

INSTILL EDUCATION LIMITED

HEALTH & SAFETY POLICY

INTRODUCTION

This is a statement of policy by Instill Education regarding its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, students, visitors and contractors, whilst on any of its premises, or on any premises under the control of Instill Education, or conducting work elsewhere on behalf of Instill Education.

Supplementary to this general Policy Statement, each **school, summer school group, booking office or administrative office** will be responsible for developing and keeping up to date Workplace risk assessments and specific Health & Safety Procedures. These will be maintained and acted upon in order to control risks. Instill Education will carry out periodic reviews to ensure that this is happening.

DEFINITIONS

- Throughout this policy, the term 'Instill Education' shall mean OISE Holdings Limited and all or any of its subsidiary companies.
- The term 'Business Unit Manager' will include Principals and School Directors, Retail Office Directors and all those who have responsibility for profit centres.

STATEMENT OF INTENT

It is the policy of Instill Education to ensure, so far as reasonably practicable, the health, safety and welfare of its employees whilst they are at work, its students whilst studying and of others who may be affected by their undertakings and to comply with the Health & Safety at Work etc. Act 1974 and all other related and relevant legislation as appropriate.

OBJECTIVES

- To comply with the statement of policy, Instill Education will endeavour to achieve the following objectives:
 - To set and maintain high standards for health and safety throughout Instill Education;
 - To identify risks and set in place programmes to remove or reduce those risks;
 - To identify the extra risks to lone workers, young workers and new and expectant mothers at work and to set in place programmes to remove or reduce those extra risks;
- To ensure, where this is reasonably practicable:-
 - a) that contractors working on behalf of Instill Education, work to the same high standards of safety as Instill Education itself;
 - b) that the health and safety of the students of Instill Education is taken into account at all times,
 - c) that the health and safety of the general public is protected;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- To promote and encourage safety and health awareness of employees, students and others affected by their undertakings;
- To monitor its operations with regard to health and safety management;
- To ensure that adequate consideration is given to the protection of the environment;
- To ensure that these standards are communicated to all employees, contractors and the students of Instill Education.

SIGNED:

Director, Instill Education

NAME: Mr Till Gins

DATED: 27/2/18.....

RESPONSIBILITIES

In order to promote safe and healthy workplaces, the following responsibilities have been established:

The Managing Director

The Managing Director, Till Gins, has overall and final responsibility for health and safety throughout Instill Education.

Health & Safety Sub-Committee

The Board of Directors has established a sub-committee to monitor, evaluate and seek to improve health and safety provision and protection throughout Instill Education. They have delegated responsibility to the members of the Health & Safety Sub-Committee to draw up the Health & Safety Policy and to ensure that this is properly implemented. The sub-committee currently consists of the Managing Director, Till Gins, Angela Radford, Geoff Hardy-Gould, and the Health & Safety Coordinator, Ward Lincoln.

Health & Safety Co-ordinator

The Health & Safety Co-ordinator provides health and safety support to Business Unit Managers and employees, ensuring that information related to health and safety management is passed on, and also undertakes periodic health and safety audits to ensure that Business Unit Managers are fulfilling their requirement to follow safe systems of work in the running of their area of the business. The Health & Safety Co-ordinator is based in Corporate Office and is assisted by Birgit Muller and the other members of the Health & Safety Sub-Committee. The Health & Safety Co-ordinator is the first point of contact for Business Unit Managers seeking advice, and will seek or source further support and professional advice as necessary.

Business Unit Managers

All Directors and Business Unit Managers of Instill Education are responsible for implementing Instill Education Health & Safety Policy along with any other related policies and procedures within their areas of control and ensuring that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to health and safety. Adequate information related to health and safety must be obtained and passed on to employees, students, contractors, members of the public and statutory authorities. The Business Unit Manager may be supported by a Site Health & Safety Representative, where appropriate.

Regarding course activities, those responsible for any school and student related activities must liaise with the team at the corporate office to ensure that risks are adequately managed. They will be supported by the Health & Safety Co-ordinator. They and their staff must understand that the Business Unit Manager has day-to-day jurisdiction over activities on site that relate to health and safety.

All Business Unit Managers have primary responsibility for health and safety in the school, booking office or other site they manage, and are therefore responsible for:

- The practical implementation of the Health & Safety Policy and other related policies and procedures, the requirements of the Health & Safety at Work etc. Act 1974 and other relevant legislation;
- Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees, students or others affected by their activities;
- Ensuring adherence to a 'safe system of work' by competent employees and contractors;
- Ensuring that their area of responsibility is subject to risk assessments, regular inspections and adequate supervision, and that proper records of these are kept;
- Ensuring that employees, students and others have adequate access to information about health and safety;
- Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary;
- Giving adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

Employees

All employees are required to:

- Co-operate in the implementation of the requirements of all Health & Safety legislation, related Codes of Practice and safety procedures and instructions;
- Refrain from doing anything or omitting to do anything that causes danger to themselves or to others;
- Immediately bring to the attention of their Business Unit Manager, or the Site Health & Safety Representative, any situation or practice of which they are aware and which may lead to injury or ill health;
- Familiarise themselves with the company Stress Management Policy and abide by it at all times;
- Take responsibility for good housekeeping in the area within which they work;
- Report all accidents, incidents and dangerous occurrences in accordance with Instill Education guidelines;
- Follow the advice given in Instill Education Health & Safety Training in order to control workplace risks.

Students

All students are required to:

- Follow Health & Safety instructions at all times;
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others;
- Immediately bring to the attention of their teacher, or the Site Health & Safety Representative, or the Business Unit Manager, any situation or practice of which they are aware and which may lead to injury or ill health;
- Report all accidents, incidents and dangerous occurrences to their teacher, or the Site Health & Safety Representative, or the Business Unit Manager;
- Follow the advice given in Instill Education Health & Safety training in order to minimise any risks.

Contractors

All Contractors working on any Instill Education premises, or for Instill Education elsewhere, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Instill Education premises and/or related Instill Education premises (or elsewhere on behalf of Instill Education) and the safety of their workforce and for ensuring that their work does not endanger the health or safety of others. Contractors will be required to demonstrate their competence and have adequate resources to carry out specific hazardous work, prior to their engagement.

COMMUNICATION

The names of the key persons appointed with responsibility for health and safety on any Instill Education premises are shown on the Site Health & Safety Arrangements poster clearly displayed at that site. The Business Unit Manager has responsibility for ensuring this information is accurate and visible. All personnel should read the Site Health & Safety Arrangements poster wherever they work.

CONSULTATION AND TRAINING

The Managing Director and other Directors of Instill Education are committed to involving employees at all levels in the maintenance of health and safety standards, and to provide them with adequate information, instruction and training. Health and safety forms part of the regular agenda of items discussed at board meetings, management and staff meetings at all levels.

GENERAL ARRANGEMENTS

Instill Education will ensure that there are arrangements in place to cover risk assessment, hazardous substances, First Aid, fire and emergencies, accident reporting, welfare and working time, premises and equipment maintenance, health and safety monitoring and liaison with the enforcing authorities. This includes all Instill Education premises. It will be dealt with by maintaining Instill Education-wide health and safety management procedures.

The Instill Education Health and Safety Policy document and other specific policies in use throughout the organisation are reviewed each year and revised as and when necessary.