



**LIMM SKILLS ACADEMY LTD**  
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# Health And Safety Policy

<b>Lead Responsibility</b>	Lead IQA Manager	<b>Approved by</b>	Director
<b>Version</b>	2	<b>Reviewed</b>	November 2021
<b>Policy applicable to</b>	All Stakeholders	<b>Date of next review</b>	November 2022



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## Policy Statement

Limm Skills Academy aims to ensure that all activities carried out on its premises or undertaken by its staff are managed in such a manner so as to avoid, reduce or control all foreseeable risks to the health and safety of any person(s) who may be affected by such activities to a tolerable level.

## Introduction

Limm Skills Academy recognises that safe and healthy working practices are an essential part of the duties of all staff of our organisation and seeks to encourage employee and student participation in such practices. We undertake to implement the requirements of current legislation on Health & Safety fulfil this duty.

The success of this policy which will be reviewed annually relies on everyone being actively involved. We all have a valuable role to play in showing that good health and safety at work is good business.

## Commitment

Limm Skills Academy is committed to implementing the guiding principles in [Health and Safety at Work etc Act 1974](#). **We want to prevent accidents and illness** by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone to actively take part in and support this policy.

Specifically:

- Provide and maintain safe premises and healthy working environments.
- Ensure we effectively assess risks and apply measures to control them.
- Provide and maintain safe equipment and associated operating procedures.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Provide information, instructions, training and supervision to make sure everyone is able to carry out their work safely. These will be refreshed



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every so often or when anything that could affect health and safety changes significantly.

- Investigate accidents, incidents, and cases of work-related illness, so we can identify and put right any shortcomings in our health safety management processes.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health, or damage to the environment.
- Make sure information on health and safety issues is shared across our organisation.
- Make sure we involve and consult with employee representatives on health and safety issues.
- Continue regular communication throughout the period of ill health or until the person is recovered from an accident. Limms will also provide any information, advice, and guidance along with support to the ill or damaged person.

### **Aims and Objectives**

- Limm Skills Academy Ltd is committed to the achievement and maintenance of the highest standards of health and safety, in the execution of all aspects of work, for employees and visitors, inclusive of contractors, temporary workers, volunteers and members of the public who are or may be affected by our business activities.
- Limm Skills Academy Ltd will seek the co-operation of all parties in working towards achieving “so far as is reasonably practicable” an accident-free workplace. There is recognition that to meet our obligations co-operation between our management team and employees is absolutely essential.
- Limm Skills Academy Ltd will ensure that all moral and statutory Health and Safety obligations are fully observed by all employees, partners, clients, and agents.
- All necessary steps will be taken to meet these responsibilities.



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## First Aid

- First aid equipment is always available. The Limm skills academy will ensure its buildings meet with fire regulations, ensure adequate fire prevention, and inform all concerned about fire procedures and fire assembly point, carry out regular tests and drills, fire procedures are included as part of induction and information is readily available to trainees, all escape routes are clearly signed and there is adequate method if alarm.

## Safety Obligations:

### All employees should comply with the following safety standards at all times:

- Doors, passages, and fire extinguishers must be free of obstructions. Floors should be clear of electric cables, telephone leads and any other hazards, which could cause someone to slip.
- Avoid strain by lifting heavy items correctly. Your back should remain straight at all times – the lift comes from straightening your legs, not your spine.
- All equipment must be maintained in a safe working order, any equipment defect should be reported to your line manager immediately.
- Always comply with any additional safety rules and operating procedures, which relate specifically to your own working area.

## Accident Reporting:

- If you have an accident, injure yourself, or involved in a potentially dangerous situation at work, you must report it immediately to your line Manager and obtain necessary treatment.
- An accident record book will be kept in the main office. All accidents and occurrence will be recorded in the accident book. The details to be kept of these accidents are the date and the time of the accident, or dangerous occurrences, the full name and occupation of the person affected, the nature of the injury or condition, the place where



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the accident of dangerous occurrence happened, and a brief description of the circumstances.

- Your line manager will enter the details into an accident book. Your manager will also carry out an investigation to ensure that the situation does not re-occur.

## **Fire Precautions**

Limm Skills Academy will make sure all involved are thoroughly familiar with the location of the fire fighting equipment and fire exits. If individuals are unclear about the procedure for evacuation, the academy will be happy to go through it.

## **Director responsibilities**

The Director has the overall responsibility of ensuring that Limm Skills Academy adheres the Health and Safety at Work Act 1974. The director will ensure the following: -

- He monitors the Health & Safety planning process. Regularly review the Academy's organisation and procedures in all matters affecting the health and safety of staff, apprentices, learners and visitors.
- Receive reports and recommendations on reported accidents and incidents, potential and actual hazards reported or seen on the premises or on employer's premises and the relevant actions to be taken in accordance with company procedures.
- The safety training arrangements are carried out and up to date based on the legislation. He will also be aware of the performance of employees and learners with regard following through with the Centre's health and safety practices.
- The operation of the company's policies and procedures in the health and safety field both on company premises and at employer's and apprentices place of work.
- To be informed on safety and health matters and to identify safety hazards to which company employees and learners might be exposed as a consequence of the company's activities.



