



Health and Safety Policy

Statement of Intent

The Proprietors of Learning to Listen will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties. This Statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section. This policy is available to all members of staff, visitors and students online and a hardcopy can be made available on request.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Glossary of Terms

This Policy will be used in conjunction with Learning to Listens Health & Safety Procedure which contains detailed procedures relating to the different areas of health, safety and welfare

The following words in this Policy shall have the meaning ascribed to them as follows:

- 'Staff' refers to managers, advisors, officers, volunteers and other personnel employed by Learning to Listen on a full time or part time basis.
- 'Associates' refers to associate consultants, advisors or other professionals contracted by Learning to Listen on a long term or short-term basis.
- 'Administration' refers to the member of staff responsible for document control and data management.
- 'Learning to Listen Managing Director' refers to the manager responsible for business operations and accountability to the Board of Directors.
- 'Board of Directors' refers to members of the company limited by guarantee.
- 'Learning to Listen Workplace' refers to premises on which activities take place
- 'Hazard' refers to anything that can cause harm.
- 'Risk' is the chance, great or small, that someone will be harmed by the hazard. 2.10) 'HSE' – Health & Safety Executive with further information at www.hse.gov.uk.
- 'HSE Inspector' – warranted to ensure legal compliance and promotion of health and safety.
- 'Accident Record' refers to a record that contains details of the injury suffered as a result of an accident whilst working for Learning to Listen.



Purpose of the Policy

- This policy relates to health, safety and welfare at work, including the requirements of current Health and Safety legislation such as the Health & Safety at Work Act 1974 and Management of Health & Safety at Work Regulations 1999 (see Legal Requirements).
- Learning to listen recognises its responsibilities as an employer and to ensure as far as is reasonably practicable the health, safety and welfare of all staff and associates whilst at work. Learning to Listen also recognises its responsibilities to prevent risk to the health and safety of other people who may be affected by its activities.
- This Policy applies to all established and temporary staff, volunteers, students and associates working under contract of service for learning to listen. The following statement of general policy is fully supported by the Learning to Listen Directors and aims to:
 - Provide adequate control of the health and safety risks arising from learning to Listen, work activities.
 - Consult with staff and associates on matters affecting their health, safety and welfare.
 - Provide and maintain safe equipment.
 - Ensure safe handling of hazardous substances (if used)
 - Provide information, instruction and supervision for staff and associates.
 - Ensure all staff and associates are competent to perform tasks and to provide adequate training.
 - Prevent as far as possible accidents and causes of work-related ill health.
 - Maintain safe and healthy working conditions.
 - Review and revise this policy and associated procedure as necessary at regular intervals.
 - In the event of extremely high-risk situations, having a plan in place to stop work, evacuate the premises and/or change the location of the workplace.



Alterations to this Policy

- This policy will be reviewed at least annually and at any other time that it appears ineffective or if work activities change.
- It is the responsibility of Administration to ensure that the current version of this policy is kept on file and that all previous versions are destroyed in an appropriate manner.

Legal Requirements

- The Health & Safety at Work Act 1974 stipulates legal responsibilities to ensure that the utmost care is practised whilst carrying out daily work tasks at learning to listen. This policy together with Learning to Listen's Health & Safety Procedure covers requirements stipulated by the following regulations:
 - Management of Health & Safety at Work Regulations 1999
 - Health & Safety Display Screen Equipment Regulations 1992
 - Workplace Health, Safety and Welfare Regulations 1992
 - Noise at Work Regulations 2005
 - Vibrations at Work Regulations 2005
 - Electricity at Work Regulations 1989
 - Health & Safety (First Aid) Regulations 1981
 - Reporting of Injuries Dangerous Diseases and Occurrences Regulations 1985
 - Regulatory Reform (Fire Safety) Order 2005
 - Manual Handling Operations Regulations 1992 (as amended)
 - Control of Substances Hazardous to Health Regulations 2002
 - Personal Protective Equipment at Work Regulations 1998 (as amended)
- Risk assessments for each of these areas will be carried out at regular intervals to identify any areas that may cause harm and any shortcomings will be addressed and removed where practicable.
- In terms of record keeping, Learning to Listen complies with the principles of the Data Protection and Freedom of Information Acts, regardless of whether information held relates to sickness, accidents or absence. In terms of health and safety information and records, these principles ensure that:
 - Information is only processed for a valid reason (Schedule 2, Data Protection Act)
 - Individuals are told clearly why the information is required.
 - Information is only held for the purpose that has been established.
 - Information held is adequate, relevant and not excessive.
 - Information held is accurate and kept up to date.
 - Information is only held as long as is necessary for the purpose.
 - Individuals have access to the information held on them and can amend it where it is incorrect.
 - Information is held securely and only accessed by Learning to Listen Managing Director.



