

Health and Safety Policy

Purpose of policy

1. TRM Technology Ltd T/A Simply Great Education (the **Provider**) takes health and safety seriously and is committed to protecting the health and safety of its students, staff and all those affected by its business activities and attending its premises. This policy is intended to help the Provider achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a policy statement and is not part of a service contract. This policy may be amended at any time by the Provider at its discretion. The Provider will review this policy regularly to ensure it effectively achieves its aims.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace and learning environment is a collective task shared between the Provider, staff and students. This policy and its rules apply to all Provider staff, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers. Specific staff responsibilities are set out in the "Responsibilities of all staff" section below.

Provider Responsibilities

4. The Provider is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of staff, people affected by the Provider's business activities and people visiting its premises;
 - b. identifying health and safety risks and finding ways to manage or overcome them;
 - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency;
 - d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
 - e. providing safe arrangements for the use, handling, storage and transport of articles and substances;
 - f. providing adequate information, instruction, training, and supervision enables all students and staff to do their work safely, avoid hazards and contribute positively to their health and safety. The Provider will allow you to ask questions and advise who best to contact in respect of those questions if you are unsure about how to carry out your work safely;
 - g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
 - h. providing a health and safety induction and proper safety training to your role;
 - i. promoting effective communication and consultation between the Provider and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
 - j. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
 - k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

5. The Provider's board of directors has overall responsibility for health and safety. It has appointed Tim Powell-Morris as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

Responsibilities of all staff

General staff responsibilities

7. All staff must:
 - a. Take reasonable care for their health and safety and that of others in their charge who may be affected by their acts or omissions;
 - b. co-operate with the Principal Health and Safety Officer and the Provider generally to enable compliance with health and safety duties and requirements;
 - c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
 - d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their acts and omissions;
 - e. keep the workplace tidy and hazard-free;
 - f. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
 - g. co-operate in the Provider's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Provider's opinion.

Staff responsibilities relating to equipment

8. All staff must:
 - a. Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
 - b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for the maintenance and safety of equipment;
 - c. ensure that health and safety equipment is not interfered with; and
 - d. only attempt to repair equipment if suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

9. All staff must:
 - a. Promptly report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
 - b. familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the Principal Health and Safety Officer;
 - c. if an accident occurs, dial 01626 200456 and ask for the duty first aider, giving name, location and brief details of the problem.
 - d. The Principal Health and Safety Officer is responsible for investigating injuries or work-related diseases, preparing and keeping accident records, and submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to national health alerts

10. Should an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice given by the Provider on the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

Staff responsibilities relating to emergency evacuation and fire

11. All staff must:
 - a. Familiarise themselves with the instructions about what to do if there is a fire which is available from the Principal Health and Safety Officer;
 - b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
 - c. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
 - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same); fire drills will be held at least once every 12 months;
 - e. ensure that fire exits or fire notices, or emergency exit signs are not obstructed or hidden at any time;
 - f. notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near you.
12. On discovering a fire, all staff must:
 - a. Immediately trigger the nearest fire alarm and, if time permits, call any member of the delivery team or senior managers and notify the location of the fire; and
 - b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent. Nominated members of staff will be trained in the use of fire extinguishers.
13. On hearing the fire alarm, all staff must:
 - a. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
 - b. leave without stopping to collect personal belongings;
 - c. stay out of any lifts; and
 - d. remain out of the building until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes are made where required and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, display screen equipment and manual handling.

14. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Provider will assess any risks and consider the best measures to minimise any risk. The Provider will conduct general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk

assessments occur and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

15. Staff and students who use a computer for prolonged periods should try, where possible, to organise short breaks every few hours away from the computer screen. Guidance on the use of display screen equipment can also be obtained from the Principal Health and Safety Officer.
16. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer. Where necessary, the Provider will provide training, but the Provider will try to minimise or avoid the need for manual handling where there is a risk of injury.

Non-compliance with health and safety rules

17. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously. It will likely result in disciplinary action against the offender, per the Provider's disciplinary policy, up to and including immediate dismissal.

Reviewed:

25th April 2023

Tim Powell-Morris