

General Statement

SSG is committed to providing a safe working, teaching and learning environment for all personnel, learners and any related third parties. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the Health and Safety of other people who may be affected by our activities.

Overall and final responsibility for Health and Safety in the organisation is that of the Director(s) of SSG. Centres Managers are responsible for ensuring that this policy is published, implemented and accessible to all personnel, learners and any relevant third parties. They will also ensure that all personnel have read and understood this policy and that any amendments to the policy are communicated to relevant parties. This is a legal responsibility under Section 7 of the Health and Safety at Work Act 1974.

Learners should be made aware of this policy at the start of their course/programme and the policy should be easily accessible (website and handbook).

All employees have a responsibility to co-operate with Managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Wherever anyone notices a Health and Safety problem that they are not able to put right, they must immediately inform an appropriate person.

Consultation between Management and staff is provided by regular internal Staff Meetings.

- Safety training is the responsibility of the person named above in paragraph 1. No one should undertake any task unless they have received adequate training and are deemed competent to undertake such a task. The Centre Manager should engage with learners, personnel and any related third parties, to provide relevant information, instruction, training and supervision, as is necessary to ensure health and safety.

An Annual Inspection and review of all aspects of health & safety will be carried out by the Management & staff of the organisation.

General Arrangements and objectives

- The Company will maintain an accident and incident log to record all incidents which occur in connection with training. All incidents must be recorded whether treatment is given or not. A copy of the entry of any serious occurrences should be forwarded to the person named in Paragraph 1. The person responsible for Health and Safety matters shall acquaint themselves with the requirements to report relevant incidents/accidents to the relevant authorities.
- SSG will have valid employer liability and indemnity insurance, which covers staff, learners and third parties.
- SSG will ensure sufficient first aid cover is available during courses/programmes. Where there is a qualified First Aider on the premises, additional treatment may be offered.

- No solvents, solutions, tablets etc. must be given to children or young people unless directed by a registered medical practitioner and with the consent of the parents.
- The senior staff on site will ensure that all staff, participants, and visitors are aware of the Evacuation Procedure in the event of a significant incident or fire, and that Fire Procedure Notices are displayed prominently.
- All SSG roles of employment are to be risk assessed to identify any areas of potential support or additional resources needed. A separate 'Lone worker' policy outlines procedures to minimise Health and Safety risks to employees. These policies, procedures and risk assessments are reviewed annually or when a new role is established.
- Provide and maintain safe equipment and environment, including a means of access in a condition that is safe and without risk to health. All materials and equipment stored must be stacked safely.
- Ensure all exits are kept clear at all times
- Any problems which occur during Fire Drills, should be reported to the responsible person.
- Risk Assessments (including manual handling) covering all regular and occasional activities, will be carried out and regularly checked and updated if necessary. The Management will ensure consideration is given to those with special needs, in line with the host organisation. Copies of such assessments will be readily available and will be brought to the attention of all concerned.
- Protecting the health and safety and welfare of individuals/vulnerable learners via systematic risk management.
- The Management will ensure all members of staff are advised of correct lifting techniques. No one should attempt to lift/move/carry anything that is beyond his or her capability.
- All visitors to site must report to the senior staff on site to ensure that they are known to be in or around the building.
- Staff must ensure that wet floors do not present a hazard and that trailing flexes are appropriately made safe.
- All waste material must be disposed of safely in the containers provided. Waste receptacles must be kept clean to minimise the accumulation of dirt and disease.
- Staff must not use chairs to stand on to reach above head height - step stools or ladders must always be used.
- All electrical equipment on the premises must be checked before use for damaged leads, loose connections and other faults.
- Prior to any session the senior staff on site must perform the safety check list to ensure the venue is safe for use.
- The use of and/or charging of e-cigarettes is prohibited on any programme, course or during working hours at SSG. This covers every area of the company, including Business Support, and will be deemed a breach of Health & Safety policy and result in disciplinary action if a staff member is found in breach of the above.

SSG are committed to developing a healthy safe working environment.