


Health and safety policy

This is the statement of general policy and arrangements for: Varsity Training			
Overall and final responsibility for Health & Safety: Del Wraight, Director	Day-to-day Responsibility for Ensuring this Policy is put into Practice: Karen Green, Admin Manager		First Aider: Petra Pierce, Admin Assistant
Varsity Training is located in serviced offices at Pure Offices, Pastures Avenue, St. George's, Weston-super-Mare BS22 7SB and also has Trainers / Assessors training and assessing students out at their place of work. Pure Offices are responsible for Toilets / Kitchens / corridors, etc.			
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Del Wraight, Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Carol Wraight, Director	Staff and students given necessary health and safety induction and provided with appropriate training and personal protective equipment, when needed. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.	
Engage and consult with employees on day-to-day health and safety conditions	Karen Green, Administration Manager	Staff routines consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Carol Wraight, Director	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Carol Wraight, Director Karen Green, Administration Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.	
Signed: * (Employer) Del Wraight		Date:	28/07/22
Health and safety law poster is displayed at (location)	Admin Office		
First-aid box is located:	Admin Office		
Accident book is located:	Admin Office		

Risk assessment

Company name: Varsity Training

Date of risk assessment: 1st May 2022


What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done:
Slips and trips	Staff, students and visitors may be injured if they trip over objects or slip on spillages.	<p>General good housekeeping is carried out:</p> <ul style="list-style-type: none"> All areas are well lit, including the stairways. No trailing leads or cables (where necessary these are covered appropriately). Staff keep work areas clear, e.g. no boxes left in walkways. Deliveries are stored immediately. <p>Any concerns are forwarded to Pure Office Manager by the Directors / Admin. Manager</p>	Regular weekly checks to be carried out to ensure that housekeeping is being carried out.	Admin Manager	Put in place on recruitment of this role	1/07/19
Manual handling	Staff risk injuries or back pain from handling heavy / bulky objects, e.g. deliveries of paper, office supplies / equipment, etc.	<ul style="list-style-type: none"> We use a trolley to transport boxes of paper and other heavy items when collecting deliveries. Where possible, deliveries are brought up in the lift by delivery companies. Assessors / Trainers have access to foldable trolleys for transporting student work (e.g. portfolios) and full training is given (including a reminder on the wall in the admin office). Where possible, new students are registered to e-portfolios, avoiding the future need to carry so much student work. High shelves to be used for light objects only. 	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	Admin Manager	1.7.19	1/07/19
Display Screen Equipment (DSE)	<p>Staff risk:</p> <ul style="list-style-type: none"> Posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use, or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor or they spend too long working at a display screen. 	<ul style="list-style-type: none"> Online DSE training and assessments of workstation carried out by all new staff during induction. Any actions to be carried out asap. Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen. Noise levels controlled. Eye tests provided for those who need them, in line with regulations. Laptop users trained to carry out own DSE assessment for use away from office. 	<ul style="list-style-type: none"> All staff to do an online DSE assessment annually. Admin Manager to check that identified actions from DSE self-assessments are followed up asap. Remind staff that they should let the Directors / Admin Manager know of any issues (e.g. pain, lighting issues, etc.) that may be linked to computer use. Remind laptop users to carry out regular DSE assessments to avoid problems and identify any issues. Remind staff to ensure they take breaks away from the computer as recommended. 	All Staff Admin Manager	1/07/19	1/07/19

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Working at height	Staff - falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> High shelves are used for lighter storage. Office steps to be used when reaching for anything on the higher shelves. 	Reminder to all re. lifting from high shelves.	Admin Manager	1/07/19	1/07/19
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role, etc.	<ul style="list-style-type: none"> Staff understand what their duties and responsibilities are; job descriptions are given to staff when they join the company. Staff can talk to Directors if they are feeling unwell or at ease about things at work. We have an anti-bullying policy in place. 	Remind staff that they can speak confidentially to Directors (on a no-blame basis) if they are feeling concerned about their role.	Admin Manager	1/07/19	1/07/19
Hot Water	Staff – from hot water dispenser in Admin Office	Staff are trained in the use of the hot water dispenser. Mugs of the correct height for use under the hot water dispenser are provided.	Reminding staff that they should not put outsized cups under the hot water dispenser	Admin Manager	1/07/19	1/07/19
Kitchens	Staff, students, visitors – burns from hot water dispenser, hot water from tap, microwave.	Staff and students are shown the kitchen area local to the office / training room at induction / when they first arrive for training. Cups of the correct height for the water dispenser are provided and notices are displayed warning of hot water.			1/07/19	1/07/19
Electrical	Staff are at risk from: <ul style="list-style-type: none"> Electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. 	<ul style="list-style-type: none"> Staff are trained to spot and report (to Directors / Admin Manager) any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. Anything defective belonging to the building (sockets, light switches, etc.) must be reported to the Pure Offices Manager as soon as possible and should not be used unless safe to do so. Staff told not to bring in their own appliances, toasters, fans, etc. Equipment is PAT (Portable Appliance Tested) on a regular basis in line with regulations. 	Confirm with landlord the system for making safe any damage to building installation electrics, e.g. broken light switches or sockets.		1/07/19	1/07/19

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Fire	Staff / Students / Visitors: <ul style="list-style-type: none"> If trapped could suffer fatal injuries from smoke inhalation /burns. 	<ul style="list-style-type: none"> Fire risk assessment carried out in conjunction with Pure Offices. Staff are made aware of fire exits / fire bells being tested and fire drills (arranged by Landlord) at induction, also location of fire extinguishers. Fire bells are tested on Thursday each week by – an email is sent out to remind staff of this, by Pure Offices Manager. Staff are not expected to leave the building for a fire drill. Fire Drill – when the alarm goes off, all staff evacuate the building via the nearest fire exit, leaving any belongings behind. Staff meet in the car park at the meeting point and report to the Directors or Admin Manager who confirms that everyone is out to Pure Offices Manager. In the event of a fire, the nearest fire alarm must be pressed to alert other tenants. If possible and appropriate (without causing harm to self), contact Pure Offices Manager before / whilst leaving the building. Directors / Admin Manager check the training room for students / staff before making their way to the nearest exit. All staff must work with the Landlord in the event of a fire and abide by the fire drill rules. 	<ul style="list-style-type: none"> Reminder to all staff of their responsibilities in the event of a fire. 	Admin Manager	1/07/19	1/07/19

This policy is owned and maintained by our Operations Manager and Director who hold responsibility for reviewing and updating this policy on an annual basis.

Name of reviewer: D Wraight

Signature: 

Date of review: 28/07/2022

Next review due date: 28/07/2023