

Health and safety policy

Health and safety general policy statement

It is the policy of Prometheus Services to comply with the obligations under the health and Safety at Work. Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety. The management of the company is responsible to provide and take all the necessary steps to ensure health and safety for anyone on the premises, including staff, learners, visitors and any other person on site.

The main goal of health and safety policy is to minimise the probability of occupational accidents and illnesses. Although the management of the company is responsible to provide and taken all the necessary steps to ensure health and safety, however, it is the responsibility, of every individual to make sure they follow all the rules and guidance and have a practical approach at workplace to avoid accidents. It is the responsibility of our staff to inform everyone on site about the hazards and after that it is the responsibility of every individual to make sure to report any hazard. Such hazards in the workplace e.g. frayed electrical cables, dangerously defective equipment, unsafe structures, fire risks, loose floor tiles etc should be reported as a matter of routine and no member of staff will be penalized for complaining if such hazards are not rectified by the management. It is, therefore, particularly important to report such hazards, injuries and accidents, as it will help the company to review and revise their policy to make the workplace much safer. We are committed to monitor our policy and to make any chances to improve it from time to time. The company welcomes suggestions from everyone.

1.1 Staff and Students responsibility

All staff and students, have a personal responsibility regarding Health & Safety as follows:

- To be familiar with the organisation Health & Safety Policy and with the standards and procedures
- To understand and comply with all instructions, working procedures and safety rules which apply to their work.
- Whilst it is the management's responsibility to provide and maintain the necessary equipment for safe working, it is equally the employees' and students' responsibility to use that equipment properly, and in many cases, there is a legal obligation to do so
- To report any hazards seen
- To ensure their work area is kept clean and tidy
- To report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial
- To raise any safety matter with the appropriate person

1.2 Responsibilities of the health & safety officer

Health and Safety Officer at Prometheus Services has overall responsibility for all health, safety and welfare matters within the organisation. He will ensure that there is an effective policy for health and safety, the provision of regular reviews to its efficiency and the provision of adequate staff, funds, and materials to meet the policy's requirements. The health and safety officer will also ensure the following duties:

- health and safety monitoring is regularly undertaken.
- information is obtained from suppliers on the safe use of equipment and materials and that all relevant health and safety information and guidance is provided to staff and students as required
- responsibility for safety is properly assigned and accepted at all levels

Health and safety policy

- arrangements are made for the provision of suitable and sufficient safety training for all staff and students
- records of statutory inspections and other appropriate records are kept
- records of injuries and work-related diseases are maintained, and that appropriate reporting action is undertaken
- appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- 3rd party contractors' tenders include adequate provision for safe working if required.
- the provision of all health and safety documentation.
- the provision of any training including specialised training if required
- the provision of adequate welfare and first aid.
- to co-ordinate work of sub-contractors and liaise with main contractors where applicable.
- to monitor health and safety procedures to ensure that all directly employed and contractors' staff and students operate in accordance with any legal requirements and The organisation policy
- to ensure that materials are stored safely and that, where appropriate, fire fighting equipment is readily available.
- to ensure only trained, competent and authorised personnel use equipment and that young or inexperienced workers are properly supervised
- to take prompt corrective action whenever unsafe acts are noticed or reported to them.
- to ensure that cleanliness, tidiness and all that contributes to 'good housekeeping' is of an acceptable standard

1.3 Working from home, on site and off site

If any kind of work being conducted on behalf of Prometheus Services off-site, then the students, tutors, and all the other team members must understand that they have the overall legal responsibility for health and safety. Therefore, it is strongly advised to follow all the instructions and procedures to safely carry out all your activities. Students, tutors and other members must immediately inform, should they have any concerns regarding health and safety issue while working away to their on-site health and safety officer or to the company's health and safety officer.

1.4 Training Sessions

The organisation will endeavour to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 (as amended). Time to time inspection is required by this act. Inspections will be of a routine nature or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary.

