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# Health & Safety Policy

## Educan, Algarve

### Health and Safety Policy Statement

It is the policy of **Educan, Algarve** (also designated from now on as learning centre) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on its premises and outside the learning centre on associated activities.

**Educan, Algarve** will ensure, so far as is reasonably practicable, that the premises provides a healthy and safe working environment for all students, staff, clients, temporary contractors and general public; there are safe systems of work for all employees and students; suitable and sufficient work equipment is provided; there are adequate welfare arrangements and also that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

**Educan, Algarve** recognises its responsibility to provide adequate control of the health and safety risks which may arise from learning centre and clients activities. Whenever staff, or students operate on behalf of **Educan, Algarve**, an assessment of risks specific to the learning centre's activities, or tasks shall be made where a significant risk has been identified. All reasonably practicable measures shall be put in place to manage those risks and ensure the activities, or tasks, be conducted in a safe manner.

**Educan, Algarve** staff must familiarise themselves with the contents of this statement, organisational structure and manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the Management Team.

**Educan, Algarve** commits itself to implementing the national Health & Safety laws and/or European Union health and safety legislation. The learning centre qualified health and safety representative will provide to staff and management, regular information on updates, changes and arrangements, about any revisions to safety legislation.

**Educan, Algarve** believes that by cultivating a positive health and safety culture, the learning centre as a whole, would benefit significantly through better overall performance and well-being. We aim to encourage, support and develop a positive and proactive approach for pupils. The organisational structure named below will ensure that sufficient resources, both financial and physical are available so that policy and its arrangements can be implemented effectively.

This policy, along with our health and safety standards, will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the learning centre strategy, Portuguese or EU law and any pertinent changes will be brought to the attention of the management.

## Health and Safety Organisation in Educan, Algarve

Educan, Algarve recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the Learning Centre.

The following is an outline of duties and responsibilities that have been assigned to management and other staff.

### Employee Duties

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety while at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- a) Take reasonable care for the health and safety of themselves and others whilst undertaking their work.
- b) Comply with the learning centre's health and safety policy and procedures at all times.
- c) Report all accidents and incidents in line with the reporting procedure.
- d) Report all defects in condition of premises or equipment and any health and safety concerns immediately to the management team.
- e) Report immediately to the management team, any shortcomings in Educan, Algarve's arrangements for health and safety.
- f) Co-operate with Educan, Algarve's management on all matters relating to health and safety.
- g) Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- h) Inform management if something happens that might affect their ability to work. e.g. sustaining an injury, taking prescribed medications that could affect them or, for example, penalty points on a driving license.
- i) Ensure that they only use equipment or machinery with which they are proficient or have been trained to use.
- j) Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

There is a need to stress that all employees have LEGAL responsibilities under The Health and Safety at Work. Those duties are to safeguard themselves, colleagues and others in the workplace.

In addition to the duties outlined above, the following organisations, services or individual roles have additional duties as outlined:

### Management Team

The Management Team is responsible and accountable for the implementation and compliance of this policy within the learning centre:

- a) Ensure a positive health and safety culture is encouraged and developed within the learning centre.
- b) Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments.
- c) Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- d) Carrying out health and safety investigations.
- e) Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
- f) Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- g) Develop strong, positive health and safety attitudes among the employees, ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students.
- h) Apply **Educan, Algarve's** health and safety policy and be responsible for the application of the health and safety procedures and arrangements to all staff and students.
- i) Maintain or have access to an up to date library of relevant published health and safety guidance and ensure that all staff are aware of and make use of such guidance.
- j) Ensure that appropriate safe working procedures are brought to the attention of all staff.
- k) Resolve any health, safety and welfare problems members of staff refer to them.
- l) Checking the adequacy of fire precautions and procedures. Ensure that a copy of the Fire Action Notices and assembly point are prominently displayed in all rooms.
- m) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- n) Establish acceptable housekeeping and safe storage standards, in all areas.
- o) Develop a training plan that includes specific job instructions and induction for new employees. Ensuring that the training needs of their staff are monitored and training opportunities made available.
- p) Ensure that all occurrences of accidents / incidents (including near misses) are promptly reported and investigated using the appropriate forms.

### Teaching Staff (Including Teachers who are contractors)

Teaching Staff are responsible to the Management Team, for the health and safety of themselves, other staff and pupils and activities under their control. In order to achieve this, their duties include the following:

- a) Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.
- b) Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- c) Carry out safety briefings; refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- d) Ensuring that all students, employees and contractors are aware of the general health and safety requirements of **Educan, Algarve** and the detailed requirements, or arrangements for activities relevant to them.
- e) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- f) Exercising effective supervision of students and maintain an awareness of emergency procedures regarding fire, first aid and accident or incident reporting.
- g) Setting an example by personally following safe working practices.
- h) Ensuring that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- i) Ensuring that all electrical equipment is visually checked before use.
- j) Reporting to the Management Team any defects in equipment or identified inadequacies in procedures. Any defect renders the equipment potentially hazardous and should be isolated and clearly labelled 'waiting repair', until repaired or replaced.
- k) Integrating all relevant aspects of Health and Safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- l) Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- m) Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

## Non-Teaching Staff / Other Roles

### First Aiders

Staff, who are competently trained, will be appointed as First Aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

This Policy was created in March 2021 and will be reviewed annually or as deemed pertinent by [Educac](#), [Algarve](#) and its Management Team.

The Management Team

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