



Health and Safety Policy

Vestfold Hudakademi Norway (“the Academy”) policy is to provide and maintain safe and healthy working conditions, in line with the Health and Safety at Work Act after English and Norwegian law.

the Academy aim to ensure equipment and systems of work for the Academy’ employees and students and to provide such information, training and supervision as they need for this purpose. The Academy also accept responsibility for the Health and Safety of other people who may be affected by the Academy’ activities.

The allocation of duties for safety matters and the particular arrangements which the Academy will make to implement the Policy are set out in this document.

The Policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the Policy and the way in which it has operated will be reviewed every year.

The Safety Officer is an appointed individual responsible for ensuring effective monitoring and communication throughout all areas of the Academy on all Health and Safety matters. The Academy have a duty to apply its Policy and Safety Standards to all subcontractors before they come on site and ensure compliance with standards when Company employees are not present.

House Keeping and Premises

The Academy have a duty to provide a safe working environment, in particular any premises operating as a classroom.

The duty covers:

1. Providing a clean, safe place of work ensuring area is free from debris, spills and obstructions.
2. Waste is disposed of legally.
3. Providing clear and safe access to the place of work.
4. Ensuring all equipment is tested regularly and is safe to use.
5. Protective clothing is used when necessary.
6. Safe storage and use of dangerous substances.
7. To provide any necessary training to enable its employees and students to carry out their Health and Safety responsibilities effectively.
8. Protect employees/students from unnecessary risk.

Hazards

Employees and students have a responsibility to be aware of hazards, potential hazards and those hazards that are inherent to their work. Employees and students are also responsible for communicating those hazards to others in the work area, in particular:

- Substances used that give off noxious fumes and/or are highly flammable and/or are caustic and/or are of a highly adhesive potency.
- Awareness of special hazards when working with unfamiliar products.
- Lifting and movement of heavy or bulky items.
- Awareness of storage places for hazardous substances.
- Manufacturers guidance as to the use, storage and disposal of hazardous products.

General

All employees and students have a responsibility to ensure that:

- all fire exits are marked, unlocked and free from obstruction.
- all fire fighting equipment is in operating order, tested and maintained.
- fire evacuation procedures are known and fire drills maintained regularly.
- the name of the person responsible for First Aid is known and that a First Aid Kit is kept in order and permanently displayed.
- they know the name of the person to report incidents/accidents and the location of the accident book.

General Arrangements

1. Overall and final responsibility for Health and Safety in the Company is that of:

Name: **Marianne Olavesen-Stabb**

Title: **Academy Principal**

2. The person responsible for this policy being carried out at the Academy.

Name: **Marianne Olavesen-Stabb**

3. Health and Safety Trainer is:

Name: **Marianne Olavesen-Stabb**

4. Maintenance of all equipment and appliances is carried out annually by:

Name: **Paul Olavesen-Stabb**

5. Maintenance of all fire equipment is carried out by:

Name: **Paul Olavesen-Stabb**

6. All employees/students have the responsibility to co-operate with Supervisors/Tutors to achieve a healthy , safe workplace and to take reasonable care of themselves and others at all times.

7. Trained/Qualified First Aiders are:

Name: **Marianne Olavesen-Stabb & Else-Karin Simonsen,**

8. Persons responsible for reporting incidents/accidents:

Name: **All senior Members of staff**

9. Accident Record Book is in: **Academy Administrator's office on the ground floor**

10. First Aid Box is in: **Academy Administrator's office on the ground floor**

11. In case of fire, employees/students are aware of the Company fire drill.

12. Location of fire fighting equipment is: **In each training room and office**

13. Whenever an employee/student notices a health and safety hazard which they are unable to put right, they must inform the appropriate person immediately.

14. Local Health and Safety Inspectors Office:

.....

15. Local Doctor's Surgery is: