**Mr L’s Online English.com**

**Health & Safety Policy**

Everyone at **Mr L’s Online English.com** shares the responsibility in creating a safe workplace. We at **Mr L’s Online English.com** invest in resources to help our employees thrive. We are constantly evaluating new technologies and learning opportunities to optimize how employees and leaders build capabilities, receive critical safety information, and prepare to meet future challenges. We are committed to utilizing technological capabilities, embracing expertise in health and wellness, and collaborating with proven experts to proactively manage and prevent work-related injuries.

This Health and Safety manual has been prepared by Mr Luis Lozano on behalf of **Mr L’s Online English.com.** It contains the company’s Health and Safety Policy as required by the **Health and Safety at Work Act 1974** and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

**Mr L’s Online English.com** is committed to managing health and safety effectively to protect all staff and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our staff employed by **Mr L’s Online English.com** are our greatest asset.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We at **Mr L’s Online English.com** recognise that improvement in health and safety will not happen by chance and that **planning to manage using a systematic approach through risk assessment** is a necessary first step and an ongoing process. In moving forwards **Mr L’s Online English.com** will wherever possible mitigate risk through selection of buildings, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

**Mr L’s Online English.com** success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of **accident monitoring, internal monitoring and external audits** we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to **Mr L’s Online English.com** directors in the company’s Annual Report.

**Policy**

**Mr L’s Online English.com** recognises that it has a legal duty of care towards protecting the health and safety of all staff employed by **Mr L’s Online English.com** and its learners and others who may be affected by **Mr L’s Online English.com** activities.

In order to discharge its responsibilities the directors of **Mr L’s Online English.com**, will:

* bring this Policy Statement to the **attention of all staff** employed by **Mr L’s Online English.com**
* carry out and **regularly review risk assessments** to identify proportionate and pragmatic solutions to reducing risk
* **communicate and consult with all staff** employed by **Mr L’s Online English.com** on matters affecting their health and safety
* comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
* mitigate risks to health and safety, where possible, through selection and design of materials, buildings, equipment and processes
* encourage all staff employed by **Mr L’s Online English.com** to **identify and report hazards** so that we can all contribute towards improving safety
* **ensure that emergency procedures are in place** at all locations for dealing with health and safety issues
* **maintain our premises**, provide and maintain safe plant and equipment
* only engage contractors who are able to demonstrate due regard to health and safety matters
* **provide adequate resources** to control the health and safety risks arising from our work activities
* **provide adequate training** and ensure that all staff employed by **Mr L’s Online English.com** are competent to do their tasks
* **provide an organisational structure** that defines the responsibilities for health and safety
* provide information, instruction and supervision for all staff employed by **Mr L’s Online English.com**
* **regularly monitor** performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be **reviewed at least annually** and revised as necessary to reflect changes to the college activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all staff employed by **Mr L’s Online English.com**.

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| **Signed:.............................**  **Mr Luis Lozano**  **Director**  **Mr L’s Online English.com** | **Signed:.............................**  **Ms Elizabeth Hunter**  **Director**  **Mr L’s Online English.com** |

**Health & Safety Responsibilities**

All members of the **Mr L’s Online English.com**. will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff employed by **Mr L’s Online English.com**. and learners must be aware of their own and others personal safety in any part of the property.

**Mr L’s Online English.com**. have a strategic role in the running of the company including the management of health and safety.

**Mr L’s Online English.com**. will ensure that:

* they provide a lead in developing a positive Health and Safety culture throughout the college
* any decisions reflect its Health and Safety intentions
* **adequate resources are available** for the implementation of Health and Safety
* will ensure an **effective structure for the implementation** of Health and Safety is established
* **promote the active participation of all staff** employed by **Mr L’s Online English.com**. in improving Health and Safety performance
* they review the Health and Safety performance of **Mr L’s Online English.com**. annually and plan safety improvements for the following year
* health and safety objectives are set across **Mr L’s Online English.com**.
* standards of health and safety are set across all areas
* a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
* will ensure that a risk management programme is developed and implemented across the college
* **Mr L’s Online English.com**. are competent to fulfil their health and safety responsibilities and that effective training programmes has been put in to place
* a system of communication and consultation with all staff employed by **Mr L’s Online English.com**. is established via a Health and Safety Committee
* matters raised by the Health and Safety Committee are considered for action
* monitoring systems are in place to monitor the effectiveness of **Mr L’s Online English.com**. risk control
* health and safety policies and procedures are reviewed in light of the results of internal and external audits
* actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance

Directors of **Mr L’s Online English.com**.will ensure that in their areas of control:

