**EQUAL EDUCATION CHANCES**

**HEALTH AND SAFETY POLICY**

At Equal Education Chances, we recognize that staff and volunteers are the cornerstone of our Charity and make our success possible. We believe that protecting their health and ensuring their safety can make a signiﬁcant difference to their working and personal lives, and ultimately enhance our productivity as a grass root charity.

From 1 October 2013 the revised Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) come into force.

RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:

* Work-related accidents which cause deaths
* Work-related accidents which cause certain serious injuries (reportable injuries)
* Diagnosed cases of certain industrial diseases; and
* Certain ‘dangerous occurrences’ (incidents with the potential to cause harm)

It is our aim to provide our volunteers with a safe working environment and manage any potential and actual risks to their health in our day-to-day business, by:

Complying with applicable national and local laws, regulations and codes of best practice regarding occupational health and safety.

Establishing and revising carefully considered occupational health and safety programs in accordance with the RIDDOR standard for health and safety applicable to our Charity.

Identifying health and safety risks in the workplace and striving to control and mitigate such risks to achieve continual improvement in our health and safety performance.

Developing speciﬁc systems, practices and procedures to prevent accidents and if they occur, to manage them responsibly and carefully investigate the causes with the aim of introducing measures to prevent them recurring.

Appointing a committee responsible for setting measurable objectives on health and safety, carrying out periodic reviews of our health and safety practices and performance to guide their continual improvement and development.

Informing suppliers and business partners of the policy and its requirements, analysing and auditing the performance of contractors from a health and safety perspective and considering the health and safety record of such parties as a part of their selection criteria.

Ensuring that employees take responsibility for their own safety and actions; including by providing relevant employees with training on health and safety issues and by making staff/volunteers aware of their rights and responsibilities under applicable policies and procedures. Sharing health and safety knowledge and good practice across the group.

This policy has been communicated to all group operations, which may adopt their own policies and procedures from time to time in a manner which is consistent with the values and objectives of this policy.

**EQUAL EDUCATION CHANCES 5 STEPS TO WORKING SAFELY – COVID-19**

**1. Carry out a COVID-19 risk assessment**

* Before restarting work, you should ensure the safety of the workplace by:
* Carrying out a risk assessment in line with the HSE guidance
* Consulting with your staff/volunteers
* sharing the results of the risk assessment with your workforce and on your website

**2. Develop cleaning, handwashing and hygiene procedures**

* You should increase the frequency of handwashing and surface cleaning by:
* Encouraging people to follow the guidance on hand washing and hygiene
* Providing hand sanitiser around the workplace, in addition to washrooms
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly
* Enhancing cleaning for busy areas
* Setting clear use and cleaning guidance for toilets
* Providing hand drying facilities – either paper towels or electrical dryers

**3. Help people to work from home**

* You should take all reasonable steps to help people work from home by:
* Discussing home working arrangements
* Ensuring they have the right equipment, for example remote access to work systems
* Including them in all necessary communications
* Looking after their physical and mental wellbeing

**4. Maintain 2m social distancing,**

* Where possible, you should maintain 2m between people by:
* Putting up signs to remind workers and visitors of social distancing guidance
* Avoiding sharing workstations
* Using floor tape or paint to mark areas to help people keep to a 2m distance
* Arranging one-way traffic through the workplace if possible
* Switching to seeing visitors by appointment only if possible

**5. Where people cannot be 2m apart, manage transmission risk**

* Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:
* Considering whether an activity needs to continue for the business to operate
* Keeping the activity time involved as short as possible
* Using screens or barriers to separate people from each other
* Using back-to-back or side-to-side working whenever possible
* Staggering arrival and departure times
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’