



## NAFAS CERTIFICATES IN FLORAL ART AND DESIGN HEALTH AND SAFETY POLICY

The following policy will apply to tutors working in Centres, organisations and independent tutors registered with NAFAS headquarters.

### STATEMENT

#### NAFAS RESPONSIBILITY

NAFAS has a Health and Safety Policy applicable to NAFAS Headquarters which the Board of Directors is ultimately responsible for.

#### 1. OTHERS RESPONSIBILITY

- 1.1 All course deliverers and learners have a legal duty to take reasonable care for the Health and Safety of themselves, and of other persons who may be affected by what they do or fail to do. This duty implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing they do or fail to do puts themselves or others at risk.
- 1.2 It is the responsibility of all course deliverers and learners to report any shortcomings in health, safety and welfare arrangements, any accident, cause of ill health, dangerous occurrence and any incident which has or may have implications for the health, safety, and welfare of others, to the appropriate body.
- 1.3 Course deliverers and learners must comply with the Health and Safety Policy of the premises and other internal procedures and policies.
- 1.4 Course deliverers must ensure the appropriate insurance cover is in place.

## 2 PROCEDURES

### Risks Assessments and Checks

- 2.1 Tutors are to carry out their own risk assessment to raise awareness of potential risks and hazards. Risk assessments are to be carried out approximately every six months.

The findings of the individual risk assessments to be recorded and kept on file and a copy should be sent to the Course Consultant. Any areas highlighted should be actioned as soon as is practically possible.

- 2.2 The Tutor should ensure students adhere to guidelines.

### Accidents/Incidents

- 2.4 Any accident or incident must be reported as soon as is practicable possible.
- 2.5 The Tutor will ensure that a record is kept of every incident that is reported in an accident book both at the venue and their own course accident book.
- 2.6 The Tutor will take any remedial action considered suitable as soon as is reasonably practicable.
- 2.7 The Tutor will report any **serious** accidents or incidents to the Education Administrator at NAFAS Headquarters.

### Fire Procedures

- 2.8 All tutors and learners should familiarise themselves with the procedures applicable to their particular premises.
- 2.9 Fire and evacuation procedures must be displayed prominently in the building.
- 2.10 For each location it must be ensured that regular testing of fire alarms take place.
- 2.11 Building evacuations will take place 6 monthly.

## First Aid

- 2.12 All premises must be equipped with a First Aid box suitable for that location and a notice displayed of the location of a First Aid Officer or the contact details of the nearest medical assistance.

## Duty to Report to Health & Safety Enforcing Authority

- 2.13 Major injury or death must be reported to the Health and Safety Enforcing Authority.

The reporting procedures given in the Health and Safety Executive pamphlet, 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)' must be followed. A copy can be downloaded from:

[www.hse.gov.uk/pubns/indg453.htm](http://www.hse.gov.uk/pubns/indg453.htm)

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