** General guidelines for competence are set out below:

- 1. Practical experience in working with electricity and an adequate knowledge of hazards.*
- 2. A knowledge of current safety standards and a clear understanding of the precautions to avoid danger.*
- 3. The ability to recognize whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.*

**13.3** It is recognised that many people will have acquired a basic competence in connecting plugs, selecting fuses, and noting faults in plugs and cables, without specific training which can be readily, in general, for such individuals to carry out the ***inspection of portable electrical equipment.***

### **14 Fire Routines Procedure**

**14.1** Replenish Learning must ensure that all members of staff are instructed in the action to be taken should a fire break out. This is most conveniently done by giving each member of staff, written instructions in the form of a Fire Routine Procedure.

**14.2** Staff are advised to commit to memory the standard instructions in the Fire Routine Procedure; there will be no time to read these instructions in an emergency. Remember, you are expected to act in the spirit of the fire instructions always; there is no substitute for common sense.



### **14.3 On Discovering a Fire**

If you discover a fire:

- Operate the nearest fire alarm. If no fire alarm is provided, shout: "FIRE!"
- Leave the building

**14.4 On Hearing the Fire Alarm** - On hearing the fire alarm, leave the building immediately by the nearest available exit, closing doors as you leave.

**14.4 Means of Escape** - It is essential that the means of escape from a building should function efficiently. Exit doors should be fastened so that they can be easily and immediately opened from the inside without the use of keys. Exit routes must not be obstructed or used as storage areas. Portable heating equipment or other sources of ignition must not be used in any part of an exit route.

**14.5** Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and to prevent the spread of smoke and toxic gases, which can be lethal even in small quantities. More people die through inhaling smoke than through burns. Fire doors must therefore not be propped or wedged open; to prop open a fire door can cost lives if a fire breaks out. In addition, all fires/smoke doors should be kept closed when building are empty.

**14.6** All personnel are well advised to become familiar with as many as possible of the exit and escape routes from the building in which they normally work.

### **15. Disabled Persons**

**15.1** The Replenish Learning or area safety advisor should all be involved in planning for assisting disabled persons in the event of a fire or other emergency. Regular fire drills should be carried out in preparation to this type of evacuation.

### **16 Fire Fighting Equipment**

**16.1** Many fire extinguishers are provided on Replenish Learning's site. Each has a specific range of use, and each is located adjacent to the related fire risk. The extinguishing media used are water, Carbon dioxide and dry powder. The external appearance of each type of extinguisher maybe different and each carries its own instructions for use.

**16.2** Replenish Learning personnel are well advised to know the location of the firefighting equipment around the centre, to know on what type of fire each piece of equipment can be used and how each should be used.

16.3 Whenever firefighting equipment has been used, an immediate report must be made to the school or venue hire Safety Adviser so that equipment may be recharged or replaced.

## **17 During a Fire**

**17.1** In all incidence protection of human life must take priority over fighting fires. The people who discover a fire must promptly initiate the emergency procedures to evacuate the building, unless they are entirely confident that they are extinguish the fire immediately, using an appropriate fire extinguisher, fire blanket, etc. Delay can be fatal as, once a fire is out of control, it can spread rapidly and cut off escape routes.

**17.2** If possible, and without endangering personal safety, attempts can be made to contain and control a fire until the Fire Brigade arrives. Make sure that you use the correct type of fire extinguisher. The wrong choice can turn a minor incident into a major event. Always remember to take a position between the fire and the exit so that your escape route cannot be cut off. Be aware of what is happening in the surrounding area and take account of your own limitations. If possible, always make sure that someone else knows that you are tackling the fire.

**17.3** The greatest hazards to firefighters are the effects of asphyxiate, irritant and toxic gases, smoke and fumes generated from the combustion of plastics and other materials. Never attempt to fight a fire wearing a respirator or breathing apparatus. Leave this to the Fire Brigade.

## **18 After a Fire**

**18.1** Even if a fire appears to have been successfully extinguished by Replenish Learning staff or students, it will still be necessary to ask the Fire Brigade to check that the fire has not unknowingly spread and that materials or the building fabric cannot reignite.

**18.2** Replenish Learning must ensure that all fires within the building are recorded and reported to the Director of Health and Safety, using the Accident and Incident book, and building fabric cannot reignite.

## **19 Fire Drills**

**19.1** It is essential that the fire alarm system and pre-arranged plan specific for the evacuation of each building should be tested regularly. Replenish Learning must ensure that the fire drills are held, at least annually, within each building.

## **20. General Health and Safety Precautions**

**20.1 Emergency Situations** - Every person must find out what to do in case of an emergency arises in the school, area or building in which he or she works. Each person should determine, before any emergency occurs, the location of the telephones, the fire alarms, the emergency fire exits and the firefighting equipment, and the location of the first aid materials, around the building where he or she normally works. If appropriate, the whereabouts of other emergency control valves and switches, etc., should also be known.

## **21 Housekeeping**

**21.1** A cause of accidents is undoubtedly poor housekeeping and, in general, a safe working area is a tidy area. Apparatus and other materials which are not immediately required should always be returned to a safe storage place, and unwanted materials, particularly combustible and flammable items, should be disposed of safely and promptly. Any spillages must be cleaned up immediately by a person who fully appreciates the special hazards which material may possess.

**21.2** Flammable and combustible materials must never be stored or left on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

**22.2** Gas, water and electrical, and any piped gas or liquid, supplies should always be turned off when not required, especially at the end of the working day.

