

Estu Academy
Health and Safety Policy

Know Practice Do

Health & Safety Policy

1 Purpose

Estu Academy recognises that it has statutory obligations under the Health and Safety in Employment Act 1992 to provide a safe and healthy environment for its employees, apprentices, contractors and the public. In doing so it is observed that health and safety is the business of the entire Estu Academy community.

Accordingly, there is a need for the delegation of health and safety responsibilities and the promotion of strategies and procedures to achieve compliance with this and related legislation.

2 Scope

This policy applies to all company employees, apprentices, volunteers, visitors and other stakeholders.

Any amendments would be contained in a new issue number and employees would be alerted through the internal communication process. Employees should ensure that access is through the shared drive to avoid any out-of-date versions.

This policy will be accessible by all apprentices, volunteers, visitors and other stakeholders through the Health and Safety notice boards and via our website at www.Estu.uk

This policy does not form part of the contractual employment relationship and will be reviewed annually or in the event of legislation, contractual or working practice changes.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Accident: An event that causes any person to be harmed.

Contractor: A person engaged by Estu Academy to do any work for gain or reward under a Contract for Services.

Harm: Means illness, injury or both.

Hazard: An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that is an actual or potential source of harm.

Healthy: Means unharmed; and health has a corresponding meaning.

Incident: Any event that causes or could have caused harm to any person.

Safe: In relation to a person, means not exposed to any hazards; and in every other case, means free from hazards.

4 Policy Content and Guidelines

Estu Academy is firmly committed to the provision of a safe and healthy environment for its employees, apprentices, contractors, visitors and the public.

Estu Academy recognises that this commitment will only be achieved with positive leadership, the provision of necessary resources and continued pursuit of best practice in occupational health and safety.

Estu Academy expects every member of its community to accept personal responsibility for promoting the safety and wellbeing of themselves and those involved in or affected by Estu Academy activities.

5 Legislation

The main legislation which Estu Academy and its employees are bound by and will be observant of is as follows:

The Health and Safety at Work etc. Act 1974

This Act is the primary piece of legislation covering occupational health and safety in Great Britain.

The Health and Safety Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.

It places a duty on Estu Academy "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all our employees.

Among other provisions, the Act also requires:

- safe operation and maintenance of the working/learning environment, plant and systems of work
- maintenance of safe access and egress to the workplace
- safe use, handling, storage and transport of dangerous substances
- adequate information, training, instruction and supervision of staff and apprentices to ensure health and safety
- adequate welfare provisions for staff at work
- a written policy which we consult with employees
- not expose persons not in employment to risks

Management of Health and Safety at Work Regulations 1999

These Regulations place a duty on Estu Academy to assess and manage the risks to our employees and apprentices in their care and others arising from work/learning activities through suitable and sufficient risk assessments and implement necessary principles of prevention.

Estu Academy must also make arrangements to ensure the health and safety of the workplace, including making arrangements for emergencies,

adequate information and training for employees and for health surveillance where appropriate.

Employees and apprentices must work safely in accordance with their training and instructions given to them. Employees and apprentices must also notify the employer or the person responsible for health and safety of any serious or immediate danger to health and safety or any shortcoming in health and safety arrangements.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These regulations, known as RIDDOR, require Estu Academy to report work-related deaths, major injuries, work-related diseases and dangerous occurrences.

Manual Handling Operations Regulations 1992 as amended in 2002

These Regulations are concerned with ensuring that employees and apprentices avoid the need to do any manual handling task which involves a risk of injury. When this cannot be done, Estu Academy must assess the task taking into account the range of risk factors specified in the Regulations. Estu Academy must reduce the risk involved to the lowest reasonably practicable level.

Display Screen Equipment (DSE) Regulations 1992

These Regulations require Estu Academy to make a risk assessment of all workstations which might be used by DSE 'users' employed or being trained by them and reduce the risks to the lowest reasonably practicable level.