Roles and Responsibilities

- The Learning to Listen Directors, staff and associates are responsible for, their own safety and the safety of those they work with. It is always essential for everyone working at Learning to Listen to adhere strictly to Health and Safety Policy and Procedures.
- Learning to Listen has a commitment to the safety of all staff, associates, clients and visitors to the activity sites.
- All staff and associates have a legal responsibility to take care of the health, safety and welfare of themselves and others so far as is reasonably practicable and to co-operate with Learning to listen to comply with Health & Safety law.

Any failure to follow procedures under the Health & Safety at Work Act can result in prosecution and failure to follow procedures and instructions relating to this policy and associated procedures will be considered as a disciplinary offence which could result in dismissal.

All staff and associates who report a health and safety concern and do not believe the matter has been appropriately dealt with can follow this up using Learning to Listen's Complaints Procedure.

Overall responsibilities for staff and associates are as follows:

- To co-operate on health and safety matters detailed within this policy and to maintain a high regard for their own actions
- at work to prevent accidents and injuries to themselves and others.
- To not interfere with anything provided to safeguard their own and others' health and safety.
- To report all accidents, injuries, incidents and other health, safety and welfare concerns to a designated person.

Training

- All staff and associates are required to undertake basic briefing and/or training in health and safety to ensure a general understanding of their rights and responsibilities in maintaining a safe and healthy work environment. In addition, where there are specific and job-related health and safety issues, training will be provided at the required level.
- All staff and associates with designated health and safety roles and responsibilities will be provided with training and updates as and when required.
- In some instances, staff and associates will not be able to undertake specific tasks until training has been undertaken. In these cases, staff and associates who are unable or unwilling to undertake appropriate training at the relevant time may be required to take unpaid leave until further training arrangements can be made.

Identifying Hazards and Assessing Risk



- A risk assessment is a careful examination of what hazards exist. In the case of a significant hazard, the level of risk will be evaluated, and precautions taken to prevent harm. A common approach to this will be to:
 - Identify any hazards and assess the degree of risk they contain.
 - Where the risk is at an unacceptable level, it will be investigated to ascertain whether the hazard can be totally removed by replacing it with a safe alternative.
 - If total elimination is not possible, it will be investigated to find a way to minimise the problem by control and reduction measures.
 - If the hazard cannot be sufficiently reduced, the provision of protective equipment, clothing or procedures for personal protection will be implemented.
- Risk assessments for each area of health and safety will be carried out by a designated person and will be checked by the Learning to Listen Managing Director. Written records will be maintained of all assessments made and remedial actions taken under the above steps. Reviews will be undertaken at appropriate intervals or when work activities change to ensure there are no detrimental changes in circumstances.
- In the unlikely event of staff or associates being identified as being at high health, safety or welfare risk for any reason, this will be recorded, monitored and regularly reviewed.
- No staff or associates will be required to work in conditions which present an unacceptable level of risk or put in imminent danger to their health and/or safety.

