



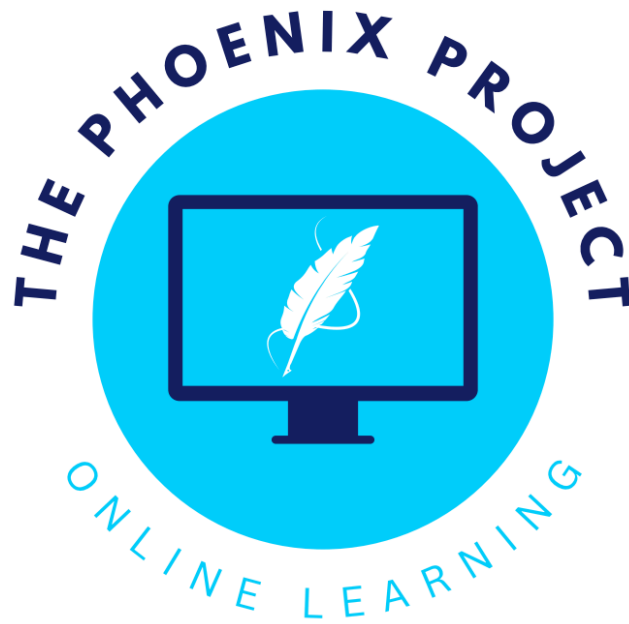
Health and safety Policy

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Introduction

The Phoenix Project online Learning LTD (named as The Phoenix project throughout this policy statement) is committed to providing and maintaining a safe and healthy working environment for all associates, learners and visitors, contractors and other persons working and learning with us.

Health and safety is an integral part of the learning and work activities. The Phoenix Project takes all reasonable and practicable steps to ensure:

- The risks to health and safety are properly assessed
- Risk assessments take into account specific risks to young and vulnerable learners
- Safe systems of work are devised and implemented
- Associates, learners and others are given adequate information, instruction, training and supervision in order to carry out their work and studies safely.

All associates are required to follow and comply with the health, safety and safeguarding procedures for working with and safeguarding young people and vulnerable adults that support the development of learner health, safety and welfare knowledge and understanding.

Associates are expected to attend and participate in regular team meetings to provide effective channels of communication and promote co-operative safe working practices across The Phoenix Project. Jackie Nicholls, head teacher of The Phoenix Project is responsible for Health and Safety within the company.

Associates Responsibilities

All associates are required to:

- Carry out their duties in a manner to ensure their own health, safety and welfare and that of any others who might be affected
- Cooperate with The Phoenix Project on issues relating to health and safety and welfare.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health and safety and welfare.
- Familiarise themselves with this policy statement.
- Report any hazards in work to enable others to address these if required.
- Report any accident or incident with the potential to cause injury as promptly and as soon as possible after the event.



- Ensure they are familiar with all exit and fire exit routes for locations in which they are working and the actions to take in the event of an emergency.

Risk assessment

Under the Management of Health and Safety at Work Regulations, The Phoenix Project 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 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 senior leaders, 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.

Office safety

All employees spend a considerable proportion of their working time in a home 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. The Phoenix Project will ensure that all display screen users are provided with equipment which is compliant with the Display Screen Equipment Regulations 1992.

The Phoenix Project 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 homemaker or other persons. The Phoenix Project 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.



Appendix 1: Risk assessment table

Name of subject

Date

What are the Hazards?	Who may be harmed and how?	What are you already doing?	Do you need to do anything to mitigate the risk?

