

Health and safety policy

About this policy

This policy sets out our arrangements for ensuring we meet our health and safety obligations to workers, learners and anyone visiting our premises or affected by our work.

Caroline Strawson has overall responsibility for health and safety and the operation of this policy.

This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

Your responsibilities

All workers share responsibility for achieving safe working conditions. Everyone must take care of their own health and safety and that of others who may be harmed by your actions when working. Observing applicable safety rules as far as they apply and following instructions for the safe use of equipment and cooperating with Caroline Strawson Global Enterprises Ltd and The School of Trauma Informed Positive Psychology Ltd is paramount to ensure everyone meets their duties and responsibilities.

Any health and safety concerns should be reported immediately to Caroline Strawson.

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Everyone must cooperate with Caroline Strawson Global Enterprises Ltd and The School of Trauma Informed Positive Psychology Ltd on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as a breach of contract.

A. Information and consultation - We will inform and consult directly with all workers regarding health and safety matters.

B. Training - We will ensure that you are given adequate training and supervision to perform your work competently and safely where it is required for us to do so.

C. Equipment

Use of equipment is minimal however it must be used in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to Caroline Strawson. Do not attempt to repair equipment unless trained to do so.

Accidents and first aid - Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

All accidents and injuries at work, however minor, should be reported to Caroline Strawson and recorded.

Fire safety - all workers should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace when attending the office. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

Risk assessments and measures to control risk - We carry out general workplace risk assessments periodically when required to do so. The purpose is to

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assess the risks to health and safety of staff, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Computers and display screen equipment - Everyone has a duty to protect their own health when working on a computer and we encourage everyone to find a suitable place to work in especially when working remotely that allows them to work with good posture and to move around regularly.

Home Working - There are some things that you can do to keep yourself healthy and safe. In particular you should arrange furniture and equipment to avoid trailing leads and cables, check that plug sockets are not overloaded and are in good working condition. Keeping your work area tidy and free from obstructions and adequate lighting are also beneficial.