



Health and Safety Policy

Effective for employees, clients, trustees, and volunteers on or after 1st September 2023

Date of next review: September 2026


Please Note: A formal, full review of this document will take place on a 3-yearly basis. However, in the interim, the document will be updated as necessary to remain current with any statutory legislation and/or significant Government guidance updates on the subject.

DOCUMENT CONTROL

DOCUMENT TITLE: HEALTH & SAFETY POLICY
AUTHOR: FRANCES DEELEY
CHANGE AUTHORITY: THE BOARD OF TRUSTEES

Frances Deeley

Signature:

A handwritten signature in black ink, appearing to read "Frances Deeley", is written over a large, faint watermark of the Education Support SERVICES logo.

Date: 25.07.23

Designation: Chief Executive Officer

Review Date: September 2026

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Education Support

S E R V I C E S

Section 1 – General Statement of Intent

ESS Education & Support Services recognises and accepts its legal responsibilities for health and safety as detailed in the Health and Safety at Work etc. Act 1974. It is a policy that develops and ensures a safe, healthy, and supportive environment for all employees, students, contractors and visitors, and it ensures that all reasonable steps are taken to achieve and maintain such an environment. ESS Education & Support Services is committed to achieving a measurable improvement in health and safety performance, with legal requirements establishing a minimum acceptable level. This policy will be updated as the business changes in nature, size and each time a new product or piece of equipment is introduced to the business. To ensure the effectiveness of this policy and the way in which it operates, this policy will be reviewed annually, in accordance with our quality assurance cycle where any relevant amendments will be made where appropriate.

The objectives of the Health and Safety Policy are to:

1. Implement and maintain an effective and properly resourced health and safety management system
2. Promote standards of health, safety and welfare that comply with the provisions and requirements of the Health and Safety at Work etc. Act
3. Annual self-assessment reports to ensure evaluation of health and safety and that quality improvements are implemented
4. Define health and safety responsibilities for staff, students, visitors and contractors
5. Provide and maintain a safe, healthy and supportive working/learning environment
6. Provide all employees with the necessary information, training, instruction and supervision to work safely and to ensure competence in their delivery of health and safety training to students
7. Ensure effective communication and consultation with staff, students and others affected by academy activities
8. Promote high standards of health and safety awareness and practices for students. Measure and review health and safety performance regularly at both academy and department levels with the aim of continuous improvement
9. To identify where Health and Safety issues/concerns may put learners or staff at risk in relation to Safeguarding or Prevent (for example: abuse or radicalisation), so that extra steps can be taken to do all possible to maintain the safety of all.

Health and safety is a management responsibility and ESS Education & Support Services is committed to ensuring that it is an integral part of the core management activity. ESS will accept its collective role in providing health and safety leadership of ESS Education & Support Services and will lead by example in communicating and promoting this policy. Health and safety is an important management responsibility, and support and training will be provided to all staff to assist them in the implementation of this policy.

ESS Education & Support Services will review health and safety performance annually and will ensure that health and safety matters are considered throughout standardisation meetings/staff meetings that are scheduled throughout the academic year. Additional reviews will be implemented if there were to be any major changes to the premises or activities were to occur.

ESS Education & Support Services recognises its responsibilities under the legislation to the local community and is committed to reducing the impact of its activities on its surrounding environment helping to build a sustainable environment.

Risk Management

The risk assessment is carried out by the Designated or Duty Health & Safety Officers.

The findings of the risk assessment are reported to all staff and apprentices through:

1. Staff meetings
2. Induction of apprentices and new staff
3. Notice boards in the staff room

One of the main aims of this policy is to support ESS Education & Support Services' general risk management by reducing and managing the risk of non-compliance with statutory health and safety legislations. It is essential to ensure that matters relating to occupational hygiene, environmental health and personal safety for students, staff, visitors and contractors, are communicated and dealt with as a matter of urgency.

The risks of failing to comply with the Health and Safety Policy and procedures include injury to students, visitors, staff and contractors; enforcement, prosecution, poor publicity, financial loss and inadequate records/negligence that invalidates insurance policies.

Definitions

ESS Education & Support Services – ESS Education & Support Services (ESS) wherever based, in whichever premises ESS staff are working and whatever services being delivered.

Managers – Managers of all levels who manage a department, staff or both

Staff – everyone employed by or volunteering for ESS Education & Support Services.

