



# Supply&Teach

QUALITY PRIMARY SUPPLY TEACHERS

<b>Company Name:</b>	Supply&Teach Ltd ("the Company")
<b>Policy No.</b>	4
<b>Policy Name:</b>	Health and Safety Policy
<b>Date:</b>	10/02/2022
<b>Version:</b>	1

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## SECTION 1: General statement of policy

### Company Policy

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work-related risks and hazards, the Company will take preventative and protective measures. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

### Company's responsibilities

It is the duty of management to:

- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;
- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

### Your responsibilities

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- working safely and efficiently;
- using any protective equipment provided and meeting statutory obligations;
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.
- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to Sharon Mackinnon or David Mackinnon, Company Directors using the internal report form, which is available from the [Company Directors](#) or online [here](#). Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal (see Grievance and Disciplinary policy).

## Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

## Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

## SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to Sharon Mackinnon and David Mackinnon. Those named must be fully aware of their duties, details of which should be included in their job description.

**1. Overall and final responsibility within the Company rests with:**

Name: David Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org

**2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:**

Name: Sharon Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org

**3. In the absence of the person named in 2 (above), s/he will be deputised by:**

Name: David Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org

**4. In the event of accidents and dangerous occurrences, such incidents should be reported to:**

Name: Sharon Mackinnon or David Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org

## Section 3: Risk assessments

**1. Risk assessments will be undertaken by:**

Name: Sharon Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org

**2. The findings of the risk assessments will be reported to:**

Name: David Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org

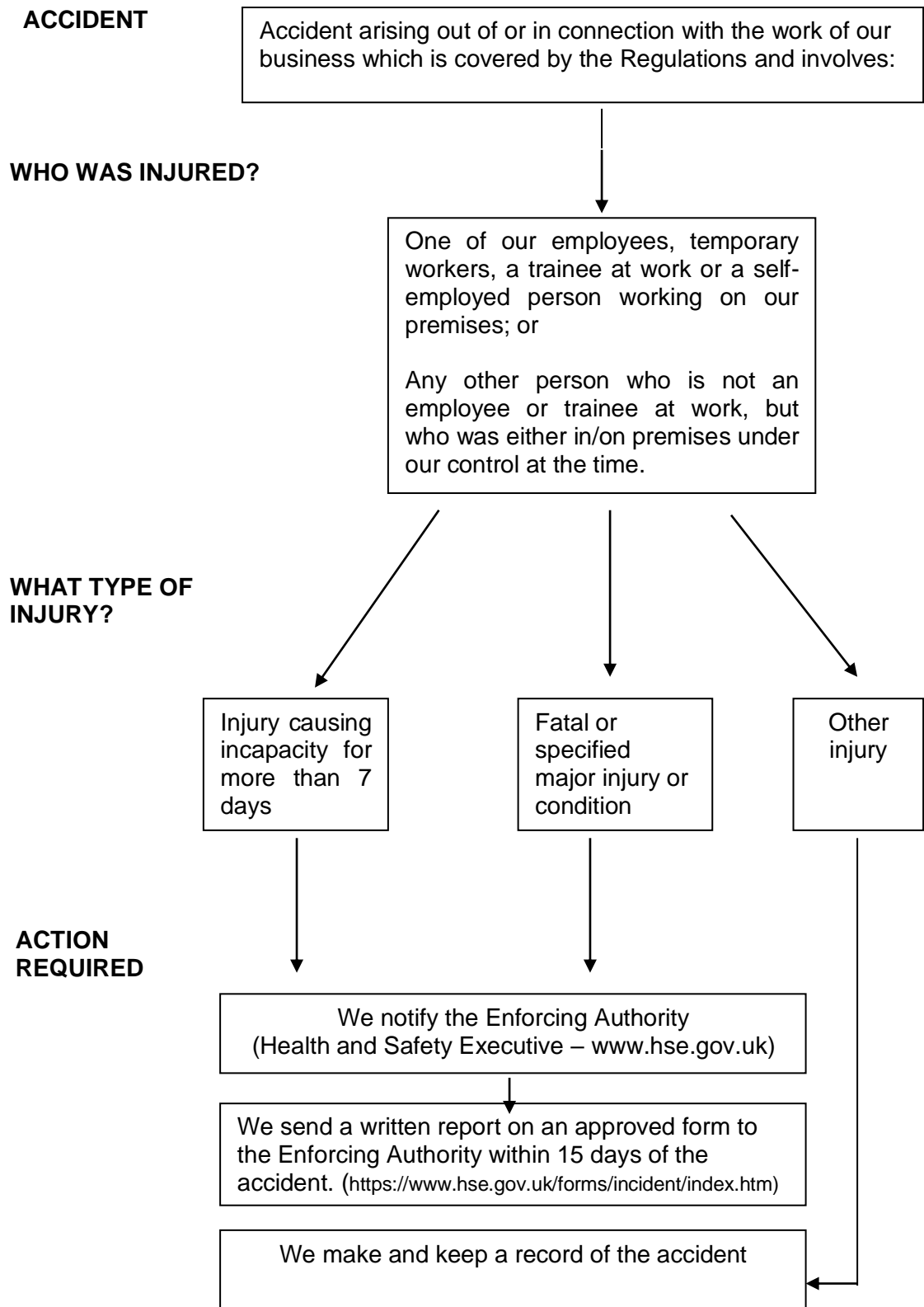
**3. Action required to remove/control risks will be approved and implemented by:**

Name: David Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org

**4. Risk assessments will be reviewed by:**

Name: David Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Email: info@supplyandteach.org  
Frequency: As required

Section 4: Accident reporting



## SECTION 5: Emergency services

**1 Nearest Hospital with a Casualty Department:**

Name: Royal Derby Hospital  
Address: Uttoxeter Road, Derby DE22 3NE  
Telephone Number: 01332 340131

