



Health & Safety General Policy

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| Policy no: | 9.2 |
| Version no. & date: | V0.3 |
| Next review due: | September 2023 |
| Responsible Committee: | SMT |
| Approved by & date: | BoG October 2020 |
| Linked policies: | Safeguarding and Prevent Policy Disability Policy Health and Safety General (Peninsular) Health and Safety Statement (Peninsular) |
| External reference | The Health and Safety at Work Act 1974 (HASAWA) lays down wide-ranging duties on employers. Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public [including students]. |
| | UK Quality Code UKSCQA/02 Expectations for Standards, Core Practice S1 (p3); <i>The provider uses external expertise, assessment and classification processes</i> Consultants for H&S https://www.peninsulagrouplimited.com/ |
| Audience: | Students, Staff and Stakeholders |

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1 Purpose

This document sets out the College's responsibilities in respect of the Health and Safety of its staff, students and anyone else working in or visiting College premises included premises that are hired or leased by the College. This policy statement applies to all Oxford Business College Study Centres where staff and/or students are required to attend for work, study or other social events including the following locations:

OXFORD Head Office

65 George Street
Oxford, OX1 2BQ

LONDON Campus

Windermere House
Kendel Avenue
Park Royal
London, W3 OXA

SLOUGH Campus

Berkshire
Meridian House
2-4 The Grove
Slough SL1 1QP

NOTTINGHAM Campus

Nottingham Free School
290 Haydn Road
Nottingham, NG5 1EB

2 General Statement

In accordance with Sections 2 and 3 of The Health and Safety at Work, etc., Act 1974, the College and its managers will ensure, so far as is reasonably practicable, the health, safety and welfare of all its staff, students, visitors and contractors where they have access to, or contact with, places where the business of the College is transacted.

To this end the College will, as far as is reasonably practicable, comply with all appropriate legislation and Approved Codes of Practice as may be issued by the Health and Safety Commission. Additionally, the College will take steps to ensure the health, safety and welfare of its staff on contract sites by bringing the content of this Policy and mode of implementation to the attention of contractors.

In order to ensure appropriate health and safety policies and procedures are in place in all its locations, the College affirms its practice of hiring the services of professional consultants Peninsula of Peninsula Group Limited. The College consultants provide the College with up to date policies, documentation, training and carry out annual visits to ensure that the College meets all its obligations under the Health and Safety at Work Act 1974 or HASAWA.

3 Communication

The College Health and Safety policies and procedures are to be communicated to all staff during staff induction and to all students during student induction. Reminders of the policy and procedures are to be given at regular intervals.

4 Review

The policy and procedures are reviewed annually by the SMT and revised as and when necessary.

5 Aims

- to maintain safe and healthy working conditions
- to actively manage and supervise health and safety at work to consult with our employees on matters affecting their health and safety
- to provide adequate control of the health and safety risks arising from our work activities, preventing accidents and cases of work-related ill health
- to prevent accidents and cases of work-related ill health
- to provide and maintain a safe environment including safe handling of furniture, equipment and any substances such as cleaning products
- to ensure all employees are competent to do their tasks, and to provide adequate training
- to provide competent advice, information and supervision for employees
- to provide training where necessary for our workforce, taking account of any learning difficulties including those who do not have English as a first language
- to provide the resources required to make this policy and health and safety arrangements effective.
- to cooperate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work
- to cooperate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.
- to continuously improve our health and safety performance and management through regular (at least annual) review and revision of this policy

6 Responsibilities

The College Welfare Officer will ensure that Health and Safety Training is given to Health and Safety Representatives in all College premises that are occupied by College staff, students or other

stakeholders. All appointed Health and Safety Representatives will report to the Welfare Officer, who reports to the Academic Board and to the Senior Management Team.

In order to meet its obligations under HASAWA, the College will carry out the following Health and Safety procedures

6.1 Academic Department

Nominated H&S Managers in the Academic Department are responsible for the safety of their team or class within the working environment and shall:

- ensure that Risk Assessments have been prepared by the Welfare Officer for all tasks to be undertaken and that control measures adopted adequately minimise the risk to acceptable standards. They shall further ensure that the Risk Assessments are reviewed at least annually, and the control measures revised as and when required
- ensure that health and safety issues are raised on a regular basis at team meetings at all levels within their teams or classes
- ensure that accidents and incidents that happen within their teams or classes are reported according to procedure and that they monitor sickness due to accidents at work and report appropriately to the Welfare Officer
- ensure that all new staff, volunteers and students participate in induction in accordance with the relevant Induction procedure (7.3, 7.4 & 7.5 staff and 7.7 for students).