* they **actively lead** the implementation of the Health and Safety Policy
* they **supervise all staff** employed by **Mr L’s Online English.com**. to ensure that they work safely
* the completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the **Mr L’s Online English.com**. are implemented, that this is then translated into written safe methods of working practice
* safe methods of work are implemented
* inform learners, all staff employed by **Mr L’s Online English.com**. as to their own personal safety and makes sure they are aware of the health and safety procedures in place
* risk assessments are regularly reviewed
* accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the appropriate authority
* they communicate and consult with all staff employed by **Mr L’s Online English.com**. on health and safety issues
* they encourage all staff employed by **Mr L’s Online English.com**. to report hazards and raise health and safety concerns
* safety training for all staff employed by **Mr L’s Online English.com**.is identified, undertaken and recorded to ensure all staff employed by **Mr L’s Online English.com**. are competent to carry out their work in a safe manner
* issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
* equipment is maintained in a safe condition
* statutory examinations are planned, completed and recorded
* personal protective equipment is provided and worn by all staff employed by **Mr L’s Online English.com**. and that all staff employed by **Mr L’s Online English.com**. are instructed in its use
* any safety issues that cannot be dealt with are referred to the directors for action
* hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
* agreed safety standards are maintained, particularly those relating to housekeeping
* all relevant safety documents including DfE Guides, CLEAPSS etc. are maintained and made available to all staff employed by **Mr L’s Online English.com**.

**All staff employed by Mr L’s Online English.com.**

All staff must:

* take reasonable care of their own safety
* take reasonable care of the safety of others affected by their actions
* observe the safety rules
* comply with the Health and Safety Policy
* conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
* dress sensibly and safely for their particular working environment or occupation
* conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
* use all equipment, safety equipment, devices and protective clothing as directed
* avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
* maintain all equipment in good condition and report defects to their supervisor
* report any safety hazard or malfunction of any item of plant or equipment to their supervisor
* report all accidents to their line manager whether an injury is sustained or not
* attend as requested any health and safety training course
* observe all laid down procedures for processes, materials and substances used
* observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

**Fire Marshals / Fire Wardens**

Fire Marshals / Fire Wardens will ensure that in their designated area of responsibility they:

* monitor the general fire safety of the area that they have been allocated to
* check corridors and walkways to ensure combustible materials are not stored there
* monitor escape routes to see they are kept free of obstructions
* check that fire doors are not tied, propped or wedged open
* check that final exit doors are not obstructed
* check that extinguishers are where they should be and no obvious misuse or defect has occurred.

**When the fire alarm sounds, Fire Marshals / Fire Wardens must:**

* without putting themselves at risk, sweep through their allocated area and verbally encourage staff to leave via the nearest fire escape route. Fire Marshals / Fire Wardens should be aim to finish their sweep at a fire exit and should not delay their own escape unduly
* check all accessible rooms including toilets and offices to make sure staff have evacuated the area or in case someone is waiting for assistance to evacuate. If there are signs of fire in a room (e.g. smoke coming out around the door), they should note the fact but should not enter or open the door
* if there is no immediate danger, ensure that all windows and doors are closed en-route to the fire exit
* report to the senior manager at the fire assembly point to report any signs of fire in their area, to report if anyone is at risk and to advise if their area is clear
* take part in any post-alarm de-briefing to identify any shortcomings in the fire evacuation procedures.

Fire Marshals / Fire Wardens are not expected to unnecessarily delay their own exit from the building or to jeopardize their own safety at any time. Fire Marshals are not expected to fight a fire or to use a fire extinguisher except to aid their own escape. However, if the fire is in their area of responsibility and they are trained and competent to do so, Fire Marshals / Fire Wardens may attempt to tackle a small fire if it is safe to do so and using the appropriate extinguisher.

**Contractors**

All contractors must:

* take reasonable care of their own safety
* take reasonable care of the safety of learners, all staff employed by **Mr L’s Online English.com**. and others affected by their actions
* observe the safety rules of the company
* submit their health and safety policy and relevant risk assessments to the company for approval
* comply with and accept the company health and safety policy, if they do not have one
* dress appropriately, sensibly and safely when on company property and for the task being undertaken
* conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
* use all equipment, safety equipment, devices and protective clothing as required by the company and as indicated in the risk assessment for the task
* **avoid any improvisations** of any form which could create an unnecessary risk to their personal safety and the safety of others
* **maintain all equipment in good condition**, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
* report any safety hazard or malfunction of any item of plant or equipment to their supervisor
* report all incidents to their supervisor and to the college whether an injury is sustained or not
* ensure that all staff employed by **Mr L’s Online English.com**.only use equipment for which they have been trained
* attend as requested any health and safety training course
* observe all agreed procedures for processes, materials and substances used
* observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
* provide adequate first aid arrangements unless otherwise agreed with the college

**Visitors**

* All visitors are required to sign in with the company.
* Hirers of plant, equipment and substances must use it correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making on site.
* Whilst on company property, all visitors and contractors must wear a visitor’s badge. All staff employed by **Mr L’s Online English.com**. must wear an identifiable uniform or an identity badge at all times.
* If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.
* If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

