



Health & Safety Policy

Policy Statement

Foyle International Ltd (FLS Ltd) aims to ensure that all activities carried out on its premises or undertaken by its staff are managed in such a manner so as to avoid, reduce or control all foreseeable risks to health and safety of any person(s) who may be affected by such activities to a tolerable level.

General Principles

1. It is the policy of FLS Ltd to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Our health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.
2. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.
3. We recognise and accept our duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.
4. While the management of our company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.
5. The management of FLS Ltd will provide every employee with the training necessary to carry out their tasks safely. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.
6. All injuries, however small, sustained by a person at work must be reported to their line manager or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
7. We will ensure that there are adequate and sufficient financial and other relevant resources available where reasonably practicable to ensure compliance with our legal and moral health and safety responsibilities. All resources used will be fit for purpose.
8. We will monitor and update our policy whenever there is any significant change or on at least an annual basis. The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

The overall and final responsibility for health and safety is that of: **Paul Murray (Institute Director)**

Signature:

Date: 5th May, 2022

ORGANISATION AND RESPONSIBILITIES

The designated competent person for health and safety is: FEARGAL DOHERTY
Paul Murray will take responsibility in his absence.

Responsibilities of the competent person:

- Preparing, reviewing and updating this policy, accident/incident reporting procedures, fire and safety procedures and evacuation guidance.
- Inspecting the premises and activities at least every 3 months.
- Ensuring compliance with the responsibilities laid down in this policy statement.
- Completing appropriate written risk assessments; identifying any hazards and describing necessary preventative and protective measures required to avoid, eliminate, reduce or control the risks to a tolerable level
- To ensure the workplace safety records are kept and that contents are brought to the attention of every employee and that employees are conversant with this data
- To ensure that employees are conversant with the accident/incident reporting procedure
- Ensuring all accidents are recorded and reported and notifying the HSE on form F2508 as required
- Carrying out a risk assessment identifying risks to new or expectant mothers
- Carrying out trend and epidemiological analysis relating to accidents, incidents and ill health in the workplace and produce relevant management reports to enable the performance of the company to be effectively monitored.
- Arranging for equipment to be tested and maintained as required by relevant legislation.
- Liaison with the EHO (Local Authority) and ensuring appropriate recommendations are implemented
- Implementing the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and all such other legislation or requirements as may be enacted from time to time.
- Notifying the relevant LSC of any accidents or incidents reportable under RIDDOR in which learners are involved
- Monitoring remote employer's work place assessment outcome ensuring actions have been addressed and ensuring the safety of the learner.

Kelley Proctor is responsible for first-aid on the premises and for ensuring the First Aid kit is checked and maintained and for ensuring that any accidents having occurred on office premises are recorded in the accident book.

The staff health & safety representative is Saorla Boyle (Summer School) who will liaise with employees and the directors. Employees should report any health, safety and security issues or concerns to the representative. The representative is responsible for raising matters of concern to the operations manager or one of the directors in her absence as soon as possible.

Feargal Doherty is responsible for fire alarm tests and ensuring drills take place, however, all employees must follow the company's fire safety procedures. Feargal will liaise with the relevant staff in the NWRC regarding Health and Safety, Fire Drills and Emergency Procedures for the duration of the Summer School.

Duties of employees:

- All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions.
- Employees must report any unsafe conditions to one of the health & safety representative or company directors
- Employees must co-operate with the Company on health and safety matters.
- Employees must use all control measures and follow safe systems of work.
- Employees must keep the workplace clean and tidy.
- Employees must attend training provided by the company.
- Employees must read health & safety literature and information provided.

Health and Safety Responsibilities (Summary)

Overall:	Feargal Doherty (Paul Murray in his absence)
First-aiders:	Kelley Proctor, Saorla Boyle (Summer School)
Accidents:	Cara Mullan (?????? in her absence)
Fire:	Feargal Doherty
Staff representative:	Saorla Boyle (Summer School)