



Inspired Online

Health and Safety Policy

Reference no:

Authorised by: Tony Knowles

REVISION RECORD

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1.0 Health & Safety Policy Statement

Inspired Online is part of the Inspired Education Group. Inspired is a leading global premium schools group, offering excellence in Kindergarten to Year 13 education to over 50,000 student. Its international network of 70 schools, across 20 countries on 5 continents, delivers proven best practice from every corner of the globe, to ensure learning is world class.

It is Inspired Online's policy to provide, as far as is reasonably practicable, a safe and healthy workplace and safe systems of work for their employees and any others who may be affected by their activities or products. A documented safety policy has been established and is maintained under the responsibility of the Chief Operating Officer along with full direction, support and review by the Senior Management Team. Via our policy Inspired Online will:

- demonstrate commitment to the policy by developing a continuous open and effective relationship with regulatory authorities, employee representatives and the local community
- fully comply with legislative requirements and codes of practice
- aim to continually improve the standard of safety of our operation by seeking to systematically eliminate, or where this is not possible, control all potential risks
- assign responsibility for H&S issues to named Company roles and provide full support to all those involved
- set objectives on an annual basis, to be reviewed regularly in order to assess and continually improve the safety performance of the Company
- train employees in H&S awareness and risk identification and ensure they understand their legal and moral duties
- support and monitor the performance of contractors who undertake work for Inspired Online
- annually review this policy, and if necessary, update it to take account of new developments

Inspired Online aim to achieve best practice in terms of health and safety in all that we do. Further details of the policy and safety systems are contained in the Company Handbook.

1.1 Accidents and First Aid

This section covers the arrangements for the treatment of injuries at Inspired Online offices and sites for the reporting of accidents and incidents. The statutory duty to report certain accidents to the Health and Safety Enforcing Authority is also covered.

1.2 First Aid Provision

It is Inspired Online policy to have employees trained as minimum to Appointed Person standard. The names and telephone numbers of First Aiders will be posted on the Health and Safety section of our Intranet.

Materials other than those specified in the First Aid at Work Regulations, may not be kept in the First Aid Box.

First Aiders are not permitted to dispense medications of any kind except in exceptional circumstances where a specific written agreement has been entered into in the case of a special medical need or disability. Arrangements of this kind are only permitted with the specific agreement of the Chief Operating Officer, who may seek medical advice.

1.3 External Medical Assistance



If an injury, or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the immediate supervisor of the person concerned should seek assistance by dialing 999 from the nearest available telephone. The following information should be given:

- Type and seriousness of injury or illness
- Location and directions for vehicle access
- Brief description of accident and any special rescue equipment needed
- Do not ring off until you are sure that the emergency services have all the information they need.
- It is important to ensure that the injured person, and others, are protected from further danger by shutting off any equipment if this can be done safely, cordoning off the area and by warning any other persons undertaking similar operations.
- Do not use any equipment that has been involved in an accident until it has been checked for safety and any investigation has been completed.

1.4 Recording and Reporting Accidents

Details of any injury received at work must be entered on to the Accident Register. The record should include accidents to visitors, members of the public or contractors working, visiting or accessing sites owned or occupied by Inspired Online.

In addition to reporting the accident on the internal accident report form, there are also certain accidents and cases of ill health that must be reported to the Enforcing Authority for Health and Safety under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Human Resources Director must be informed by telephone as soon as is possible of any injury to an employee, visitor, member of the public or contractor that requires external medical assistance, or in the case that an employee is unable to continue normal duties as a result of an accident at work. This also applies if the injured person continues to work but then reports unfit for work the following working day.

The reporting of ill health associated with work will be dealt with by reference to the medical certificates submitted in the case of absences due to ill health.

Inspired Online is required to report all relevant injuries, dangerous occurrences, or work-related ill health to any of our employees, wherever they occur. There is also a duty to report major injuries to members of the public if they occur on workplaces our control.

1.5 Risk Assessment

Under the Management of Health and Safety at Work Regulations Inspired Online is required to undertake risk assessments to identify any hazards at the workplace and to determine the precautions that need to be taken to safeguard those who might be at risk. The assessments must take into account the special needs of those who have disabilities, or who are young and inexperienced, and those who are expectant or nursing mothers. The assessment must also specifically consider fire risks. Risk assessments are within the responsibility of all managers and are a key element in our procedures for health and safety.

Line managers are responsible for the assessment of working practices within their span of control and either appropriate training, or support will be given. In both cases there will be a need for all parties to cooperate if the process is to be effective. Experienced managers will provide the necessary support and guidance to managers in completing risk assessments.



Risk assessments are also required for work away from the office e.g. project work and Inspired Online 'events'. The relevant manager in control is responsible for undertaking the assessments in these cases.

Inspired Online is also required to consult with employees on the outcome of risk assessments. The main channel for this is through employee management. All risk assessments will be on SharePoint. Inspired Online will require tenders/quotes from external contractors to include a method statement or a summary risk assessment.

1.6 Undertaking Risk Assessments

Risk assessments will be undertaken to identify the hazards and assess the risks to employees and any others who may be affected by what we do.

Hazards are something which could potentially cause harm. The risk assessment indicates the likelihood that the harm will occur, and the potential severity. We will assess whether a risk could be eliminated, e.g. by changing working practices and if not, we will consider how it can be minimised.

The assessments, carried out by trained employees, will be recorded on the appropriate form and repeated should there be any significant change, or if we have reason to suspect that the previous assessment is no longer valid.

1.7 Responsibilities

On a company wide basis H&S issues will be monitored and reviewed by:

- Chief Operating Officer who is responsible for H&S matters.
- Chief Operating Officer who is responsible for the implementation of H&S policies and procedures.
- All employees are responsible for reporting and identifying H&S risks and improvements.

1.8 Line Management

As H&S at work is an integral part of good management it is therefore the direct responsibility of line management at all levels. Every Senior Manager and Manager has the prime responsibility to ensure that the operations of their department do not constitute a hazard to employees and others and in particular that our H&S policy and related procedures are understood and implemented within their own areas.

They must:

- explain our H&S policy to new employees at induction
- instruct new employees in fire and evacuation procedures
- include H&S matters in team briefings
- conduct risk assessments, taking action to eliminate or reduce risks
- ensure a prompt review of, and take appropriate action on employee H&S issues
- ensure that premises and equipment are maintained in good order
- ensure that fire exits are kept free from obstruction
- maintain a high level of cleanliness and tidiness
- ensure that they know how to contact a first aider

1.9 Employees

All employees should notify their line manager of ANY hazards to H&S which they notice, and any suggestions they may wish to make regarding H&S. The Chief Operating Officer will assist with any H&S matters.

The duties of employees are to:

- take reasonable care for the H&S of themselves and others
- co-operate with the company in H&S actions and procedures
- use correctly all work items provided, in accordance with instruction
- wear protective equipment where appropriate
- not interfere with or misuse anything provided in the interests of H&S
- report maintenance or repair problems promptly to their Manager
- ensure that fire exits are kept free from obstruction
- maintain a high level of cleanliness and tidiness
- ensure that they know how to contact a first aider

Failure to co-operate with these procedures may result in disciplinary action.

The Management of Health and Safety Regulations 1992 require all employers to undertake risk assessments in order to identify hazards and evaluate the risks from them. The assessment should identify the hazards and assess the risks to employees and any others who may be affected by what the Company does, e.g. contractors, visitors, temporary employees.

Hazards are something with the potential to cause harm, e.g. manual handling of loads, unsafe practices. Manufacturers' instructions may help to identify hazards, as will accident records. Managers are responsible for undertaking risk assessments in their own areas. Employees within each area should be involved in the assessment.

- Step 1 Look for the hazards.
- Step 2 Decide who might be harmed, and how.
- Step 3 Evaluate the risks arising from the hazards and decide whether existing precautions are adequate. If not you must decide for each significant hazard whether the risk is high, medium or low. Address the high risk hazards as priority.
 - a. Can the hazard be eliminated altogether?
 - b. If not, how can the risk be controlled so that harm is unlikely?
- Step 4 Record your findings in writing on the relevant form.
- Step 5 Inform your employees, and anyone else at risk, of your findings.
- Step 6 Keep the written assessment on file for future reference; review from time to time and revise as necessary.
- Step 7 The assessment should also be loaded onto the company SharePoint.
- Step 8 Repeat the assessment at regular intervals. Particularly if there have been significant changes in your area.

1.10 Risk Assessment Example

(a) Company name: **Inspired Online**

Date of risk assessment:

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|-----------------------|---|---|--|---|-----------------------------|--------------------------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitor Manager | From now on xx/xx/xx | xx/xx/xx xx/xx/xx |
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1.11 General H&S Training

All employees will be provided with general health and safety awareness. In addition to general training, employees will be provided with training, information and instruction to deal with specific risks in the course of their work. The process of risk assessment will be used as a means of identifying training needs unique to particular departments or locations.

