

Health and Safety Policy

POLICY INTENDED FOR:	Staff, Students
CATEGORY:	Health and Safety
POLICY IMPLEMENTED BY:	Managing Director
POLICY MONITORED BY:	Operations Team
REVIEWED BY:	Managing Director
EFFECTIVE DATE:	03/02/2025
REVIEW DATE:	03/02/2026 or as required

It is the policy of ProEd that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all ProEd employees and any other persons who may be affected by its activities, including students, tutors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run business. Therefore, ProEd mandates the consistent implementation and maintenance of high safety standards across all venues and activities.

ProEd recognises its statutory duty to comply with the Health and Safety at Work Act 1974 and all relevant legislation, viewing this as the foundation for achieving a higher standard of safety.

To meet these objectives ProEd will provide:

- A safe working environment
- Safe working practices
- Suitable and sufficient information and training
- Effective emergency response procedures

Responsibilities

1. The Managing Director holds overall responsibility for ensuring the effective implementation of health and safety policy across ProEd.
2. The Managing Director oversees the management of health and safety across all operational areas.
3. The Operations Director and Course Director are responsible for the daily implementation and enforcement of the health and safety policy.
4. All employees must:

- Co-operate with the managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report any concerns or incidents promptly to the relevant personnel

Section 1: Health and Safety Risks arising from ProEd activities

- 1.1. Risk Assessments will be undertaken as required ensuring that staff and students are covered by suitable and sufficient risk assessments for the jobs and activities they are to undertake within their area of responsibility.
- 1.2. Risk assessment outcomes will be communicated to all relevant staff and students to ensure awareness and compliance.
- 1.3. Action required to remove / control the risk will be approved by the Senior Leadership Team.
- 1.4. Responsibility for ensuring the actions required to reduce or control the risk are implemented will be with the Senior Leadership Team.
- 1.5. Risk assessments will be reviewed annually and after any significant operational changes, regulatory update, incident, or near miss.

Section 2: Consultation with Employees

ProEd recognises its responsibility to consult with employees on all matters involving health and safety.

Section 3: Safe Plant and Equipment

The company recognises its responsibility to ensure all plant and equipment provided is fit for purpose and maintained in accordance with manufacturer's instructions.

1. Any problems found with plant and / or equipment should be reported to the Managing Director.
2. Registered gas engineers (under the Gas Safe Register) must provide details of any dangerous gas appliances or fittings. Dangerous here means where the appliance or fitting could cause fatality, loss of consciousness or hospital treatment. The danger could be as a result of the design, construction, installation, modification or servicing of that appliance or fitting which could result in:
 - An accidental leakage of gas
 - Incomplete combustion of gas or
 - Inadequate removal of products of the combustion of gas
3. Falls down stairwells are a major risk to students, staff and tutors where there are multiple floors. To minimise the risk, staff and tutors must ensure good discipline in these areas, making sure that students do not run or play about on stairs and landings. Staff and tutors should also ensure that stairs and landings are free from obstruction and report any obstruction that they cannot deal with to the Course Office who will contact the providing venue.

Lifts provided by the providing venue for the use of staff, tutors, students and visitors are subject to the *Lifting Operations and Lifting Equipment Regulations (LOLER)*.

Numbers of persons allowed in the lift must be clearly displayed. It is the responsibility of the providing venue to maintain all lift services.

Section 4: Information, instruction and supervision

4.1. Health and Safety advice is available from the Course Office.

Section 5: Competency for tasks and training

ProEd accepts its responsibility to provide new full-time employees with suitable and sufficient health and safety induction training. This training will include, First Aid and Fire Safety.

- 5.1. General health and safety training including induction for new full-time staff will be provided by the Senior Leadership Team.
- 5.2. Job specific training will be identified by the Senior Leadership Team who will be responsible for ensuring that all staff under their control will be provided with appropriate training relevant to their role and this will include any specialist training and assessment.
- 5.3. Training records are kept.
- 5.4. Training will be monitored.

Section 6: Accidents, First Aid and work-related ill health

ProEd accepts its responsibility to ensure a safe working environment.

- 6.1. First Aid boxes are kept at the following locations – Course Office and Boarding Houses as applicable.
- 6.2. The appointed First Aiders are: Daniel Casey, Toby Nee, Emma Wright
- 6.3. The accident book and incident book are in the Course Office.
- 6.4. The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authorities lies with the Senior Leadership Team.

Section 7: Monitoring & Review

- 7.1. To check the company's working condition and ensure safe working practices are being followed, the company will monitor health and safety by:
 - a. Undertaking regular inspections
 - b. Investigating accident trends
 - c. Undertaking annual audits
- 7.2. The responsibility for undertaking regular inspections lies with the Health and Safety Officer of the venue provided.
- 7.3. The responsibility for investigating accidents lies with the Health and Safety Committee of the venue provided.
- 7.4. The responsibility for acting on investigation findings to prevent a recurrence lies with the Health and Safety Committee of the venue provided.
- 7.5. Responsibility for performing an annual audit of Health & Safety arrangements in their areas lies with the Health and Safety Officer of the venue provided.

