

# Health & Safety Policy

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QA by: Katie Thornton

Prepared by: Stuart Crosby

Authorised by: Mike Gregory

# Document Control

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**Authors** Stuart Crosby & Mike Gregory

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## Owner (Responsibility for Approval of Issued Versions)

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**Other Policies linked or changes will impact on**

<b>Policy</b>	<b>Link or impact</b>
Equality, Diversity & Inclusion Policy	
Environmental Policy	

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## GENERAL STATEMENT

Ensis recognise they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain safe and healthy working and learning conditions, and that all statutory requirements are complied with.

As far is reasonably practicable, Ensis will pay particular attention to:

- The provision and maintenance of equipment and systems of work that is safe and healthy.
- Care of any substance deemed to be hazardous to health.
- The control of the workplace, ensuring it is in a safe condition.
- The provision of a safe means of access and egress from the workplace.
- The provision of adequate facilities and arrangements for welfare at work.
- The maintenance of all working environments, to ensure safety is paramount and risk to health is not a problem.

## 2 LAW and Legislation

The main legislation covering health and safety is:

- Health and Safety at Work Act – 1974.

Several smaller pieces of legislation which have superseded parts of the act:

- Health & Safety (Display Screen Equipment) Regulations – 1992
- Provision & Use of Work Equipment Regulations – 1992
- Manual Handling Operation Regulations – 1992
- Management of Health and Safety at Work Regulations – 1992
- Personal Protective Equipment at Work Regulations – 1992
- Workplace (Health, Safety & Welfare) Regulations - 1992
- RIDDOR - 1995
- Care of Substances Hazardous to Health Regulations - 1999

The H&SWA states that it is the responsibility of the employer (Ensis), and the employee to ensure that safe working practices are followed.

Ensis may introduce specific work instructions or procedures relating to certain aspects of health and safety, which must be followed by all staff and learners. Notice of these new instructions will be given to all staff and learners in advance of their introduction. It is

therefore the responsibility of staff and learners to ensure they are aware of the content of these requirements.

### **3 GENERAL POLICY**

Ensis will:

- Ensure all employees, learners and users of its premises are aware of health and safety.
- Ensure all employees, learners and users of its premises are provided with the safest possible working conditions.
- Maintain plant and equipment to a safe standard.
- Encourage all employees, learners and users of its premises participate in safe working practices, risk assessments of equipment and workplace.
- Ensure that non-staff/learners are not exposed to risks to their health and safety where reasonably practicable.
- Consult with employees and learners on matters that affect their health and safety, taking notice of any responses.
- Provide personal protective equipment where legally needed, or needed to allow the employees/learners to undertake a particular aspect of their job/training in a safe manner.
- Ensure that all staff and learners are aware of the main requirements of the H&SWA, especially the parts that the act relates to employees/learners, which are:
  - Have to take care of themselves and others who may be affected by their acts or omission while at work.
  - Co-operate with Ensis to ensure safe working conditions, maintain safety equipment and clothing in good order.
  - Not interfere or abuse any safety devices or equipment.
  - Ensure that appropriate safety training and instructions are provided on the introduction of new/unfamiliar methods and equipment, and that accident prevention is included in all training programmes.
  - Produce regular literature and other Ensis presentations to sustain an awareness of the need to prevent accidents and risks to the health, to employees and learners.
  - Make appropriate accident prevention arrangements in the workplace.
  - Review this policy on an annual basis.
  - Monitor the contents of the first aid box and ensure adequate supplies are available.
  - Ensure all safety equipment is regularly calibrated and checked by a competent person.
  - Liaise with the insurance company in relation to any employers or public liability claims.
  - Notify the enforcing authority of all reportable accidents, dangerous occurrences and diseases.
  - Investigate all reportable accidents and complete any documentation needed.

- Maintain accident records.

Staff and learners are required to:

- Familiarise themselves with this policy, and other policies to ensure the safety of staff and learners.
- Make themselves aware of any potential hazards in the workplace.
- Ensure safety rules are observed at all times.
- Use/wear PPE where appropriate.
- Ensure defects in their workplace are reported to their manager immediately, and that appropriate corrective action is taken.
- Notify the manager of any accident to them, and complete the accident report form.
- Maintain good housekeeping in the workplace.
- Conform to appropriate instructions given from the manager and others with a responsibility for health and safety.
- Make suggestions to improve health, safety and welfare in the workplace.

Contractors shall:

- Abide by this health and safety policy, and by instructions given by persons implementing health and safety within Ensis.
- Not bring any substances that are hazardous to health, or machinery/equipment into the workplace without firstly informing Ensis.
- Not smoke in 'No Smoking' areas of the company's premises.

