



HEALTH & SAFETY POLICY

Document Control Summary

Purpose	To set out the measures RIL takes to ensure the Health and Safety of service users, staff and other stakeholders
Author	Operations Manager
Date of Implementation	JANUARY 2024
Version	1.01
Document Classification	Public
Date of Next Review	JANUARY 2025
Authorised Reviewer	Director of Operations & Training Centre Manager

Revisions and Updates

Date	Details
JULY 2024	Review to ensure policy remains fit for purpose

- 1.1 Rapid Improvement Ltd is committed to promoting the health, safety and welfare of all employees, visitors, contractors, those receiving our services or members of the public who could be affected by our activities.
- 1.2 The prime responsibility of Rapid Improvement Ltd is to ensure that all our operating environments meet Health and Safety requirements and legislation.
- 1.3 Health and Safety legislation has two main aims:
 - To secure the health, safety and welfare of persons at work.
 - To protect against risks to health or safety arising out of, or in connection with, the activity of persons at work, e.g. learners, tutors and other people who visit offices and premises.
- 1.4 Rapid Improvement Ltd will comply with all relevant statutory and legal Health and Safety requirements.

2 The Scope of this Policy

- 2.1 This policy sets out how Rapid Improvement Ltd implements the Health & Safety legislation set out in Paragraph 3 below.
- 2.2 Our policy is to establish clear guidance regarding Health & Safety issues and to establish key principles, structures and monitoring arrangements which are applicable to all members of staff and programme participants.
- 2.3 All staff are responsible for, and have an impact on, the quality of our service and delivery. We recognise that the welfare of our staff and learners is paramount and that all have the right to work in a safe environment.
- 2.4 This policy applies to all staff including directors and managers, full time and part time staff and learners, irrespective of where their learning takes place and to partner organisations we work with.
- 2.5 When Rapid Improvement Ltd works with a partner organisation, we will ensure that the partner organisation has in place its own Health & Safety Policy, and that it is regularly reviewed and updated. During teaching and learning sessions, staff will update learners with relevant Health & Safety items. We will ensure that all members of staff receive appropriate Health & Safety training and that this training is updated annually.

3 Legislation

- 3.1 Rapid Improvement Ltd.'s Health & Safety Policy is based on several areas of UK legislation. The main legislation relating to Health and Safety is:
 - The Health and Safety Act 1974
 - Management of Health and Safety at Work Regulations 1999
- 3.2 This legislation states that:

- a) All employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- b) Employees and others must use correctly all work items provided by the employer, in accordance with training and instructions.
- c) Employees and others must co-operate with the employer to enable compliance with statutory duties.
- d) Employees must report without delay any work situation which might present a serious and imminent danger and notify any shortcomings in the health and safety arrangements.
- e) No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

3.3 Other relevant legislation includes:

- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Management of Health & Safety at Work Regulations 1999
- Disability Discrimination Act 1995 (DDA)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Provision and Use of Work Equipment Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operation Regulations 1992
- Display Screen Equipment (VDUs) 1992
- Controlled Waste Management Regulations 1992
- Fire Prevention Regulations
- Electrical Safety Regulations
- Electricity at Work Regulations 1989
- IEE Regulations

4 Policy Implementation and Responsibilities

4.1 Rapid Improvement Ltd regards the promotion of health and safety measures as a mutual objective of management and staff.

4.2 It is our policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including programme participants and other designated visitors.

4.3 Rapid Improvement Ltd has the following responsibilities:

- To provide and maintain safe and healthy working conditions.
- To provide training instruction to enable staff and programme participants to perform their work/training safely and efficiently.
- To make available all necessary safety devices and protective equipment and to supervise their use.

- To maintain constant and continuing interest in Health and Safety matters applicable to our activities.
- To conduct an annual Health and Safety audit.

4.4 Members of staff and programme participants have an obligation to co-operate in the operation of this policy as follows:

- By working safely and efficiently.
- By using protective equipment provided and by meeting statutory obligations and recommendations.
- By reporting to the relevant manager any hazards that have led or may lead to injury or damage.
- By adhering to our procedures to ensure a safe work place.
- By assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

5 Our Commitment – General Principles

5.1 Rapid Improvement Ltd is committed to giving priority to Health and Safety.

5.2 We expect staff, clients, visitors, contractors and other employers who work at Rapid Improvement Ltd to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

5.3 We are dedicated to ensuring the Health and Safety of all persons who may be affected by our activities by:

- Providing, managing and maintaining a work environment, which are, so far as reasonably practicable, safe and in which risks to psychological and physical health are controlled.
- Providing adequate and appropriate facilities and arrangements for welfare at work.
- Providing, managing and maintaining our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
- Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- Consulting with and involving our staff and clients in matters relating to their own Health and Safety.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken.
- Ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained.
- Implementing systems of work that are safe and where risks to health are controlled.
- Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and clients are competent to supervise or

undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.

- Providing the necessary organisation, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout Rapid Improvement Ltd.
- Giving adequate information on relevant hazards to any person whose Health and Safety might be affected by them.
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Monitoring the safety performance of contractors who work for us.

5.4 Where there are no existing policies or guidance, we expect our staff, clients and contractors to meet the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff, clients and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

5.5 It is our stated intention to promote a positive Health and Safety culture in Rapid Improvement Ltd and educate our staff and students in health and safety. In areas of work which are highly regulated, staff and students will be expected to attend certain courses as a mandatory requirement.

5.6 We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the Health and Safety of any staff, clients, contractors, visitors or members of the public, or adversely affect the environment.

6 Risk Assessments

6.1 Rapid Improvement Ltd is committed to ensuring that Risk Assessments are carried out as required by the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

6.2 Risk Assessments will be carried out annually by our Operations Director and signed off by our CEO:

6.3 The following Risk Assessments will be carried out:

- General Office Duties
- Fire Safety
- First Aid
- Use of Display Screen Equipment (Computer) Workstations
- Home working
- Manual handling
- Hazardous substances
- Safe Driving
- Young Persons

- 6.4 No work is permitted to be carried out unless it is covered by a suitable and sufficient assessment of significant risks involved, and that information is supplied to all persons who may be affected by the risks.
- 6.5 We arrange for work activities to be carried out by competent personnel. A person can only be competent in discharging a duty if they accept that duty and have sufficient experience, training, knowledge and resources to be able to carry out that duty.

7 Accidents

- 7.1 In the event of an accident or injury on our premises an Accident/Injury Form must be completed and submitted to the CEO, who is responsible for Health and Safety.
- 7.2 Major injuries/conditions must be reported to the relevant enforcing authority within 7 days, using the appropriate HSE (Health & Safety Executive) form.
- 7.3 All records will be maintained for a minimum of three years.

8 First Aid

- 8.1 First Aid arrangements are provided and available when people are injured or taken ill on the premises. In emergency situations, outside medical and other services will be sought, without delay. The name of the First Aid Officer will be placed on the statutory notice board.

9 Inspections

- 9.1 All staff should regularly carry out safety inspections and report any Health and Safety concerns to their designated manager. Such inspections should be ongoing and complementary to the quarterly workplace assessments undertaken by the designated Health and Safety Managers.
- 9.2 Statutory officials should be given all co-operation and assistance in undertaking their duties when inspecting the premises.