Workplace (Health, Safety and Welfare) Regulations 1992

These Regulations are concerned with the following:

- Maintenance – the workplace and equipment must be maintained in good condition. Where appropriate, there must be a planned system of regular maintenance.
 - Ventilation – enclosed workplaces must be provided with fresh or purified air.
 - A reasonable temperature must be maintained inside the building during working hours. Thermometers must be provided for staff to consult.
 - Suitable and sufficient lighting must be provided. Natural light should be used where possible. Emergency lighting must also be provided where necessary.
 - Cleanliness – the workplace and equipment must be kept clean. Waste should not be allowed to accumulate (except in suitable receptacles).
 - Space – room dimensions should provide sufficient floor area, height and unoccupied space for the health safety and welfare of the staff.
 - Workstations must be suitable for the workers or apprentices who use them and the work which is done.
-
- Where work can be done sitting, suitable seating must be provided for each person doing that work.

- Floors should be suitable and not uneven, holed or slippery. They should be kept free from obstruction or contamination likely to cause slipping. Staircases should normally have a hand-rail.
- Falls – precautions should be taken to prevent people from falling or being struck by falling objects. Tanks or pits must be covered or securely fenced
- Windows, transparent or translucent doors or walls must be made of a safety material or protected against breakage and must be clearly marked. Opening windows must be safe to use. All windows and skylights must be designed to allow safe cleaning.
- Traffic routes – design must allow safe circulation of pedestrians and vehicles and traffic routes should be clearly indicated.
- Doors and gates must be suitably constructed. Devices should be fitted to keep sliding doors on their tracks; to prevent upward opening doors from falling back; to ensure safe operation of powered doors. Doors which can be pushed from either side should have panes to provide a clear view of the space around the door.
- Escalators and moving walkways shall be safe in use, and fitted with necessary safety devices, including emergency stop controls.
- Sanitary conveniences – suitable and sufficient toilets shall be provided at readily accessible places. They must be well ventilated and lit and kept clean. A schedule to the Regulations specifies how many are needed, depending on the number of workers.
- Washing facilities, including showers if needed, with hot and cold water, soap and hygienic means of drying must be provided.
- A supply of Drinking water must be provided for all workers at readily accessible places.
- Clothing – accommodation must be provided for storage of a person's own clothing not worn at work; work clothing kept at the workplace; and for changing facilities.
- Rest and meals – suitable rest facilities must be provided at conveniently accessible places. Arrangements must be made to protect non-smokers from discomfort from tobacco smoke in rest rooms and rest areas. Pregnant women and nursing mothers must be given suitable facilities. Facilities for eating meals must be provided where meals are normally taken at work

Provision and use of Work Equipment Regulations 1988

- These Regulations are concerned with the following:
 - Estu Academy must make sure that work/learning equipment is suitable for the purpose intended, taking into account the nature of the work/learning, working conditions and risks in their workplace.
 - Estu Academy must ensure that equipment is properly maintained. Where routine maintenance is needed a 'maintenance log' should be kept.
 - Estu Academy must provide users of equipment and their supervisors with information, instruction and training on the correct use and on foreseeable abnormal situations which might occur when the equipment is being used.
-
- Where equipment carries a specific risk, use (and any maintenance, modification or repair) should be restricted to workers with specific training.
 - Estu Academy should take measures to prevent access to dangerous parts of machinery and to protect against the ejection of

articles, substances, gases, liquids, dusts etc.; overheating, fire or explosion, disintegration of parts of equipment, extreme hot or cold surfaces.

- Estu Academy must ensure that all controls are safe to use and clearly identifiable. In particular, start and stop controls, including emergency stops, must be designed to ensure health and safety.
- Where appropriate, it must be possible to isolate machinery from its energy source.
- Where necessary equipment must be stabilised by clamping or other means.
- Adequate lighting must be provided to allow safe use. Where necessary, clearly visible markings or other warning devices must be fitted.
- Particular precautions are required to ensure that maintenance operations do not give rise to health and safety risks.
- If a particular piece of equipment is covered by a European Community Directive Estu Academy must ensure that it complies with the requirements of that Directive.

Personal Protective Equipment (PPE) Regulations 1992

These Regulations are concerned with:

- Provision – the employer must provide suitable PPE when the risk cannot be controlled by other means.
- To be Suitable PPE must be appropriate to the risks involved and the work done. It must take account of ergonomic factors and the state of health of the user and must fit the user. It must comply with relevant European Community Directives where they apply.
- Compatibility – where more than one item of PPE has to be worn, they must be compatible and effective when worn together.
- Before buying any PPE the employer must do a risk assessment to identify the risks which cannot be controlled by other means and to make sure that the PPE protects against those risks.
- Maintenance – the employer must ensure that PPE is maintained in good repair and cleaned or replaced as often as necessary.
- Accommodation – the employer must provide storage for protective equipment when it is not in use
- The employer must provide staff with information, instruction and Training on the risks the PPE is intended to avoid, the use of the PPE and steps the employees are expected to take to maintain the PPE.
- Use – the employer must take steps to ensure that PPE provided is properly used.
- Employees' duties – employees must use PPE as directed and must report any loss or obvious defect to the employer.

Covid Response and Home Working

- All home workers are required to have daily contact with their line manager or Head Office Team.

- For local staff, you are required to attend Head Office at least twice a week. Where the lone worker is situated further away and this isn't feasible a minimum of fortnightly office visits are to be completed.
- A weekly zoom will take place with all remote staff and head office team to ensure that all staff are up to date.
- Remote staff are to ensure that they have dedicated space to work from to enable a DSE compliant set-up of work environment which is separate from the general living area so there is a clear distinction between work and home space to allow staff to switch off.
- Remote workers are afforded the same equipment as office-based staff with the use of monitors, keyboards and mice to conduct their duties.
- Monthly 121's are completed to enable the staff to raise any issues or concerns that haven't been raised throughout the various other contact points.
- The Managing Director will communicate mental health and wellness updates to all staff with support available.
- All staff are required to have the remote working Risk Assessment form completed, and a copy placed in their HR file prior to authorisation being granted for home working
- Tutors will liaise directly with all employers to assess what systems/policies are in place to support the apprentice. If required they will complete a Remote Working Risk Assessment form for all apprentices who may be working from home and ensure best practice is in place.
- Any staff working from home are required to read and adhere to the Working at home guidance available on the shared drive.
- The managing Director is responsible for updating the Covid Risk Assessment and action plan based on the feedback provided by tutors.

The Health and Safety (First-Aid) Regulations 1981

These Regulations are concerned with ensuring the provision of first aid equipment is provided for and that information on such provisions is provided to employees and apprentices.

Control of Substances Hazardous to Health (COSHH) Regulations 2002

The COSHH Regulations require Estu Academy to undertake a number of evaluations and control measures which must be recorded, to control or prevent exposure of employees, apprentices and others to substances. These can be chemicals, products containing chemicals, fumes, dust, vapours, mists, gases, biological agents and germs that cause diseases.

HSE Guidance

In cases where there is no specific legislation, the HSE has issued key pieces of guidance which will be observed by Estu Academy:

- Investigating accidents and incidents, including RIDDOR
- Driving at work and managing work-related road safety

- Working alone and violence
- Risk assessment
- Tackling work-related stress

6 Responsibilities

The Managing Director, Paul Conroy has overall responsibility for the effective management of health and safety and requires every manager with staff responsibility to implement this policy.

Estu Academy management must:

- Maintain an effective programme to ensure that all workplace hazards are systematically identified, and appropriate measures introduced to control these hazards.
- Review and monitor the hazard management programme to take account of changing conditions and circumstances within the workplace, and ensure appropriate records are kept.
- Ensure all employees, apprentices and unions have the opportunity to participate in the development of health and safety practices, and that all relevant documentation relating to health and safety issues is made available.
- Ensure that all employees, apprentices and contractors are trained, supervised and provided with information to undertake their duties safely.
- Ensure all personal protective equipment needed to secure health and safety is provided to employees and apprentices and that they are adequately trained in its proper use, maintenance and storage.
- Actively support the safe and early return to work of injured employees.
- Encourage all staff and apprentices to set a high standard of health and safety management by personal example.

