

Celtic English Academy T/A Cardiff Language School LTD

Employee Safety Handbook

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Celtic English Academy T/A Cardiff Language School LTD



Celtic English Academy

Employee Safety Handbook

This handbook has been prepared to provide you with information about our Health and Safety Policy, procedures and arrangements. It also includes information about your duties as an employee and will help you to understand health and safety issues which affect you at work.

What The Law Requires

As an employer we must prepare a written health and safety policy statement explaining how we intend to protect the health and safety at work of our employees and anyone else who might be affected by our work activities. Our Health and Safety Policy and Arrangements reflect our commitment to the provision of a safe working environment. They also meet a requirement to identify the duties and responsibilities for employees with responsibilities for managing health and safety in our workplace.

We also have a responsibility and duty to ensure that you are:

- Aware of and understand our Health and Safety General Policy.
- Aware of and understand the health and safety rules relating to your work.
- Provided with adequate information, instruction, training and supervision.
- Made aware of the significant risks associated with your work activities and how they may affect others.
- Provided with Safe Systems of Work.
- Provided with a safe and healthy working environment.

The policy is reviewed at regular intervals.

We ask you to acknowledge that you have read and understood the rules set out in this handbook, that you will obey them and any other rules or changes that are drawn to your attention. We will also provide, as appropriate, additional documents, training and instruction to help you to carry out your work safely and without risk to your health.

Health & Safety General Policy Statement



Celtic English Academy

Celtic English Academy T/A Cardiff Language School LTD recognises our responsibility for the health, safety and welfare of our employees, the children in our care, contractors working for us and for anyone else whose health and safety could be affected by our work activity. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, children in our care and anyone else.

We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Consulting with our employees on matters affecting their health and safety and that of the children in our care.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
- Providing and maintaining safe, suitable buildings and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with other employers and workers, when they come onto our premises, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment, at induction. A Safety Handbook, setting out their duties and specific health and safety rules is given to each employee.

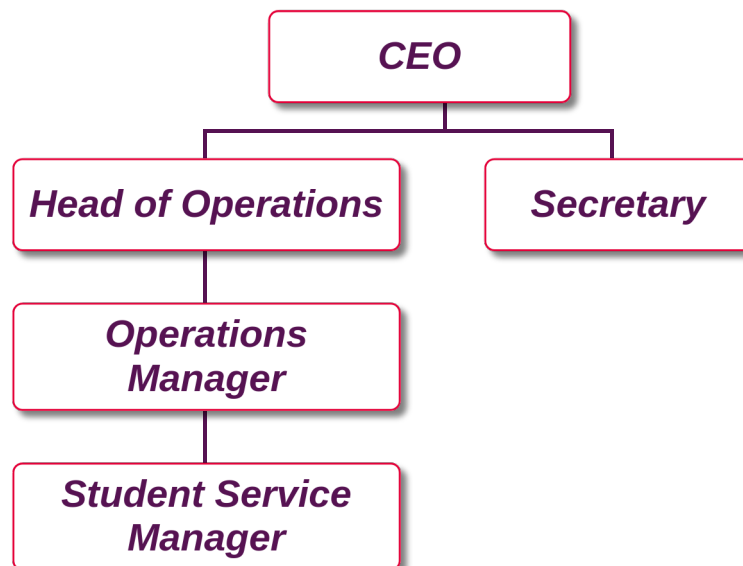
Our policy, procedures and arrangements will be reviewed annually.

Signature Date

Position

Health and Safety Organisation

In support of our Health and Safety Policy the CEO has identified key personnel for its implementation and allocated specific responsibilities as set out here and in the following pages.



Responsibilities

Responsibilities are allocated to key management personnel as below.

