Nested Learning Health and Safety at Work Policy

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Organisation: Nested Learning Ltd
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Review: At least annually, and sooner where there is a material change in law, working arrangements, services or risk.

1. Purpose
   Nested Learning is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for everyone affected by our work.
   This includes employees, workers, contractors, consultants, visitors, learners, customers and other people who may be affected by activities under our control.
   As a digital education business, much of our work is office-based, remote or online. Our principal health and safety risks are therefore likely to include display screen equipment, unsuitable workstations, work-related stress, lone or home working, electrical equipment, travel, events, visits to partner premises and other foreseeable risks arising from our activities.
   We manage these risks proportionately. Low-risk work does not require unnecessary bureaucracy, but identifiable risks must still be assessed and controlled.
2. Our commitment
   Nested Learning will:
   provide safe systems of work and suitable working arrangements;
   identify hazards and assess material health and safety risks;
   eliminate risks where reasonably practicable and otherwise reduce or control them;
   provide suitable information, instruction, training and supervision;
   consult workers about matters that may affect their health and safety;
   maintain equipment supplied for work in a safe condition;
   consider physical and psychological health, including work-related stress;
   investigate significant accidents, incidents and near misses and learn from them;
   make statutory reports where an incident is reportable;

review health and safety arrangements when work, premises, equipment or risks change; and

seek continual, proportionate improvement in health and safety performance.

Nothing in this policy reduces a legal duty. Where legislation imposes an absolute requirement, Nested Learning will comply with it. Where legislation applies a test such as “so far as is reasonably practicable”, we will apply that statutory test.

3. Legal framework

   The principal law is the Health and Safety at Work etc. Act 1974. It requires employers to protect the health, safety and welfare of employees and, so far as is reasonably practicable, other people who may be affected by the organisation’s undertaking.

   The Management of Health and Safety at Work Regulations 1999 require employers to identify hazards, assess risks and put suitable arrangements in place to control them.

   Depending on the activity, other legislation may apply, including:

   the Health and Safety (Display Screen Equipment) Regulations 1992;

   the Workplace (Health, Safety and Welfare) Regulations 1992;

   the Provision and Use of Work Equipment Regulations 1998;

   the Health and Safety (First-Aid) Regulations 1981; and

   the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

   Nested Learning seeks to work within the requirements and principles of this policy wherever reasonably practicable and wherever required by law, contract or the nature of the activity.

4. Responsibilities

   Senior leadership is responsible for ensuring that health and safety is considered in business decisions, that significant risks are controlled and that appropriate resources are available.

   Anyone working for or on behalf of Nested Learning must:

   take reasonable care of their own health and safety and that of others who may be affected by their actions;

   follow reasonable health and safety instructions;

   use equipment properly;

   report hazards, accidents, near misses and unsafe working arrangements promptly; and

   co-operate with risk assessments and control measures.

   Contractors and partners are expected to manage risks within their own control and to co-operate with Nested Learning where activities overlap.

5. Risk assessment

   Risk assessment is the basis of our health and safety arrangements.

   We will consider:

what could cause harm;
who could be harmed and how;
how likely and how serious that harm could be;
what controls already exist;
what further action is reasonably required; and
whether the assessment needs to be recorded, communicated or reviewed.
Risk assessments will be proportionate to the activity. Higher-risk or unusual activities require more formal assessment than routine low-risk work.

6. Remote and home working
   Workers based at home have the same general health and safety protection as workers based in an office.
   Nested Learning will take reasonable steps to identify and manage risks arising from home and hybrid working, including:
   display screen equipment and workstation setup;
   prolonged screen use and insufficient breaks;
   stress, isolation and workload;
   electrical equipment supplied for work;
   slips, trips and unsuitable work areas; and
   emergency and communication arrangements.
   Workers are expected to tell Nested Learning if their home-working arrangements create a health or safety problem that cannot reasonably be resolved without support.
7. Display screen equipment
   Where the Display Screen Equipment Regulations apply, Nested Learning will provide or arrange suitable workstation assessment, information and training.
   DSE users should be able to work with a comfortable and sustainable posture and should have suitable breaks or changes of activity.
   Where legally required, Nested Learning will provide an eye and eyesight test on request and will meet its obligations in relation to any special corrective appliances required specifically for DSE work.
8. Stress and wellbeing
   Health and safety includes risks to psychological health where those risks arise from work.
   Nested Learning will seek to prevent excessive or unmanaged work-related stress by considering workload, role clarity, working relationships, support, change and individual circumstances.
   Workers are encouraged to raise concerns early. A wellbeing concern will be treated seriously and without stigma. This does not mean that Nested Learning can eliminate every source of pressure, but foreseeable work-related risks should be identified and reasonably controlled.

9. Equipment, travel and partner premises
   Equipment supplied by Nested Learning must be suitable for its intended use and used in accordance with instructions.
   Where staff travel, attend events or work at customer or partner premises, they must follow both Nested Learning's reasonable requirements and the relevant site rules.
   Where another organisation controls premises, it will normally hold primary responsibility for premises-related risks. Nested Learning will nevertheless take reasonable steps to understand material risks affecting its people and to co-operate with the organisation controlling the site.
10. Accidents, incidents and emergencies
    Accidents, significant near misses and dangerous conditions should be reported promptly through the appropriate internal route.
    Nested Learning will:
    respond to immediate risks;
    preserve relevant information;
    investigate proportionately;
    identify corrective action where appropriate; and
    make a RIDDOR report where the legal reporting criteria are met.
    For events or premises under our control, suitable emergency and first-aid arrangements will be made according to the level of risk.
11. Monitoring and review
    Health and safety is an ongoing management responsibility.

This policy and its supporting arrangements will be reviewed at least annually and after any material accident, incident, change in working practice or relevant legal change.