Managers/Supervisors must:

- Comply and ensure compliance of their staff and apprentices with all relevant health and safety legislation, standards and codes of practice.
- Ensure that all equipment, substances and work systems used are suitable for their intended purposes and take all reasonable and practicable steps to meet safety requirements.
- Ensure that adequate training, information, instruction and supervision is provided.
- Ensure that contractors and visitors are made aware of safety procedures.
- Ensure a prompt response to any health and safety issues brought to their attention.
- Ensure that all accidents and incidents are investigated and reported promptly and accurately to the Health and Safety Unit.
- Ensure that health and safety objectives and responsibilities are included in individual role descriptions and are reviewed annually.
- Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

Employees and apprentices must:

- Immediately report all accidents and incidents to their manager /supervisor and to the Health and Safety Unit ensuring all such incidents are recorded in the accident register.
- Where a health and safety incident takes place in the workplace of the apprentice, the apprentice must follow the employer Health and Safety process, the tutor should ensure that this has taken place and follow this up whilst also notifying the Managing Director of the incident details. Where an apprentice may lose consciousness the tutor must inform the employer and next of kin once medical assistance has been requested.
- Tutors are to ensure that Aptem is kept up to date with emergency contact details for next and kin and employer to enable contact to take place should an incident occur.
- Carry out their work/learning in a way that does not adversely affect their own health and safety or that of others.
- Learn, understand and abide by Estu Academy Health and Safety rules and procedures.
- Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.
- A Covid Risk Assessment and Action plan has been completed and is reviewed on a quarterly basis or when the Government issues changes in requirements.

7 Contact Person

The following person may be approached on a routine basis in relation to this policy:

Should any issues or concerns relating to Health and Safety need to be raised please contact the Managing Director, **Paul Conroy** at pconroy@vsstraininganddevelopment.co.uk or on **07855 868353**, or alternatively email confidential@vsstraininganddevelopment.co.uk

8 Specific responsibilities

The Health and Safety Employment Act requires all staff, apprentices and visitors to take all reasonable steps to ensure their own safety and that of others. Staff in positions of responsibility have an additional role in fulfilling health and safety requirements as detailed below.

Directors

- Provide leadership, examples and commitment to the health and safety policy and concomitant objectives.
- Ensure co-ordination of health and safety systems within Estu Academy. This will include all departments, lecture or service units and physical facilities used by the Estu Academy.
- Ensure that the appropriate resources are allocated to health and safety.
- Formulate appropriate objectives relating to health and safety with all staff and evaluate the subsequent implementation of departmental / section safety systems.
- Periodically arrange for the safety audits of departments to ascertain the status of safety management.
- Review Estu Academy accident statistics to ensure the efficacy of health and safety controls.

- Take all practical steps to ensure staff and apprentices has a safe and healthy work and learning environment.
- Monitoring the systems ensuring that staff/apprentices actions do not cause harm to anyone
- Put in place signage for hazard identification.
- Ensure that staff are qualified and competent to undertake their duties and to set up health and safety programmes to ensure that all employees and apprentices are aware of their responsibilities
- Ensure that staff and apprentices are aware of workplace hazards and are provided with information relevant to hazard monitoring.
- Encourage staff and apprentices to be involved with the development of health and safety procedures.
- Notify, investigate and record the investigation of accidents as required.

Staff, visitors and apprentices

Centre staff, administrators, tutors and apprentices

- Work safely and effectively and with due regard to the effects and impact of any action on others. In particular, no action (or inaction) should be allowed to cause harm to another person or persons.
- Comply with all statutory regulations, Estu Academy rules and standard operating procedures.
- Use and maintain all equipment and facilities provided in the correct manner, and immediately report to Line Manager/tutor or supervisor any unsafe conditions or defects found.
- Participate, where required, in health and safety programmes through health and safety audit team membership, courses of instruction, or safety investigations.
- Report all accidents as instructed by the accident reporting procedure.
- Maintain and foster an attitude of awareness, involvement, and commitment to excellence in health and safety.

