

# Health and Safety Policy

## Introduction

Axcis Education recognises its duties and responsibilities as an employer and understands it is a legal requirement, not a matter of choice, to comply with the Health and Safety at Work Act 1974 (and the regulations made under it). All employees, contractors, consultants, officers, and interns are covered by this policy.

## Statement of Intent

Our policy is to meet the requirements of the law and where possible exceed them and to do this we will provide sufficient resources to meet this commitment. We will also ensure that systems are in place which will allow us to maintain, monitor and where necessary, improve safety performance. Included in these systems will be the means to allow communication and consultation of health and safety matters across all levels of the organisation.

The Policy and the way it has operated will be reviewed at least annually and more often if the need arises. Any revision necessary to improve safety performance will be made and then reported to employees.

## Procedures

Axcis Education accepts its responsibilities and duties to do everything that is reasonably practicable to provide and maintain:

- plant and equipment;
- systems of work;
- a safe workplace and working environment;
- arrangements for the use, handling, storage and transport of substances, which are safe and free from risks to health.

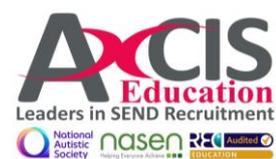
Axcis Education is committed to:

- developing a positive safety culture;
- communicating with employees on health and safety matters;
- achieving the highest standards of health and safety for employees, contractors, sub-contractors and the public.

In return, Axcis Education expects all employees, contractors and sub-contractors to take reasonable care for the health and safety of themselves, fellow employees and other persons who may be affected by their actions at work, and to co-operate with us on safety matters to enable our statutory duties or responsibilities to be fulfilled.

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Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their job safely.

## Risk Assessments

Where contractors will be required to work with children or young people, the school/unit/social worker and/or any other professional connected to the vulnerable person will have a duty to assess and reduce any known risks and to carry out a risk assessment. If risks are identified then these must be communicated to the contractor at length prior to the work taking place, as should any potential means and strategies for counteracting the identified risks.

The obligation for carrying out a risk assessment will be the responsibility of the school/unit/social worker and/or any other professional connected to the child or young person and with the authority to carry out such risk assessments. The school/unit/social worker and/or other associated professionals are best placed to conduct such assessments due to their greater depth of knowledge of the vulnerable person. Clear demarcation of the responsibility of risk assessments will prevent conflicting information being given to the contractor by the agency and the school/unit/social worker and/or other associated professional.

## Communicating this Policy

- This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	<a href="mailto:martin@axcis.co.uk">martin@axcis.co.uk</a> <a href="mailto:sara@axcis.co.uk">sara@axcis.co.uk</a>	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 24<sup>th</sup> July 2020

Revision date: Annually

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