

## Health and Safety Policy

Employers and individual employees have legal obligations to ensure, as far as is reasonably practicable, everyone's health, safety and welfare at work. Academic Families has a duty of care towards its employees. However, it is necessary that, as with any successful community, each individual takes a share of responsibility towards the group as a whole. The Health and Safety Policy outlines our commitment towards this.

## Our Responsibilities

Academic Families will take all reasonable steps within its power to -

- Comply with the requirements of the Health & Safety at Work Act (1974), associated regulations and other relevant health and safety legislation.
- Maintain safe access to a healthy and risk free work place.
- Ensure plant and machinery are safe, and that safe systems of work are set and followed.
- Ensure that articles and substances are moved, stored and used safely.
- Provide adequate welfare facilities.
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of everyone while at work
- Comply with the requirement for elected safety representatives and training to fulfil their functions.

## Your Responsibilities

As an employee, you are required to help us to maintain standards by -

- Taking reasonable care of you own health and safety and that of others who may be affected by what you do or don't do.
- Correctly using any protective equipment, clothing and footwear that are provided in accordance with training and instruction.
- Co-operate with us on health and safety and observe health and safety policies.

- Not interfering with, or misusing, anything provided for your health, safety or welfare.

Please be aware that any breach of Health and Safety policies may lead to disciplinary action.

Please alert your manager to anything that could be considered as a danger to yourself or colleagues, eg loose wires, carelessly abandoned boxes, blocked exits and take action to make and keep areas safe where necessary. You should also ensure that you are aware of all fire exits and the actions that should be taken in the event of an emergency evacuation.

## **First Aid**

Ask the H&S Manager or your manager where the First Aid box is located.

## **Accidents**

All accidents, no matter how minor, must be reported immediately to the H&S Manager or, in their absence, any manager and logged in the accident book. These records are reviewed regularly to prevent similar accidents happening in the future.

## **Evacuation Procedures**

When you begin employment, you will be given full information on the emergency procedures at your work place. It is your responsibility to read the fire and safety instructions.

It is important that you know the location of fire extinguishers and emergency exits appropriate to your department and other areas you use. You must never obstruct a fire exit and if you do then you could be held responsible.

If the alarms sound, you should leave the building as quickly as possible. Should you discover a fire, raise the alarm and if possible close the doors and windows around the fire and keep other employees clear of the area. Evacuate immediately and do not attempt to collect personal belongings. Do not run or panic, and do not re-enter the building until you are told it is safe to do so. A company representative will be responsible for ensuring everyone has left the building.

## Manual Handling

Many work injuries are caused by failure to move or handle objects safely. You can protect yourself and minimise the risks by following these guidelines -

- Assess how heavy or awkward the item is and, if appropriate, ask for help
- Plan how to hold the object and get a good grip
- Stand close to the object with your feet apart and spread your weight evenly, bend your knees and lift with your legs, keeping your back in a natural line.
- Lift smoothly and keep the load close to your body, avoid twisting your body
- When carrying an object keep your arms tucked in and make sure you can see where you are going

## Working at unfamiliar / client premises

When working at noncompany premises, you must consider all H&S risks and aspects, taking appropriate action to deal with each.

You must also follow safety directions at all times.