**Health and Safety Committee**

The Health and Safety Committee is the consultative body of **Mr L’s Online English.com**. for health and safety. The Health and Safety Committee will:

* consider and support the **Mr L’s Online English.com**. policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
* consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any activity
* promote health and safety communication and training in the organisation at all levels
* receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
* receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
* consider reports of internal and external monitoring of **Mr L’s Online English.com**.
* ensure trends in accident statistics are identified and to make recommendations for action
* keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
* consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
* consider relevant health, safety and welfare matters raised by members of the Committee

**Health & Safety Rules**

* This section of the Health and Safety Policy specifies the rules laid down for the attention of all staff employed by **Mr L’s Online English.com**. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon all staff to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.
* All staff employed by **Mr L’s Online English.com**. are reminded that a breach of health and safety legislation by a staff member is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.
* Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that all staff employed by **Mr L’s Online English.com**. are expected to act in a sensible manner and adhere to verbal instructions given by the directors of **Mr L’s Online English.com**.

**General**

* It is the duty of all staff employed by **Mr L’s Online English.com**. to co-operate with the company in fulfilling our legal obligations in relation to health and safety.
* Staff employed by **Mr L’s Online English.com**.must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
* Staff employed by **Mr L’s Online English.com**. are required to notify to the company of any unsafe activity, item or situation.

**Working Practices**

* All staff employed by **Mr L’s Online English.com**. must not operate any item of plant or equipment unless they have been trained and authorised.
* All staff employed by **Mr L’s Online English.com**. must make full and proper use of all equipment guarding.
* All staff employed by **Mr L’s Online English.com**. must not clean any moving item of plant or equipment.
* All staff employed by **Mr L’s Online English.com**. must not make any repairs or carry out maintenance work of any description unless authorised to do so.
* All staff employed by **Mr L’s Online English.com**. must use all substances, chemicals, liquids etc., in accordance with all written instructions.
* All staff employed by **Mr L’s Online English.com**. must not smoke except in prescribed areas.

**Hazard / Warning Signs and Notices**

• All staff employed by **Mr L’s Online English.com**. must comply with all hazard/warning signs and notices displayed on the premises.

**Working Conditions / Environment**

* All staff employed by **Mr L’s Online English.com**. must make proper use of all equipment and Estates provided to control working conditions/ environment.
* All staff employed by **Mr L’s Online English.com**. must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
* All staff employed by **Mr L’s Online English.com**. must dispose of all rubbish, scrap and waste materials using the Estates provided.
* All staff employed by **Mr L’s Online English.com**. must clear up any spillage or liquids in the prescribed manner.
* All staff employed by **Mr L’s Online English.com**. must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

**Protective Clothing and Equipment**

* All staff employed by **Mr L’s Online English.com**. must use all items of protective clothing/equipment provided as instructed.
* All staff employed by **Mr L’s Online English.com**. must store and maintain protective clothing/equipment in the approved manner.
* All staff employed by **Mr L’s Online English.com**. must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.
* Fire Precautions
* All staff employed by **Mr L’s Online English.com**. must comply with all laid down emergency procedures.
* All staff employed by **Mr L’s Online English.com**. must not obstruct any fire escape route, fire equipment or fire doors.
* All staff employed by **Mr L’s Online English.com**. must not misuse any Firefighting equipment provided.
* All staff employed by **Mr L’s Online English.com**. must report any use of Firefighting equipment to their supervisor.

**Accidents**

* All staff employed by **Mr L’s Online English.com**. must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
* All staff employed by **Mr L’s Online English.com**. must ensure that any accident or injury treatment is properly recorded in the Accident Book.
* All staff employed by **Mr L’s Online English.com**. must notify the directors of any incident in which damage is caused to property.

**Health**

* All staff employed by **Mr L’s Online English.com**. must report to the directors any medical condition or medication which could affect the safety of themselves or others.
* All staff employed by **Mr L’s Online English.com**. must co-operate with the directors on the implementation of the medical and occupational health provisions.

**Transport**

* Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
* All staff employed by **Mr L’s Online English.com**. must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
* All staff employed by **Mr L’s Online English.com**. must not carry unauthorised passengers or unauthorised loads.
* All staff employed by **Mr L’s Online English.com**. must not use vehicles for unauthorised purposes.
* All staff employed by **Mr L’s Online English.com**. must not load vehicles above the stated capacity.
* All staff employed by **Mr L’s Online English.com**. must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
* All staff employed by **Mr L’s Online English.com**. must only use electronic devices e.g. mobile phone, satellite navigation, mp3 player, when set up to do so i.e. using a hands-free device

**Rules Covering Gross Misconduct**

It will be considered as an act of Gross Misconduct if staff employed by **Mr L’s Online English.com**. are proved to have acted in any of the following ways:

* a serious or wilful breach of Safety Rules
* unauthorised removal or interference with any guard or protective device
* unauthorised operation of any item of plant or equipment
* unauthorised removal of any item of first aid equipment
* wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
* unauthorised removal or defacing or any label, sign or warning device
* horseplay or practical jokes which could cause accidents
* making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
* misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
* deliberately disobeying an authorised instruction
* Misuse of chemicals or substances

**Accident, Incident and Ill-Health Recording, Reporting and Investigation**

This policy sets out the procedures that are to be followed when any all staff employed by **Mr L’s Online English.com**. or contractor has an accident, near miss or dangerous occurrence on the college’s premises.

