

Health and Safety Policy

Health and Safety Policy	
Version No	3
Operational from	September 2024
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Policy approved by	Judith Allen – CEO
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First Aid Kits	Accessible at all delivery sites by tutors and assessors
Review date	September 2025

Purpose

At Educationwise Academy, we are committed to providing a safe, healthy, and supportive environment for all learners, staff, and visitors. This policy outlines our health and safety procedures and responsibilities, ensuring that everyone adheres to high standards of safety while engaging in our training programmes. It complies with the Health and Safety at Work Act 1974 and other relevant legislation.

Scope

This policy applies to all learners, staff, and visitors at Educationwise Academy, covering all programmes, training environments (both on-site and off-site), and online learning environments. It also applies to third-party organisations with whom we work with to deliver training.

Responsibilities

Learners

- **Personal Responsibility:** Learners must take responsibility for their own health and safety and the safety of others.
- **Compliance:** Follow all health and safety instructions, use protective equipment where provided, and report any hazards or unsafe conditions immediately.
- **Health Management:** Take regular breaks when studying online to avoid fatigue and strain.

Staff

- **Training and Guidance:** Ensure that all learners receive appropriate health and safety induction and ongoing training.
- **Risk Management:** Identify, report, and mitigate risks in training environments.
- **Incident Management:** Report accidents and incidents according to procedure, ensuring thorough investigation and follow-up.

Management

- **Audits and Monitoring:** Conduct regular health and safety audits and monitoring to maintain compliance and address emerging risks.
- **Policy Review:** Ensure the policy is reviewed annually and updated as needed to meet legal and operational requirements.
- **Compliance Oversight:** Ensure that all staff, learners, and third parties comply with health and safety procedures.

Key Principles

Regular Audits

- **Annual Audits:** Health and safety audits will be conducted annually, covering all physical and online training environments to ensure they meet safety requirements.
- **Additional Audits:** Audits may be conducted as necessary, such as when new equipment or facilities are introduced.

Health and Safety Training

- **Mandatory Training:** All learners and staff will undergo initial and refresher health and safety training, including remote learning guidelines, use of equipment, and ergonomics for online learners.
- **Training Updates:** Training will be regularly updated to reflect changes in health and safety regulations.

Mental Health and Well-being

Educationwise Academy recognises the importance of mental health in maintaining a safe environment.

- **Well-being Support:** We provide mental health resources and support to learners and staff.
- **Stress Management:** We offer stress management workshops and support for learners experiencing challenges.

Ergonomics and Remote Learning Safety

For learners and staff working remotely, maintaining a safe working environment is crucial:

- **Workspace Setup:** Guidelines will be provided for setting up an ergonomic workspace, including proper chair, desk, and computer placement.
- **Breaks and Screen Usage:** Regular breaks are encouraged to avoid eye strain and repetitive strain injuries (RSIs) during extended periods of screen use.

Reporting and Incident Management

Accident and Incident Reporting

- **Reporting Process:** Any accidents, incidents, or near-misses must be reported immediately to a Health and Safety lead or tutor. All incidents will be investigated, and corrective measures will be implemented as necessary.
- **Accident Log:** All incidents will be recorded in the accident log, and serious incidents will be reported to the relevant authorities as required by law.

Raising Concerns

- **Confidential Reporting:** Learners and staff can raise health and safety concerns confidentially, which will be addressed promptly by the Health and Safety Officer.
- **Escalation:** Serious concerns can be escalated to senior management if not resolved initially.

Fire Safety and Emergency Procedures

- **Fire Exits and Drills:** All learners and staff will be informed of fire exits and emergency evacuation procedures during on-site delivery.
- **Fire Drills:** Regular fire drills will be conducted to ensure everyone is familiar with emergency procedures.
- **Emergency Contacts:** Emergency contact numbers and procedures will be posted clearly in all physical learning spaces.

Personal Protective Equipment (PPE)

- **Provision:** Educationwise Academy will provide learners and staff with necessary PPE relevant to their programme or environment.
- **Use:** All learners and staff are required to use PPE when necessary and follow specific safety instructions in their training environment.

Monitoring and Compliance

- **Regular Monitoring:** Health and safety practices will be continuously monitored, and any violations will be promptly addressed.
- **Compliance Reports:** Annual compliance reports will document the state of health and safety across all programmes and facilities.

Review of Policy

This policy will be reviewed annually or in response to significant changes in health and safety legislation or internal practices. Amendments will be communicated to all learners, staff, and stakeholders.