

HEALTH AND SAFETY POLICY

Notting Hill Academy of Music aims to:

- provide an excellent level of control of the Health and Safety risks arising from our work activities;
- consult with our employees and learners on matters affecting their health and safety and Welfare;
- provide effective Health and Safety information, instruction and supervision to employees and learners; including regular updates.
- ensure that all employees are competent to carry out their jobs safely, giving them adequate training;
- prevent accidents and cases of work related ill health;
- provide safe and healthy working and learning conditions;
- report any incidences of injuries, diseases or dangerous occurrences;
- review and revise this policy annually or sooner if required.

Purpose

The purpose of this policy is to outline our commitment and the approach taken by the company with regard to Health and Safety matters, to set out the requirements on both employee and company and to ensure that a healthy and safe place of work is maintained.

We are a provider of training programmes and opportunities, based in London. As we recruit and train employed individuals, we take a serious view of our responsibilities towards Health and Safety matters.

Health and safety risks arising from work activity

The information below outlines the individual's responsibility for undertaking and addressing health and safety risk assessments:

- Health and safety risk assessments will be monitored by Health and Safety Officers;
- The findings of risk assessment will be reported to the Health and Safety Officers;
- Action required to remove and/or control health and safety risks will be approved by the Health and Safety Officers;
- The Health and Safety Officers will be responsible for ensuring that all required actions are implemented in a timely manner;
- The Health and Safety Officers will be responsible for checking that the implemented actions have removed/reduced the risks;
- Health and safety risk assessments will be reviewed every twelve months as a minimum, or when prevailing activity changes, whichever is sooner;
- Health and safety audits of the workplace will be conducted at a minimum of each quarter;
- Where learning activity and delivery is to be sub-contracted, the Service Level Agreement in place between The company and the training provider being used for delivery will outline the training providers' responsibilities in regard to undertaking health and safety risk assessments;

Consultation

Consultation in relation to health and safety shall be viewed as a key activity to be carried out regularly, both in regard to employees of the company and also learners. Advice shall be sought from our Health and Safety Officers and outside agencies such as the Health and Safety Executive and the Skills Funding Agency.

Every employee will be given access to this Health and Safety Policy Document via the Company's Drop Box. Training sessions focusing upon aspects of health and safety shall be regularly provided to employees to update their knowledge and skills.

Any issues relating to health and safety that are identified during monthly management meetings shall be cascaded down to all staff for their information.

The company will issue PPE free of charge to all employees if required. We will provide training and monitor the use and effectiveness of all PPE issued, to enable us to maintain a safe and healthy working environment.

Learners

In the first instance, learners will be introduced to health and safety during their learning programme induction. Health and Safety will be embedded in all Learners programmes. All health and safety information shall be updated regularly and learners will discuss health and safety during one to one progress reviews.

Information, instruction and supervision

The information below highlights where health and safety advice and guidance can be sought, and the parties responsible for providing advice and guidance.

- All Staff will be issued with a Safety Handbook during induction
- Health and Safety information will be distributed by the company to both employees and learners whilst on programme or during the course of their employment;
- Health and safety advice and guidance will be available from our Health and Safety officer

Competency for tasks and training

Induction training will be given to all the company staff and this is arranged by the General Manager. All training records shall be retained by the company for the duration of an employee's employment and for three years thereafter. Further staff training will be identified through the staff appraisal process.

Accidents, first aid and work-related illness

The information below details those parties responsible for dealing with accidents and work related ill health incidents, and outlines the arrangements for first aid.

- The first aid box(s) is kept in the office of the Notting Hill Arts Club;
- First aider's names are detailed on the centres Health & Safety notice boards;
- All accidents and cases of work related ill health shall be recorded in an accident book;
- The Health and Safety Officers, shall be responsible for reporting accidents, disease and dangerous occurrences to the enforcing authority;
- In instances where accidents or cases of ill health occur when learners are taking part in learning activity that is being delivered by a training provider, the training provider shall be

expected to notify The company as soon as possible so that the appropriate records can be taken.

Accident/near miss reporting

In relation to accident reporting, the company will provide Accident books at all locations within the company.