Risk Management Accountability Statements for Senior Management

- Health and safety risk management requires the co-ordination of employment risk, teaching, research risk and property risk.
- Improvement and continuity of education is a paramount concern and regular practice of the Estu Academy.
- Protection of the assets used by the Estu Academy is congruent with a safe and healthy place of work.

All managers have the responsibility for accepting the employment risk so as to ensure safe employment practices and processes. The policy and audit procedure will be monitored and provided by the Managing Director.

In conjunction with Finance, the physical infrastructure, human resources and strategic employment risks are to be co-ordinated as a support service by the Managing Director.

Infrastructural safety issues include compliance with building legislation, continuance planning, fire evacuation, site approval / licenses required by legislation including environmental requirements.

Strategic plans, policy setting, and audit will be provided by the Managing Director.

The Managing Director has responsibility for teaching and researching risk management and are responsible for ensuring legally accepted risk management including, but not limited to, bio security, the health and safety of staff, apprentices and visitors and legislation including approvals and licenses.

Minimal statutory requirements for Managing Director and senior staff

As an employer who controls a place of work/learning

- Hazard management
- Information to employees/apprentices
- Training and supervision
- Accidents and Incidents
- Emergency procedures
- Employee participation

Required Statutory Minimums – The Employer

Hazard Management

- Effective method implemented to identify hazards - all foreseeable hazards to be identified through planned processes including inspections and accident investigations, recorded in a register. (The register needs to be up to date, including new items and accident information).
- All identified hazards are to be assessed for danger / harm significance.
- Significant hazards are to be controlled through a three-step hierarchy of elimination, isolation, and minimisation.
- As appropriate, the provision of personal protective equipment and ensuring that it is used correctly.

Information for employees

- Hazards and emergency procedures. e.g., control procedures, MSDS, emergency responses.
- The results of monitoring.
- Where protective equipment is stored.
- Reporting an accident.

Training and supervision

- The competence of employees/apprentices to work/learn safely must be assessed. (training/competency records to be kept).
- The supervision of employees/apprentices who lack knowledge and experience to carry out assigned tasks without risk to health or safety must be guaranteed.

- All employees must be given minimum safety and health training. (Includes apprentices, visitors and contractors, record of such training must be kept in the training book) and updated on an annual basis.

Accidents and incidents

- All accidents must be accurately recorded in the Incident register.
- Serious harm issues must be notified to COSHH and the accident scenes secured until official clearance has been obtained.
- Investigations must be carried out to determine causes – and the process and results recorded in the register.

Emergency procedures

- Procedures for dealing with emergencies developed and implemented.
- Employee participation
- Employee participation system established and in effective operation.
- Employee Health and Safety representatives appointed - response developed to hazard notices. (Written response required if recommendation is not followed.)

Required Statutory Minimums – The Directors

- Procedures for managing the health and safety of contractors are established and must be implemented.
- Report accidents to contractors.

Required Statutory Minimums - For a "Person" In Control of Place of Work and Equipment

- Procedures to ensure actions or inactions of employees do not cause any harm and must be published and kept on file.
- Procedures to manage the Estu Academy premises to protect visitors from harm must be published and on file.

9 Emergency Procedures

WORKING HOURS (0800-1600) Monday to Friday

Emergency alarms

- The emergency evacuation alarm is a continuous siren.

Action to be taken by a member of staff / apprentice discovering a fire

- Immediately activate the nearest fire alarm by breaking the glass cover.
- If it is safe to do so, ensure all doors leading to the fire are closed.
- Leave the area by the nearest emergency exit and report the fire immediately to the control point next to the UTC building immediately alongside the front of The BASE building.

- When the fire officer arrives at the control point, give clear details of location and the nature of fire.

