Health and Safety Policy

1.1 Introduction

We are committed, so far as is reasonably practicable, to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the care industry.

We will observe the Health and Safety at Work Act 1974 ("HASAWA"), Ofsted, the Local Authority, any other interested parties and all relevant regulations and codes of practice made under them from time to time. We will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to us.

The commitment to health and safety is a management responsibility equivalent to that of any other management function. It is the duty of our directors to uphold this Policy at all times and to provide the necessary funds and manpower.

We constantly review our practice, and evaluate our findings, seeking advice from professionals if necessary. Our staff and Manager attend regular training courses to ensure our knowledge is current.

We will conduct business in such a way as to ensure, so far as is reasonably practicable, that persons not employed by us but who may be affected by its activities are not exposed to risks to their health and safety.

From the point of view of safety and appearance, work areas must always be kept clean and tidy.

You are required to take reasonable care of your own well-being and that of all other staff members. The relevant health and safety notices are posted around the premises and you are expected to be familiar with their requirements.

The use of controlled drugs or the consumption of alcohol by staff members is inappropriate at any time during working hours and before work. If your doctor prescribes drugs that may affect your ability to work, you must discuss this with one of the Directors or external HR Consultant.

1.2 Roles and Responsibilities

We are responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations;
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risk to health;
- Each morning the designated risk assessor carries out an inspection of their cars prompted by a daily checklist identifying specific areas of potential risk.
- Each employee is responsible for ensuring any potential hazards are dealt with promptly and effectively. We encourage employees to inform us of any hazards they find.
- We carry out a comprehensive risk assessment of all aspects of our setting annually, in addition to dealing with any issue as it arises. Faulty equipment is removed or repaired upon discovery.

- Providing information, instruction, training and supervision in safe working methods and procedures;
- Providing and maintaining a healthy and safe place of work and a means of access to that;
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation;
- Establishing emergency procedures as required;
- Monitoring and reviewing the management of health and safety at work;
- Keeping this safety Policy under review and revising it as necessary.

This Policy needs the full co-operation of all employees and you are expected to give all possible assistance aimed at its successful implementation and take reasonable care for your own safety and that of others. Every employee must therefore:

- Comply with any safety instructions and directions issued by us;
- Take reasonable care for their health and safety and the health and safety of others (including those who are not our employee) who may be affected by your acts or omissions at work, by observing the health and safety rules that apply to you;
- Co-operate with us to ensure that the aims of the Health and Safety Policy are achieved and any duty or requirement imposed on us by or under any of the relevant statutory provisions is complied with;
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury;
- Use equipment or protective clothing in accordance with the training you have received;
- Report any potential risk or hazard or malfunction of equipment to the person responsible.
- To ensure you attend all courses we request you attend.

If you fail to comply with our health and safety rules or procedures or you do not carry out any specific health and safety duty assigned to you this will be regarded as misconduct and dealt with under the Disciplinary and Dismissal Policy in section 7 of this handbook.

Whilst the overall responsibility for health and safety within the company lies with the Director and each and every individual employee, certain employees have specific responsibilities to ensure that our Health and Safety Policy is maintained at all times. We allocate responsibility for health and safety matters as follows:

- Directors and Employees have overall responsibility for giving effect to this Policy;
- Directors are responsible for ensuring there is consultation on health and safety matters with employees, either through representatives of recognised trade unions or through representatives of other groups of employees, as appropriate, in order to maintain health and safety at work;
- RSC Training is responsible for the implementation and monitoring of health and safety policies;
- RSC Training are responsible for the implementation of the health and safety policies in the areas under their control.

- All employees are responsible for observing all safety rules and co-operating with Directors responsible for implementing our Health and Safety Policy to achieve a healthy and safe working place and to take reasonable care of themselves and others.

1.3 Dealing with and Reporting Accidents

As part of our commitment to ensuring employees are kept as safe as possible, Richard Chapman, Director and Instructor contracted to the Company are First Aid train. The employees should report all accidents to one of the Directors.

1.4 Lone Working Policy

The Company will ensure, so far as is reasonably practicable, that directors, employees and self-employed contractors who are required to work alone or unsupervised are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's objective is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to a minimal level.

1.4.1 Arrangements for securing the health and safety of workers

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations 1999 will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances and environment, etc. Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

1.4.2 Provision of Welfare Facilities

RSC Training recognises its responsibility to provide adequate welfare facilities to support the health and well-being of its employees and learners. The following provisions are in place:

Clean and accessible toilet and washing facilities with hot and cold running water, soap, and hand-drying amenities.

Drinking water that is readily available and clearly marked.

