



Axia
Solutions

Policy:	Health and Safety Policy
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Approved by:	SMT
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Purpose.

To secure the health, safety and welfare of all those using Axia facilities, by ensuring that the premises are a safe and healthy place in which to work and study and effective safety procedures are adopted and safe practices followed.

Policy

The Finance & Data Manager (FDM) is responsible for ensuring that all staff and learners are aware of the health and safety policy, practices and procedures and for providing training to ensure this awareness. The FDM is responsible for ensuring that all identified risks are properly managed and that relevant risk assessments have been carried out. All staff members share responsibility for the maintenance of a healthy environment for work and study and for compliance with current legislation and adherence to best practice.

Work based trainers and functional skills staff have a responsibility to promote safety and health awareness amongst learners and in their work place. They are required to carry out a Health, Safety and Welfare check in all work place environments, employers are required to sign off their compliance with the HS at Work Act as part of the vetting process.

Axia will take the decision to refuse to train in any workplace environment that falls short of minimum standards identified in the above check. Learners and visitors are expected to follow health and safety advice given and to behave at all times in a way that does not put themselves or others at risk. Axia work closely with NSCG (parent company) on all health and safety matters and the college health and safety officer conducts an annual audit followed by an action plan to address any concerns. The Health and Safety Policy will be reviewed and revised as necessary annually.

Procedure

The general objectives of the policy are to ensure that Axia complies with all relevant Health and Safety legislation.

Axia Senior Management Team take all practical steps to safeguard the health, safety and welfare of all staff, learners and visitors by carrying out risk assessments and by deciding the type and extent of necessary control measures to reduce these risks and to ensure that these measures are implemented.

All staff members (current and new) are made aware of good practice, to ensure that it is followed by themselves and learners who can act in a manner which maintains a safe and healthy environment.

Positive attitudes to health and safety are promoted amongst learners by the inclusion of health and safety education in their learning programmes. Appropriate programmes of training to update staff in health and safety matters are arranged when necessary.

Health and Safety Responsibilities

The **FDM** has a role in providing health and safety leadership by ensuring that there is an effective and enforceable policy for the provision of health and safety at Axia. Periodically assessing the effectiveness of this policy and ensuring that any necessary changes are made. The NSCG Health and Safety Officer shall periodically monitor the work of the FDM through and Statutory Health and Safety Committee through receiving its minutes, and, where appropriate, make recommendations to the Corporation.

The **Director** is designated the Health and Safety Director (as recommended in HSE guidance document INDG 417, 2011) and is responsible for ensuring that all requirements of the relevant legislation, codes of practice and guidelines are met in full at all times assuring the Axia Health and Safety Policy is being followed and its objectives attained.

All Axia personnel are responsible for learners working in their area, are familiar with the Health and Safety Policy and any other relevant safety policies or procedures. It is the duty of teaching staff to have regard for the health and safety of learners or others in their care, whether in classrooms or outside premises.

Teaching staff have a duty to promote safety and health-conscious attitudes amongst learners through the inclusion of health and safety education in the learning process.

In the event of an accident or dangerous occurrence, all staff are expected to complete an Accident Report or a Dangerous Occurrence Report form without delay and to submit that form to the Health and Safety Officer. It is the responsibility of the FDM to log the report, to investigate the accident/occurrence and to advise on additional measures which may be taken to avoid recurrence.

Learners

Learners should take reasonable care of their own and others health and safety. Learners are expected to familiarise themselves with the health and safety aspects at their place of work.

- In particular, all learners will be able to use the correct equipment and tools for the job and any protective clothing or safety devices which may be supplied.
- Report any defects in the premises and facilities which they observe.
- Make themselves familiar with evacuation routes
- Declare any medical conditions that may affect any first aid assistance or assistance required during an evacuation.
- Not behave in a manner which will put themselves or others at risk
- Obey all reasonable instructions concerning health and safety

Arrangements

Notices stating the Emergency Evacuation and First Aid procedures are displayed throughout the Axia premises.

The FDM will organise periodic evacuation drills to suit all operational conditions and will monitor such drills and make recommendations for improvement as necessary

Staff have been trained as Fire Marshalls

All accidents or work related dangerous occurrences must be reported promptly via the NSCG web page or via email to Helen.

Induction training will be provided for all employees and further specific health and safety training needs will be identified and arranged as necessary.

All health and safety policies and procedures will be reviewed and updated annually by the FDM.