

## **Health and Safety Policy**

**Health and Safety at Work etc Act 1974**

**This is the Health and Safety Policy of *Abbeydale Vetlink Veterinary Training Ltd***

### **General Statement of Policy**

This policy will apply to full-time and part-time staff whilst working for Abbeydale Vetlink Veterinary Training Ltd and to students/apprentices. The policy will be reviewed by the Directors regularly to allow for changes in legislation, which apply to Health and Safety.

We are committed to ensuring the health, safety and welfare of our employees and apprentices, so far as is reasonably practicable, and recognise that the effective management of health and safety is an integral part of our overall business performance. We also fully accept our responsibility for other persons such as contractors and visitors who may be affected by our activities.

The objectives of the Policy are to ensure that our statutory obligations are met, but these are regarded as minimum standards to be exceeded wherever possible. We will continually strive to improve our management of workplace risks.

We will:

- Complete a risk assessment using the HSE Health and Safety checklist for classrooms
- Ensure there is adequate control of the health and safety risks arising from our work activities.
- Provide and maintain systems that are safe and without risk to health for:
  - work
  - equipment
  - working conditions
- Implement safe practices and procedures in connection with the handling and use of hazardous substances.
- Ensure that
  - All employees are competent to carry out their duties
  - provide recruits, and existing employees with
    - appropriate information
    - instruction
    - training and supervisionso they can cope with the particular health and safety aspects and/or responsibilities associated with their job and place of work.
- Provide and maintain adequate facilities and arrangements to enable all employees and their representatives to raise issues of health and safety.
- Consult our employees on matters affecting their health and safety.
- Provide adequate facilities and arrangements for employees' welfare at work.
- Make regular safety inspections and set safety standards.

We will ensure that adequate time and finances are committed in pursuance of these aims and, provide Competent Persons, including the use of experts as necessary.

Whilst the onus of Health and Safety falls primarily on Management, all employees have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.

#### EMPLOYEES MUST CO-OPERATE BY:

- Working safely and efficiently to approved methods
- Working with regard to the safety of themselves and others
- Adhering to the Company's safety procedures and rules
- Reporting all accidents properly and cooperating in the investigation of accidents and measures taken to prevent recurrence
- Reporting possible hazards, defects or dangers
- Staff visiting veterinary practices must do so only by prior appointment.
- On visits to practices, staff should be aware of the fire procedures in the practice and designated escape routes.
- Staff must follow any code of practice health and safety in use in that practice.

The successful implementation of this policy requires total commitment from management and employees at all levels. Full details of the organisation and arrangements for health and safety are set out in separate sections of the Safety Policy document.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually, and, updated in the light of legislative or organisational changes.

#### STUDENTS/APPRENTICES

Abbeydale Vetlink Veterinary Training Ltd will, as is reasonably practicable, ensure the safety of students and trainees under our control whilst undergoing training on government or privately funded training programmes.

We will ensure safe systems of working within our premises.

Assessments of risk to students' and apprentices' health and safety will take into account their lack of experience, absence of awareness of existing or potential risks and physical ability.

We will ensure that any death, injury, case of disease or dangerous occurrence concerning students and trainees is recorded and/or reported to the appropriate authorities immediately by telephone and in writing within seven days.

We will ensure that instruction in safe working practices is an important part of all aspects of training. We will ensure that students/trainees receive a health and safety induction to the premises at the start of the course.

#### ARRANGEMENTS FOR ACCIDENTS OR ILL HEALTH

Abbeydale will provide a suitably stocked and maintained first aid kit with the location signposted. A trained first aider will always be on-site to deal with any acute illness/accident. Access to an Automated External Defibrillator (AED) is provided.

First aid arrangements will be communicated to all staff, visitors and apprentices both verbally and on posters around the classrooms.

Abbeydale also keeps records of emergency contact details, existing medical conditions and allergies on file for each staff member and apprentice.

## Organisation and Responsibilities

The overall and final responsibility for health and safety in the company is that of:

Kirsty Gwynne & Samantha Morgan Directors

The day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Kirsty Gwynne & Samantha Morgan, Directors

And their deputy is:

Emma Collins, Lead tutor

To ensure health and safety standards are maintained / improved, the following people have responsibilities in the following areas:

Name:	Area:	Responsibilities:
Kirsty Gwynne & Samantha Morgan	Classrooms Offices Common room/Kitchen Lavatories Stairs	Ensuring that all areas are kept clean and clear from hazards to reduce the level of risk.

All employees have a responsibility to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their health and safety; and
- Report all health and safety concerns to an appropriate person

Consultation between management and employees is provided by:

*Kirsty Gwynne & Samantha Morgan*

*Employee Representative/s are:*

*Emma Collins  
Juliet Whatley  
Hillary Varlow  
Maureen Gwynne  
Emily Crimmins  
Kirstie Sherman  
Charlotte Prothero  
Laura Bartlett-Smith*

People responsible for:

Safety training:	Emma Collins, Kirsty Gwynne & Samantha Morgan
Carrying out safety inspections:	Kirsty Gwynne & Samantha Morgan
Risk Assessments:	Kirsty Gwynne & Samantha Morgan
Investigating accidents:	Kirsty Gwynne & Samantha Morgan
Monitoring maintenance of equipment:	Kirsty Gwynne & Samantha Morgan
Security:	Kirsty Gwynne & Samantha Morgan
First Aiders:	Emma Collins, Kirsty Gwynne & Samantha Morgan
Accident Reporting:	Kirsty Gwynne & Samantha Morgan
Fire Alarm/Evacuation:	Sigeric (building owners), Kirsty Gwynne & Samantha Morgan.
Location of First Aid Box:	Kitchen (under the sink)

The competent source of advice on health and safety matters is:

Kirsty Gwynne & Samantha Morgan

Name of Health and Safety Enforcing Authority:



The Health and Safety Executive

Phase 2, Government Buildings

Parc Ty Glas

Llanishen

Cardiff

CF23 2SH

Tel: 029 2026 3000

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

## **Arrangements and Procedures for Health and Safety**

This part of the Policy should be used to record the rules, systems and procedures for health and safety and should include:

- General risk assessments
- Manual handling assessments
- How hazardous substances will be identified and COSHH assessments carried out
- DSE assessments
- Fire risk assessment
- Fire alarm/emergency lighting installation inspections
- Firefighting equipment maintenance and inspection
- Emergency evacuation and fire procedures
- Consultation with employees
- Electrical inspection and testing
- Plant and Equipment maintenance
- Building and facilities maintenance
- Safety training
- First aid
- Accident reporting procedures
- Accident investigation procedures
- Safety inspections
- General safety/housekeeping rules
- Waste disposal