

Health and Safety Policy

The aim of the health and safety policy is:

- To ensure that health and safety is given adequate consideration during all activities.
- To ensure that staff, learners, visitors, contractors and other employees understand that they have a legal obligation to themselves and each other regarding health and safety.
- To ensure that risk assessments are carried out in relation to the specific operations of the organisation.

In order to meet this aim, the rules and procedures outlined below must be followed at all times whilst at Excel Education.

1. Any requirement served in writing by Excel Education in connection with Health and Safety regulations or procedures must be followed immediately.
2. Individuals must not compromise the safety or welfare of others whilst on the premises of Excel Education.
3. If the fire alarm sounds, individuals must immediately evacuate the premises and wait at an agreed collection point away from the building, unless previously warned of a short fire alarm test at a prescribed time. Where the fire alarm test exceeds 30 seconds continuous ringing, the premises must be evacuated as above.
4. Individuals must not tamper or otherwise interfere with any fire detection or fire fighting equipment, or do anything else which may prejudice the validity of Excel Education's fire insurance policies.
5. Individuals are advised that it is against the law to smoke anywhere on Excel Education's premises.

Excel Education is committed to providing a safe and pleasant working environment and will ensure the health and safety of all individuals who may be affected by our activities by:

- monitoring the safety performance of contractors who work for us;
- conducting annual audits to ensure health and safety control measures and emergency procedures are in place and are effective, properly used, monitored and maintained;
- conducting health and safety risk assessments annually (or sooner if there are material changes in the working environment that effect a change in the risk); this should to identify and minimise the effect of potential hazards;
- providing information, instruction, training and supervision to ensure that all individuals are informed of any associated risks and are competent to supervise or undertake activities required;
- providing adequate and appropriate buildings, equipment and facilities to comply with legislation to ensure welfare at work, and any additional requirements for Edexcel and other accreditation and awarding bodies;
- keeping all buildings, equipment and facilities provided or owned by Excel Education maintained in good working order to meet or exceed any relevant regulatory standard;
- consulting with staff and learners in matters that affect their health and safety;
- implementing systems of work that are safe and where there are risks to health these are controlled;

- keeping up-to-date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.

As part of this policy, designated individuals will ensure that the documents and procedures listed below are carried out, reviewed and updated on an annual basis or sooner if circumstances change or the nature of the material risk changes. A copy of these documents will be available for all staff to view.

Turnpike Lane site

<u>Document/procedure</u>	<u>Date completed</u>	<u>Next review</u>
Health and Safety Policy Statement	Pending	Pending
Office Risk Assessment	Pending	N/A
Fire Risk Assessment	Pending	N/A
Classroom Risk Assessment	26/05/2013	25/05/2014
Workstation assessment	31/05/2013	25/05/2014
PAT	Pending	N/A

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