



*Tailor-made learning
& cultural experiences*

Equinox Workplace Policies

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Smoke Free Policy

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Equinox Education Services Ltd

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Equinox Education Services Ltd

Workplace Policies

Health & Safety Policy

Equinox Education Services Ltd (EES) will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The company will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the company .

The company will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- b) ensure that a advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, including temporary staff and visitors.
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- m) Develop and maintain a positive and proactive health and safety culture;
- n) ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- o) recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions;
- p) recognise Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions;
- q) be committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by management and the directors;

The company recognises that the implementation of these policies requires the commitment, co-operation and active involvement of all Company employees to ensure its success and effectiveness.

The Company will review this Policy Statement at least annually;

The Company will ensure that this Policy is effectively communicated to all staff.

Bullying & Sexual Harassment Statement

At Equinox Education Services Ltd we will make every commitment to our employees that nobody feels or is being bullied or sexually harassed either by fellow colleagues, management or customers in their quest to carry out their job function to the best of their ability.

At Equinox Education Services Ltd encourage all our employees to come forward, with a witness of their choice in a formal environment to air concerns on this matter that do not adhere to the common culture and practices of the company.

At Equinox Education Services Ltd as an employer will not tolerate bullying in any form and shall investigate all situations that are notified to management in order to resolve these issues expeditiously.

Anyone found guilty of bullying shall be dealt with accordingly be it internally or through a tribunal.

Stress Policy Statement

It is the working policy of Equinox Education Services Ltd. to provide its employees with a working environment that is safe, along with being ergonomically and technically sound. The tasks carried out by each employee in their role should be within the employee's capability. All appointments made by Equinox Education Services Ltd should have the relevant experience associated with carrying out the said job function, without putting the employee under abnormal levels of stress.

We at Equinox Education Services Ltd will encourage our team members to assist management in identifying undue stress levels, be they incurred by the work undertaken or by extenuating circumstances in order to create a better stress-free working environment.

Equinox Education Services Ltd will commit to its employees a minimum of one formal employee review every 12 months in order to potentially promote within. More importantly, it will give the employee an opportunity to give feedback to Equinox Education Services Ltd management on ways of improving what we do without hindering the employee and the tasks related to that employee.

Smoke - Free Workplace Policy

Purpose

Second-hand smoke, also known as Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy

It is the policy of Equinox Education Services Ltd that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for policy implementation rests with the Managing Director. All staff has an obligation to adhere to, and facilitate the implementation of this policy.

The Centre Managers at all EES programme sites shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment/induction.

Any outdoor smoking facility at RRS programme sites are provided is at the discretion of each facilities management team and is subject to the requirements of the legislation. There is no legal obligation on an employer to provide an outdoor smoking area.

Policy Regarding Infringements

Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking Cessation

Information on how to obtain help quitting smoking is available from the National Smokers' Quit line on call save 1850 201203 or the Health Promotion Department of local Health Boards.

For further workplace information contact the Office Tobacco Control, Principal Environmental Health Officer at your local Health Board or log onto www.smokefreetatwork.ie

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Equinox Education Services Ltd.