All staff employed by **Mr L’s Online English.com**. who develop a work-related illness must also report via these procedures.

**Definitions:**An **accident** is an unplanned event that causes injury to persons, damage to property or a

combination of both.  
A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by a staff member employed by **Mr L’s Online English.com**. through the course of work as a result of activities carried out by **Mr L’s Online English.com**..

**Incident Report Form**

All accidents resulting in personal injury must be recorded on an **Incident Report Form**

Completed Incident Report Forms will be stored to comply with the requirements of the **Data Protection Act**.

Completed Accident Report Forms will be reviewed regularly by the directors to ascertain the nature of incidents that have occurred at **Mr L’s Online English.com**.. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the directors as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

All staff employed by **Mr L’s Online English.com**. must ensure that they are aware of the location of the accident book.

**Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).**

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

* Death
* A specified injury to an employee as detailed in regulation 4
* An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
* Any dangerous occurrence
* Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
* Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

**Reporting of accidents involving visitors**

If a visitor has an accident this must be reported if:

* the person involved is killed or taken to hospital and;
* the accident arises out of or in connection with a work activity Examples of ‘in connection with a work activity’ are:
* work organisation – supervision of a field trip
* plant or substances – lifts, machinery, experiments

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Health and Safety Executive:

**Tel:** 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** www.hse.gov.uk

The completed report form should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for **3 years** from the date of the incident.

**Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

* to ensure that all necessary information in respect of the accident or incident is collated
* to understand the sequence of events that led to the accident or incident
* to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
* to identify the underlying causes that may have contributed to the accident or incident to ensure that effective remedial actions are taken to prevent any recurrence to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties to enable all statutory requirements to be adhered to
* The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

**Asbestos**

**Mr L’s Online English.com**. will protect all staff employed by the company and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the **Mr L’s Online English.com**. management of asbestos - containing materials in premises by the following arrangements.

**Assessment**

The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

**A Written Plan**

A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

**Access to Asbestos-containing Materials**

Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

**Monitoring and Maintenance**

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

**Training and Information**

All staff employed by **Mr L’s Online English.com**. who may come into contact with asbestos containing materials (ACM’s) through the course of their work will receive adequate training and information such that they can recognise potential ACM’s and know what precautions to take.

**Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of staff employed by **Mr L’s Online English.com**. and others.

**Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (**licensed by the HSE**) unless the work is exempted from the requirement for licensing.

**Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on **Mr L’s Online English.com**. property, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors **licensed by the HSE** will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

* asbestos fibres are firmly linked in a **matrix**
* the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the **Control of Asbestos Regulations 2012.**

**Procedures for Dealing with Health and Safety Issues**

Where a staff member employed by **Mr L’s Online English.com**. raises a health and safety problem related to work with asbestos, the company will:

* take all necessary steps to investigate the circumstances
* take corrective measures where appropriate
* advise all staff employed by **Mr L’s Online English.com**. of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the staff employed by **Mr L’s Online English.com**. must inform the directors and in the case of an accident or emergency, respond quickly to ensure effective treatment.

**Contractors**

When working on **Mr L’s Online English.com**. property it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

* sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc. as applicable
* clarification of the responsibility for provision of first aid and fire extinguishing equipment
* details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
* details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
* clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
* confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
* evidence showing that appropriate **Employers and Public Liability Insurance** is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we at **Mr L’s Online English.com**. have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. All staff employed by **Mr L’s Online English.com**. should report any concerns to the directors immediately.

**Communication and Consultation**

It is a legal requirement for **Mr L’s Online English.com**. to establish arrangements to communicate and consult with its staff on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

* Establish effective lines of communication via the Health and Safety Committee
* Involve and consult with all staff employed by **Mr L’s Online English.com**. through:

individual health & safety notices issued by the directors

Consult with all staff employed by SGS College and its subsidiaries when changes to activities, equipment, work methods etc. are to be introduced that may affect their health and safety

* Display the ‘Health and Safety Law –What You Need To Know’ poster.

**Display Screen Equipment**

All reasonable steps will be taken by the college to secure the health and safety of staff employed by **Mr L’s Online English.com**. and learners who work with display screen equipment.

