



MANCHESTER LEARNING ACADEMY

HEALTH & SAFETY POLICY

REVIEW DATES:-

15/01/2014

15/01/2015

Manchester Learning Academy

Health and Safety

- Maintain systems of work that are safe and without risks own and others health and safety.
- Ensure that the use, handling storage and transport of articles and substances is safe and without risk.
- Provide such information, instruction, training and supervision to ensure that employees can carry out their jobs safely.
- Means of access and egress are maintained, particularly in respect of high standards of housekeeping, cleanliness, disposal of rubbish and the stacking of goods in the proper place.
- Ensure that all articles will be safe and without risks to health at all times when they are being set, used cleaned or maintained.
- Carry out any necessary testing and examination to ensure that everyone will be safe when using company equipment.
- Provide adequate information about safe setting, use, cleaning, maintenance, dismantling and disposal of all equipment.
- Monitor safety performance to maintain agreed standards.
- Communicate with all levels of staff on matters of health, safety and welfare.
- Review health and safety procedures annually, or on significant changes in our business.
- There are two first aid kits one is located under the reception desk and the other is in the break room. You must report all incidents that require you to use the first aid kit.
- In the event that the building needs to be evacuated all members must convene in the car park behind the building.

- In the event of an accident the most senior member of staff must be called to supervise and carry out any anything that is required to help the injured party if there is one and all accidents must be recorded so that measures can be taken to avoid them happening again.
- We will take every precaution to identify and remove any fire hazards, if however you feel that there is anything that we have not removed that you think may be a fire risk please inform a member of staff
- If you do see a fire please do not attempt to tackle this yourself as this may cause injury to you and increase the damage to the facility. Report the fire to a member of staff they are trained to use the fire extinguishing equipment and they will contact the relevant fire fighting force if necessary, if you feel it is necessary do not hesitate notify others and evacuate the building.

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Organisation

The Managing Director (Naveed Naeem) - Has overall responsibility for health and safety including but not limited to:

- Allocating sufficient resources to implement this policy
- Overseeing the application of the policy throughout the company
- Ensuring that suitable and sufficient risk assessment are undertaken by competent persons and
- regularly reviewed
- Ensuring that competent persons are appointed persons are appointed to carry out the arrangements described in the policy at all levels within the company
- Arranging for monthly management meetings, which include the representative of employee safety, and ensuring that health and safety, and ensuring that health and safety is a standing agenda item

The Centre Manager – Fahad Mahmand is responsible for:

- Initial interview vetting and security screening
- Confirmation of the right of work in the U.K.
- Take copies of personal documentation (visas, permits, certificates etc)
- Compile and maintain personnel records
- Deliver health and safety briefings
- Distribute health and safety policy and maintain acceptance record