## 4 SAFETY MANAGEMENT – H&S REPRESENTATIVE

Ensis ensure that all staff and learners at induction are introduced to health and safety within the company. A staff member will take on the role of the health and safety representative. Their role will be:

- To ensure the effective co-operation of all employees and learners in maintaining healthy and safe working practices and procedures.
- To consider particular health and safety issues raised by other staff members, learners and visitors.
- To investigate any accident or dangerous occurrence.
- To conduct risk assessments of the workplace and of working practices on an ongoing basis, especially when a change to the practice or workplace is being introduced.
- To identify significant hazards and risks, eliminate them if practicable. If this is not practicable then precautions should be taken to reduce the risk to a minimum.
- To provide propaganda to staff members and learners, and ensure all safety signage meets legislative requirements.

## SAFETY MANAGEMENT – STAFF

Staff will continuously risk assess their workplace and working practices, remembering that they are responsible for their acts or omissions whilst at work. All staff will ensure they keep themselves current of health and safety information. All propaganda will be read and the H&S representative approached and questioned on issues not fully understood.

## 5 ACCIDENT REPORTING

If you sustain an injury whilst at work you must report it immediately. The first-aider will assess the extent of your injury and decide on the most appropriate course of action to be taken.

Any person injured as a result of a work activity has the right to attend a GP or hospital for advice or treatment.

After treatment, the first-aider will record the details of the accident and injury in the first aid book.

In certain cases, and depending upon the nature of the injuries sustained, details may have to be reported to the relevant enforcing authority for further investigation by one of their inspectors (Report of Injuries, Diseases and Dangerous Occurrences Regulations 1985). This must be carried out by the H&S Responsible person named within this procedure.

## 6 REPORTING OF SUBSTANCES HAZARDOUS TO HEALTH

Care of Substances Hazardous to Health (COSHH) requires the employer to:

- Assess the risk to health arising from work and what precautions are required.
- Introduce appropriate measures to prevent or control risk.
- Ensure that control measures are used and that equipment is properly maintained and procedures observed.
- Where necessary, monitor the exposure of employees and carry out an appropriate form of surveillance of their health.
- Inform, instruct and train employees about the risks and the precautions to be taken.

Risk assessments need to be carried out and include reference to:

- Process in which hazardous substance is used.
- Location.
- Other substances used in the process.
- Description/method of process.
- Basic health hazards.
- Likely methods and degree of exposure.
- Immediate control measures required.
- Assessed by and date of assessment.

These COSHH assessments are to be retained in a master COSHH file along with any product data sheets supplied by the manufacturer of any items that are classed as hazardous. Copies of data sheets need to be stored with the equipment, and at the location of the process.

## 7 NOISE AT WORK

Ensis will carry out a noise assessment if a person cannot be clearly heard at a distance of 2 metres. If the assessment shows a noise level in between a predetermined level then Ensis will provide adequate and appropriate protection for employees, learners and visitors.

## 8 ELECTRICITY AT WORK

Only qualified persons shall install, disconnect or repair any electrical equipment.  
Staff and learners are not permitted to use their own electrical equipment in the workplace.

Faulty equipment must always be replaced or repaired. It should not be used until this has been carried out. Removal from the working environment of the equipment will prevent this from happening.

Suitable PPE must be worn if needed to prevent electrical shock in the workplace. All portable electrical equipment must be PAT tested at specified times. Any equipment not tested must not be used.

All employees and learners will be trained to visually inspect all portable equipment before use.

## 9 MANUAL HANDLING

The Manual Handling Regulations – 1992 must be followed where appropriate. All employees will be given training in these regulations, especially on lifting, where the 6 basic principles must be followed:

- Correct grip
- Keep the back straight
- Chin in
- Correct foot positioning
- Arms close to the body
- Use of body weight

These principles will be highlighted during training, and must be followed whenever performing any manual handling techniques.

## 10 FIRE

### **Smoking**

Smoking is not permitted in the workplace. Any employee, learner or visitor found smoking in a 'No Smoking' area will be asked to move to a designated smoking area, outside of the building. If staff continue to disregard the no smoking areas, then they will be disciplined accordingly.

### **Fire Prevention Equipment**

Any damage must be reported to the manager to any fire prevention equipment. Fire extinguishers and fire blankets should be kept free from obstructions. Means of escape must not be obstructed. All extinguishers must be regularly checked, and the validation date shown on them, if this is ever un-readable then the extinguisher must be re-checked.

### **Fire Fighting**

All staff and learners should make themselves aware of the types of extinguisher in the workplace, and the limitations to their use. Information will be issued accordingly to all staff. Upon the detection of a fire a quick visual risk assessment must be carried out in the first instance. If it is felt that the fire can be extinguished quickly and without danger to any staff member, learner or visitor then this course of action should be followed. If it is felt that this is not possible then evacuation of the building should take place in the manner shown below.