Student – persons enrolled on a learning programme being provided by ESS Education & Support Services

PPE – means Personal Protective Equipment

HSE – means Health and Safety Executive

Section 2 – Organisation

2.1 Introduction

The Health and Safety Policy will be divided into three sections as follows: -

Section 1 – General Statement of Intent – the general aims and objectives of the Health and Safety Policy, signed by the Health and Safety Officer

Section 2 – Organisation – the organisational arrangements in place for implementing the aim and objectives, signed by the Health and Safety Officer

Section 3 – Arrangements – specific procedures to be designated to Managers, supervisors, staff, students, visitors and contractors to ensure the provision of a safe and healthy environment

The six key elements of the management system are:

1. Policy
2. Organising
 - Competence
 - Control
 - Co-operation
 - Communication
3. Planning and implementation
4. Measuring performance
5. Reviewing performance
6. Auditing

2.2 Policy

ESS Education & Support Services has implemented and designated various policies and procedures which complement the aims and objectives of the Health and Safety Policy.

2.3 Organising

Health and safety must be adhered to by all ESS Education & Support Services employees and everyone must be committed to ensuring continuous improvements in the provision of a safe, healthy and supportive environment. Staff must not ignore hazards which they identify but should make safe and communicate to the persons responsible. Staff must ensure that they display best practice at all times, and they must be seen as setting a good example to students and visitors. Should any employee be found to be negligent and in any serious breaches of their health and safety duties, disciplinary action will be taken against them.

2.3.1 Competence

Managers need to be aware of relevant legislations and how to manage health and safety effectively. All employees need to be able to work in a safe manner and all students need to be taught to do so by the relevant qualified persons.

2.3.2 Control

Managers must identify key objectives for health and safety within their area and act upon them. Managers must provide clear direction and take responsibilities for their area.

2.3.3 Co-operation

ESS Education & Support Services will endeavour to encourage all employees to aid in the development of a positive health and safety system

2.3.4 Communication

Effective communication is key to ensuring that the Health and Safety Policy is implemented within ESS Education & Support Services. ESS Education & Support Services will endeavour to provide all the relevant information to support with this. Relevant information is passed to all staff and any issues arising will be

acted upon by the designated Health and Safety Officer. Health and Safety matters may be communicated in any of the following ways;

- Health and Safety Officer
- ESS Education & Support Services Safeguarding Leads
- At staff and student inductions
- Continually via classroom sessions
- Mandatory staff health and safety training sessions
- Email

Health and Safety Policy

2.3.5 (i) Information, Instruction and Training – Provision of such is a legal requirement
Electronic copies of the Health and Safety Policy will be held at the following locations:

- ESS Education & Support Services main site

(ii) Health and Safety Training

All staff members undertake mandatory Health & safety training on induction, refreshing on annual basis.

(iii) Staff Induction

It is the responsibility of the Health and Safety Officer to ensure that all new employees are familiar with all aspects of health and safety. It will be established at this point as to whether they hold a current health and safety qualification, if this isn't the case, they are enrolled onto one.

(iv) Student Induction

Each student is introduced to a new activity (including the use of hazardous substances). It is the responsibility of the lecturer to ensure that all the hazards and control measures are explained to them. The lecturer must be confident that the student has understood the risks before they are permitted to commence the activity. Health and Safety in the workplace is monitored on monthly reviews and a health and safety vetting form is carried out at the time of sign up.

2.3.6 Responsibilities

(i) Chief Executive Officer

The Health and Safety Officer must ensure that the following actions are adhered to:

- Ensure there are effective communication and structures in place
- The workforce is engaged in the promotion and achievement of safe and healthy conditions
- ESS Education & Support Services has a Health and Safety Policy in place, it is adhered to and monitored
- ESS Education & Support Services has access to health and safety advice
- Sufficient resources are allocated within ESS Education & Support Services to allow the effective implementation of the health and safety policy and all related procedures
- Employees are consulted on health and safety matters
- Has overall responsibility to health and safety within ESS Education & Support Services
- Ensure all equipment is in safe working order, maintained and serviced where appropriate
- Ensure all protective clothing is available
- Ensure that risk assessments exist for all areas, where risks have been identified that they are reviewed and revised as necessary
- The on-going condition of the building, grounds, security, maintenance and minor works

(ii) **Teaching Learning Mentors (TLMs)**

Teaching Learning Mentors must ensure that the following actions are adhered to:

- Having direct responsibility for all health and safety matters within their own level of authority
- Ensure safe methods of working exist in accordance with recognised procedures
- Ensuring all students are instructed in safe working practices and corrective action taken where necessary. In particular, students in high-risk areas must be supervised at all times
- Ensure all protective clothing is used, where relevant, at all times
- Ensure all hazardous substances are correctly used and stored correctly
- Ensure that hazards are identified and all health and safety that is out of their control is communicated to the Health and Safety Officer
- Ensure that students have received training in ESS Education & Support Services' fire and emergency procedure

