

Policy Document ●●●

Health & Safety for Students, Contractors and Visitors

Introduction

This policy is intended to address the health and safety of any students, contractors and visitors who visit and stay at the Reed Business School's premises.

Reed Business School is committed to robust standards of health and safety. It is our policy, as a training provider, to maintain high standards and to encourage our staff to contribute to their own welfare and that of their colleagues and students.

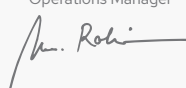
This policy has been written with reference and can be read in tandem to the Reed Business School Health and Safety policy.

Please note that health and safety policy and procedures at Reed Business School are overseen by Peninsula who are responsible for conducting regular audits and safety checks of the premises.

Document Control

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Signed:



Commitment

Our commitment for health and safety are to:

- Provide and maintain a safe and healthy environment for students, tutors, coaches, non-teaching staff, all external visitors, contractors or any other person visiting the premises.
- Establish and maintain safe working practices amongst staff, students, and visitors in line with our health and safety policy.
- Have robust procedures in place in case of emergencies and to ensure that these are communicated clearly to all students, staff and visitors.
- Ensure that premises and equipment are maintained regularly, risk assessed, inspected and evaluated where and when required.
- Ensure that all students and visitors understand their own responsibilities in relation to maintaining a healthy and safe environment as part of their induction process when studying at Reed Business School.

General Policy

Reed Business School recognises its obligations under the Health and Safety at Work etc. Act 1974 and all related legislation. We will, in the conduct of our activities and so far, as is reasonably practicable:

- Protect the health and safety of our employees and others that may be affected by our activities/omission.
- Limit adverse effects on the physical environment in which those activities are conducted.

Reed Business School recognises that the skills and energies of our employees are amongst its greatest assets, and that it has a responsibility to oversee their safety and welfare, equally for its students, contractors, vendors and visitors.

As far as is reasonably practicable, Reed Business School will:

- Provide adequate control of health and safety risks arising from work activities. All activities will be risk assessed and reviewed regularly.
- Consult with employees on matters affecting health and safety.
- Provide and maintain safe equipment and the safe use of such equipment, including providing training where necessary.
- Maintain our training premises and associated residential properties to meet relevant health and safety standards; and by doing so will provide a safe place of training and working, with safe access, for all.
- Designing systems of work with the health and safety of students, employees and associates in mind.

- Ensure safe handling and use of substances by employees.
- Provide information, instruction, and supervision for employees.
- Ensure all employees are competent to do their tasks.
- Take preventable actions to limit accidents and cases of work-related ill-health.
- Maintain safe and healthy working conditions, and
- Review and revise this policy as necessary at regular intervals.
- Endeavour to eliminate any hazards that may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

Employers' responsibility for their apprentices and students

Employers have the primary responsibility for the health and safety of the apprentice or student and should be managing any significant risks within their own workplace.

Employers are responsible for providing current proof of public liability insurance and may be asked to share a copy of their health and safety policy with Reed Business School.

Reed Business School may ask employers to prove that their employees have had a suitable induction into health and safety practices in their normal workplace.

Employers may also be required to provide evidence of risk assessments in their workplaces and demonstrate that there are suitable risk control measures for their employees.

This is particularly relevant for any apprentices or students who may have a health condition, injury or have an accident in or outside the workplace during their time studying at Reed Business School.

Responsibility for health and safety for apprentices and students

Reed Business School will take reasonable steps to satisfy themselves that the employer is observing legal standards of health and safety practice.

As such we can rely on previous experience, for example, if the employer is familiar to Reed Business School and they have a good record on health and safety we can keep checks in proportion to our knowledge of their working environment.

Reed Business School are not required to conduct our own workplace assessment for any of our apprentices or students in an employer's workplace.

Reed Business School do however commit to ensuring that we receive current proof of public liability insurance and receive assurance that their employees have had a suitable induction into health and safety practices in their normal workplace.

As a training provider we should keep checks in proportion to the student or apprentices' employers working environment:

- For low-risk environments, such as an office or shop, with everyday risks that will mostly be familiar to the apprentice, simply speaking with the employer to confirm this should be enough. This can be part of any wider conversation on placement arrangements that may take place.
- For environments with less familiar risks, like light assembly or packing facilities, talk to the employer to find out what the apprentice will be doing and confirm the employer has arrangements for managing risks, including induction, training, supervision, site familiarisation, and any protective equipment that might be needed.
- For higher risk environments such as construction, agriculture, or manufacturing, discuss with the employer what the apprentice will be doing, the risks involved and how these are managed, satisfying yourself that the instruction, training, and supervisory arrangements have been properly thought through.

Our responsibility to students, visitors, and contractors while on Reed Business School premises

Reed Business School have a responsibility to all apprentices, students, contractors, visitors, and members of the public when visiting our premises.

We undertake to provide a safe working area to the extent that is within our control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned.

Visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including our apprentices, students, and employees. They are also responsible for ensuring that equipment supplied by them is properly maintained, guarded, operated by trained workers, and does not present a hazard.

Any staff member arranging contractors work or inviting visitors onto site is responsible for ensuring that the evacuation procedure is provided and understood.

At the start of each program, students and apprentices will be inducted into life as a student at Reed Business School, including what actions to take in the event of a fire or other emergency. They will be required to work through an induction program to ensure that they understand how to adhere to health and safety standards while studying or staying on Reed Business School premises.

At the beginning of each class, registration will be conducted. In the event of evacuation, the course tutor is responsible to take the course register with them so they can account for their course apprentices and learners and report to the fire marshals.

Terms & Conditions

www.reedbusinessschool.co.uk/terms-and-conditions

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