### **Fire Evacuation**

All employees and learners are reminded of the importance of ensuring that the risk of an outbreak of fire is reduced to a minimum. Should, however, an outbreak of fire occurs, it is the duty of every employee and learner to:

- Inform the manager/senior person present.
- Activate the fire alarm, and ensure that a member of staff calls the fire brigade.
- Upon the sounding of the alarm all employees/learners will leave the building in an orderly manner by the nearest fire route, and will assemble in the designated areas.
- Do not stop to visit the toilets or collect personal articles.
- When at the designated assembly point the manager/senior person should ensure all staff are accounted for.
- Not leave the assembly point, unless authorised to do so.
- Not to re-enter the building until told it is safe to do so.

## **11 PROTECTIVE CLOTHING**

Protective clothing is part of the PPE (Personal Protective Equipment). If any clothing is provided for employees its use will be strictly enforced. Disciplinary action can be implemented for mis-use, non-co-operation, or interfering with any safety clothing or equipment provided in the interests of health, safety or welfare.

## **12 RISK ASSESSMENT**

A separate Risk Assessment Policy contains all the company information and procedures relating to Risk Assessments. This policy must be adhered to and used in conjunction with this Health & Safety policy.

## **13 ENFORCING BODY**

The local enforcing bodies of the Health and Safety Executive are:

Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

Tel: 0845 3009923

## **14 ENSIS RESPONSIBLE PERSONS**

The person responsible overall within Ensis must be qualified to NEBOSH standards, and must be the first contact point if there is any doubt to the health, safety or wellbeing of staff, clients or visitors to any premises or sessions being conducted by Ensis. The responsible person should be contacted regarding any reportable or non-reportable accidents, and will be the person who reports any accidents (RIDDOR).

The responsible person is: **Stuart Crosby**

## **15 Remote working**

Due to the nature of Ensis Solutions's business; there may be occasions where colleagues are expected to work from premises that are not controlled by Ensis Solutions.

Please refer to the Remote Working Policy for specific guidance. In general, colleagues should:

- Abide by all safety instructions given by the premise controller
- Make themselves familiar with the local arrangements in place for managing risks.
- Remain in contact with their Line Manager
- Report any accidents, incidents or near misses to both the local Safety Representatives, the colleagues Line Manager and adhere to the company Accident Reporting Policy.

## **Coronavirus**

Following the global outbreak of Coronavirus, the company has implemented some changes to the way it operates. At the time of this update, it is not anticipated that the extra precautions noted within this section will become permanent; however where there may be conflict, this section shall supersede any other section within this policy or any other safety related policies/procedures. Working from home/Remote visits

The company recognises that for some colleagues, working from home may not be suitable for a variety of reasons, and is making provision for some colleagues to return to the office, or return to physical visits to learner premises.

- Colleagues with Coronavirus symptoms should not consider returning to any work place.
- Colleagues should continue to follow the guidance from government with regards to self-isolation and using the NHS Test and Trace system
- Colleagues with underlying health conditions, or if any-one in their household has underlying health conditions, may continue to work from home
- Colleagues who would normally use public transport should only do so if this is the only method of transport available and only travel outside of peak times.
- Colleagues who feel slightly unwell but are not displaying symptoms of Coronavirus should continue to work from home. This includes hayfever or the common cold. This is because we need to be mindful of the phycological effects on other colleagues if some-one is at work sniffling, or coughing and etc.

## Social Distancing

Maintaining 2m from other people should always be observed.

- At prominent positions around Ensis Solutions premises are placed information signs to remind individuals to maintain high levels of personal hygiene such as washing their hands regularly.
- All colleagues visiting employer premises are always required to observe social distancing and
- are advised to take their own drinks. Visits should not take place if social distancing is not possible at the venue.
- Colleagues should bring their lunch to work with them and the fridge will be available for pre-prepared food storage. The canteen facilities will not be available to prepare food, and the microwave will be removed from use.
- Colleagues are encouraged to use their own mug/cup and wash it each evening.
- Only 1 colleague is permitted to use a tea-point or kitchen sink at any time
- Colleagues using the smoking area must observe social distancing.
- Some workstations will be taken out of use to enable social distancing. These workstations will be identified with signage. Such signage should be considered Mandatory Safety signage and must not be tampered with.
- All meeting rooms will have signage in place to identify the maximum number of occupants permitted in the enclosed space. Social distancing must be adhered to when using meeting rooms.
- Windows should remain open. Good ventilation takes precedence over thermal comfort.
- No meetings involving external parties are permitted on Ensis Solutions premises
- Team meetings involving colleagues from across the country are not permitted on Ensis Solutions premises\*
- The use of MS Teams should continue for the immediate future. This is to minimise any risk of spreading the virus, to protect colleagues who will be working from the properties regularly, and to maintain efficient cost control of reduced travel and fuel expenses.