Consultants, temporary workers and agency workers who are engaged by Inspired Online and who work on our premises under our direct control will also be required to attend the general health and safety awareness and be provided specific training where necessary.

1.12 Office Safety

All employees spend a considerable proportion of their working time in an office environment; office safety is therefore important. Good practice in the storage of goods and paperless processes are at the heart of safe working. In particular they are crucial to fire safety and the maintenance of security. Inspired Online will ensure that all display screen users are provided with equipment and furniture which is compliant with the Display Screen Equipment Regulations 1992.

Display screen equipment

Most employees use display screen equipment for at least part of their work. Proper layout and management of the working area is vital for comfort and the avoidance of health related problems. Workstation risk assessments will be made for all employees who are regular users of display screen equipment.

1.13 Manual Handling

Manual handling is a cause of many work-related injuries and this applies even in offices. Particular care is needed when placing or retrieving items from shelves or stooping to pick items directly from the floor.

Proper access stools or steps should be used for reaching items above a comfortable handling height. Never stand on wheeled chairs to gain access to items stored on high shelves. Employees should avoid the need to lift or move loads, where this is not possible then mechanical aides such as trolleys should be used to lift and move goods around the office e.g. boxes of stationery, VDUs etc. Employees can also reduce the risk of injury by reducing the weight of loads by making the loads smaller or by asking for assistance.

Where required, Training will be provided to Inspired Online employees.

1.14 Working offsite

When working on premises under the control of other employers it is important to follow any local health and safety rules that have been established. Make sure that you have checked in at any reception or security point so that they are aware that you are working on site. You must not breach local working rules.

1.15 Home Working

Inspired Online duty of care extends to employees who work from home. It is envisaged that the majority of this work will be mainly PC based.

Inspired Online will ensure that the work equipment provided such as PC's or laptops is regularly checked and kept in good condition so that it does not cause harm to the homeworker or other

persons. Inspired Online will only be responsible for the equipment that it supplies. Electrical sockets and other parts of the home worker domestic electrical system are their own responsibility.

To reduce the risk of stress associated with being isolated from the workplace, managers responsible for homeworkers must ensure that there is regular communication between them and other employees. Homeworkers must attend team meetings, and other departmental and team initiatives.

1.16 Full time, Part time and Temporary Workers

It is Inspired Online's policy that all employees should be treated on an equal footing for health and safety, whether or not they are full time or part time. This applies also to temporary employees and consultants. Line managers must ensure that temporary employees and consultants are given the support and information they need to comply with this policy and that they are considered in the risk assessment for their area of responsibility.

In particular, all temporary employees and consultants must be informed through the induction process, of the emergency arrangements and of any arrangements to deal with specific risks, and precautions to be applied, in relation to the work they are to do. Line managers are responsible for completing the induction checklist for ALL new starters regardless of status.

1.17 Visitors

Inspired Online has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work etc 1974 Act Sections 3 & 4). Proper supervision of access is also important for security reasons. In this policy, visitors will also include contractors appointed to undertake maintenance related works on Inspired Online premises.

As a matter of general policy all visitors will be met on arrival and supervised throughout the duration of their visit. The responsibility for the visitor rests with the Inspired Online employee the visitor is visiting

Where it is likely that the visitor will be required to work on the premises for a considerable period of time then they must be inducted by the Inspired Online manager responsible for the visitor.

1.18 Health and well-being

Inspired Online recognises that, whilst a certain degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. Inspired Online is committed to promoting good health at work and it is therefore concerned to recognise any negative effects that stress may have on individual members of employees, and to provide suitable support mechanisms.

Inspired Online will encourage a working environment and culture where work related stress is treated seriously.

1.19 Portable electrical appliances

Portable electrical appliances (basically anything fitted with a three pin plug) will receive a formal visual inspection and test every two years. The only exception to this rule is earthed equipment with metal casings (class 1 equipment) e.g. kettles which will be tested on annual basis.

The responsibility for testing office equipment supplied and provided by Inspired Online rests with IT. New portable electrical appliances brought from a reputable supplier already fitted with a moulded three pin plug should not need to be tested before being put into use for the first time, however, it is important that it is visually checked.



Portable appliances used by Inspired Online employees are used within an office environment. Under no circumstances must employees carry out repairs to electrical equipment. Defective equipment must be taken out of use immediately and the defect reported to your line manager or the Chief Operating Officer.