To achieve this objective **Mr L’s Online English.com**. will: (and where appropriate provide on-line training to)

* identify those staff employed by **Mr L’s Online English.com**. who are user’s as defined by the regulations, see below
* carry out an assessment of each user’s workstation
* implement necessary measures to remedy any risks found as a result of the assessment
* provide adequate information and training to persons working with display screen equipment
* endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
* review software to ensure that it is suitable for the task and is not unnecessarily complicated
* arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
* arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
* advise existing staff employed by **Mr L’s Online English.com**. and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
* investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
* make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

**‘Users’**

This policy is aimed at those who regularly use DSE:

* 1. a)  for continuous periods of more than one hour *and*
  2. b)  for more than 21⁄2 hours per day

Typically this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including learners, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

**All staff employed by Mr L’s Online English.com**. **must:**

* comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
* report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)
* inform the directors of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)

**Summary of Key Actions**

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

* identify all individuals who are classified as DSE 'Users'
* ensure risk assessments of DSE workstations been carried out using the Display Screen

Equipment Workstation Assessment Form

* supply users with information and/or training on the safe use of Display Screen Equipment
* advise all staff employed by **Mr L’s Online English.com**. about setting up laptops on a suitable surface and the risks of working for prolonged periods
* ensure remedial actions identified by DSE risk assessments been carried out
* review risk assessments annually or sooner if significant changes have occurred

**Electricity**

All reasonable steps will be taken to secure the health and safety of all staff employed by **Mr L’s Online English.com**. and others who use, operate or maintain electrical equipment.

To ensure this objective the college will:

* ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
* maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
* inspect and test portable and transportable equipment as often as required to ensure safety
* inspect and test second-hand electrical equipment lent to, or borrowed by, the college
* promote and implement a safe system of work for maintenance, inspection and testing
* forbid live working unless absolutely necessary, in which case a permit must be issued
* ensure all staff employed by SGS College and its subsidiaries and contractors who carry out electrical work are competent to do so
* maintain detailed records

**All staff employed by Mr L’s Online English.com**. **must:**

* visually check electrical equipment for damage before use
* report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled ‘out of use’ and withdrawn until it has been tested and declared fit for use by a qualified person
* not use defective electrical equipment
* not carry out any repair to any electrical item unless qualified to do so
* switch off non-essential equipment from the mains when left unattended for long periods
* not bring any electrical item onto **Mr L’s Online English.com**. property until it has been tested and a record of such a test has been included in the appropriate record
* not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
* never run extension leads under carpets or through doorways
* not daisy-chain extension leads to make a longer one
* not use adapter sockets – devices that plug into mains sockets to increase the number of outlets

**Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the college will:

* assess the risk from fire at our premises and implement appropriate control measures
* ensure good housekeeping standards are maintained to minimise the risk of fire
* provide and maintain safe means of escape from the premises
* develop a fire evacuation procedure for all buildings
* provide and maintain appropriate fire-fighting equipment including the sprinkler system
* regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire- fighting equipment, emergency lighting and any fire warning systems
* provide adequate fire safety training to all staff employed by **Mr L’s Online English.com**., plus specialist training to those with special responsibilities
* make arrangements for the safe evacuation of deaf or otherwise disabled persons
* make arrangements for ensuring all learners and visitors are made aware of the fire evacuation procedures
* display fire action notices
* keep fire safety records  
  The college does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

All staff employed by **Mr L’s Online English.com**. are encouraged to report any concerns regarding fire procedures so the college can investigate and take remedial action if necessary.

**Summary of Key Actions**

The key actions required to ensure fire safety is effectively managed are:

* 1. a)  complete and regularly review a fire risk assessment
  2. b)  arrange for fire safety checks to be completed and recorded for the following:

o fire evacuations (drills)  
o fire alarm tests  
o fire escape route checks

\* extinguisher checks  
o emergency lighting tests  
o post fire evacuation notices

c) develop personal evacuation plans (PEEP) for people with special needs

1. d)  provide fire safety training
2. e)  service the fire alarm, emergency lighting and sprinkler system as appropriate

**Substances Hazardous to Health**

Substances hazardous to health as defined by the **COSHH** regulations are:

1. a)  Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below
2. b)  Biological agents directly connected with work including micro-organisms
3. c)  Dust of any kind when present as a substantial concentration in the air
4. d)  Substances which have a **Workplace Exposure Limit (WEL)** assigned to them by the Health and Safety **Commission document EH40**
5. e)  Any other substance not specified above which may create a comparable hazard to a person’s health

**Principles of Control**

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases **personal protective equipment (PPE)** should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff employed by **Mr L’s Online English.com**. and learners it should be ensured it is suitable for the purpose.

All staff employed by **Mr L’s Online English.com**. have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (COVID PPE, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.



