



## **HEALTH AND SAFETY POLICY**

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## Health and Safety Work Act 1974

Our Statement of General Policy is:

- To provide adequate control of the health and Safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide information and maintain safe environment for work;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

### **Health & Safety Policy**

Care International Academy realises and takes responsibilities as an employer for supplying safe and healthy working environment and surroundings for the academy's students, employees and visitors.

Care International Academy will make every effort to make arrangements to ensure that all individuals on the premises understand the procedures and its policy of Health and Safety.

An annual written assessment will be provided and produced to meet the risk of health and safety to its known employees, students and visitors. All arrangements will be put into practice in order to prevent and protect the measures, which follows the risk assessment.

The Managing Director and Principal of the Academy are responsible for ensuring the overall implementation of Care International Academy's health and safety policy and for ensuring the policy is followed effectively. This therefore ensures the responsibilities in the

designated work place environment are risk free. Measures of reported incidents that do not play a part in health and safety should be dealt immediately and with greater precaution.

The employees of the Care International Academy will be informed of the duties they should carry out under Section 7 of the Health and Safety at Work Act, in order to take care of their own safety and who ever that may be affected by their acts to enable the Care International Academy to carry out its own responsibilities successfully, effectively and efficiently.

Various measurable steps will be taken in the maintenance of equipment and systems in order to ensure the safety of such items to work on/with. Adequate and appropriate information, instruction, training and supervision with great clarity will be accommodated to enable all employees to avoid hazards at work and also to contribute positively to the health and safety procedures and policy.

Care International Academy will always make safe arrangements when using different resources such as OHP, Digital Projectors and Computers. Academy will also ensure safe precautions are taken when handling and the storage of the resources. At all times each individual should check the work place thoroughly to ensure safety.

According to the Employer's Liability (Compulsory Insurance) 1969 Act, all employees are insured. An employee that suffers an injury in the course of their employment should immediately notify their employer and all accidents and cases of work-related ill health are to be recorded in the Accident Book. The Accident record book is kept at the Reception area. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences which reported to the enforcing authority.

All Fire Exits will be marked in bright colours (green). Every individual in the building must know and understand the procedures and the assembly point in the case of a fire.

The Health and Safety Law poster is displayed in the Reception Area. The accident book and first aid kit is placed in the reception. All the class room doors are displayed with Fire Emergency Plan.

More details on health and safety advice is available from the:

## **Health and Safety Executive**

<http://www.hse.gov.uk>

Tel. No. 0845 300 9923

Managing Director / Principal is responsible for ensuring that all employees' working locations are under control and they have been given relevant health and safety information. Induction training will be provided for all employees by the responsible staff. The whole training process will also be identified, arranged and monitored by Managing Director.

The first aid boxes are kept at the Reception Area and Student's Activity Room. The appointed First- Aider is Mr. S Barua.

Alarms, Emergency evacuation and Fire Extinguishers are maintained and will be checked / tested by responsible staff.

This statement will be distributed to all employees and displayed at certain key points in the building clearly.

***SMOKING AND ALCOHOL IS TOTALLY PROHIBITED ON ANY PART OF THE PREMISES***

*(This statement is subject to change when reviewed or modified)*

## **Responsible for Health and Safety**

First Aider: S Barua

**Version 2: Review Date: January, 2017; Next Review Date: January 2018**