Rest areas for staff to take breaks in a clean and comfortable environment.

Facilities for eating meals, and where necessary, appropriate changing areas.

All welfare facilities will be regularly cleaned, maintained, and reviewed to ensure they meet the needs of all users.

1.4.3 Information and training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

1.4.4 Communication and Consultation with Employees

RSC Training is committed to open and effective communication with all employees on health and safety matters. We will:

Provide clear information and updates on health and safety through team meetings, noticeboards, emails, and internal communications.

Consult with employees on matters that may affect their health and safety, including changes to procedures or equipment.

Encourage active employee participation in improving safety practices.

Maintain clear reporting lines for staff to raise health and safety concerns, which will be addressed promptly and constructively.

1.4.5 Safe system of work

The Company have developed rules and instructions, if necessary in writing, to cover the following:

- required ability of employees, eg:
  - professional training
  - qualifications and experience
  - full knowledge of work planned
  - medical fitness
- suitability of equipment, eg
  - quality of hand tools
  - adequate level of appropriate personal protective equipment supplied by the Company
  - insulation of portable lighting and other portable electrical appliances
- task, eg
  - compliance with all job instructions
  - avoidance of non-authorised or non-risk assessed work
- means of communication, eg
  - two-way radio
  - mobile telephone
  - remote manual or automatic alarm system
  - regular visits by competent person
- provision for treatment of injuries, eg
  - portable first aid kit
  - availability of first aider/emergency response
- emergency and accident procedures, eg
  - means of summoning help
  - means of raising alarm
  - rescue plans and equipment
  - fire-fighting equipment
- training, eg for safe use of specialised equipment and processes
- supervision, eg for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is reduced to the level of occasional visits.

1.4.6 Emergency Procedures

RSC Training has established emergency procedures to safeguard individuals in the event of incidents such as fire, gas leaks, or medical emergencies. These include:

Clearly defined evacuation routes, fire exits, and assembly points.

Fire detection and alarm systems, regularly tested and maintained.

Designated Fire Marshals trained to support evacuation and emergency coordination.

Communication of emergency procedures during induction and periodic refresher training.

Regular practice drills to ensure all staff and learners are familiar with emergency actions.

1.4.7 Defined working limits

The Company has established clear procedures to set limits of what can and what cannot be done while working alone. The general precautionary principle of not carrying out work if in doubt is advocated and employees should contact their supervisor for instruction.

1.4.5 Permits to work

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity must not take place. Copies of permits to work will be issued to everyone directly involved with the activity, eg the lone worker, the closest supervisor and the relevant manager. Each person would then know their defined work role and the task to be carried out. Where time limits are a consideration, eg to control exposure to heat, fatigue or to ensure essential supplies such as compressed air gas cylinders are not exhausted, the permit would state required starting and finishing times.

1.4.6 Lone Working

Working alone can bring additional risks to a work activity. The Company has developed policies and procedures to control the risks and protect employees, and employees should comply with them. Apart from employees being competent in doing the job on their own, the three most important things to be certain of are that:

- the lone worker has full knowledge of the potential hazards and risks to which he or she is being exposed
- the lone worker knows what the task entails and what to do if something goes wrong
- a suitable person knows the whereabouts of a lone worker and what he or she is doing.

1.4.8 First Aid Provision

RSC Training ensures appropriate first aid arrangements are in place, including:

The appointment of trained first aiders with current certification.

Easily accessible and fully stocked first aid kits, regularly checked and replenished.

Clear signage indicating the location of first aid equipment and contact details of appointed persons.

Procedures for recording and reporting first aid treatment administered.

Regular review of first aid provisions to reflect changes in staff numbers and risk assessments.

First Aid Point of Contact: For any first aid queries or incidents, please contact Richard Chapman, who is the designated First Aid Lead for RSC Training.

1.4.9 Audit and Review

To maintain high standards of health and safety, RSC Training will implement the following:

Regular audits and inspections of the workplace and training environment, undertaken by our accrediting bodies, to assess compliance with health and safety standards.

Monitoring of accidents, incidents, and near misses to identify trends and areas for improvement.

Annual review of this policy and supporting documentation to ensure continued relevance and compliance with legislation.

Implementation of corrective actions and continuous improvement measures based on audit findings and feedback.

1.4.10 Responsibility

All employees and contractors of RSC Training have a responsibility to:

Take reasonable care of their own health and safety and that of others who may be affected by their actions.

Cooperate with the company in implementing and maintaining safe working practices.

Report hazards, unsafe practices, and incidents without delay.

Comply with all health and safety instructions and training provided.

Lyndsey Wright and Richard Chapman are responsible for the implementation of this policy.