(iii) **The Health and Safety Officer**

The Health and Safety Officer must ensure that the following actions are adhered to:

- Establishing and implementing an effective health and safety management systems
- Raising the awareness of health and safety throughout ESS Education & Support Services
- Implementing and monitoring procedures to ensure that there is a good knowledge of health and safety
- Monitoring risk assessments, safe systems of work, methods of work, maintenance and ensure that they comply with manufacturers recommendations
- Monitoring and ensuring that arrangements exist for emergency procedures
- Delivering staff development and staff induction sessions on health and safety matters
- Monitoring first aid levels
- Implementing and maintaining health and safety advice across ESS Education & Support Services Seeking specialist advice as required and endeavouring to reflect accepted best practice within ESS Education & Support Services' health and safety procedures
- Ensuring the health and safety matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and assisting where appropriate
- Ensuring that ESS Education & Support Services receives an annual health and safety walk around inspection
- Ensuring the Health and Safety Officer carries out the employer Work Placement checks within the agreed timescale and notifying the relevant teams of any subsequent issues

(iv)

Employee Responsibilities (all staff)

Staff are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 as mentioned below;

- Take responsible care of the health and safety of themselves and of other persons who may be affected by their actions
- Not to misuse anything provided in the interests of health and safety
- An employee must inform ESS Education & Support Services of:
 1. Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety
 2. Of any matter which a person with the employees training and instruction represent a shortcoming in the employer's protection

Employees are also responsible for:

- Familiarising themselves with the Health and Safety Policy

- Ensuring that students are informed of health and safety regulations, rules and procedures and that students and other staff in their areas of work apply these effectively
- Ensuring that unauthorised use of machineries or hazardous substances does not occur in their area of work
- Using the correct equipment and tools for the job being undertaken
- Ensuring hazardous substances are correctly used and stored
- Ensure that the visitors' book is completed upon arriving and vacating the premises
- Ensure all visitors are supervised at all times

(v)

Student responsibilities

It is the responsibility of each individual student to take reasonable care of his/her Health and Safety and not to act in a manner that places others in danger

All students must;

- Be familiar and comply with fire and emergency evacuation procedures
- Assist teaching staff in maintaining good standards of cleaning
- Use equipment only when authorised to do so
- Use the correct equipment and tools for the job being undertaken
- Report immediately to their tutor any accidents, first aid or equipment issues
- Take an active interest in health and safety

Students must not interfere or misuse anything provided in the interests of health, safety or welfare (e.g. misuse of fire extinguishers). Such behaviour must be dealt with appropriately

ESS Education & Support Services will provide a health and safety induction to ensure that students are aware of their health and safety responsibilities

(vi)

Visitors

It is the responsibility of all visitors to take reasonable care of his/her own health and safety and not to act in a manner that places others in danger

Visitors must comply with:

- Instructions given by members of staff
- Must not tamper with emergency equipment
- Must bring to the attention of staff health and safety issues
- Must wear personal protective clothing when required to do so

(vii)

Employers

The employer must sign the Contract of Services and be directed to the subsections pertaining to our health and safety regime. Upon the signing of the contract, the employer will be provided a copy of this policy and be made aware of their health and safety duties.

The training provider shall promptly notify the employer of any health and safety hazards which may arise or of which it becomes aware in connection with the performance of its obligations under the contract agreement. The employer shall promptly notify the training provider of any health and safety hazards which may exist or arise at the employer's premises and which may affect the training provider in the performance of its obligations. The employer will be subject to our health and safety assessment of their premises and implemented any changes requested by ESS Education & Support Services in order to ensure safeguarding of apprentices.

2.4 Planning and Implementation

Planning is the key to ensuring that ESS Education & Support Services health and safety efforts really work. Planning for health and safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture.

(i) **Risk Control** – The aim is to eliminate risks where possible, or to reduce the risk to as low as is reasonably practicable where elimination is not possible. Risk assessments must be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks should be eliminated through the selection and design of facilities, machinery/equipment and work/learning processes. If it is not possible to eliminate the risk completely, the risk must be minimised through the use of physical controls (e.g. machine guarding) or, as a last resort, through safe systems of work and personal protective equipment.

(ii) **Department Planning** – Directors/Managers must ensure that their risk assessments are up to date and cover all areas/activities within their area of responsibility.

(iii) **Performance Standards** – Key performance standards will be set. These will be used by Directors/Managers in order to measure their health and safety performance. Other more specific performance standards will need to be set by Directors/Managers when planning and measuring health and safety performance within their area.

