



Address: 2 Lord Street, Oldham OL1 3EY

©2024 NxtGen Education

Policy Name	Health & Safety
-------------	-----------------

Recent Review Date	December 2024	Next Review Date	December 2025
--------------------	---------------	------------------	---------------

## 1. Policy Declaration

NXT GEN Education is committed to providing a safe and healthy environment for all staff, students, and visitors in compliance with the Health and Safety at Work Act 1974 and Regulatory Reform (Fire Safety) Order 2005.

We continuously improve health and safety practices through training, feedback, and compliance with legal standards.

## 2. Objectives

The policy aims to:

- Provide training, guidance, and supervision to staff and students.
- Minimise risks and implement safe work systems.
- Ensure appropriate documentation and records.
- Ensure awareness of health and safety responsibilities.

## 3. Duties and Obligations

- Head of the Centre: Oversees health and safety policies.
- Managers: Manages health and safety across NXT GEN premises.
- Head of Curriculum/Quality Assurance Managers: Reviews policies and allocates resources.
- Employees: Follow health and safety procedures and report risks.
- Students/Learners: Comply with health and safety protocols and report hazards.

## 4. Equality and Diversity

NXT GEN ensures accessibility for individuals with disabilities, providing appropriate support and adjustments for safety procedures, including Personal Emergency Evacuation Plans (PEEPs).

## 5. Health and Safety Orientations

Incident Reporting: All incidents should be reported to help improve safety and prevent recurrence.

Contractors: Must comply with NXT GEN health and safety standards.

Employees: Must undergo health and safety training, including workstation assessments.

Students: Must attend inductions on health and safety and follow relevant procedures.

## **6. Fire Drill Protocol**

- Fire drills are mandatory at least once per term.
- Procedures ensure all staff and students are familiar with fire safety measures, evacuation routes, and assembly points.
- Fire Risk Assessments are regularly reviewed and updated.

## **7. Hazard Evaluations**

Risk Assessments: Regular evaluations are conducted to identify potential hazards.

Accident Investigations: All incidents are investigated promptly and thoroughly.

## **8. Fault Reporting Processes**

Staff and students must report hazardous conditions immediately.

Asbestos: Surveys are conducted in line with regulations, and risks are mitigated.

Chemical Substances: All chemicals are risk-assessed and controlled.

## **9. Prohibited Drugs and Alcohol**

Zero Tolerance: No illegal drugs or alcohol are permitted on centre. Violations lead to disciplinary action.

## **10. Physical Handling**

Safe manual handling practices are promoted, and necessary PPE is provided.

Workplace equipment must be operated by trained personnel and maintained regularly.

## **11. Measuring and Reviewing Performance**

Health and safety performance is monitored to ensure improvements.

Accidents and incidents are recorded and investigated to prevent future occurrences.

## **12. Violation of this Policy**

Breaches of the policy are taken seriously, and disciplinary actions may be pursued.

## **13. Oversight and Evaluation**

This policy is reviewed annually and updated as necessary.

A biannual audit is conducted to monitor the implementation of health and safety practices.

#### **14. Data Security and Privacy**

NXT GEN complies with UK GDPR and the Data Protection Act 2018, ensuring personal data is processed securely.

#### **15. Different Format**

This policy is available in various formats upon request. Contact:

Email: [info@nxtgenedu.co.uk](mailto:info@nxtgenedu.co.uk)