The Learning to Listen Managing Director will authorise cessation of work, evacuation or change of workplace in the extreme event of any circumstances of this kind arising. In the absence of the Learning to Listen Managing Director, authority is given to a designated person.

In any circumstances that staff or associates believe themselves to be in danger, they are empowered to leave the workplace. In this circumstance, an alternative designated person must be contacted as soon as possible, and staff and associates will be required to remain available for work and not to go home unless authorised to do so by the Learning to Listen Managing Director.

- A full list of risk assessment checklists together with templates for carrying out risk assessments are provided in Risk Assessment Checklists.

Reporting Accidents

- All accidents at work must receive medical treatment and must be reported immediately to the management with details entered in the accident book.
- Accidents, injuries or other health and safety related incidents will be reported and recorded for the following reasons:
 - It is a legal requirement to report accidents and failure to do so may result in prosecution of the persons concerned.
 - Knowledge of the circumstances of an accident may be used to prevent further accidents.
 - Information obtained about an accident may be required at a later date to be assessed in the settlement of any legal injury claim.



- Accident statistics provide information regarding the safety performance of Learning to Listen. These statistics can be used to identify training and/or quality improvement needs.
- Reports will be made immediately following an accident, injury or incident or as soon as possible thereafter and in the required format. All reports will be forwarded to the Learning to Listen Managing Director.
- Where required by law, accidents will be reported to the Health & Safety Executive under the provision of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Risk assessments for individual activities or site locations should be consulted by all members of staff in addition to the information as provided in this policy.

Access to Work

- All roadways and paths, passages and other means of access to Learning to Listen must be kept clear and unobstructed and free from any litter or spillages.
- All speed limits for vehicles on Learning to Listen premises must be strictly observed.
- Except for access to the car park on authorised routes, no person is allowed to drive any vehicle on Learning to Listen premises without express authority.

Plant and Machinery

- Learning to Listen is responsible for ensuring that all existing and new plant and machinery comply with current safety standards and are fitted with all appropriate security devices.
- No employee may, except in the most serious emergency, disable or in any way interfere with or remove any safety system or device or work on any plant or machinery whose safety systems or devices are inoperative. All defects must be reported immediately to the manager.

Dangerous Substances

- So far as is possible, Learning to Listen must ensure safety and avoid exposing employees to hazardous substances by methods which do not require the provision of personal protective equipment. Where other methods are not practicable, personal protective equipment will be issued to the employees.
- If protective clothing or equipment is issued to an employee, they are then under a duty to make full and proper use of it and to report any defects discovered in it. If protective clothing or equipment deteriorates because of fair wear and tear, replacements will be supplied by Learning to Listen on production of the garment or equipment, but the employee will be responsible for the cost of replacing any that have been damaged by misuse or carelessness.



Alcohol, Drugs and Other Substances

- Being under the influence of alcohol and drugs adversely affects how an employee can carry out his or her work and whether he or she can do it at all. It also increases the risk of danger to the employee and others. For this purpose, drugs include not only controlled drugs under the Misuse of Drugs Act 1971 but also prescribed and over the counter medicines, solvents and other similar or addictive substances. Learning to Listen takes alcohol and drugs very seriously and will take disciplinary action if an employee at work, whether at Learning to Listen premises or not, is found to be under the influence of alcohol or drugs
- Learning to Listen also recognises that alcohol and drugs have wider effects on employees and may be linked to ill-health and in serious cases disability and must be treated appropriately. Therefore, if any occasion arises in which alcohol or drugs are considered in relation to an employee, the manager will investigate the circumstances and take them into account in its decision whether to take disciplinary action. Other courses of action can include requiring the employee to undergo a medical examination and arranging counselling.
- If the manager has reasonable grounds to suspect an employee of possessing controlled substances at work, whether at Learning to Listen premises or not, dealing with them (including buying, selling, giving or distributing them or agreeing or arranging to do so), it will report its suspicions to the police. This and similar matters are gross misconduct and will be dealt with under Learning to Listen's disciplinary procedures.