



AFFINITY Education Solutions

Connecting Providers, Creating Efficiencies,
Nurturing Development.

Health and Safety Policy

AFFINITY EDUCATION SOLUTIONS

Health and Safety Policy

1. Statement of intent

Affinity Education Solutions is committed to promoting good practice in health and safety. This is both right and good business practice.

The company intends that all Affinity advisers will be safe in their work, and will not only feel safe, but will understand the need, in turn, to value safe practices and promote them.

Affinity will be vigilant in its commitment to promote health and safety and to guard against unsafe working practice.

2. Policy purposes

By adopting this policy, Affinity aims to ensure that it will:

- promote working environments in which all partners and advisers are, and feel, safe
- ensure there is no unsafe practice carried out by Affinity advisers and that Affinity advisers are protected from unsafe practice
- comply with its legal duty under the Health & Safety at Work Act 1974, and other applicable health & safety legislation and requirements
- prevent accidents and work-related ill health to our advisers
- develop a health & safety culture through consultation and participation with our advisers and clients

3. Responsibilities

All directors and advisers have a personal responsibility for their own health & safety and the health and safety of those they come into contact with during their work for Affinity.

The overall responsibility for the ensuring of legal compliance and good practice in health and safety lies with the directors of the company.

The implementation of this policy is the responsibility of the managing director.

4. Activity

4.1 Recruitment

Affinity has put in place procedures to ensure that advisers will be chosen for their competence and experience in working with schools and young people. They will, therefore, be expected to have health and safety expertise in relevant areas. Checking this will be a part of the recruitment process. Any gaps will be filled during induction.

4.2 Induction and training

The Affinity adviser induction process will include a discussion of health and safety issues, including the Affinity policy and arrangements, the consideration of a model school policy and a review of how work-related stress can be minimised.

Training on health and safety issues will be conducted as required and will include an annual update on safeguarding, and on health and safety priorities.

4.3 Commissioning

Advisers will only be commissioned to work on projects for which they have appropriate expertise. When advisers are commissioned to work in particular schools, there will be an expectation that the relevant school policies are read, and issues and concerns discussed and addressed.

4.4 Relationships with clients and activity monitoring

Procedures have been implemented to ensure continual monitoring of adviser activities and safe methods of working on the firm's behalf.

As part of the Affinity quality assurance process, clients will be asked about the respect that Affinity advisers show for safe working practices and about advisers' awareness, as required, of the school's health and safety policy.

Records of all health and safety incidents to those involved in Affinity business activities will be kept and, where necessary, investigations will be undertaken. Regular reviews will be carried out.

To keep advisers informed of health and safety arrangements and good practice, Affinity uses a variety of methods, which includes partner meetings and on-line communications. Advisers will be regularly reminded to raise any concerns they may have.



5. Review

This policy will be reviewed annually.

This policy was last reviewed on 28th June 2020

Signed

Stephen Curran, Managing Director