









POLICY TITLE	Health and Safety
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REVIEWS COMPLETED

ROLE	NAME	SIGNATURE	DATE
Managing Director	Vanessa Leach		01/07/2024
Head of PCSR	Carol Skitt		01/07/2024
Managing Director	Vanessa Leach		01/07/2023
Head of PCSR	Carol Skitt		01/07/2023
Managing Director	Vanessa Leach		01/07/2022
Head of PCSR	Carol Skitt		01/07/2022
Managing Director	Vanessa Leach		01/07/2021
Head of HR & Compliance	Carol Skitt		01/07/2021

DETAILS OF POLICY UPDATES

DATE	DETAILS
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1 INTRODUCTION

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

This sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

2 PURPOSE AND AIMS

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our staff handbook.

We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the HR & Compliance Manager with overall responsibility for health and safety.

3 RESPONSIBILITY

The HR & Compliance Manager is responsible for managing health and safety matters on a day-to-day basis; the HR & Compliance Manager may also be assisted by local Managers as delegated. The HR & Compliance Manager will manage our health and safety programme, ensuring that all the

essential elements of the system are implemented, monitored, and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

3.1 Staff Responsibility

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities.

To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual need, based on the results of our risk assessments.

Everyone's training requirements are identified, and this is supported by general responsibilities contained in the staff handbook and individual work instructions for specific tasks and processes.

3.2 Visitors

All visitors reporting to Tute office must be always accompanied, fully complete the visitors' book and be issued with a visitor pass. They will be given locations on where wash facilities are and made aware if there will be any fire drill carried out on that day. The person who they are visiting at Tute will be responsible for their duration at the office.

4 RELATED POLICIES

- Drugs and Alcohol Policy
- DDA Policy
- No Smoking Policy

5 PROCEDURES AND GUIDANCE

5.1 Safety

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.

You must not take any action that could threaten the health or safety of yourself, other employees, students, clients and members of the public.

You should report all accidents and injuries at work, no matter how minor, in the accident book.

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

5.2 Alcohol & Drugs

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the Company business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and dependent on the circumstances, this may lead to your dismissal.

5.3 Fitness For Work

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

5.4 No Smoking

Smoking is only permitted during authorised breaks and in the designated area. This includes e-cigarettes.

5.5 Hygiene

Any exposed cut or burn must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

5.6 Manual Handling

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

6 OFFICE

6.1 PAT Testing

All electrical equipment will be PAT tested every 2 years by a qualified PAT tester.

6.2 Fire Alarm

The fire alarm system is serviced on a quarterly basis by our service provider Firesec as per our maintenance agreement and recorded on the portal.

Weekly fire alarm tests are carried out on the system to ensure it is fit for purpose – testing of bells is either prior to 08:30 or after 17:00 so as not to disrupt lesson delivery. The test is carried out by our fire warden with details and point of test being recorded in the logbook as well as on the portal.

A biannual fire drill is carried out to execute the process and procedure and ensure fit for purpose, The test drill is carried out by our fire warden with details and point of test being recorded and staff evacuation procedure applied, all details are then recorded in the logbook as well as on the portal.

6.3 Fire Equipment

All Fire extinguishers and fire blankets are serviced on a biannual basis by our service provider Firesec Ltd as per our maintenance agreement and recorded on the portal.

6.4 Smoke Alarms

The smoke alarms are serviced on a quarterly basis by our service provider Firesec as per our maintenance agreement and recorded on the portal.

6.5 Emergency Lighting

The Emergency lighting is serviced on a quarterly basis by our service provider Firesec as per our maintenance agreement and recorded on the portal.

7 ANNUAL REVIEW

The Health and Safety policy will be review on an annual basis.