Health & Safety Policy

This policy applies to all Vision for Education, ABC Teachers and Smart Teachers employees

Summary

Vision for Education, ABC Teachers and Smart Teachers are subject to the various regulations under the Health and Safety at Work Act 1974 (Section 2(3)).

We have an excellent safety record. We aim to maintain and improve this record, by ensuring all employees are aware of the part they must play to ensure the health and safety of our staff, customers, representatives and visitors.

Policy

It is therefore the policy of Vision for Education, ABC Teachers and Smart Teachers to adhere to the following:

Company responsibilities

It is the responsibility of the companies to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe offices and equipment
- provide (where applicable) information, instruction, adequate training and supervision for employees, to ensure they are competent to do their job
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions, and
- review and revise health and safety issues at regular intervals.

Staff responsibility

All employees have a legal duty to act responsibly at work and take reasonable care for the health and safety of themselves, colleagues and visitors. This duty can be carried out by following (including, but not limited to):

General

- Working safely and efficiently.
- Not removing any guarding from equipment used or deviate from your authorised usage of equipment.
- Reporting any equipment defects immediately and never attempting to repair.
- Complying with all hazard/warning signs and notices displayed on the premises.
- Making proper use of all equipment and facilities provided to control working conditions/environment.
- Ensuring you keep your work areas clear/tidy.
- Disposing of waste in the appropriate receptacles.
- Never obstructing any fire escape routes, fire equipment or doors.

Accidents

- Ensuring you are aware of the local first aid representative and/or the location of the first aid kit.
- Seeing a first-aider for any injury you may receive, irrespective of how minor and ensuring details are entered into the accident book in accordance with the Accident/Incident Policy.
- Reporting any incident in which damage/loss is caused to premises/property.

Health

Not becoming involved with rough or boisterous play or practical jokes.

Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

Fire and emergency

Ensure you make yourself aware of, and observe, the evacuation procedures for your premises in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points, accident book and first aid kit.

Each office has a designated fire officer and first aider, who will maintain relevant contact details and records for their individual locations.

Each branch has a first aid kit and accident book, which will be maintained by the branch first aider.

Fire equipment is maintained as necessary.

Overall responsibility

Overall and final responsibility

Name: Allan Calder

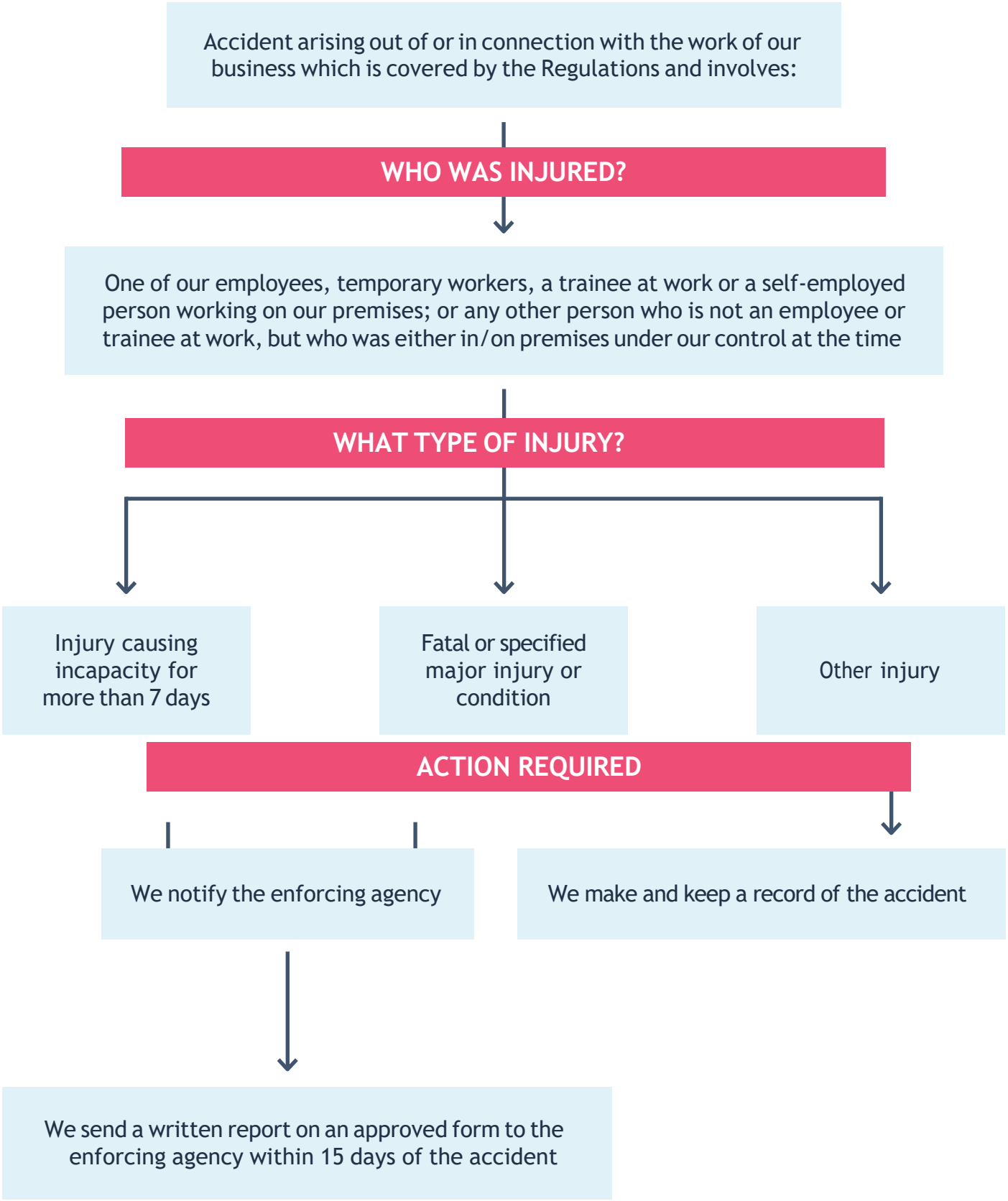
Status: Chief Finance Officer

Location: Head office

Person responsible for ensuring staff adhere to this policy at each office

Status: Office/Branch Manager

Abuse of this policy

Abuse of the duties and responsibilities specified in this policy may lead to disciplinary action and, in the case of fraud (which includes making a false record) or persistent refusal to comply, may lead to dismissal.

Accident reporting