## **23 Safety Signs**

**23.1** Signs providing safety information conform to the Safety Signs and Signals Regulations, 1996. The colour of the sign depends upon the type of information given. Prohibition signs show a black symbol or text and a red circular border and crossbar on white background. An example is the "No Smoking" sign, which must be obeyed always.

**23.2** Warning signs show a black symbol or text and a black triangular border on a yellow background. Where appropriate, this type of sign should always be used to designate a hazardous area and the signs should be removed, or covered,

when they no longer apply.

## **24 Manual Handling of Loads**

**24.1** Many of the accidents reported each year are associated with the manual handling of loads. Sprains and strains, particularly of the back, are the injuries which most often occur. In many cases, these injuries result in a temporary absence from work but can sometimes be serious enough to lead to permanent disablement. It is often not appreciated that many manual handling injuries are cumulative rather than being directly attributable to any single handling incident. It is, therefore, vitally important that manual handling accidents are reported, so that hazardous operations can be promptly identified, and remedial action is taken to prevent repetition.

**24.2** Regulations and associated guidance instruct that assessments are carried out of manual handling operations, to reduce the risks of injuries. These assessments should consider four factors the task, the load, the working environment, and individual capability. The views of staff are valued in identifying manual handling problems, and employees should report any problems experienced with manual handling operations to their immediate supervisors/managers.

## **25 Fire Hazards**

**25.1** As in most other areas, fire is a major potential hazard, and due care must be taken to prevent the outbreak of fire. Wastepaper baskets must not be used as ashtrays. Flammable liquids, where required, should only be kept in small quantities, properly stored and labelled, and must never be brought near a source or ignition. Solutions commonly used in offices, print rooms etc. should never be used in confined spaces without adequate ventilation. Large quantities of wastepaper, boxes and other flammable materials should not be allowed to accumulate, particularly in fire exit routes.

## **26 Electrical Hazards**

**26.1** The potential risk associated with electrical equipment in use in offices and libraries etc. should be appreciated. Electrical circuits should not be overloaded using adaptors to serve many appliances. Independently fused, fixed multi-socket plug boards should be used instead, where appropriate.

**26.2** Plugs must be correctly fused for the power rating of the appliance and plug cables should be securely fixed by cable clamps. Amateur repairs on electrical

equipment should on no account be attempted and only maintenance engineers should remove service panels from such equipment. Appliances should be switched off and unplugged after use and at night (unless the equipment concerned is designed to run continuously). If additional heating is required only suitable appliances approved or supplied by a suitable supplier may be used.

## **27 Physical Hazards**

**27.1** Physical hazards may be presented by some office machinery and equipment. All guards on guillotines, copiers, printing, and other powered machinery, such as paper shredders, must be kept in place always when equipment is in use. Great care should be taken to prevent long hair, ties, and loose clothing from becoming entangled in the moving parts of such machinery. Care should also be taken to prevent trailing wires, cables, etc., from presenting a tripping hazard. Kettles must never be placed on the floor or in a precarious position on shelves or desks.

**27.2** Materials should not be stacked on the floor where people may fall over them. Filing cabinets can often cause injuries and they should be so positioned as to prevent people from encountering sharp edges, corners, etc. Lower drawers of cabinets should be sufficiently loaded to prevent tipping when an upper drawer is opened, and drawers should be closed immediately after use. Care must be taken, when lifting and obscuring forward vision. Tables and chairs, especially revolving should never be used to gain access to high shelving and shelves should not be overloaded, especially above head height. If access above head height is required, a proper set of steps or library stool should be used.

**27.3** Care should be exercised when using doors, which do not have a viewing panel, particularly if heavy objects, hot liquids etc., are being carried. Solid doors should be approached from the side away from the hinges, and personnel should never barge through doors or run-in corridor areas.

## **28 Work Assessments**

Before beginning work at a workstation, you should receive adequate instruction and training in the use of your own workstation equipment with emphasis placed on the health and safety aspects associated with its use.

## **29 The Screen**

**29.1** Display screens should have easily read characters, and should be stable, with no visible flicker or swim. Screens should swivel and tilt easily, and you should have control of brightness and contrast. The screen should be free from

reflective glare.

### **30 The Keyboard and Work Surface**

**30.1** The Keyboard should be separate from the screen and tilt able, for maximum operator control, and your work surface should be sufficiently large for a flexible arrangement of the components of your workstation and should be of low reflectance. A suitable document holder should be provided if you require one.

### **31 Seating**

**31.1** The height of your chair and the angle of the chairback need to be adjustable so that the whole design of the workstation is suited to the physique of the operator, to provide a comfortable working environment. A suitable footrest should be provided if you request one.

### **32 Work Environment**

**32.1** Your work environment, in terms of space considerations, lighting, reflections and glare, noise, temperature and humidity, must be such that a comfortable workstation is provided, which is acceptable to you.

### **33 A Safe Workplace**

**33.1** Common sense and basic good housekeeping are the predominant factors influencing the maintenance of high standards of health and safety in offices and libraries, etc., and staff should always be conscious of dangers to themselves and their colleagues, presented by their working environment and activities.

**33.2** Any unsafe conditions, e.g., faulty fire doors, missing fire extinguishers, missing Fire Notices, defective equipment (particularly defective gas fires), poor lighting, damaged floor coverings, unsafe furniture and so on, should be reported at once to your immediate supervisor so that remedial action can be taken.

### **34. Monitoring and Reviewing**

**34.1** Replenish Learning will review this policy at least every year and whenever there is a change in legislation or guidance. We will assess its implementation

and effectiveness. The policy will be promoted and implemented throughout Replenish Learning.

**Next Review Date: 1<sup>st</sup> July 2025**

