



CASPIAN
SCHOOL OF ACADEMICS

Policy 7.0

HUMAN RESOURCES AND HEALTH AND SAFETY POLICY

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Human Resources and Health and Safety

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Introduction

To deliver high-quality education to its students, the School relies on the dedication and effectiveness of all of its employees.

The School strives to maintain high standards in its buildings and services in order to create a secure, healthy, pleasant, and welcoming environment for its staff and students.

Terminology

'Human resources' refers to the School's full-time and part-time personnel, including both those who have direct interaction with students and those who serve in a more administrative capacity.

The term 'facilities' in this policy refers to the School's property and surroundings, as well as electrical, plumbing, gas, and water supply systems.

'Health and safety' refers to the measures taken by the School to ensure that its working environment is safe and free of potential health hazards, and that it is kept in good state of repair.

Scope

This policy, along with its underlying procedures, covers all aspects of employee working conditions and treatment inside and on behalf of the School. It includes procedures for ensuring that all applicable legal obligations are completed, as well as additional specific expectations related to employment with the School.

The policy also covers all aspects of access to the School's property and services, as well as their regular maintenance. It also includes all arrangements for maintaining a safe and healthy working environment, encouraging safe work, reducing risks, and avoiding accidents.

Aims

The policy's ultimate aim is to guarantee that all personnel may work efficiently within a reasonable and fair framework of established processes that complies with current employment regulations.

Furthermore, the policy aims to ensure that all employees have the necessary knowledge, skill, experience, and confidence to fulfill the required standards of occupational performance, as well as opportunities for personal advancement and development for those who show appropriate motivation, enthusiasm, ability, and potential.

The policy's aim in terms of health and safety is to guarantee that all School property, buildings, and services are kept in good working and decorative order. When on the School's premise, all employees, students, visitors, and contractors should expect to work in a safe and healthy atmosphere.

Every employee and student has a responsibility to ensure their own and others' health and safety at work. The full statutory Health and Safety Policy Statement, as required by the Health and Safety at Work Act 1974, is a substantial addition to this document and is referred to as 7.4 in the related procedures.

Objectives

The Human Resources and Health and Safety Policy, as well as the processes associated, have the following objectives:

Human Resource Management:

- to guarantee that the human resource function is strategically addressed, suitably resourced, managed, and reviewed
- to guarantee that the School works within the confines of existing employment laws

- to ensure that new employee selection and recruitment is conducted efficiently, fairly, and in accordance with current legal requirements and is free from bias or discrimination of any sort
- to guarantee that all new employees receive a thorough and comprehensive onboarding process, as well as enough initial assistance during their first weeks on the job
- to meet and exceed all existing workplace requirements for equality and diversity (see Procedures 1.2 and 1.3)
- to establish and communicate clear rules and expectations about working hours, holiday entitlement, absenteeism, punctuality, and poor performance
- to guarantee that all employees are aware of and understand clear and acceptable workplace discipline guidelines
- to establish and communicate procedures for evaluating employee performance on a regular basis
- to ensure that all workers are informed on the School's rules and procedures, with a focus on those policies and processes that are most relevant to their employment role.
- to guarantee that all employees get proper training and briefing in health, safety, and accident prevention, as well as in essential legislative and regulatory requirements.

Facilities:

- to ensure the safety of employees, students, and visitors by implementing an effective exterior security and access system
- to keep appropriate, clean, and frequently inspected washing and sanitary facilities
- to ensure that the premises are regularly cleaned and maintained
- to perform suitable and regular routine testing procedures relating to School facilities and equipment, including inspections of computer wiring and connections, in order to maintain an acceptable environment inside School premises, taking into account space and access, classroom maximum numbers, and the provision of adequate circulation spaces

Health and Safety:

- to build and maintain a healthy and safe working environment inside the School and its immediate surroundings
- to ensure that the School follows current health and safety laws, including appropriate regulations and codes of practices
- to ensure that health and safety, particularly accident prevention, are adequately addressed in the induction of new employees and students
- to take reasonable precautions to conduct frequent, risks assessment checks and to respond properly based on the results of these inspections
- to ensure that fire prevention measures are strong and effective, and to conduct frequent, documented fire evacuation drills, including special considerations for any physically challenged persons who may be participating.
- to make sure that fire extinguishers, pressure vessels, gas, and electrical equipment are all tested on a regular basis
- to give adequate first aid in the event of a workplace accident involving injuries
- to evaluate any other area of health and safety of employee, student, visitor, or contractor that may require definition, guidance, or regulation

Human Resources and Health and Safety procedures

- Procedure 7.1 Recruitment and Selection
- Procedure 7.2 Staff Development

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- Procedure 7.3 Performance Review
 - Procedure 7.4 Health and Safety Policy
 - Procedure 7.5 General Rules for Health and Safety
 - Procedure 7.6 First Aid Policy
 - Procedure 7.7 Whistleblowing Policy and Procedure
 - Procedure 7.8 Prevention of Fraud, Error and Response Policy
 - Procedure 7.9 CSA Lockdown Policy and Procedures
 - Procedure 7.10 Staff Code of Conduct in Respect of Students
 - Procedure 7.11 Sexual Harassment Risk Assessment Template
 - Procedure 7.12 Risk Assessment Policy and Procedures for Premises and Activities
 - Procedure 7.13 Receipt of Gifts and Hospitality
 - Procedure 7.14 Consent-and-Bystander-Intervention Guidelines

External references:

UK Professional Standards Framework

CIPD Code of Professional Conduct

Relevant employment legislation

Relevant Health and Safety legislation

Applicable Regulations and Codes, including those relating to food and drink, PAT testing, VDU use and environmental issues.