Key

CEO - Chief Executive Office

S - Secretary

OM - Operations Manager

SSO - Student Service Office

HO - Head of Operations

Safety arrangements	CEO	S	OM	SSO	HO
Managing Safety And Health At Work	✓	✓	✓	✓	✓
Accident, Incident, Ill-Health Reporting And Investigation		✓	✓	✓	✓
Workplace Health And Safety Consultation			✓		✓
Risk Assessment And Hazard Reporting			✓		✓
Substance And Alcohol Abuse			✓		✓
Purchasing			✓		✓
New And Expectant Mothers			✓		✓
Lone Working			✓		✓
Health And Safety Training		✓	✓	✓	✓
Health And Safety Of Visitors			✓		✓
Safe Systems Of Work			✓		✓
Action On Enforcing Authority Reports	✓	✓	✓	✓	✓
Equality And Disability Discrimination Compliance	✓	✓	✓	✓	✓
Health And Safety Information For Employees		✓	✓	✓	✓
Fire Safety - Arrangements And Procedures	✓		✓		✓
First Aid			✓	✓	
Welfare, Staff Amenities, Rest Rooms And The Working Environment		✓			✓
Housekeeping And Cleaning		✓	✓		
Pest Control			✓		
Building Services		✓	✓		✓
Control Of Hazardous And Non-Hazardous Waste			✓		✓
Access, Egress, Stairs And Floors		✓	✓		
Windows, Glass And Glazing In The Workplace		✓	✓		

Workplace Signs			✓		
Water Temperature Control			✓		
Premises	✓	✓	✓		✓
Electrical Safety			✓		✓
The Provision, Use And Maintenance Of Work Equipment			✓		✓
Office Equipment		✓	✓		
Storage Of Chemical Substances And Agents			✓		
Control Of Flammable Liquids			✓		
Slips, Trips And Falls		✓	✓		✓
Special Events - Catering			✓		✓
Compressed Air And Pressure Systems			✓		
Work At Height			✓		
Access Equipment			✓		
Safety In Food Preparation Environments			✓		✓
Infection Control			✓		✓
Manual Handling			✓	✓	✓
Display Screen Equipment		✓	✓	✓	✓
Legionella Control			✓		✓
Radon			✓		✓
Use Of Chemical Agents And Substances			✓		✓
Asbestos At Work - Survey Acms Present, No Off-Site Risk	✓	✓	✓	✓	✓
Stress In The Workplace			✓		✓
Aggression And Violence		✓	✓	✓	✓
Educational Visits			✓	✓	✓
Schools And Nurseries			✓		✓
Contractor Control And Management			✓		✓

Celtic English Academy T/A Cardiff Language School LTD

Key Health and Safety Responsibilities

Introduction

Health and safety legislation places specific duties on employers to make arrangements to protect the health, safety and welfare of their staff whilst at work and anyone else (children, students, contractors, etc) who might be affected by their educational setting activities.

To help us comply with these duties we have assigned specific health and safety responsibilities to Key Personnel as shown on the previous page.

In addition, we have a health and safety management system that includes:

- Our Health and Safety Policy.
- Safety responsibilities for key personnel.
- Safety arrangements to deal with health and safety issues in our educational setting.
- Risk assessments.
- Procedures to deal with emergencies.
- Employee safety rules.
- Additional information such as documented Safe Systems of Work, specific safety rules and fire precautions, are also provided.

Other health and safety information provided to employees includes:

- The official Health and Safety Law Poster.
- A current Employer's Liability Insurance Certificate.
- Health and safety booklets and information sheets.
- Information about significant findings from risk assessments and action to be taken.
- Information relating to Safe Systems of Work and work procedures.

Employees' Legal Responsibilities

All staff have a legal duty to take reasonable care for themselves and others and to co-operate with management on all aspects of health and safety.

- You must co-operate with and follow all emergency arrangements.
- You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with accident or incident investigations when asked.
- You must not interfere with or deliberately damage anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.
- You must carry out your tasks in a safe manner and follow any instructions, procedures or Safe Systems of Work given to you by managers and supervisors. If you identify a hazard or hazardous situation, you must immediately, or as soon as possible report, it to your immediate manager or supervisor.
- You also have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

Remember that these are statutory duties. The Enforcing Authorities can prosecute individual employees who fail to comply. Prosecution can result in heavy penalties - fines and or imprisonment.

Safety Rules

This section outlines some of the general health and safety rules that apply while you are working for us. There may be other more specific procedures where particular working practices apply and for which training and instruction will be provided.

Accident Procedures

- All work-related injuries, however minor, must be reported to your manager at the earliest opportunity and recorded in the Accident Book.
- Report all injuries, incidents, near misses, dangerous occurrences and damage to property or equipment to your manager at the earliest opportunity.

Working Practices

- You may only use your mobile phone at designated break times.
- Our Child Protection and Safeguarding policy and procedures must be considered alongside all health and safety issues. There may also be implications from accident, incident or near miss investigations.
- Our Safeguarding policy and procedures must be considered alongside all health and safety issues. There may also be implications from accident, incident or near miss investigations.
- Do not operate any equipment or use hazardous and dangerous substances unless you have been trained and authorised.
- Use all work equipment in accordance with your training and instruction. Before use check that it is safe and in full working order.
- Report faulty, damaged, defective or malfunctioning equipment to your manager without delay.
- Use all hazardous substances in accordance with written assessments, procedures and instructions.
- Hazardous, flammable or explosive substances that are not in immediate use must be stored correctly in their designated safe storage areas.

- Always follow our Drugs and Alcohol Policy.
- Carry out manual handling tasks as instructed and according to your training.
- You must comply with all of our safe working procedures.
- When at work you must always wear suitable footwear.

Working Conditions and Working Environment

- Clear up spillages as soon as possible, clean as you go. If the spillage is of a hazardous substance report it to a manager.
- All hazardous waste must be disposed of in a safe and approved manner.
- Keep floors and other work areas free from obstruction and all other areas clean and tidy. Clean as you go.
- Dispose of all rubbish and waste materials as instructed.
- Disinfection procedures must be followed as instructed.
- You must report any hazardous conditions to management.

Fire Precautions

- Do not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.
- You must comply with all established emergency procedures.
- You must report any use of firefighting equipment to management.
- Do not attempt to fight fires unless you have been trained how to do so.
- You must not interfere with or misuse any fire equipment provided.
- Fire doors must be kept closed at all times unless they are fitted with an automatic closing device linked to the fire alarm.

Hygiene

- You must maintain high standards of personal hygiene at all times when at work.
- You must protect all open wounds with a suitable dressing.
- You must not consume food or drinks in a place where it may become contaminated.
- Use and treat the toilets, washing and welfare facilities with care and respect, keep them clean and tidy so that the risk of contamination and cross-infection are minimised.

Health

- Report early signs of work related dermatitis (red, cracking, dry, sore skin) to your manager.
- Report any medical condition, symptoms or use of medication which could affect your safety or the safety of others to management. Failure to do so could result in disciplinary action.
- You must inform your manager, as soon as possible, if you are pregnant.
- You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.
- You must not attend work under the influence of either alcohol or illegal drugs.
- Report any instances of illness that could compromise food hygiene or other people's wellbeing to your manager. This includes-
 - diarrhoea, sickness (vomiting) and other stomach disorders.
 - any discharge from the eyes, ears or nose or a sore throat.
 - any septic skin condition such as sores, boils, septic cuts etc.
 - Any other infection.

Hazard Warning Signs, Signals and Notices

- You must comply with all workplace warning signs, signals and notices displayed.

Protective Clothing and Equipment

- Use all personal protective equipment as instructed.
- You must not damage or misuse personal protective equipment.

Gross Misconduct

- You will be liable to summary dismissal if you are found to have acted in either of the following ways:
 - Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
 - Interference with or misuse of any equipment for use at work, such that it may cause harm.

Hazard Reporting

If you have concerns about health or safety hazards in the workplace you should raise them with your supervisor or manager so that they do not go unnoticed and remedial action can be taken.

Recognising that some people can feel uncomfortable about raising hazard issues we also have a system which allows you to report your concerns in writing and (should you choose) anonymously. Complete the Hazard Log form at the back of this handbook, put it in an envelope and place it in the mailbox.

