

Health and Safety Policy

Purpose of policy

1. Tutorfair Foundation (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of our staff and all those attending our premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

4. The Employer is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of staff and of people visiting our premises;
 - b. identifying health and safety risks and finding ways to manage or overcome them;
 - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
 - d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
 - e. providing safe arrangements for the use, handling, storage and transport of articles and substances;
 - f. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work;
 - g. promoting effective communication and consultation between the Employer and staff concerning health and safety matters;
 - h. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
 - i. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
5. Director has overall responsibility for health and safety and has appointed The Program Manager or School Health and Safety officer as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

Responsibilities of all staff

General staff responsibilities

7. All staff must:
 - a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
 - b. co-operate with the Principal Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements;
 - c. comply with any health and safety instructions and rules;
 - d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
 - e. keep the workplace tidy and hazard-free;
 - f. report all health and safety concerns to the Principal Health and Safety Officer, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
 - g. co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.

Staff responsibilities relating to equipment

8. All staff must:
 - a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
 - b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer;
 - c. ensure that health and safety equipment is not interfered with; and
 - d. not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

9. All staff must:
 - a. report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
 - b. familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the Principal Health and Safety Officer;
 - c. if an accident occurs, dial The Program Manager or School Health and Safety officer and ask for the duty first aider, giving name, location and brief details of the problem.

Staff responsibilities relating to national health alerts

10. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

Staff responsibilities relating to emergency evacuation and fire

11. All staff must:
 - a. familiarise themselves with the instructions about what to do if there is a fire which are available from the Principal Health and Safety Officer;
 - b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
 - c. comply with the instructions of firewardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
 - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same);
 - e. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
 - f. notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire.
12. On discovering a fire, all staff must:
 - a. immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire; and
 - b. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.
13. On hearing the fire alarm, all staff must:
 - a. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
 - b. leave without stopping to collect personal belongings;
 - c. stay out of the lifts; and
 - d. remain out of the building until notified by a fire warden that it is safe to re-enter.

Risk assessments, display screen equipment and manual handling

14. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented.
15. Staff who use a computer for prolonged periods of time may request a workstation assessment by contacting the Principal Health and Safety Officer.
16. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer.

Non-compliance with health and safety rules

17. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, up to and including

immediate dismissal.