Do not attempt to fight the fire unless:

- You have already operated the fire alarm and
- You are absolutely sure that you have a safe means of escape if you are unsuccessful and
- You are absolutely sure that the fire is immediately controllable and
- You are absolutely sure of the source of the fire and
- If you are absolutely sure that you are using the correct appliance and how to use it
- If none of the above apply ensure a safe escape

General evacuation instructions for staff and apprentices

- Do not use the lift
- Do not take hold-all's or briefcases or any other bulky items which might impede evacuation. Do not go searching for personal belongings
- Report to the assembly point irrespective of the exit by which the building was evacuated
- Do not congregate in any area which is not an assembly point
- There are no internal assembly points
- If you are concerned that another apprentice or member of staff was unable to evacuate the building, advise the fire officer of that person's last known location
- Do not leave the assembly point and, in no circumstances, re-enter the building without the specific permission of the fire officer

Emergency exits

- If danger is imminent, always use the nearest available exit and report to the designed assembly point irrespective of where you leave the building
- Otherwise use the emergency exit which gives the nearest access to the front of the building

Assembly Points

- Staff, visitors and apprentices on the First Floor must use the stairs
- It is vital that staff / visitors / apprentices report to the correct assembly point
- Do not congregate elsewhere or wander away from the assembly point for any reason until authorised to do so. This could lead to absentees being treated as missing and the waste valuable time / danger to life for the emergency services

Action to be taken by staff conducting learning sessions

- Ensure that all windows are closed and that all equipment and electrical appliances
- Escort all apprentices to the nearest designated emergency exit and ensure that they evacuate the building, closing all doors on leaving
- Assist disabled apprentice to evacuate as appropriate
- At the assembly point ensure that no apprentice is allowed to re-enter the building through the fire exits until positive confirmation is received from the fire officer that the emergency is over and the building is safe to re-enter

Action to be taken by Apprentices

- As directed by staff, when the alarm sounds, close all windows and switch off all equipment and electrical appliances
- Leave the building by the nearest designated emergency exit in accordance with the instructions given by staff, closing doors as directed
- Assist disabled apprentices as required.

Action to be taken by staff, apprentices and helpers with a disability

- If you are likely to require assistance to evacuate always notify Reception of your location
- When the alarm sounds, if able to do so, evacuate normally as indicated above with assistance from other staff / apprentices as required
- If unable to evacuate without the use of specialised equipment, report to the evacuation point. Where it is safe to do so allow initial congestion to abate before entering the emergency staircase
- If unable to evacuate with the use of the equipment provided, remain at the marshalling point, and when the initial congestion has abated move onto the emergency staircase
- Ensure that the fire controller is advised of your evacuation

Action to be taken by all other members of staff at their normal place of work

- Ensure that all equipment and electrical appliances are switched off
- Report immediately to the internal marshalling point where a responsible member of staff will assume control as the local area marshal and detail members of staff to carry out the functions set out in the area check lists
- When the above actions are complete, and if not allocated further duties by the local area marshal, evacuate the building by the nearest designated fire exit
- The member of staff assuming the role of local area marshal will then report to the fire officer at reception and advise that the area has been cleared

Action to be taken by members of staff not at their normal place of work – bomb warning

- Leave the building by the nearest designated emergency exit and report to the assembly point following the instructions in 3 above. Do not attempt to return to your normal place of work until authorised to do so

Action to be taken by reception / switchboard staff

Advise the following staff by telephone:

- The Managing Director
- Other Team members
- Call the Fire Brigade Dial 999 and ask for fire engine
- When contacted by the fire officer, confirm that the fire brigade has been called and advised of the location of the fire as indicated on the control panel

- Do not respond to any instructions other than those given by the fire officer or the Fire Brigade officer
- Using either the internal telephone system from a safe location, the security control staff must immediately identify themselves to Reception and confirm that the fire

brigade has been informed and confirm the location of the fire. Details of the location of disabled staff / visitors / apprentices should be noted

- Where appropriate, verify the precise location and nature of the fire from the person who activated the alarm
- When the fire brigade arrives, advise them of the current status of evacuation, the location of any persons still in the buildings and pass to the senior fire officer details of the immediate area of the fire, including any special matters of risk, e.g. storage of flammable material.
- With the assistance of other members of the control team maintain positive control of the assembly points. Members of staff from the assembly points may be asked to assist as long as they are clearly briefed on safe methods of transit between assembly points
- When advised by the fire brigade, give the instruction that the fire alarm sounders may be silenced, the alarms reset and evacuated areas re-occupied. No other person is empowered to give this order.