**2 Police Station**

Name: Pear Tree Section  
Address: Pear Tree Road, Derby DE23 8NQ  
Telephone Number: 0345 123 3333/999

**5 Electricity**

Name: Ovo Energy Supplier/Western Power  
Distribution-network operator  
Address: n/A  
Telephone Number: 0800 6783 105  
Reference MPAN no. 1100009787020

**3 Fire Station**

Name: Melbourne Fire Station  
Address: Castle Street, Melbourne DE73 8DY  
Telephone Number: 01332 291134/999

**6 Water**

Name: Severn Trent Water  
Address: PO Box 407, Darlington DL1 9WD  
Telephone Number: 0800 783 4444

**4 Gas**

Name: No mains gas supply  
Address:  
Telephone Number:

**7 Employer Contact**

Name: Sharon Mackinnon/David Mackinnon  
Address: Mill House, Ingleby Road, Stanton by Bridge DE73 7HU  
Telephone Number: 07763 897181/07794552673

## SECTION 6: Fire safety

N.B. This has been left empty as Supply&TeachLtd work from their home premises with no employees coming onto site. Below information left in policy to update should these circumstances change.

It is essential that adequate equipment and staff training is provided on this subject.

**1. Facilities:**

Number/location of escape routes:  
Number/location of fire extinguishers:  
Number/location of fire alarms:  
Checked by:  
Frequency:

**2. Fire Safety Training Officer:**

Name:  
Status:  
Telephone extension:  
Mobile phone:  
Email:

**3. Fire Drills are the responsibility of:**

Name:  
Status:

Telephone extension:  
Mobile phone:  
Email:  
Frequency:

**4. Fire equipment maintenance company:**

Name:  
Address:  
Telephone Number:  
Email:

**5. Rules/Procedure in the event of a fire:**

At our home premises, we have 5 escape routes from the room used as an office and access to a fire blanket.

**SECTION 7: Workplace equipment**

All workplace equipment should be treated with respect and checked regularly

**Responsibility for inspecting all workplace equipment:**

Name: David Mackinnon  
Status: Company Directors  
Location/address: Mill House, Ingleby Road, Stanton by Bridge  
Telephone Number: 01332 412903

**Companies/Persons responsible for maintenance and repair:**

Name: Currys PC World Care and Repair Plan  
Status: Active  
Telephone number: 0344 561 1234  
Mobile phone: N/A

**Inspection procedure:**

The visual inspection, will consider whether:

- the electrical equipment is being used in accordance with the manufacturer's instructions;
- the equipment is suitable for the job;
- there has been any change of circumstances; and
- the user has reported any issues.

**General rules governing the safe use of portable electrical equipment:**

Maintaining portable electrical equipment in low-risk environments (INDG236(rev2)) (hse.gov.uk)

**SECTION 8: Health and safety training**

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety.

**Person(s) responsible for health and safety training within the Company**

Name(s): *N.B. Currently not applicable as no external employees.*  
Status:  
Telephone extension:  
Mobile phone:  
Email:

## SECTION 9: Information, instruction and supervision

### **Health and safety information can be found:**

At each individual hirer's school site and on their website.

Where employees or temporary workers work at locations under the control of another employer, health and safety risk assessments may need to be performed by the other employer.

Person(s) responsible for ensuring any necessary risk assessments are carried out by the other employer:

Name(s): Each individual school

Status: Headteacher

Telephone extension: school specific

Mobile number: N/A

Email: school specific

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied):

Name: Sharon Mackinnon and David Mackinnon

Status: Company Directors

Telephone extension: 01332 412903

Mobile number: N/A

Email: info@supplyandteach.org

All temporary workers are signposted to the hirers' health and safety policies when booked for assignments.

Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

Name(s): Each individual school

Status: Headteacher

Telephone extension: school specific

Mobile number: N/A

Email: school specific

## SECTION 10: Personal protective equipment

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, some tasks in an educational setting or due to exceptional circumstance may require such precautions, in which case persons at risk must be provided with suitable protective equipment; this information is to be advised by the Department for Education. If applicable:

### **Person responsible for assessing and issuing PPE**

Name(s): Each individual school

Status: Headteacher

Telephone extension: school specific

Mobile number: N/A

Email: school specific

### **Person responsible for maintenance of PPE**

Name(s): Each individual school



Status: Headteacher  
Telephone extension: school specific  
Mobile number: N/A  
Email: school specific

**Person responsible for training in the use of PPE**

Name(s): Each individual school  
Status: Headteacher  
Telephone extension: school specific  
Mobile number: N/A  
Email: school specific

**SECTION 11: Noise and temperature**

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed and any risks prevented. Similarly, the temperature inside the premises will be kept at a reasonable level.

**Person Responsible for assessing noise and temperature levels (internally):**

Name: Sharon Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Mobile number: N/A  
Email: sharon@supplyandteach.org

**Person Responsible for assessing noise and temperature levels (at hirers' location):**

Name(s): Each individual school  
Status: Headteacher  
Telephone extension: school specific  
Mobile number: N/A  
Email: school specific

**Section 12: First-aid and medical facilities on the Company's premises**

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered.

**First-Aiders**

Name(s): Sharon Mackinnon  
Status: Company Director  
Telephone extension: 01332 412903  
Mobile Phone: N/A  
Email: sharon@supplyandteach.org

**First-Aid items are located in:**

Upstairs bathroom

**The Accident log is located at:**

Policy folder/Office

When temporary workers are on assignment at the hirers' address, the hirer has responsibility for providing first aid and medical facilities.

SECTION 13: Rules for visitors to the Company's premises

**The rules are:**

N.B. Currently not applicable as visitors are not permitted to the Company's premises.