



Health & Safety Policy

For Learners



September 2018

Contents

Section A

General Statement of Policy	3
Responsibilities	3

Section B

Accident Reporting Procedures	4
First Aid Facilities	4
General Fire Safety & Instructions	5
Smoke free Regulations	6
Cleanliness	6
Electrical Equipment	6
Dangerous Substances	7
Workstation & Display Screen Equipment	7
Appendix 1 - DSE Information & Guidance	8
Display Screen Equipment Diagram	9

Section A

General Statement of Policy

It is the company policy to pursue and maintain safe and healthy learning conditions, equipment and systems of work for all our learners and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health & safety of other people who may be affected by our activities.

We consider it of the utmost importance that every learner should be aware of the safety rules set out in this document and to this end, this document is made clearly available at the Accountancy Learning office and is also available on Moodle (the Aplus Distance Learning VLE)

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document.

The policy will be kept up to date and to ensure this, the policy and the way it has been operated will be reviewed each year.

Responsibilities

The Directors, Simon Deane and Prue Deane are responsible for all matters relating to health, safety & welfare within the company.

Responsibility for health & safety on a day to day basis is delegated to Dale Austin.

All learners will be expected to ensure that:

- Any activities under their control (at our Accountancy Learning office) are carried out safely and without risks to health
- They develop a personal concern for themselves and for others
- They refrain from horseplay and the abuse of welfare facilities
- They report accidents which have led or may lead to injury
- They suggest ways of eliminating hazards

Review date: July 2017

Signed (Director) Simon Deane



Date: 12/09/2018

Signed (Director) Prue Deane



Date: 12/09/2018

Section B

General Reporting Procedures

Appointed person: Dale Austin

Accident Reporting Procedures

Any person that has an accident must report to immediately to Dale Austin (in his absence, Prue Deane, or any other Accountancy Learning staff member). You will be attended to and the appropriate action will be taken, e.g. sent to doctor/hospital etc. A record of the accident will always be made in the Accident Book.

Any accidents, illnesses or dangerous occurrences that require RIDDOR reporting should be reported immediately to Dale Austin who will complete and submit the necessary documentation.

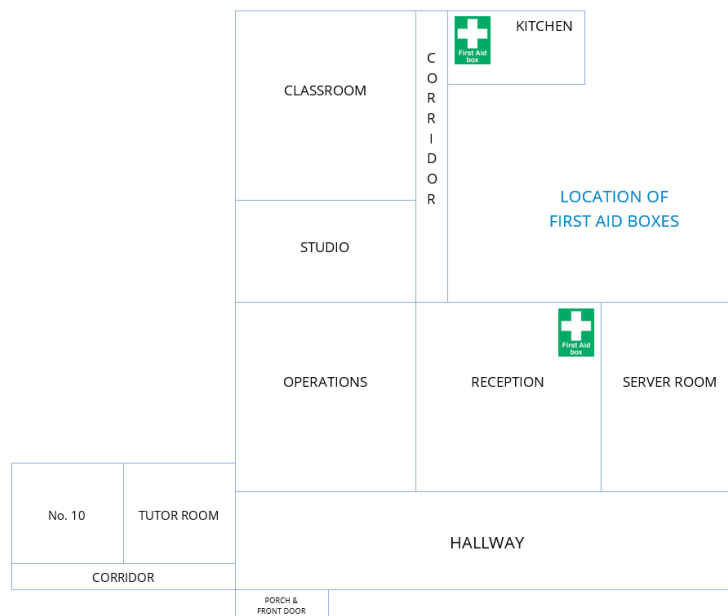
First Aid Facilities

To comply with the Health & Safety (First Aid) Regulations 1981, the company will supply the office with adequate first aid equipment and facilities where necessary.

The appointed person is **Dale Austin**.

The appointed person is responsible for taking charge when an employee or learner is injured or taken ill (to the point when they will need help from a medical professional) and will take charge of the equipment and facilities provided.

The first aid boxes will be maintained by Dale Austin and checked periodically by a Director.



General Fire Safety & Instructions

Fire extinguishers are not to be removed from their position unless in an emergency and are not to be used for any purpose other than that for which they are intended. Accidental discharge is to be reported immediately.

All escape routes, fire exits and corridors must be kept clear at all times.

The Directors would like to remind you that the offices are strictly NO SMOKING areas.

If you discover a fire, alert all people within the offices, including staff and visitors. Leave the centre by the nearest available exit and close the doors, ensuring all people have exited.

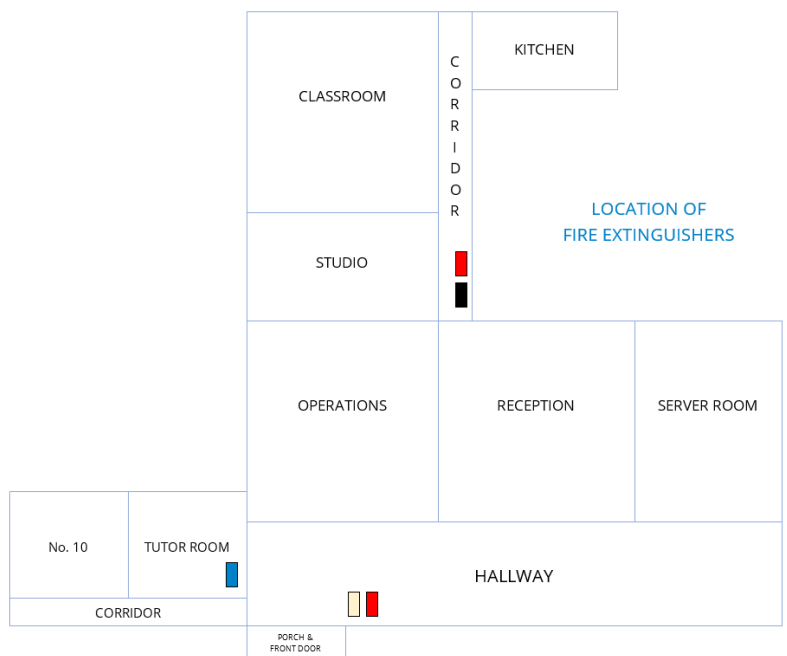
Assembly point: the park opposite the main building.

Do not re-enter the building until told it is safe to do so.

If at all possible, where there is no personal risk involved and you have received appropriate training, try and put out the fire or at least stop it spreading, by using the nearest appropriate fire extinguisher.

Fire extinguishers:

FOAM	Cream label	Class A & B fires: wood, fabric and electrical fires
CARBON DIOXIDE	Black label	Class B fires: mainly electrical fires
POWDER	Blue label	Class A, B & C fires: can be used on most types of fire
WATER	Red label	Class A fires: wood, fabric and paper



Smoke Free Regulations

From 1 July 2007 it is against the law to smoke in virtually all enclosed and substantially enclosed public places and workplaces. Additionally, public transport and work vehicles used by more than one person must be smoke free.

Therefore, there is no smoking permitted in any area that is occupied by Accountancy Learning.

No-smoking signs are displayed in all Accountancy Learning areas.

The Directors has a legal responsibility to prevent people from smoking.

Penalties and fines for breaking the smoke free law:

If you don't comply with the new smoke free law, you will be committing a criminal offence. The fixed penalty notices and maximum fine for each offence are:

Smoking in smoke free premises or work vehicles: a fixed penalty notice of £50 (reduced to £30 if paid in 15 days) imposed on the person smoking; or a maximum fine of £200 if prosecuted and convicted by a court.

Cleanliness

For the prevention of fires, please ensure you dispose of all waste in the appropriate waste disposal bins and do not leave litter around the offices.

Electrical Equipment

Electrical equipment is regularly inspected to ensure it is in a safe condition and loose wiring or damaged plugs repaired before use. However, if you discover defective wiring or damaged equipment, it should be reported immediately to a member of Accountancy Learning staff and the particular equipment should not be used under any circumstances.

Dangerous Substances

Any substances, whether fluid, gas or powder should have adequate information regarding usage and not be used by any learners unaware of the potential hazards.

Workstation and display screen equipment

Accountancy Learning intends to ensure that every learner is using the Accountancy Learning workstation appropriately and that the display screen equipment is adequate for each of your needs. We also aim to reduce risks as much as is practicably possible.

In order to achieve this, we will:

- Carry out assessments of each workstation and make any changes necessary to reduce risks
- Review these assessments on a regular basis
- Ensure that learners are able to change tasks to prevent long periods of on-screen activity
- Investigate any complaint about DSE use
- Give adequate information, training and instruction to ensure the health & safety of those who use DSE
- Information regarding the use of DSE is available in each office.

Further Health & Safety Information

Any health & safety queries can be addressed to Simon or Prue Deane.

DSE Information and Guidance

The Chair

The chair must be stable and allow easy freedom of movement and a comfortable position. The seat must be adjustable in height and angle of tilt and the back rest must be adjustable in height.

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide your forearms should be approximately horizontal and your eyes the same height as the top of your VDU.
- Make sure you have enough space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

The Screen

Characters on screen must be well defined and of adequate size and spacing and the image must be stable and flicker-free. Brightness and contrast must be easily adjustable and the screen must swivel and tilt freely to suit the needs of the user. The screen must have a separate base or there must be some other method to achieve an appropriate screen height and must be free of reflections and glare that cause discomfort to users.

- Adjust the brightness and contrast controls on your screen to suit lighting conditions in the room
- Make sure the screen surface is clean
- If the characters on the screen are not sharply focused or they flicker, let Accountancy Learning staff know.
- Every 10-20 minutes, remember to have a good blink and look out of the window or at a distant object. When you concentrate you do not blink as often and therefore your eyes become dry giving them a gritty feeling. By looking out of the window or at a distant object, you alter the tension of the muscles in your eyes and therefore do not feel so easily fatigued.

Display Screen Equipment Diagram

The diagram below is a general guide to help you assess your computer workstation set-up; however, a personalised assessment is recommended.