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- To keep under review, the Health and Safety statements in the Company's Employer Agreements and recommend any changes needed.
- To keep under review, the company's policy on protective clothing and make recommendations as necessary.

## **Health and Safety Officer**

The Health and Safety Officer has the responsibility for maintaining the guiding principles of Limm Skills Academy Health and Safety Policy. The responsibility includes ensuring consistent function of the health and safety management system thus lowering overall risk of injuries and reduction in illnesses. This management system includes: -

- Planning, implementation, evaluating performance, audit, and review of the Policy.
- Lead by example by maintaining and observing all health and safety practices and instructions.
- Ensuring that all staff are aware of their personal responsibilities regarding health and safety.
- Provide the necessary information, and training to staff in order to promote the observation of safe working practices and instructions.
- Educate apprentices and learners by providing them with necessary information, newsletters, flyers etc about their responsibility with regard health and safety. Monitoring Health and Safety standards during routine visits to employer's workplaces.
- Investigating injuries and incidents reported to Limm Skills Academy Conducting safety inspections of Centre's premises.
- Communicating with all appropriate authorities to carry out and maintain Health and Safety requirements.

## **Employees**

All employees must:



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- Comply with Health and Safety Policy, and with all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Observe the Safety Rules.
- Abide by the Health and Safety Act 1974 and expectations for Employer and Employee.
- Report any safety hazard within their work area or defect in any equipment to their line manager.
- Dress sensible and safely for the particular work environment and occupation.
- Conduct themselves in orderly manner in their workplace and refrain from any form of horseplay.
- Use the safety equipment and/or protective clothing provided (if applicable).
- Avoid improvisation in any form, which may create a risk to their safety and to the safety of others.
- Maintain all equipment, tools, in good condition and report any defects to their line manager immediately.
- Report all accidents.
- Attend as requested any training, meetings designed to further their interests of health and safety.
- Observe all laid down procedures concerning work activities, equipment, materials, and substances.
- Observe the fire evacuation procedure and learn the position of all fire equipment and exit routes.

### **Training for Apprentices and Learners**

The Health and Safety Officer with the assistance of training staff are



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responsible for ensuring that all employers, apprentices, and learners receive a period of induction training which will include a broad base and specific occupational awareness of their Health and Safety responsibilities.

### **Insurance**

Limms academy has insured its premises, the contents within and has taken out sufficient cover for Employer's Liability, Public Liability. The Employer's and Public Liability insurance certificates are displayed.

### **Nominated People**

Limm Skills Academy will have named members of staff nominated and responsible for Health & Safety of its members

### **Risk Assessment**

Limm Skills Academy will ensure nominated people carry out risk assessment on regular basis (at least once every three months) and the said assessment is recorded and filed according to procedures

### **Signs and Statutory Notices**

Limm Skills Academy will ensure that Health and Safety Law posters, Fire certificates, other statutory notices, First-Aid boxes, Name of person in charge and any other relevant notices are displayed properly and clearly.

### **Notifications**

Limm Skills Academy will have and display all registrations with enforcing authority.

### **Welfare**

Limm Skills Academy will ensure all heating, lighting, ventilation, wash and toilet facilities, refreshment workspaces, access, egress and rest facilities are adequate and within the Health & Safety regulations.

### **Implementation**

Limm Skills Academy will ensure all staff and trainees receive adequate information on Health & Safety and risks. The company will ensure there are safe systems of work and adequate supervision for staff and trainees. All new staff will be checked for their suitability to use any and all equipment. All safety and protective equipment (as and if relevant) will be provided, and





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training given for their use. This will also apply to volunteers partaking career enhancement opportunities with us

## **COSSH**

Limm Skills Academy will ensure all hazardous substances are identified; information available and training for handling is given

## **Electricity**

Limm Skills Academy will ensure there is a record of testing, all electrical equipment is maintained to be in good order and information for their use is available.

## **VDU**

Limm Skills Academy will ensure training is offered for the correct use of visual display units and provide information on the risks of VDU use.

## **Manual Handling**

Limm Skills Academy will ensure training and information is available for the manual handling of any loads.

## **Noise**

Limm Skills Academy will ensure that noise levels are kept to a minimum and if relevant provide protection against noise.

## **Reporting of Accidents/Incidents**

The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying cause(s) of the accident/incident and any contribution factors and to prevent further similar occurrences. All employees and learners at the Limm skills academy are required to report all accidents and 'near miss' incidents using the Limm's accident/incident reporting system.



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## Other policies

The Coronavirus Covid-19 Policy and Safeguarding and Prevent Policy should be read in conjunction with this Health and Safety Policy.

### Appendix

- I. Risk assessment policy
- II. Staff supervision policy
- III. COSSH policy
- IV. Moving and Manual handling policy
- V. Electricity testing policy
- VI. Reporting and incident policy
- VII. Signs and statutory policies like health and safety law poster, staff certificates, first aid boxes and name in charge of health and safety.

### Review of Policy

This policy was last reviewed in November 2021. The next review date is November 2022, and this will be completed by the **Lead IQA Manager** and supported by **Operations Manager**. The policy will then be approved and signed off by the Director.

### Policy Approval

**Director's Name: Walter Mugisha**

**Director's Signature:**

**Date: 29.11.2021**