Action to be taken by cleaning staff

- If it is safe to do so, remove all equipment to the normal storage area
- Evacuate the building by the nearest designated emergency exit and report to the appropriate assembly point

10 Fire and Evacuation Procedures After Working Hours

Action to be taken by any member of staff or apprentice discovering a fire

- As per working hours procedures.

Action to be taken by staff conducting learning sessions

- As per working hour's procedures, with the exception when apprentices have been safely escorted to the assembly point, and if there are sufficient staff, some should remain with the apprentices, specifically to prevent any unauthorised attempt to re-enter the buildings and others should report to the area in front of the building to assist in control functions.
- If it is possible to evacuate apprentices with a disability / visitors / staff, safely do so. Otherwise personally ensure that the Fire Brigade, upon arrival, is informed of the whereabouts of any disabled apprentices / visitors / staff still to be evacuated.

Action to be taken by apprentices

- As per working hours procedures.

Action to be taken by all other staff at their normal place of work

- When the alarm sounds, ensure that all windows are closed and that all equipment, and electrical appliances are switched off
- If imminent danger exists evacuate the building by the nearest designated emergency exit and report to the designated assembly points
- Make a brief check of any areas where staff / visitors / apprentices have been and then evacuate the building and report to the designated assembly points.

Action to be taken by caretaking staff (if on site)

- Bring all lifts to ground floor
- Confirm the location of the fire with Security Control

- Assist and advise the Fire Brigade as appropriate.

Use of emergency exits

- As per the working hours procedures
- It is vital that staff / apprentices report to the assembly point and do not congregate elsewhere or go home until authorised to do so. This could lead to absentees being treated as missing and waste valuable time / endanger the lives of the emergency services

11 First Aid Boxes

- All centres will have an appropriately stocked first aid box. The first aid box will be stocked to the standards stated under BS8599. No creams or medication will be held within the first aid box and no employee personally owned creams or medication will be provided to fellow colleagues, visitors or apprentices.

12 Accident Reporting Book

The accident reporting book will be located with the first aid box. In all cases where a first aider is called upon, a report will be filled within the accident reporting book. In all cases of a near miss, a report will be filled within the accident reporting book.

The responsibility of recording an accident or near miss within the accident reporting book lies with the individual concerned in the first instance. If this is not possible, the first aider or Business Manager will take responsibility to ensure this is completed.

A copy of the report will be scanned and emailed to the Managing Director.

13 Signage

- All centres will have the Fire Routine Notice which will state the main steps to follow in an emergency and the location of the assembly point.
 - All centres have the Fire Assembly Point sign located at the necessary assembly point.
 - All centres have the Running Man, Fire Exit sign's at every fire exit point – the direction of the arrow indicates the direction to take.
 - All doors that are fire resistant exit doors in the centre have the necessary sign at the door handle level on both sides of the door. This will be a self-closing fire door and must not be propped open at any time.
-
- All centres have the necessary fire extinguishers specific to the needs of the circumstances with the appropriate signage next to it.

14 Records Management Access & Storage

The Policy is found on the Shared Drive and is available to all staff.

15 Revision History

Version No.	Date	Amendment
1	2015	Created Policy
2	2018	Review with no significant changes
3	Aug 2020	Reviewed with no significant changes
4	Aug 2021	Full review and update
Next Revision Date (12 months or when significant change)	Aug 2022	

Authorisation	
Signed:	
Print:	Paul Conroy
Date:	10 August 2021
Position:	Managing Director