**Maintenance, Examination and Testing**

Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

**Health Surveillance**

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of staff employed by **Mr L’s Online English.com**. these should be carried out.

Monitoring and health surveillance records relating to named individuals must be kept for **40 years**.

**Information, Instruction and Training**

Information, instruction and training must be given to staff employed by **Mr L’s Online English.com**. and learners who may be exposed, about the risks to health and precautions.

**Infection Control**

All staff employed by **Mr L’s Online English.com**. and learners are from time to time at risk of infection or of spreading infection.

The college aims to minimise the risk of the spread of infection and will:

* provide staff employed by **Mr L’s Online English.com**. with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
* inform and take advice from the local Consultant in Local Disease Control **(CCDC)** and the **Environmental Health Department** of the Local Authority if an increase in illness is noted in college, or if they have any concerns about infectious disease issues
* maintain up-to-date emergency contact numbers for all learners, not only so that parents can be contacted if learners are ill and need to be taken home, but also to assist in the investigation of any outbreaks
* maintain high standards of hygiene throughout **Mr L’s Online English.com**. including the promotion of good hand washing
* provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
* undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
* ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate Estates are provided to provide protection to people involved
* organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
* arrange for safe disposal of any infected materials

**Further Information**

The Health Protection Agency **(HPA)** provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Colleges.

Factsheets on infectious diseases are available from the **Health Protection Agency** http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/.

**Staff Illness and Reporting**

All staff employed by **Mr L’s Online English.com**. should notify their manager if they develop any of the following infectious diseases or symptoms:

* skin infections or exposed areas of infestation
* severe respiratory infection (e.g. pneumonia, TB)
* severe diarrhoea
* jaundice
* hepatitis
* Chicken Pox, Measles, Mumps, Rubella
* norovirus
* gastroenteritis

Individual suitable controls will need to be applied dependant on the circumstances of each case. In some instances staff employed by **Mr L’s Online English.com**. may need to be referred to an Occupational Health Practitioner or their GP for advice.

All staff employed by **Mr L’s Online English.com**. should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

**Confidentiality**

Confidentiality will be maintained at all times in relation to staff members employed by **Mr L’s Online English.com**. who is known to have any infectious disease.

No health information will be disclosed without the written consent of the staff concerned and any breach of such confidentiality, either inside or outside the college, will be regarded as a disciplinary offence and may result in disciplinary action.

**Interactive Whiteboards**

All reasonable steps will be taken by the college to secure the health and safety of all staff employed by **Mr L’s Online English.com**. and learners when interactive whiteboards are used.

To achieve this objective the college will:

* consider ultra-short throw projectors or interactive TV displays as a first option during the procurement process as these present the safest option for teachers and learners
* prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light
* try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)
* ensure that learners are adequately supervised when they are asked to point out something on the screen
* provide a stick or laser pointer to avoid the need for the user to enter the beam is recommended
* provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and learners

**Guidance for Users**

* Lecturers and learners should avoid staring into the projector beam at all times
* try to keep your back to the beam as much as possible
* use the stick or laser pointer provided whenever possible

**Lone Working**

This Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

* anyone working outside normal hours on their own
* cleaners who normally work outside college hours
* Lecturers in classrooms away from the main building in the sports centre
* Lecturers working in workshops or laboratories
* All staff employed by **Mr L’s Online English.com**.
* All staff employed by **Mr L’s Online English.com**. who open up or close the building on their own

It is acceptable for people to work alone so long as the college has completed a risk assessment and any measures deemed necessary have been put into place.

People who are not lone workers:

• Lecturers or others working alone in a classroom or office in the main college buildings when the college is open, though individual risk assessments may still be required depending upon location and distance from activity and other staff employed by **Mr L’s Online English.com**.

Some activities should not be carried out by people working alone and each college should identify those that are relevant to them, typically this may include:

* working at height on ladders or tower scaffolds or college roof areas without prior notification
* use of high risk chemicals
* use of high risk machinery
* electrical work
* entry to areas of restricted or limited access or exit **Key Actions**
* identify all workers who work alone
* Identify all locations where lone working is carried out
* Complete a risk assessment for all lone working
* Control measures to be identified, prioritised and implemented
* Higher risk activities/area identified and formal decisions made on authorisation of lone working
* Formal systems/procedures developed for particular activities/areas as required

**Requirements of lone workers**

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration to be given to routine work, and foreseeable emergencies, which may impose additional or specific risks.

Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

The college shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

1. a)  periodic checks on lone workers i.e. visual
2. b)  periodic contact with lone worker i.e. telephone
3. c)  general or specific alarms for emergencies
4. d)  checks on lone workers to ensure they have returned to the college on completion of extracurricular activities

**Rules for Lone Workers**

* Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware
* The facilities team and duty manager (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building
* When the facilities team and duty manager (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building
* Staff employed by **Mr L’s Online English.com**. must not place themselves in danger by challenging intruders or vandals but should call the police for assistance
* All staff employed by **Mr L’s Online English.com**. working alone have a responsibility for making themselves familiar with and following the college’s safety procedures and location of safety equipment
* If staff employed by **Mr L’s Online English.com**. rely on mobile phones they must ensure that their network has good reception within college. Although phones can give extra reassurance, they do not provide complete protection and staff employed by **Mr L’s Online English.com**. should still be alert for their own personal safety at all times
* In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements

**Emergency Considerations**

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

* fires resulting from the process or work being undertaken
* if a person has an accident what needs to be done to recover them, especially important in laboratories
* actions to be taken in case of a chemical spill
* actions to be taken in the event of power failure (for example where the person is)
* reliant on power for their safety systems or for egress from a building e.g. power operated doors

**Manual Handling**

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in college are:

* moving tables and chairs
* carrying piles of books or stationery
* moving equipment in general
* maintenance activities
* receiving and putting away deliveries

To prevent injuries and long term ill-health from manual handling the college will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the college will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy **Mr L’s Online English.com**. will ensure that:

* there is no lifting wherever possible and in relation to the handling of learners with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person’s body weight
* manual handling assessments are carried out of activities that:
* pose a foreseeable risk of injury cannot be avoided  
  cannot be mechanised and consider the risks to learners and staff employed by **Mr L’s Online English.com**.
* adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
* any injuries or incidents relating to manual handling are investigated, with remedial action taken staff employed by **Mr L’s Online English.com**. are properly supervised
* where relevant, staff employed by **Mr L’s Online English.com**. undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
* special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
* wherever possible, **Mr L’s Online English.com**. will conduct the risk assessments of learners with special needs before they attend and the college should seek to receive information on learners in advance

**Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

* mechanical assistance
* redesigning the task
* reducing risk factors arising from the load
* improvements in the work environment
* staff selection

No staff employed by **Mr L’s Online English.com**. will be required to lift any item that they do not feel confident of doing without risking personal injury.

**Moving and Handling People**

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheel chair to toilet or a seat or vehicle, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff employed by **Mr L’s Online English.com**. who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff employed by **Mr L’s Online English.com**. must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g. evacuation in the event of a fire).The risk assessment will help inform the procedures for that student’s needs. Procedures should be developed with the student or their representatives. An individual’s needs might vary day-to-day and even during the course of a day.

**Mr L’s Online English.com**. will endeavour to ensure staff adopt the same handling techniques when assisting learners with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of learners are presented.

**Key Actions**

* **Directors of Mr L’s Online English.com**. to identify and list tasks with a potential to cause injury
* complete a manual handling risk assessment for each task
* Bring the assessment to the attention of relevant staff employed by **Mr L’s Online English.com**. and learners, where relevant
* Provide manual handling information and where required training for all staff employed by **Mr L’s Online English.com**. and learners
* Supervise tasks to ensure safe lifting and handling
* Review assessments at least annually
* Complete risk assessments for learners with special needs before they enter **Mr L’s Online English.com**.

**Safeguarding**

All education professionals, including administrative and Estates staff employed by **Mr L’s Online English.com**. as well as teaching staff employed by **Mr L’s Online English.com**., have a statutory duty of care to all learners. This duty extends to promoting the welfare of learners who require additional support but are not suffering harm or at immediate risk of harm.

The college will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which all staff employed by **Mr L’s Online English.com**. are best placed to observe such signs. **Mr L’s Online English.com**. will appoint **a designated safeguarding lead**, who is responsible for providing support to all staff employed by **Mr L’s Online English.com**. in their safeguarding duties and for liaising closely with the relevant social services such as children’s social care. Other appoints have been made at other locations.

**Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The college will endeavour to ensure a pleasant working environment and that staff employed by **Mr L’s Online English.com**. are as free from stress as possible.

**Mr L’s Online English.com**. will:

* work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
* regularly review risk assessments
* consult with staff employed by **Mr L’s Online English.com**. on issues relating to the prevention of work-related stress
* provide access to confidential counselling for staff employed by **Mr L’s Online English.com**. affected by stress caused either by work or external factors
* provide training for all managers and supervisory staff employed by **Mr L’s Online English.com**. in good management practices

All staff employed by **Mr L’s Online English.com**. who experience unreasonable stress which they think may be caused by work should raise their concerns with their Line Manager or through the company’s **grievance procedure**.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the staff concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

**Work Equipment**

The company will provide a safe working environment in relation to work equipment safety and ensure all staff employed by **Mr L’s Online English.com**. receive appropriate safety information and training in their work equipment.