6.2 Operations, Marketing and IT and Finance Departments

All staff and volunteers in these departments have a statutory duty to cooperate with the management of the College in providing a safe and healthy working environment. They are required to do the following:

- carry out their duties without endangering the health and safety of themselves, colleagues, third parties and/or the general public
- ask any person they observe to be behaving dangerously or working in an unsafe manner, to stop doing so, calling for appropriate support if such person fails to comply
- comply with all instructions appertaining to safety, by following all College procedures, all statutory provisions, Codes of Practice, Health and Safety Regulations and Safe Systems of Work and report any incidents where others are not so doing
- inform their immediate line manager of any defect or work situation, which may reasonably be considered to represent a danger, or any shortcomings identified in the arrangements made for health and safety
- inform the Welfare Officer of any personal health and safety requirements that they may have
- use any equipment, including PPE (Personal Protective Equipment) provided, in accordance with the information, instruction and training they have received
- follow all policies, procedures and guidelines provided by the College or its representatives and consultants in complying with health and safety measures such as those appertaining Covid-19
- facilitate the proper implementation of the Health and Safety Policy at all times

- will report any incident or accident which has, or could have, resulted in illness, injury or damage to property; to their line manager and the Site Safety Officer as soon as possible.

6.3 Members of staff, students and other stakeholders such as volunteers shall

- undertake personal (dynamic) assessments of risk as required, based on information, training and resources available
- make considered judgements in order to use the available resources in such a way as to achieve an acceptable level of safety whilst undertaking the task
- nominate Safety Representatives if required to raise issues relating to health and safety at work on their behalf

6.4 Safety Representatives

By law, all workplaces must elect/appoint employee representatives for health & safety as set out in The Safety Representatives and Safety Committees Regulations 1977. Safety Representatives have agreed to undertake relevant training in health and safety.

Safety Representatives are not legally liable for anything they do or fail to do as a Safety Representative. They have legal rights but no legal duties.

Safety Representatives shall be permitted to take time off, with pay, during working hours as is necessary to perform the functions as set out above and to undergo any health and safety training as is reasonably necessary for them to fulfil their role.

6.5 Contractors, visitors and Clients

All visitors, including contractors and clients, are entitled to such information as necessary to ensure their health and safety whilst on College premises. Provision of such information shall be the responsibility of those persons managing the respective services.

Contractors, depending on the nature of the service they are providing, may need substantially more information than visitors, who merely have appointments with staff. Such information may include the location of asbestos or fragile roofs. Contractors must inform members of staff of any risks e.g. from equipment, substances or working practices that they introduce to the premises.

Contractors should be contractually obliged to provide copies of their own Health & Safety policies as appropriate and provide method statements as required by specific regulations governing their work. They should also comply with all relevant College requirements whilst on College premises.

6.6 Students

All students have a responsibility to do everything they can to prevent injury to themselves, their fellow students, staff and any other person whilst on College premises.

Students shall ensure they are familiar with emergency evacuation procedures.

Students are required to report any accidents or near misses which have occurred, whilst on College premises or at any location where work placement is being undertaken, to their tutor or other College employee, as soon as practicable.

Students shall use any equipment provided in accordance with the training that they have received. They are required to report any problems they foresee in any protection arrangements and inform their tutor or other College employee, of any potential hazard, imminent danger or risk, no matter how small they seem at the time.

Students are required to inform their tutor of any personal health and safety need or requirement they may have.

The College will require that any students placed on work placement activities will be made aware of the health and safety issues relating to the specific workplace.

7 General arrangements

7.1 Induction procedures

New members of staff will receive, as part of initial Induction, guidance on health and safety. This will include arrangements for First Aid and Fire Evacuation. Their personal obligations under the law will be explained. Additional training, where necessary, will be provided through line management to accommodate the specific needs of an individual.

Student induction procedures are described in Policy 7.7 and staff induction is covered in Policies 7.3, 7.4 and 7.5.

Control of Substances Hazardous to Health (COSHH)

All staff required to use hazardous substances during the course of their duties shall be afforded any health and safety information necessary to apprise them of any risks to health. All such products will be replaced when possible by safer and/or more environmentally friendly products.

