

Health & Safety

GENERAL POLICY STATEMENT

OXFORD BUSINESS COLLEGE

Oxford Business College recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level. In accordance with Sections 2 and 3 of The Health and Safety at Work, etc., Act 1974, the College 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.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business. This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work-related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate 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; and
- our duty to co-operate 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 help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

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

SIGNATURE: *Pauline* DATE: 28/10/2020

POSITION: ~~Managing Director~~

Peninsula Victoria Place, Manchester M4 4FB
0844 892 2773 peninsula-uk.com



PENINSULA

Peninsula Business Services Ltd has been certified by BSI to ISO 9001, OHSAS 18001 and ISO 27001 under certificate numbers FS 543954, OHS 559402 and IS 559052 © Peninsula Business Services Ltd 2016