To achieve this objective the company will:

* provide work equipment that is suitable for the purpose and compliant with the requirements of the **Provision and Use of Work Equipment Regulations**
* retain and make available the manufacturer’s instruction manual for each item of equipment, where relevant
* before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant staff
* inspect all equipment at installation and prior to first use
* regularly inspect work equipment in accordance with the manufacturer’s recommendations
* maintain work equipment in accordance with the manufacturer’s recommendations
* keep records of all inspections and maintenance
* provide adequate instruction, information and training to staff employed by **Mr L’s Online English.com**. to enable the work equipment to be used and maintained safely
* provide refresher training as appropriate and as determined necessary by workplace inspections

Refer:

* Work Equipment Risk Assessment Form
* Work Equipment Risk Assessment Checklist
* Work Equipment Maintenance Record

**Working Time Regulations**

The companywill ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The company **will NOT** encourage workers to work over the **48 hours** but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke this if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

* a maximum of 48 hours per week, averaged out over a 17 week reference period (staff employed by **Mr L’s Online English.com**. can opt out of this)
* entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
* entitlement to **28 days paid holiday per year** (including statutory holidays) for full time workers (pro- rata for part time workers)
* maximum of 8 hours per shift for night shift workers
* free health assessments for night shift workers
* 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
* entitlement to a rest break, if working over six hours
* staff employed by **Mr L’s Online English.com**. must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official staff representatives.

A young person’s maximum hours are limited to 40 hours per week with no reference period. Young persons are generally excluded from shift working.  
Refer:

* Working Time Regulations
* Working Time Regulations Opt Out Form

**Risk Assessment**

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to staff employed by **Mr L’s Online English.com**. and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are ‘**suitable and sufficient**’ in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is ‘**reasonably practicable**’; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of all staff employed by **Mr L’s Online English.com**.

**Carrying out risk assessments**

Those who are involved in risk assessments should:

* be competent
* attend risk assessment training provided by the college
* have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
* have knowledge and experience of how to solve problems identified by the assessment
* be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

**The five stages of risk assessment STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of staff employed by SGS College and its subsidiaries as they may have noticed things that are not immediately obvious.

Examples of hazards include:

* cables trailing over floors
* fire
* chemicals
* work benches which are too high or too low
* electricity
* loads which have to be moved manually
* work equipment
* working environment e.g. ventilation, lighting, heating

**STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

* All staff employed by **Mr L’s Online English.com**.
* members of the public
* contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female staff who are pregnant or who have recently returned to work after having a baby, inexperienced staff or young persons.

**STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

***Severity x Likelihood = Risk***

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

* avoid the risk completely
* evaluate risks which cannot be avoided
* combat risks at source
* adapt work to the individual
* make use of technical progress
* replace the dangerous with none or less dangerous
* develop an overall prevention policy
* give priority to measures which protect the greatest number of people
* give appropriate instructions to all staff employed by **Mr L’s Online English.com**.

**IMPLEMENTING AN ACTION PLAN**

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

**STEP 4 - RECORD YOUR FINDINGS**

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that staff employed by **Mr L’s Online English.com**. are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

**STEP 5 - MONITOR AND REVIEW THE ASSESSMENT**

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

**Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

* to identify the fire hazards
* to reduce the risk of those hazards causing harm to as low as reasonably practicable
* to decide what physical fire precautions and management arrangements are
* necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises are assessed as whole, larger premises are divided into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

One or more competent persons are appointed to carry out any of the preventive and protective measures needed to comply with the legislation. The competent persons are an appropriately trained, staff or, where appropriate, a third party consultant.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of all relevant persons, including disabled people, have been considered.

**Six Steps to Fire Risk Assessment 1. Identify the hazards**

* Sources of ignition
* Sources of fuel
* Sources of oxygen

**2. Identify people at risk**

* All staff employed by **Mr L’s Online English.com**.
* People in and around the premises
* Vulnerable persons, disabled etc.

**3. Evaluate, remove, reduce and protect from risk**

* Evaluate the risk of fire occurring
* Evaluate the risk to people from fire
* Remove or reduce the fire hazards
* Remove or reduce the risks to people

**4. Consider:**

* Detection and warning
* Firefighting
* Escape routes and travel distances
* Lighting
* Signs and notices
* Maintenance

**5. Record, plan, inform, instruct and train**

* Record the significant findings and action taken
* Prepare an emergency plan
* Inform and instruct relevant people; co-operate and co-ordinate with other businesses
* Provide training

**6. Review**

* Keep assessment under review
* Revise where necessary

**MONITORING HEALTH AND SAFETY**

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

**Active monitoring**

Monitoring is **Mr L’s Online English.com**. responsibility and completing the checklist the company is providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

Directors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Staff employed by **Mr L’s Online English.com**. who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

**Reactive monitoring**

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or a staff claim.

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| Signed by ……………………  Mr Luis Lozano  **Mr L’s Online English.com**. | Signed by ……………………  Ms Elizabeth Hunter  **Mr L’s Online English.com**. |