



Adams Educational Services Limited

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Health and Safety Assessment including Risk Assessment Policy

1. INTRODUCTION

Section 2 of the Health and Safety at Work Act, 1974 requires the Company to provide a written statement of the policy, organisation and arrangements for health and safety in the workplace.

It is important that all employees of the Company read and understand the written statement so that they become aware of their particular responsibilities and the legal requirements placed upon them and the Company by the Health and Safety at Work Act 1974 (H.A.S.A.W.A).

2. POLICY STATEMENT

It is the Company policy to do all that is reasonably practical to safeguard the health of its employees and others who may be affected by its operation, and to prevent accidents at work affecting both people and property.

Adams Educational Services Limited is committed to continually improving its H&S performance and delivery by monitoring, evaluating and measuring current practice and developing a robust framework for the delivery of all H&S matters.

The Company will, as a minimum standard, comply with all health, safety and welfare legislation applicable to its business.

3. COMPANY OBJECTIVES

- To provide safe and healthy working conditions.
- To contribute to safe and efficient operation of Company activities by prevention of accidents and damage to property.
- To ensure as far as it is reasonably practicable that the services offered by the Company will not cause harm or have a negative effect on any persons that may be affected by the Company or its operations.

- To minimise risk and nuisance to the environment from Company operations.
- To provide employees with adequate instruction and training in safe systems of work.

4. RESPONSIBILITY OF MANAGERS AND INDIVIDUAL EMPLOYEES

The responsibility for effectively implementing and managing this Policy and for ensuring the Company's adherence to the provision of H.A.S.A.W.A. lies with the managing director and assistant director of the Company, advised by the Health and Safety Committee and any other safety professional that may be called upon to advise on safety related issues.

The managing director and all other employees who authorise work to be carried out by other employees will ensure that the risk to health and safety of such employees is as low as is reasonably practicable and that they are properly trained in the correct safe system of work.

The managing director and all other employees who authorise work to be carried out by contractors or sub-contractors will ensure that such work is carried out in a safe manner. They will ensure that the Company standards and any applicable legislation or codes of practice are adhered to.

The Health and Safety Committee will monitor safety and advise management and employees of safe system of work, current and proposed legislation etc, which may have an impact on the business.

The managing director and other employees with specific responsibilities for health and safety at work will ensure that their responsibilities are adequately delegated in their absence.

All employees will conform to Company Policy and Codes of Safe Practice and accept and carry out their responsibilities with 'due care and attention'.

5. ORGANISATION AND PROCEDURES

The organisational arrangements for carrying out this policy are contained in the Company Operating Manual and will be updated as required by legislative requirement or circumstantial change. Codes of safe working practice, issued for guidance of employees and all such other people as may reasonably require them, are developed and maintained by the Health and Safety Committee. Specific 'Subject Matter Experts' may be called upon to provide guidance in the development process to ensure best practice is applied at all times.

6. ROLES

6.1 The managing director has overall responsibility for health and safety in the workplace and for ensuring that adequate resources are made available to allow the implementation of this policy.

6.2 The Senior Leadership Team has day-to-day responsibility for ensuring that this policy is implemented.

6.3 The managing director and assistant director must adequately supervise the work activities of employees and others under their control to ensure that safe systems of work are being followed.

7. RISK ASSESSMENTS

Every work activity to be undertaken will be subjected to a health and safety risk assessment prior to the activity starting, in consultation with those who will undertake the work. A separate fire risk assessment will also be undertaken by a "responsible person" who will take reasonable steps to reduce the risk from fire and ensure occupants can safely escape the premises if a fire does occur. A written record of the assessments will be provided identifying any significant hazards and describing the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level. The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. The following responsibilities for the different stages of the health and safety risk assessments and the fire risk assessments will be carried out by the managing director and assistant director:

- health and safety risk assessments will be undertaken by the managing director and the findings will be recorded in a separate document entitled "Health and Safety Risk Assessments Findings". Action required to remove or control health and safety risks will be implemented. [The managing director will check that the implemented actions have removed or reduced the risks. Health and safety risk assessments will be reviewed every quarter or when significant changes in the work activity occur, whichever is soonest;
- fire risk assessments will be recorded in a separate document entitled "Fire Risk Assessments Findings" which, in addition to identifying hazards and describing preventative measures, will outline an emergency plan. The managing Director will also check that the implemented actions have removed or reduced the risks. Assessments will be reviewed every quarter or when significant changes in the work activity occur, whichever is soonest.

8. SAFE PLANT AND EQUIPMENT

When selecting and purchasing items of plant and equipment it is essential to ensure, as far as possible, that such items are safe and are appropriate for the task and location for which they are intended to be used. The Managing Director is responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased. Account must be taken of the persons required to use the items which must be selected to minimise any possible adverse affects to the user and other persons who may be affected. It is also essential to ensure that all plant and equipment is kept safe through regular maintenance and inspection and that all employees are trained to use equipment safely and are aware of instructions provided by manufacturers and suppliers. Any problems found with plant and equipment should be reported to The Managing Director. The Managing Director and assistant Director are responsible for identifying all plant and equipment needing maintenance and for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented.

9. HAZARDOUS SUBSTANCES

Using chemicals or other hazardous substances at work can put people's health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health. The main law on hazardous

substances at work is the Control of Substances Hazardous to Health Regulations 2002 ("COSHH"). It defines hazardous substances to include most hazardous chemicals (including waste and by-products), biological agents and any dust. Harmful substances which are covered by COSHH include the vast majority of commercial chemicals, many of which have a warning label. Examples may include bleach and other cleaning agents with a warning label, wood dust, glues and adhesives, solvents, paints, pesticides and chemical fertiliser, medicines and biological agents, oils and fuels, printer/photocopier toner, inks, and paper dust. This list is not exhaustive. The Managing Director and assistant Director are responsible for identifying all substances that need a COSHH assessment, for undertaking COSHH assessments, for ensuring that all actions identified in the assessments are implemented, for ensuring that all relevant employees are informed of the COSHH assessments and for checking that new substances can be used safely before they are purchased. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

10. TRAINING

All employees must receive health and safety induction training as soon as possible after starting employment and job specific health and safety training where work activities require it. Training will also be provided when risks change. The Managing Director have a responsibility to identify training needs and to arrange and monitor training of all employees and others under their control. A training needs analysis should be conducted for each job and if this highlights a training requirement then appropriate training must be provided within a reasonable time scale. Records of all training undertaken by employees will be kept. The Managing Director will provide induction training for all employees and will provide job specific training for the following jobs:

- Lone working
- Keeping boundaries
- Interpreting Code of Conduct Guidelines
- National Registers of Communication Professionals Working with Deaf and Deafblind People (UK) (NRCPD) Guidance on how to work with interpreters

11. REPORTING ACCIDENTS, INVESTIGATING AND MONITORING

11.1 All employees are required to report all accidents and work-related causes of sickness absence to The Managing Director. The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors and to prevent a recurrence. The Assistant Director is responsible for investigating work-related causes of sickness absence. The Managing Director is responsible for acting on investigation

11.2 To monitor the implementation of safe working practices and to assess whether the practices are being effectively pursued Adams Educational Services Limited UK will review 'near miss accidents' annually.

12. ACCIDENTS AND FIRST AID

Employers are required by law to have first aid provisions in the workplace and to ensure that there is always a qualified first aider or an "appointed person" present. An appointed person is someone who is authorised, in the absence of a trained first aider, to take charge of the situation if there is a serious injury or illness. They should record all the cases they treat and each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of the injury suffered and treatment given. The records should be kept in a suitable place, and should be readily available.

Employers are also required to report certain work- related accidents, dangerous occurrences and diseases. The appointed persons or first aider are The Managing Director and Assistant Director. There are two first aid boxes; one first aid box is at the front reception desk of the building and another first aid box is kept inside G7 next to The Managing Director's desk. All accidents and instances of work-related ill health will be recorded in the accident book which is kept by the white reception desk inside G7 The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

13 EMERGENCY PROCEDURES

All employees should read the Fire Action Notices provided in all areas of the workplace which give details of the company's fire and emergency procedures. Escape routes will be checked every year by the office Landlord. Fire extinguishers will be maintained and checked every year by the Landlord. Alarms will be tested every quarter by the landlord. Emergency evacuation will be tested quarterly.

14. CONSULTATION WITH EMPLOYEES

Employees will be consulted on matters affecting their health and safety through team meetings.

15. INFORMATION AND SUPERVISION

15.1 Employers must display the health and safety law poster or alternatively, provide employees with individual copies of the same information in a leaflet. The Health and Safety Law poster is displayed in the hallway near front reception and another copy is displayed on the front door inside G7. Health and safety advice is available from The Managing Director.

15.2 Employers have an added duty to young people to provide information, instruction, training and supervision. Supervision given to young people must be greatly increased to ensure that they are fully supervised at all times. Supervision of any young workers or trainees will be undertaken and monitored by The Managing Director or Assistant Director.

GUIDANCE NOTES

These notes are provided to assist you in completing your document. They do not form part of the Health and Safety Policy.

OVERALL RESPONSIBILITY

Mostapha Alfaour is the person with overall responsibility for health and safety in the workplace.

DAY-TO-DAY RESPONSIBILITY

Mostapha Alfaour and Nada Farhat have day-to-day responsibility for ensuring that this policy is put into practice.

H&S RISK ASSESSMENTS UNDERTAKEN BY

Mostapha Alfaour will undertake all health and safety risk assessments.

We assess risks to the health and safety of anyone who may be affected by our work activities so that we can weigh up whether you have done enough or need to do more to comply with the law.

We record the significant findings of our risk assessments in a separate document entitled "Health and Safety Risk Assessments Findings". This Health and Safety Policy only records the arrangements for ensuring the assessments are done and are kept up to date. Once we have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

FIRE RISK ASSESSMENT UNDERTAKEN BY

The Landlord, City Base, is responsible for ensuring the fire risk assessment is undertaken and implemented. The person must have sufficient training and experience or knowledge to enable them to undertake the fire risk assessment effectively.