1.5 Control of Substances Hazardous to Health Regulations 2002 (COSHH) for substances hazardous to health

The organisation will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended). Risk assessments will be undertaken should there ever be work involving exposure to hazardous substances. The organisation will then ensure that exposure of workers to hazardous substances is minimised and controlled.

COSHH PRECAUTIONS

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) the following precautions should be taken:

- Handle hazardous substances with care and use the personal protective equipment (PPE) supplied as it is supposed to be used

Health and safety policy

- Make sure you are familiar with the rules (e.g. COSHH) for using substances. (Refer to COSHH Assessments)
- Before eating and drinking it is very important to ensure that hands are washed
- Remove lids/stoppers only when the substance is to be used
- Store highly flammable substances as per manufacturers/suppliers recommendations
- Only minimum quantities, required for immediate use, are to be kept in a workplace.

1.6 Environmental policy

At Prometheus Services we are aware of how important it is to keeping the environment safe, to ensure all the students tutors and other members of the team contribute to save environment, we have set following instruction.

- To adhere to any current legislation and comply with any planned legislation
- Where possible, to purchase from suppliers who share concern for the environment
- To minimise waste from business operations and where possible to re-use or recycle
- To endeavour to control the level of harmful emissions whenever practicable
- To promote the use of energy efficient systems in business premises
- To support organisations those, promote environmental protection issues.
- To ensure that all our staff and students understand the high level of the organisation commitment to environmental excellence.

Prometheus Services will keep monitoring the policy and will make vital steps to make sure the policy is up to date to ensure our full effort to save environment.

1.7 Stress Policy

Prometheus Services recognise that stress is a growing issue in modern life and acknowledges our part in managing issues in day-to-day operations so as to minimise any potential for increasing the psychological burden on staff and students. Students and tutors and other members are advised to contact their line manager or office manager to raise any such concerns.

1.8 Electrical appliances

- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be repaired or replaced immediately
- All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept
- The correct voltage for tools and equipment must always be used
- Operators must ensure that they are familiar with any safety instructions (including manufacturers instructions) relating to any equipment before use
- It is forbidden to interfere with any electrical appliance.
- The operator must check all electrical tools, leads, and plugs on any electrical equipment before bringing into use
- Only trained, competent and authorised personnel should use electrical equipment and young or inexperienced staff should be properly supervised.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to the supervisor.
- If any electrical appliance is found to be faulty whilst in use it must be reported immediately to the Health & Safety Officer

1.9 Manual handling operations

The organisation will comply with the Manual Handling Operations Regulations 1992 (as amended). Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations,

Health and safety policy

an assessment of the operation should be made taking into account all factors such as the feasibility of the manual handling operation, the load, the working environment and the capabilities of staff and risk to their safety.

- Use mechanical devices rather than manual handling where such devices are provided. The devices should be appropriate for the task
- The object to be lifted or moved must be inspected for sharp edges and other hazards such as wet or greasy patches and appropriate steps taken to remove or reduce such hazards
- If lifting or moving objects with sharp or splintered edges, clean dry gloves must be worn to ensure a firm grip
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free from obstructions or spillages or other hazards
- Staff and students must not attempt to lift or move an object which is too heavy and which might damage their health
- Where the lifting or moving of an object is to be done by more than one person, one of the people should be designated as the supervisor of the operation so as to coordinate the lifting or moving.
- Staff and students should assume a squatting position when lifting a heavy object off the ground by keeping the back straight and allowing the knees to take the weight of an object rather than the back.

1.10 FIRE SAFETY REGULATIONS

Fire risk assessments will be undertaken as required under the Regulatory Reform (Fire Safety) Order 2005. However, staff and students must bring to the attention of the organisation Health & Safety Officer or fire marshal employed by the landlord any potential fire risks that they may become aware of.