- Ensure that all employees are aware of reporting procedures;
- Ensure all Managers and Trainers advise learners under their control and shall explain accident recording and reporting procedures during induction;
- Ensure details of entries made in Accident books are forwarded to the Health and Safety Officer within three working days by departmental Managers;
- Ensure that an Accident investigation form is completed for all accidents involving Employees by the Health and Safety Officer.
- Ensure that a near miss/cause for concern form is completed and returned within three working days to the Health and Safety Officer.

Monitoring

To check our working conditions and to ensure our safe working practices are being followed, the company will:

- Produce and maintain a schedule of Health and Safety checks to be carried out at least annually;
- Evaluate the instances where accidents or cases of work related ill health have occurred;
- Continually monitor the health and safety information and guidance that is being given to employees and learners;
- Risk assess all of the learning premises we utilise for delivery purposes;
- Ensure that all of our Service Level Agreements contain detailed health and safety clauses and requirements;
- Ensure that we monitor training providers regularly to assist us in identifying where improvements can be made and positive changes introduced;
- The Health and Safety Officer, is responsible for the investigation of accidents or work related cases of ill health, and for dealing with accidents and cases of ill health that occur when learning activity is taking place with a training provider;
- The Health and Safety Officer, is responsible for acting upon investigation findings to prevent a recurrence of an accident or case of work/learning related ill health;

Management of asbestos in the workplace

The General Manager has overall responsibility for identifying premises chosen for use by the company which may pose a threat to health from Asbestos exposure.

- Establish who is the “Duty Holder” for the premises under the Control of Asbestos regulations 2006;
- Obtain a copy of any survey applying to premises or parts of premises under the control of the company or its sister companies from the “Duty Holder”;

- Make known to all employees areas of risk identified by a survey and measures taken to prevent exposure;
- Ensure the reporting procedure for suspected exposure to Asbestos is relayed to all employees;

Fire risk

The Health and Safety Officer will ensure that a risk assessment for all premises or parts of premises under their control is undertaken by a competent person. The Health and Safety Officer will make known to all employees, the arrangements in place at all buildings for:

- Evacuation in case of Fire
- Means of fighting fire
- Evacuation drills
- Muster points
- Significant risks identified resulting from risk assessments;

Such information will be given to employees as part of the company induction process. Fire marshals appointed for each location will supervise staff and visitor evacuation and account for personnel in overall headcount;

Lone Working

This policy is intended to reduce the risks involved in working alone either within the office environment or remote sites and journeys to and from all work locations.

- A Health and Safety audit will be completed on all premises prior to access being granted to our employees;
- Key issues arising from audits completed will be communicated to those employees affected;
- A contact number for assistance (the employee's line manager in the first instance) will be available at all times;

Employees are required to:

- Familiarise themselves with the processes and risks identified at any premises they are visiting;
- Comply at all times with company and site Health and Safety rules;
- Not to divulge personal information, which may compromise personal safety.

Employees are encouraged:

- Not to work alone in office premises;
- To have personal breakdown assistance cover;
- Maintain regular contact.

Manual Handling

The Health and Safety Officer will ensure that operations that involve manual handling are eliminated as far as reasonably practicable. Measures to achieve this include the ergonomic design of the workplace and provision of mechanical aids where manual handling is necessary. During induction all staff is informed of manual handling issues and the need to take into account:

- The task;
- The load;
- The individual;
- The working environment;

Line managers will ensure that assessments for all personnel have been carried out with adequate training provided to meet their individual needs.

Employees must ensure that:

- They comply with instruction and training which is provided;
- They use any equipment made available;
- Any concerns are reported immediately to a Manager;

Emergency procedures and evacuation

For The company staff, the fire and evacuation procedures shall be outlined during their induction programme and specific training will be offered to ensure that the fire and evacuation procedures are followed at all times. Where learning activity is being delivered by a subcontracted training provider, the company require them to ensure the following:

- Ensure that a risk assessment is completed, by a competent person, of the premises where learning activity and delivery will be taking place, whether this is an employer's premises or elsewhere;
- Ensure that delivery is in line with the health and safety rules, requirements and practices of where delivery is taking place;
- Ensure that during inductions, all learners are made aware of the emergency fire and evacuation procedures for the premises where delivery is taking place, whether this be on an employer's premises or elsewhere;