Under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as amended, anyone who has control in a building or anyone who has a degree of control over certain areas or systems may be designated a responsible person for example:

- the employer for those parts of premises they have any control over;
- the managing agent or owner for common parts of a premises or common fire safety equipment such as fire warning systems or sprinklers;
- any responsible person. other person who has some control over a part of a premises may be the

Although in many premises the responsible person will be obvious, there may be occasions when a number of people have some responsibility.

MORE INFORMATION ON FIRE RISK ASSESSMENTS

Citi Base undertake and implement fire risk assessments and required to:

- Carry out or nominate someone to carry out fire risk assessments identifying the risks and hazards. However, the responsible person will still be responsible in law for complying with the Order if another person is nominated.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal
- with any emergency and document your findings.
- Review the findings as necessary.

The 5 steps Citi Base go through to carry out a fire risk assessment within our premises are:

- Identify fire hazards - e.g. sources of ignition or fuel.
- Identify people especially at risk - e.g. people working alone or near fire hazards, the elderly or infirm or disabled.
- Evaluate, remove, reduce and protect from risks: e.g. measures to prevent fires or to protect people from fire.
- Record, plan, instruct, inform and train- record significant findings and actions taken, prepare an emergency plan, inform relevant people, provide instruction, co-operate and co-ordinate with others, provide training.
- Review - keep assessment under review and revise where necessary.

Further information is available from <http://www.fire.gov.uk> and www.infoscotland.com/firelaw.

NEW EQUIPMENT MEETS STANDARDS ASSURED BY

Mostapha Alfaour and Nada Farhat are responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased.

When buying new or second-hand plant and equipment, we check it meets health and safety standards before buying it.

HAZARDOUS SUBSTANCES IDENTIFIED BY

Mostapha Alfaour and Nada Farhat are responsible for identifying all substances that need a Control of Substances Hazardous to Health Regulations 2002 ("COSHH") assessment.

We assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 ("COSHH"). These are known as your COSHH assessments. You should do assessments on substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fumes, vapour). Your assessment should identify any health risks and if there is a risk you should take steps to remove or control the risk.

INDUCTION TRAINING PROVIDED BY

Mostapha Alfaour provides induction training for all employees.

All employees are given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

JOB SPECIFIC TRAINING PROVIDED BY

Mostapha Alfaour and Nada Farhat provide job specific training.

Employees will need job specific training, which includes the health and safety aspects of the job.

JOBS REQUIRING SPECIFIC TRAINING

No jobs require specific training

ACCIDENTS INVESTIGATED BY

Mostapha Alfaour and Nada Farhat are responsible for investigating accidents.

WORK RELATED ABSENCES INVESTIGATED BY

Mostapha Alfaour and Nada Farhat are responsible for investigating work-related causes of sickness absence.

INVESTIGATION FINDINGS ACTED ON BY

Mostapha Alfaour is responsible for acting on investigation findings to prevent a recurrence.

METHOD OF MONITORING

- We check working conditions and ensure safe working practices are being followed.
- We check working conditions and systems of work i.e. monitor health and safety. We do this both actively and reactively i.e. before and after something goes wrong.
- ACTIVELY - You or any other appointed person carry out inspections, have reports submitted, do spot check visits, safety representative inspections etc.
- REACTIVELY - We investigate any accidents or sickness absences that occur.

LOCATION OF FIRST AID BOX

There are two first aid boxes; one first aid box is at the front reception desk of the building and another first aid box is kept inside G7 next to The Managing Director's desk.

ACCIDENT BOOK KEPT BY

Mostapha Alfaour or Nada Farhat keep the accident book.

ACCIDENTS REPORTED BY

Mostapha Alfaour and Nada Farhat are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. We report certain accidents and ill health at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

SURVEILLANCE ARRANGED BY

Mostapha Alfaour is responsible for arranging health surveillance.

SURVEILLANCE RECORDS KEPT

NOT APPLICABLE

JOBS REQUIRING HEALTH SURVEILLANCE

NONE

EMPLOYEES REPRESENTATIVES

Mostapha Alfaour is responsible for the safety.

He consults employees on matters relating to their health and safety at work, such as the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, such as the introduction of new technologies etc.

HEALTH AND SAFETY LAW INFO

Indicate whether health and safety information is provided as a poster or as leaflets. Provide a description of where the information can be found. The Health and Safety Information for Employees Regulations 1989 require employers to display a poster or provide leaflets telling employees what they need to know about health and safety.

YOUNG WORKERS SUPERVISED BY

Mostapha Alfaour and Nada Farhat undertake and monitor the supervision of any young workers or trainees. We have young workers and take on trainees or students on work experience and ensure that they are properly instructed and supervised. We also do specific risk assessments for young people - you need to take account of their inexperience, lack of awareness of risks and immaturity.

Reviewed: July 2020