



# Health, Safety & Wellbeing Policy



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## Other Linked Policies

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# 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.

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

It is Ensis' 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 acting, based on the application of risk assessments. Ensis' Health and Safety Policy applies to all activities and areas of our offices, including performance workspaces, 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.

# Law and Legislation

The main legislation covering health and safety is the 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
- Control 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.

# 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:
  - Must 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 always observed.
- 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

## Safety Management – Health & Safety 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 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.

# 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 because 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.

## 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.

## Noise at Work

Ensis will carry out a noise assessment if a person cannot be clearly heard at 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.

## 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.

## 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.

## 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 a manager of 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 unreadable then the extinguisher must be re-checked.

### Fire Fighting

All staff and learners should make themselves aware of the types of extinguishers 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 occur, 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.

### 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 misuse, non-co-operation, or interfering with any safety clothing or equipment provided in the interests of health, safety, or welfare.

### 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.

### 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

### 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

## Remote Working

Due to the nature of Ensis Solutions' 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 premises 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.

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 workplace.
- 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 hay fever or the common cold. This is because we need to be mindful of the psychological effects on other colleagues if some-one is at work sniffing, or coughing etc.

The UK government updates and restrictions should be followed:

<https://www.gov.uk/coronavirus>

# Mental Health

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration. Mental health issues may affect companies, in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee substance abuse
- Work-related accidents
- Workplace violence or harassment

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

This policy applies to all our employees. The Senior Management Team is primarily responsible for communicating this policy and overseeing its implementation.

## Policy elements

### What are mental health issues?

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

### Factors that cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health.) But, there are also work-related reasons for mental health problems, including:

- Job insecurity.
- Excessive pressure.
- Work-life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

To every extent possible, our company's leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues.

## Company Actions

We aim to:

- Treat mental illness seriously.
- Identify issues proactively and resolve them.
- Support employees who face mental health problems.
- Create pleasant workplaces in collaboration with managers, employees, unions and health experts.

We want to raise mental health awareness and combat the stigmas associated with them. To do this, we will:

- Host information sessions. We will schedule workshops/newsletter updates for managers and employees explaining important elements of mental health.
- Keep employees informed. We will organise an event to present updates to this policy whenever it's modified. SMT will also present this policy to new hires.
- Compile helpful resources. We will establish a repository of articles, videos and infographics about mental health.

## Job-related issues

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to our mental health professional about how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

## Managers' responsibilities

Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

Here are some tips on how managers can address an employee who suffers from mental health issues in common situations:

- If an employee has work-related problems, managers should come up with a solution.
- If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g. violence, harassment, victimisation), managers should contact the Directors of the business
- If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact our mental health professional.

## Open Communication and Support

We want to actively support employees who are at risk of facing mental health issues (e.g. pregnant women, new parents, retiring employees.) For this reason, we will establish support sessions employees can choose to join to discuss their situations and seek advice.

Often, it's easier to reach out to a colleague instead of a supervisor or manager. We encourage co-workers to support one another when needed.

## Employee recognition and development

One way to prevent our employees from excessive stress is to recognise their work and invest in their personal growth. For this reason, we will establish:

- Recognition programs
- Learning and development programs

## Compliance with the Law

The law protects employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. schizophrenia.) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone. Also, we will make reasonable accommodations for people with mental disabilities (e.g. flexible work hours.)

## Evaluating outcomes

This policy's provision are not restrictive. We will test its elements to find out what works and what doesn't. The SMT should continuously research mental health topics and evaluate the results of our policy with managers' help.

To develop, revise and establish this policy, we need everyone's help. We can all work to define mental health issues, their causes and seek or offer help when needed. We encourage employees to share their ideas and concerns.

Signed	S Crosby (signed electronically)
Name	Stuart Crosby
Position	Director
Date	16/02/2022