(iv) **Self Assessment Reports (SARs)** – Directors/Managers are responsible for identifying weaknesses within their health and safety performance/risk control systems and providing details of how they plan to make the necessary improvements within the SAR completed.

(v) **Reporting Defects** – Any defects to ESS Education & Support Services' buildings, fabric of buildings and external areas on the premises must be reported to the Director.

With regards to defects in equipment/machinery, it is the responsibility of the Directors/Managers to ensure that they have a reporting and rectification system in place for the equipment/machinery that they are responsible for.

(vi) **Reporting Hazards** – It is the responsibility of all employees to report any item/situation that they believe to be hazardous to the respective Manager (if they are unable to deal with it themselves). Hazards that pose an immediate risk must be reported by telephone to the health and safety officer immediately (on 07867692924

(vii) **Insurance** – It is the responsibility of the CEO to ensure that ESS Education & Support Services (and its subsidiaries) has adequate Employee and Public Liability insurance cover in place. Copies of the Certificate of Employers' Liability Insurance will be displayed on ESS Education & Support Services notice boards and can be made available electronically on request.

(viii) **Risk Assessment of Staff and/or Students with Disabilities/Medical Conditions/Behavioural Problems** – Staff and/or students with disabilities/medical conditions/behavioural problems that may affect their safety whilst working/learning will need to have their own PEEP assessment carried out by either the tutor/lecturer, relevant Student Support Assistant, or a member of the Health and Safety team. This includes those students enrolled on part-time and leisure courses. It is the responsibility of staff to report the need for such an assessment to either the relevant tutor/lecturer, Student Support Assistant or Health & safety Office as soon as they are made aware of any potential issues (i.e. during interview, enrolment, or following review of completed Health Forms

2.5 Measuring Performance

(i) Health and safety performance needs to be measured to find out if ESS Education & Support Services is being successful. **Active Monitoring** (before things go wrong) – involves regular inspection and checking to ensure that standards are being implemented and management controls are working.

(ii) **Annual Walkaround Inspection and Health and Safety Audit** – It is the responsibility of the Health and Safety Manager to arrange and carry out an annual (as a minimum) walkaround inspection and health and safety audit for each academic department as per the Departmental Health and Safety Inspection

Procedure. Following each audit, a full report will be produced and Directors/Managers are expected to ensure that all items on the action plan are carried out within the agreed timescales.

(iii) **Risk Assessment Review and Audit** –Managers are responsible for ensuring that all areas/activities within their area of responsibility have been risk assessed and that such assessments have been recorded and are reviewed at least annually (please note that reviews should take place more frequently where the activity/area is deemed as either medium or high risk).

Directors/Managers must ensure that any new activities that are being considered for the forthcoming academic year are risk assessed **before** the activity commences to ensure that suitable controls are in place.

Risk assessments will be reviewed and monitored by the Health and Safety Manager during Annual Walkaround Inspections and Health and Safety Audits.

(iv) **Reactive Internal Inspections** (after things go wrong) – involves investigating injuries, cases of work-related illness, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why.

(vi) **Accidents/Incidents/Near Misses** – the Accident Reporting and Investigation procedure can be found on ESS Education & Support Services' Policies under Health & Safety. All accidents, incidents and near misses must be reported. Accident/Incident/Near Miss statistics will be submitted for discussion during Health and Safety meetings.

2.6 The Health and Safety Policy - Prevent and Safeguarding responsibilities

ESS Education & Support Services take their responsibilities for Prevent and Safeguarding very seriously. At any time that a Health and Safety Concern or issue, may effect learners or staff, in relation to Prevent and Safeguarding (e.g. risk of abuse or radicalisation); the matter should be escalated immediately to the Designated Safeguarding Lead or a Deputy who will provide advice. All such matters should also be reported in line with the processes laid out in the Prevent Policy and Safeguarding and Child Protection Policy.

2.7 Reviewing Performance and Auditing

(i) **Introduction** – External auditing will be carried out by the local authority, Fire Officer inspections, Insurance Company inspections, other providers of work-based learning/work experience where ESS Education & Support Services is the employer, HSE inspections, and external auditors (where appointed).

(ii) **Self Assessment Reports (SARs)** – ESS Education & Support Services is required to conduct and record a self-assessment report. As part of that process, the health and safety performance of each department should be considered and compared against the standards set for that year. New standards by which health and safety performance can be measured for the forthcoming year must also be set. These must then be reviewed as part of the SAR review process.



This Health and Safety Policy was approved by the Director of ESS Education & Support Services on the date shown below following consultation with the appropriate employee representatives.

