

Health and Safety Policy

1. INTRODUCTION

Digital Marketing School's approach to Health and Safety is driven by legal requirements to deliver safe working and study environments, which contribute, facilitate and enable people to flourish and achieve their full potential. **Digital Marketing School** intends to meet their obligations under the **Health and Safety at Work Act 1974**, which requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all employees and to conduct our business so that students, partners and visitors are not exposed to risks that may affect their health and safety. To achieve this, we will promote a culture where health and safety are integrated into our work as a management function, including allocating resources appropriate to the risk and meeting minimum legal compliance. In addition, all policies require the participation of staff, students and contractors to be successful.

2. POLICY OWNERSHIP

The Director owns and manages this policy on behalf of the Digital Marketing School.

3. ORGANISATIONAL SCOPE

This Health and Safety policy is a corporate policy and is a legal requirement and applies to all students, permanent, temporary, and contracted staff working at **Digital Marketing School**.

4. POLICY STATEMENT

All students, employees, contractors and visitors entering the **Digital Marketing School** Head Office or **Digital Marketing School** are expected to comply with safety arrangements required within the **School**. All students, contractors and visitors entering the **School** Head Office or Study Centers are not to interfere with or misuse the facilities and comply with the **Digital Marketing School's** policies and standards and the appropriate arrangements for the area or activity. The **Digital Marketing School** will maintain the buildings, study centers, plant, equipment and machinery and ensure safe storage/use of substances.

5. REVIEW PERIOD

Digital Marketing School will review and, where necessary, revise our policy at suitable intervals (yearly or following any significant health and safety event or material change in organisation or arrangements) to ensure that it continues to reflect our commitment to the protection of **Digital Marketing School**, students and all other stakeholders associated with us.

6. KEY PRINCIPLES

- Providing effective leadership and resources and access to competent advice across the organisation to meet agreed health, safety and welfare standards.
- Achieving legal compliance, as a minimum, but striving for the good or best practice where it is appropriate and proportionate to do so.

- Assessing the significant risks associated with our business activities and implementing sensible and proportionate control measures to reduce the risk of injury, ill health, and damage to property or the environment.
- Developing and implementing a safety management system to monitor health and safety and secure continuous improvement.
- Establishing consideration of health, safety and welfare matters when planning and coordinating all business activities to identify unacceptable risks early and implement adequate control measures.
- Implementation of effective communication and health and safety consultation systems to provide adequate information, instruction, training and supervision to our employees, students, partners and contractors, to encourage ownership of health, safety and welfare matters and to enable each person to carry out their duties safely.
- Working with employees and students to ensure that they contribute to developing health and safety arrangements throughout the **school**

7. Key Requirements

- Taking appropriate, timely and proportionate corrective and preventative actions to manage intolerable risks identified by monitoring, auditing and investigative activities.
- Students to have access to a safe environment for studying.
- All statutory building inspections to take place and any remedial work actioned.
- Audits to be conducted by both internal and external representatives.
- Staff & Subcontractors were given necessary health and safety induction and provided appropriate training.
- Access to first aid facilities. Clearly define where the First Aid box can be found and identify first aiders.
- Relevant risk assessments completed and actions arising out of those assessments implemented.
- Visibility of all documentation as legally required.
- Facilitate appropriate communication across the school community, staff and students in the form of briefing sessions or updates for all relevant health and safety matters, policies, changes in working practices and legislation.
- Access to means of reporting accidents or near misses.
- Promote a positive health, safety and well-being culture across the **school**.
- The school health and safety management group to meet regularly.
- Escape routes are always to be adequately signed and kept clear.
- Fire Risk assessment to be implemented and all recommendations reviewed and actioned by regulations.
- Relevant safety checks to occur where applicable and in the required time scales.
- System in place for routine inspections and testing of equipment.
- Evacuation plans are tested and updated as necessary.