

HEALTH AND SAFETY POLICY

Last Updated: July 2, 2023

These arrangements have been prepared in pursuance of the organizations' Health and Safety Policy. The policy outlines the specific arrangements for the health and safety of all staff working within and beneficiaries using its offices and is issued to all staff with a summary for service users/beneficiaries accordingly.

Individual Responsibility

Management: all managers and supervisors will ensure, so far as is reasonably practicable, that they are responsible for and aware of the systems of work and procedures etc. that they should follow in order to ensure their safety while at work. Managers who formally appraise their staff will ensure that the H&S training and supervision needs of staff are addressed.

Project Coordinators and Supervisors will plan where necessary in consultation with the H&S Officer for the preparation of any formal written risk assessments that may be necessary, such as display screen equipment and protecting persons from violence at work. Coordinators will normally delegate responsible persons other than the H&S Officer to carry out formal assessments of Display Screen Equipment used by their projects and officers they supervise.

Coordinators will also be responsible for ensuring new and temporary staff are acquainted with the health and safety provision and emergency procedures at the start of their employment.

All members of staff: all staff must familiarize themselves with the content of this document and any other relevant procedures and codes of practice provided by the Trust and or its Projects.

Staff must also co-operate with the organization, in so far as this is necessary, in order for the organization's services and projects to comply with its responsibilities under health and safety legislation.

First Aid

AspireEducation will take all reasonable steps to ensure that sufficient members of staff are trained as qualified First Aiders.

AspireEducation will keep an up-to-date list of First Aiders and First Aid equipment and will ensure that the information is adequately displayed within its main building and any associate centers.

Staff wishing to be trained as First Aiders should agree this with their supervisors or managers and advise the appointed Health and Safety Officer.

Fire Precautions

AspireEducation will implement the essential arrangements and criteria for fire preventions and means of escape as specified by the London Fire and Civil Defense Authority and will obtain a fire certificate for its main premises as proof of adherence to these arrangements.

The Health and Safety officer together with the Trust will take all reasonable steps to ensure that the provisions of the Fire Certificate are maintained.

AspireEducation will ensure that it nominates and trains adequate fire marshals accordingly and maintains and distributes a list accordingly.

AspireEducation will contract in a technical firm that will ensure that all fire systems and appliances within its building and associate buildings are maintained in accordance with the relevant standards.

Safety Inspections

AspireEducation will commission annual specialist safety inspections of its premises and will carry out safety inspections of any associate building in which it operates from. The Health and Safety Officer will also receive and action as appropriate to any formal inspection report raised by a safety representative.

All members of staff are expected to advise their supervisor/manager or the organization of any defects to fabric/arrangements within the premises and associate premises that could constitute hazard.

Portable Electrical Appliances

PAT testing will be included in the technical contract and supervised by the Health & Safety Officer.

Control of Substances Hazardous to Health

Should it be necessary for any member of staff of the organization to use a substance that will be subject to the COSHH Regulations, the organization will

consult, as is necessary, and the Health & Safety Officer will ensure that a formal COSHH assessment is carried out.

It is the responsibility of the contract cleaners that will be appointed to ensure that all cleaning materials that they use in the organization's building, are properly assessed.

Display Screen Equipment

The organization will ensure that individual assessments are carried out for all workstations. These functions will normally be delegated to Project Coordinators who will be responsible for keeping records, instructing staff, and users and generally ensuring that all aspects of the DSE Regulations are complied with, in so far as they relate to staff and users that they supervise.

Relevant Project Coordinators will consult, as necessary, with the Health & Safety Officer for any appropriate advice and direction.

Health and Safety Communication

This document and any update or revision will be issued to all members of staff in and outside the organization's premises, including temporary/agency staff and volunteers. A summary version will be included in user's handbook and also displayed in organization's premises.

Accident/Incident Reporting

Official documents for reporting/recording accidents/incidents will be kept with the receptionist in the reception area. The following three documents will apply:

Stationery Office accident book: a simple record of all injuries to staff, users, visitors requiring first aid or other attention should be made using this book

AspireEducation Accident/Incident Reporting Form: this form will be used when a member of staff is absent from work on a day following an incident, and as result of the incident, or when a member of staff, or a user, or a visitor receives medical attention outside our premises.

The form will also be used when, in the opinion of a relevant Project Coordinator, a claim against the Trust may follow.

In an incident following a member of staff the person's Manager/supervisor will ensure that the necessary reporting/recording is carried out. Should an incident involve a user or visitor, the member of staff responsible for the user

or receiving the visitor will ensure that the correct procedure is followed. A copy of this form is to be sent to the Health and Safety Officer who will ensure that any statutory reporting is carried out, and that the relevant information from all incidents is presented to the organization's Management Board.

AspireEducation's Assault Form: all physical assaults and incidents of verbal/racial abuse (to staff members) must be recorded using this form. The form should then be forwarded to the Health & Safety Officer who will ensure that any statutory reporting is carried out and that the information as is appropriate, is presented to the Management Board.

The Health & Safety Officer will administer and facilitate a "Building Users Group" (BUG), which will be convened bi-annually. Representation will be invited from each project together with any recognized safety representative.

All items of safety/security common to building users may be discussed. Items for discussions may be forwarded to the Health & Safety Officer at any time and minutes of the meetings circulated to all staff and the Management Board.

Health and Safety items affecting staff and users in the organization's premises and associated premises may also be progressed via the Management board where all staff and users recognized by the organization are represented.