Should you need additional Hazard Log forms or would rather not use the one in this booklet you can get additional copies by asking your line manager.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

Consultation

To promote your involvement in the health and safety of the organisation we provide various formal opportunities for staff consultation. Between those opportunities you should raise any general concerns about health and safety at work with your supervisor or manager.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- Risk assessments and subsequent safe systems of work.
- Workplace hazards.
- Emergency procedures.
- New working practices and new work equipment.
- Workplace welfare issues.

Occupational Health

Hazards that have the potential to harm your health, or anyone connected with our activities are identified in our risk assessments.

It is our policy that we only use substances hazardous to health where there is no alternative safe substance that could be used. Where we have to use hazardous substances we always try to use those that present the lowest level of risk to people who use them.

Where risk assessment identifies the presence of occupational health hazards and risks we will always implement suitable control measures. Where occupational health surveillance is recognised as being able to recognise and protect against ill-health appropriate systems will be implemented. You will be told if you need to be involved.

We anticipate that you will cooperate and take part in health monitoring which will be for your benefit. The specific results of any monitoring carried out by a registered occupational health practitioner will always be confidential.

We also expect you to follow our rules for managing and controlling the spread of societal illnesses whilst at work.

Risk Assessments

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- The significant hazards that you may be exposed to.
- Who could be harmed and how.
- The likelihood of anyone being harmed by the hazard.
- Existing control measures.
- What (if any) further actions are required.
- Appropriate safe systems of work and necessary training.

For further information on risk assessment and to view those relevant to your work you should speak to your supervisor or manager.

General Safety Rules

Applicable to all Employees, Visitors and Contractors

1. Obey all rules, signs and instructions.
2. Attend for health and safety training or induction as instructed.
3. Treat all learners with care and respect.
4. Do not carry out any work activity for which you have not been trained.
5. Ensure that all equipment used is in a safe condition.
6. Wear Personal Protective Equipment as specified.
7. Do not enter any areas for which you are unauthorised.
8. Report every accident, incident, hazard and near miss to the person in charge as soon as possible after the event.
9. Do not smoke in the workplace.
10. Maintain good housekeeping at all times.
11. Keep pedestrian and vehicle traffic routes clear at all times.

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HAZARD REPORTING FORM

Use this form to report workplace hazards unsafe working conditions or practices that you are not able to correct for yourself or are not within your area of responsibility. If you have a suggested solution or remedy, please let us know about it. To report a hazard please follow the procedure explained in your Safety Handbook. Should you need additional copies of this form or would rather not use the one from this booklet you can get additional copies by asking your line manager.

Report date: _____

Hazard location: _____

Hazard description: _____



Suggested solution: _____

What is your name? (not compulsory): _____

For employer's use

Action identified as necessary:

Action allocated to: _____

Target date for completion: _____

Employers should copy basic details of this hazard report to form HL, Hazard Log, which will act as a running record and give an oversight of all hazards reported.

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Form ESH1

Celtic English Academy T/A Cardiff Language School LTD

**EMPLOYEE CONFIRMATION OF RECEIPT AND CONTENT OF
EMPLOYEE SAFETY HANDBOOK**

Please read the notes below, then sign and date this form

Part 1

Celtic English Academy T/A Cardiff Language School LTD has prepared a Health and Safety Policy. This form is to let you know that the sections of the Policy affecting you are contained in the Employee Safety Handbook. Should you wish to see the complete Health and Safety Policy this can be arranged; ask your line manager. They will arrange for it to be made available. Please read the Employee Safety Handbook and take time to understand it. Raise any questions about the content with your manager. Then read and sign part 2 and return it to your manager.

Part 2

I have read my Employee Safety Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates I am told about.

Signature:

Date:

Name:

Department:

Note: Note: By law, employers must give employees relevant information about their health and safety policies, procedures, and safe working systems. The same legislation requires employees to follow safety rules, procedures and instructions set by their employer. Employees should confirm that they understand these matters. Should you refuse to sign this document, the contents will be read to you and this will be recorded by your manager.

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