

## **HEALTH AND SAFETY POLICY**

### **Policy Statement:**

Central Kids is firmly committed to providing a safe and healthy work environment for employees, children, contractors and visitors; to continually improve systems, practices and appropriate resources to achieve this. A safe and healthy work environment is achieved through co-operation, participation and compliance of every employee with procedures, relevant work standards and practices. Health and safety is a matter of prime importance to us.

### **Purpose:**

To set out Central Kids' commitment to a safe and healthy work environment and to outline responsibilities for pro-actively managing risks and preventing accidents and injury.

### **Policy:**

#### **Management is committed to:**

- setting health and safety objectives and performance criteria for all employees and work environments
- annually reviewing health and safety objectives and organisational performance
- encouraging accurate and timely reporting and recording of all accidents, injuries and near miss incidents
- investigating all reported incidents, accidents and injuries to identify all contributing factors and where appropriate, formulate plans for corrective action
- actively encouraging the early reporting of any pain or discomfort
- providing treatment and rehabilitation plans that ensure a safe, early and durable return to work
- identifying all existing and new hazards/risks and taking reasonably practicable steps to eliminate or minimise the exposure to any hazards/risks
- ensuring that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner
- encouraging employee consultation and participation in all health and safety matters
- enabling employees to elect health and safety representatives and health and safety committee members
- ensuring that all contractors and subcontractors are actively managing health and safety for themselves and their employees while on our sites
- promoting a system of continuous improvement, including annual reviews of policies and procedures
- ensuring all work sites have emergency plans in place
- meeting obligations under the Health and Safety at Work Act 2015, the Health and Safety at Work Regulations 2015, codes of practice and any relevant standards or guidelines

#### **Employees are expected to share in the commitment to health and safety.**

Every head teacher/centre manager/person responsible is accountable for the health and safety of employees working under their direction.

#### **Each employee is expected to help maintain a safe and healthy workplace by:**

- following all safe work policies, procedures, rules and instructions
- properly using all equipment and any protective clothing provided
- reporting early, any pain or discomfort
- taking an active role in the organisation's treatment and rehabilitation plan, for their early and durable return to work
- reporting all accidents, injuries, near miss incidents and hazards to the appropriate person



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Chief Executive Officer

06.05.2019

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Dated