\* It may be necessary for some meetings to take place with senior colleagues where social distancing must always be adhered to.

## Hygiene

We have purchased an suitable cleaning solutions that will be sprayed on all surfaces\* in the office. We have also purchased Hand Sanitiser. This product will be available at the entrance to all Ensis Solutions premises and all colleagues or other visitors must use this product when they enter the building each day.

\* All work surfaces including, doors, door handles (including external), toilet seats, toilet flush handles, taps, fridge door, desks and chairs will be sprayed on a regular basis.

Colleagues should still wash their hands after using the toilet and can be assured that the microbial solution will continue to work even after normal hand washing. There is no need to use the product multiple times throughout the day, but colleagues are free to do so, and supplies will be available throughout the premises.

**Colleagues are reminded not to touch their face, nose, mouth or eyes.**

### **Face coverings**

When moving around our buildings, a face covering must be worn, unless an individual is exempt. A face covering does not need to be worn when seated at a desk.

Colleagues can choose to wear a disposable or washable face covering, but they must take this home with them and if using a material covering designed for multiple uses, they must ensure the covering is washed at a high temperature suitable for the material.

Colleagues working at other employer premises must speak to the employer before attending the premises and identify what controls are in place at the premises to be visited.

When wearing a face covering, remember:

- Wash your hands thoroughly for at least 20 seconds with hot soapy water before applying the covering.
- Before touching the face covering again, you must repeat the above process, and repeat again before re-applying the covering. This is also a requirement even if you are just taking a drink.
- Continue to observe social distancing. Wearing a face covering does not mean you can stand closer than 2m to other people.
- Continue to wash your hands. Wearing a face covering does not mean you can be more relaxed with other hygiene controls.

### **Support**

Working from home is not an ideal solution for all colleagues and Ensis Solutions recognises the emotional or psychological strain this can have on individuals.

Team meetings will continue with the use of MS Teams. All colleagues whether working from a Ensis Solutions location, visiting learners or working from home will meet regularly using virtual solutions.

### **Testing and Self-Isolation**

Colleagues who develop Coronavirus symptoms should self-isolate for 10 days in accordance with NHS

guidance. As this guidance changes regularly, please click on the following link for the latest advice:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

Colleagues who have been informed that they have been in contact with a person who has coronavirus should follow the NHS Test and Trace guidance, click the below link for the latest guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

Colleagues who have been in contact with a person who has coronavirus can choose to request a Coronavirus test from the NHS; however, a test is not required if there are no symptoms. If a negative result is received colleagues must continue to self-isolate for the full 14 days from the date of notification as it can take time for symptoms to occur. Test kits purchased from any retailer or other source will not be accepted.

Any colleague that is contacted by the NHS Test and Trace service must observe the advice given to them, inform their Line Manager immediately and cancel any planned physical learner visits for

the next 14 days replacing them with a virtual visit instead.

Colleagues visiting learners in their workplace must keep their diary up to date with the learner name, employer and contact information as in the event that the colleague is later diagnosed with or displays symptoms of Coronavirus we will need to be able to contact all individuals who they have been in contact with for the previous 7 days.

## **Annex A**

### **Health & Safety Statement**

Ensis embraces health and safety as one mechanism to help us achieve our strategic objectives and to enhance the experience of our centers, staff, learners and visitors.

It is Ensis's policy to provide and maintain a safe and healthy work environment, safe equipment and safe work systems for all our staff and learners, and to provide such information, training and supervision as is required to attain this objective. We also accept our statutory responsibility for the health and safety of others, including visitors, who may be affected by our activities.

In undertaking activities, we will apply the underlying principle that management of health, safety and fire-related risks have equal importance to our other key strategic aims and we will allocate the resources required to carry-out our statutory duties.

This will include prioritising and taking action, based on the application of risk assessments.

Ensis's Health and Safety Policy applies to all activities and areas of our offices, including performance work spaces, teaching and practice rooms, office accommodation and communal areas.

In meeting our formal obligations, Ensis requires its staff and learners to take reasonable care of their own health and safety and that of their colleagues and to report any defects to the physical environment, or management arrangements, which may prejudice this.

The responsibilities and arrangements for implementing health and safety are set out within our Health and Safety policy and the policy statement is issued to all staff and learners.

The policy will be subject to periodic review in the light of experience and developments in national health and safety legislation and good practice.

Signed            S Crosby (electronically)

Name            Stuart Crosby

Position        Director

Date            22/07/2021