Reducing the risk of fire

Following steps can be taken to reduce the risk of fire

- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers
- Smokers must only smoke in designated areas and discarded cigarette buds must be properly extinguished and disposed of safely in appropriate containers. Smokers must not extinguish or throw cigarette butts into waste bins. It is forbidden to smoke in any public building since 2007.
- Faulty electrical equipment is a common source of a fire, therefore electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the organisation Health & Safety Officer or fire marshal employed by the landlord.

General fire safety procedures

All personnel associated with the organisation must familiarise themselves with this fire and emergency policy. If there is any doubt that a fire cannot be extinguished immediately without risk or injury to individual persons, staff and students must inform the fire marshal or competent person who will activate the general fire alarm and immediately report the fire to the local fire service (dial 999). Staff/students must conduct their operations in such a way as to minimise the risk of fire. All combustible materials must be separated from sources of ignition.

Fire detection equipment.

Smoke detector alarms and general fire alarms are located at points throughout the workplace. Everyone must familiarize themselves with the location of such detectors and

Health and safety policy

alarms. If a smoke detector alarm sounds, staff/students must immediately inform the fire marshal or competent person to activate the general fire alarm.

General fire alarm

The sounding of the general fire alarm is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure, a bomb scare, and no employee/students must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. When the general alarm sounds all staff/students must leave the building by the nearest available exit and assemble at the designated assembly point. Staff/students must also ensure visitors to the organisation, including contractors from other firms, temporary workers and any members of the public leave the building by the designated exit routes.

Evacuation of members of the public, visitors, and contractors

If a Prometheus Services visitor is meeting you, it is your responsibility to ensure they follow any signing-in procedure and to assist with their safe evacuation in the event of a fire drill or emergency evacuation. Visitors who are left unattended must be made fully aware of the escape routes and evacuation procedure. Ensure that members of the public are escorted from the premises during an evacuation. All contractors working at the organisation premises must be advised of the evacuation procedure by the manager.

Evacuation of disabled staff, students, and visitors

All disabled staff, students and visitors must, where practical to do so, be located in a position within the building where it is easy to exit the building quickly and safely in the event of an emergency. As part of the fire evacuation procedure a check must be undertaken to ensure that the evacuation route is appropriate for a disabled person. Disabled visitors shall be designated two able bodied staff who can assist with the safe evacuation in the event of an emergency. The Health and Safety Officer shall be notified whenever a disabled employee or visitor is in the organisation to ensure that practical, appropriate arrangements have been made.

Fire escape routes and fire exits

All specified means of escape for the site premises must be properly maintained and kept free from obstruction. It is essential that all personnel are familiar with the means of escape and the route to be followed in case of fire. Fire exit doors and corridors must never be locked or blocked.

Firefighting equipment

Fire extinguishers and fire alarms are in communal areas throughout the building, near the main exit door. The general fire alarm must be activated, and the fire reported to the local fire service.

1.11 First aid

All staff must have ready access to first aid facilities. The organisation Health & Safety Officer will inform personnel of these arrangements.

- First aid is only to be carried out by a trained first aider.
- Every first aid box will be of the appropriate size and have the correct contents.
- The locations of first aid box kit is at reception.
- It is the appointed first aider's responsibility to ensure that the stock is replaced in the boxes as necessary.
- In cases of more serious injury emergency service 999 will be called.

Accident procedure

Health and safety policy

It is the duty of all the students and staff to report any injury or infectious disease as soon as they observe such issue. An accident book is available at the organisation reception. ALL ACCIDENTS, no matter how trivial, must be recorded on an Accident Form. It is the responsibility of the First Aid Officer to report ALL ACCIDENTS to the organisation's Health and Safety Officer.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR (as amended), staff/student must report to the organisation Health & Safety Officer any accident at work which results in personal injury and they will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents). The office manager will investigate at the initial stage to immediately eliminate the risk of another accident and then further investigation will be carried out to make sure no such accidents happen in the future.