- 7.6. Responsibility for coordinating the annual audit and summarising the results lies with the Health and Safety Committee of the venue provided.
- 7.7. Responsibility for reporting on Health and Safety to the Designated Proprietor lies with the Health and Safety Committee of the venue provided.
- 7.8. Responsibility for amending the Health and Safety Policy and reviewing procedures lies with the Senior Leadership Team.

Section 8: Emergency Procedures – Fire & Evacuation

- 8.1. Responsibility for ensuring that fire risk assessments are undertaken and implemented lies with the Health and Safety Officer of the venue provided.
- 8.2. Fire Extinguishers are checked by the Health and Safety Officer of the venue provided.
- 8.3. Fire Alarms are tested by the venue as scheduled.
- 8.4. Emergency evacuations drills are organised by the venue.
- 8.5. Responsibility for reviewing fire risk assessments and evacuation procedures annually or when operational procedures change lies with the Health and Safety Team of the venue.

Section 9: Critical Incident Plan

A critical incident is an event, usually sudden, which involves significant personal distress to a level which potentially overwhelms normal responses and coping strategies and which is likely to have emotional and organisational consequences, e.g. deaths or injuries on course journeys, a fire, a traffic accident involving a student, tutor or staff.

Aim: In the event of an incident the plan will help the Management Team to react quickly, effectively and maintain control of the situation. The plan will also help the company to return to normal as soon as possible and limit the effects of the incident.

Critical Incident Management Team

Managing Director: Rafael Peters

Fatalities and Major Accidents at Work

Staff

It is the company's policy that fatalities and major accidents at work in accordance with Schedule 1 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, incurred in connection with work, must be reported by the quickest possible means to;

- Next of kin
- HSE ('the relevant enforcing authority') by the quickest means possible.
- Senior Leadership Team
- The insurers (where appropriate),
- With a follow-up report within 10 days

Students

Fatalities and injuries on the course and on course activities requiring hospitalisation must be reported by the quickest possible means to:

- Next of kin/parents/carers
- HSE ('the relevant authority') by the quickest means possible

- Senior Leadership Team
- The insurers (where appropriate)
- With a follow-up report within 10 days

ProEd will record all injuries to students. Accidents due to collisions, slips and falls are not RIDDOR reportable unless they are a result of work, such as the condition of the premises or equipment, or the level of supervision.

Visitors

Fatalities and injuries on course premises or when accompanying course activities requiring hospitalisation must be reported by the quickest possible means to:

- Next of kin/parents/carers as appropriate
- HSE ('the relevant authority') by the quickest means possible
- Senior Leadership Team
- The insurers (where appropriate)
- With a follow-up written report within 10 days

7 Day Absences

Staff: All accidents which result in the member of staff being absent from work for 7 days or more (not counting the day of the incident, but including weekends and rest days) must be reported within 15 days to:

- Next of kin
- HSE ('the relevant authority')
- Senior Leadership Team
- Insurers (where appropriate)

An 'over 7-day injury' is one which is not designated 'major' but results in an injured person being off work or unable to do their full range of normal duties.

When calculating 'more than 7 days', employers must count the days the worker would not normally be expected to work (e.g. weekends and rest days).

The report must be made within 15 days of the incident.

However, if the worker's incapacitation does not occur immediately after the incident then the report should be made as soon as the injury or condition has incapacitated the worker for more than 7 days.

3 Day Absences

The company must keep a record of all 'OVER 3 day' injuries to workers, but they do not need to report these, as an accident book recording will suffice.

Dangerous Occurrences

Dangerous occurrences that are included in Schedule 2 Part 1 of RIDDOR will be reported as quickly as possible and a written report within 10 days of the incident to:

- HSE ('the relevant authority')

- Senior Leadership Team
- The Local Authority
- Insurers (where appropriate)
- Parents/guardians if considered appropriate

The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary. The Managing Director will act as Team Leader. The Team Leader will:

- Alert the team members as to the crisis and convene a meeting of the team
- Co-ordinate/delegate tasks of the other team members
- Liaise with the public services/department of Education as necessary
- In the case of bereavement, liaise with the bereaved family

Areas of team responsibility could include:

- Contacting emergency support services
- Briefing and advising staff on information/developments
- Meeting students to brief them on the situation
- Taking care of vulnerable students/vulnerable tutors
- Liaise with external agencies for families/groups closely associated with the incident
- Prepare a press release and liaise with the media
- Preparation of the incident room

Record Keeping

All team members will keep written records of phone calls; letters, meeting etc.

Confidentiality

ProEd is conscious of its responsibility to protect the privacy of people involved in any incident and will be sensitive to the consequences of any public statement.