In all College Study Centres, most of the hazardous substances will be used in cleaning operations and the Welfare Officer must ensure that contractors supply Safety Data Sheets for any substances used or stored by them on College premises.

7.2 Display screen safety (working with computers)

The College will ensure that all persons who use display screens and those who manage them shall have available to them adequate health and safety information and where appropriate, written instructions. All such work equipment will be maintained on a proper basis and must only be used by authorised, trained personnel. Workstation self-assessment packages are available to all staff and should be undertaken at least annually, or when workstations or office layouts are altered.

7.3 Work equipment safety

The College will ensure that all persons who use and those who manage work equipment shall have available to them adequate health and safety information and where appropriate, written instructions. All such work equipment will be maintained on a proper basis and must only be used by authorised, trained personnel. A “Work Equipment Register” will be maintained for each premises by the Welfare Officer.

7.4 Safe manual handling

The Welfare Officer is aware that manual handling of loads can be a major source of occupational injury and ill health. Some jobs involve lifting and carrying even to a minimum degree. The College will try to reduce such instances to a minimum. The Welfare Officer should ensure that all new staff (during the induction process) are aware of the need to lift and carry safely. Members of staff required to carry out duties that present a significant risk will attend a course on safe lifting, organised by the Welfare Officer. In addition, where appropriate, tasks will be assessed with a view to improving the health and safety of such members of staff.

Members of staff must notify managers of any change of circumstances that may prevent or limit their lifting and carrying ability (e.g. bad backs, pregnancy, etc).

7.5 Accident and incident reporting and investigation

All injuries and dangerous occurrences will be reported and investigated, as soon as possible, by the relevant representation and recorded by the Welfare Officer. Further investigation, where necessary, shall be made by the Welfare Officer. Any necessary action shall be taken to remedy the situation. Where local action is not appropriate then specialist advice must be sought without undue delay.

7.6 First Aid provision

Throughout the College’s Study Centres a number of personnel shall be trained and certified in accordance with the Health and Safety (First Aid) Regulations.

7.7 Electrical safety

In accordance with the Electricity at Work Regulations the Welfare Officer shall arrange for the PAT testing and servicing of College Study Centre fixed installations by a competent person. In addition, as part of the quarterly inspection by the Welfare Officer, a routine check of leads, plugs etc. will be carried out. All staff are reminded of the dangers of electricity and must take defective equipment out of use and report the matter as soon as possible.

7.8 Arrangements for lift safety

The lifts in the College Study Centres will be made available for any person who has a disability which prevents him or her from using the stairs. This disability may be permanent or temporary (e.g. broken limbs, medical conditions, etc). An assessment of the need will be conducted by a member of staff who reports to the Welfare Officer.

Contractors/visitors/staff may use the lift when it is necessary to relocate equipment from one floor to another. Lift keys are available from centre managers and should be obtained directly from them so that operational instructions can be issued.

All staff can use the lift except in an emergency. If the lift breaks down there is a clear notice displayed in the lift which directs the person to press the yellow button and a person from the lift company will immediately talk to the person stranded and let them know that the College reception has been notified and the engineer will be immediately sent.

7.9 Arrangements for dealing with serious and imminent danger

The Welfare Officer is responsible for ensuring that arrangements are established and monitored to deal with any incident that presents a serious and imminent danger. Nominated personnel will be assigned specific responsibilities for ensuring that procedures to deal with fire and bomb evacuation are implemented and practised regularly.

7.10 General conduct

The importance of standards cannot be stressed too highly. The commitment to health, safety and welfare is two-edged, on one side there are the obvious benefits to the individual and on the other, the benefits to the College of reduced absenteeism due to ill health and injuries and an increase in general health and efficiency.

8 Concluding Declaration

Implementation of this policy will enable the College to maintain appropriate health and safety standards in all College locations. It will ensure that the College uses external expertise to ensure it complies with all up to date legislation and best practice appertaining to health and safety at work. It will also ensure that our employees recognise their duties under health and safety legislation, and that they take reasonable care for themselves and for others who might be affected by their activities whilst at work.

The College will remind all staff of their duty of take and their responsibility to ensure they are fully aware of the College health and safety policy and procedures as they apply to any of the College's Study Centres. These duties are explained on first employment at induction and set out in the Staff Handbook (7.11) given to each employee, which sets out their duties and includes information on health and safety rules.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

SIGNATURE:

DATE:

POSITION: