

Health and Safety Policy

Version 2.3

Edition Date: July 2023

Next Review Date: July 2024

Academy Online Learning Ltd

July 2023

1. Introduction

1. 1. It is the duty of Academy Online Learning Ltd. (AOLL), to ensure an up-to-date written statement of health and safety. This statement outlines our commitment to providing a safe and healthy environment for all its users of the AOLL including staff, tutors, learners and users.
1. 2. It is our aim to provide and maintain safe and healthy working and learning conditions, equipment and systems for all our employees and learners in the centre and to provide information, training and supervision where necessary. AOLL will ensure that arrangements for health and safety for learners, staff and users are clearly communicated to provide a safe working and learning environment.
1. 3. AOLL will accept overall responsibility for health and safety by allocation of duties for safety matters. Specific arrangements to implement the policies are set out below:
 - providing adequate control of health and safety risks arising from our work and activities
 - consult with our employees on matters affecting their health and safety.
 - providing and maintaining safe plant and equipment
 - ensure safe handling and use of substance
 - provide information, instruction and supervision for employees
 - ensuring all employees are competent to their tasks and to give them adequate training
 - prevent accidents and cases of work-related to ill health
 - maintain safe and healthy working conditions and to review and revise the policy as necessary at regular intervals.

2. Prevention of accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities

Responsibility

2.1. All current personnel work from home using computer equipment to carry out their duties. This raises particular health and safety considerations, the most important of these for AOLL personnel are: Work environment, equipment and mental well-being. It is, therefore, paramount that these are addressed in any risk assessments and training.

All personnel
Kim Cullen
Keiron Walsh
Amy Green

3. To provide adequate training to ensure employees are competent to do their work

Responsibility

3.1. Training requirements are reviewed every six months or sooner if there is a change in practices or procedures. Current training provision is outlined below:

Kim Cullen
Keiron Walsh
Amy Green

3.2. As most activity in the organisation takes place using computer equipment, personnel and students are provided with Display Screen Equipment training during induction. Training is renewed annually to ensure personnel remain aware of best practice in the use of DSE.

Keiron Walsh

3.3. As most personnel and students work from home, training is also provided on the importance of healthy working spaces with good ventilation and lighting and general safe practice such as avoiding trailing laptop charging leads, taking frequent breaks, etc.

Keiron Walsh

4. To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health

Responsibility

4.1. It is important to ensure that personnel working remotely remain mentally healthy, feel part of the team and are aware of and confident in using the support channels available. AOLL, therefore holds regular live staff meetings and video-conferences where personnel can get to know each other. Personnel are also able to communicate with other members of the team through video-conferencing, telephone and email. All personnel are aware of which members of the management team to contact for support when issues arise.

Kim Cullen
Keiron Walsh
Amy Green

5. To implement emergency procedures - evacuation in case of fire or other significant incident.

Responsibility

5.1. All personnel and students work from home or in settings of their own choice, therefore all personnel and students are responsible for implementing evacuation procedures. However, face to face meetings occasionally take place either at AOLL Head Office, or other locations, such as Certa Head Office.

All personnel

5.1.1. Where face to face meetings take place, attendees are informed of fire evacuation procedures at the commencement of the meeting.

Kim Cullen

6. To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substance

Responsibility

6.1. Most personnel use their own computer equipment, which they are responsible for. Where equipment is provided by AOLL it is tested appropriately (e.g., PAT) before distribution.

Keiron Walsh

7. To ensure the Health and Safety Law poster is displayed

Responsibility

- 7.1. As most personnel work from home, the poster is displayed in the Staff Area of the VLE where it is accessible to all personnel.

Keiron Walsh

8. To ensure the accident book is updated

Responsibility

- 8.1. To ensure accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), the accident book is held at AOLL Head Office. Personnel should inform Head Office of any reportable incidents, such as work related musculoskeletal disorders (WRMSDs)

Kim Cullen

9. To review the Health and Safety Policy biannually

Responsibility

- 9.1. This policy will be reviewed twice per year by the Directors and Management Team

Kim Cullen
Keiron Walsh
Amy Green