



POLICIES & PROCEDURES

Health & Safety Policy

Reviewed on: 30/07/2024
Reviewed by: David Bendell
Signed: *D Bendell*

Next Review Date: July 2025

DEFINITION

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and to meet our legal duties. Health and safety are an integral part of how we do business as a responsible employer, and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Organisation

This part of the policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, proformas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant Legislation

This sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

PROCEDURE

At Oxford Energy Academies we recognise our duties under current health and safety legislation, and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business including apprentices and other learners.

Oxford Energy Academies recognises its duty to make regular assessment of the hazards and risks created during our day-to-day business.

We recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions for apprentices and other learners.
- to provide adequate control of the health and safety risks identified.
- to consult with our employees on matters affecting their health and safety at work .
- to provide and maintain safe plant and equipment.
- to ensure the safe handling and use of substances.
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- to ensure that all workers are competent to do their work, and to give them appropriate training.
- to prevent accidents and cases of work-related ill health.
- to actively manage and supervise health and safety at work.
- to have access to competent advice.
- to seek continuous improvement in our health and safety performance and management through annually reviewing and revision of this policy.
- to provide the resource required to make this policy and our health and safety arrangements effective.
- to co-operate and work with other employers when we work at premises or sites under their control and to ensure the continued health and safety of all those at work.
- 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 inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

HEALTH & SAFETY MANAGEMENT

Structure

Although the Director has overall responsibility for the implementation of this policy day to day, responsibility for issues have been delegated to key personnel.

The management structure within our business is shown here and the allocation of day-to-day responsibility for health and safety issues is shown in the Responsibility Chart which appears later in this document.

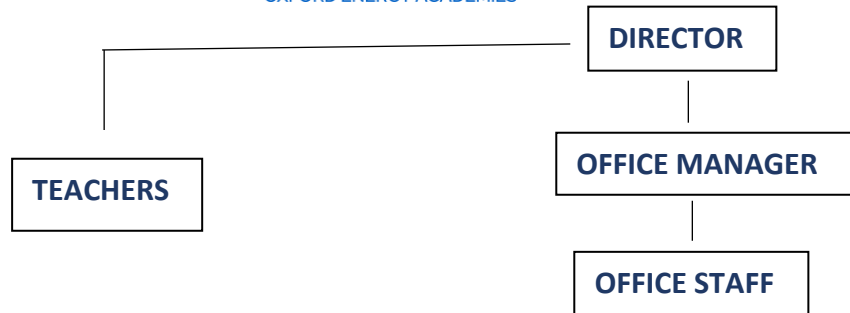


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Responsibilities

The Director has recognised that he retains overall responsibility for health and safety matters. He also recognises the business needs to act in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees, apprentices and other learners.

General

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' and apprentices' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

- Ensure adequate arrangements are in place to deal with fire safety at our premises or at our client's premises.
- Ensure employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Ensure emergency equipment is provided, tested and maintained appropriately.
- Ensure adequate Fire Risk Assessments are completed.

Risk Assessment

- Ensure risk assessments are undertaken, and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Ensure risk assessments are documented.
- Ensure the outcomes of risk assessments are communicated effectively to employees and others.

Premises

- Provide a suitable and safe working environment for employees and apprentices with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks posed by asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

- Ensure all equipment provided by the organisation is suitable and properly used.
- Ensure all work equipment is adequately maintained and safe.
- Ensure portable electrical appliances are adequately maintained, inspected and tested.
- Ensure appropriate hand tools are provided and maintained.
- Ensure any Personal Protective Equipment (PPE) provided gives suitable protection; is used and that employees and apprentices are given information, instruction and training on its use.

Substances

- Ensure all substances are used safely.
- Ensure all substances are appropriately stored.

Monitoring

This policy and arrangements are actively monitored through the periodic review of our completed Safety Record Forms and by using Periodic Workplace Checklists. The Director has overall responsibility for this, but some of the routine tasks may be delegated. Oxford Energy Academies also use an Annual Health and Safety Review form to determine whether our existing Health and Safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be considered during the annual review.

The Responsibility Table below identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements set out later in this policy document.

Responsibility Table

The Responsibility Table illustrates the allocation of individual health and safety responsibilities to the personnel / management position identified within its header.

Safety Arrangements	Director	Office Manager	Teacher	Workshop Technician	Apprentice Coordinator	Course Manager
Managing Health & Safety at work		?				
Accident, Incident & Ill Health Reporting & Investigation			?			
Workplace H&S Consultation - One-to-one				?	?	?
Risk Assessment and Hazard Reporting	?	?		?		
Substance & Alcohol Abuse	?					
Purchasing	?					
New and Expectant Mothers	?					
Employing Children & Young Persons	?		?			
Health & Safety Training		?				
Health & Safety of Visitors		?				
Personal Protective Equipment			?	?		
Safe Systems of Work	?					
Action on Enforcing Authority Reports	?					
Equality and Disability Discrimination Compliance	?					
H&S Information for Employees, Apprentice Employers & Apprentices	?				?	?
Fire Safety Arrangements and Procedures	?	?	?	?	?	?
Safety Arrangements	Director	Office Manager	Teacher	Workshop Technician	Apprentice Coordinator	Course Manager
First Aid	?			?	?	
Welfare, Staff Amenities, Rest Rooms & the Working Environment			?	?		
Housekeeping & Cleaning			?	?		

Building Services	?	?				
Control of Hazardous & Non-Hazardous Waste			?	?		
Access, Egress, Stairs & Floors			?	?		
Workplace Signs			?	?		
Premises	?	?				
Electrical Safety	?		?			
The provision, use & maintenance of work equipment			?			
Hand Tools			?	?		
Office Equipment		?				
Storage of Chemical Substances & Agents			?	?		
Control of Flammable Liquids			?	?		
Slips, Trips & Falls	?	?	?	?	?	?
The Safe Use of Machinery			?			
Abrasive Wheels			?			
Lifting Equipment & Lifting Operations	?		?			
Work at Height	?		?			
Access Equipment	?		?			
Hot Work			?			
Live Electrical Work			?			
Isolation & Lock-Off Procedures			?			
Battery Charging and Use			?			
Occupational Road Safety					?	
Safety Harnesses, Lanyards & Fall Arrest Equipment	?		?			
Manual Handling			?			
Display Screen Equipment & DSE User Eye Tests & Spectacles		?				
Use of Chemical Agents & Substances			?		?	
Asbestos at work- survey No ACMs & Off-site risk	?					
Aggression & Violence in the Workplace			?			
Dermatitis			?			
Working with Children			?			
Contractor Control & Management	?	?				
Roof Work	?					
Basic Scaffolding	?		?		?	

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

RELEVANT LEGISLATION

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance.

If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved. This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared.

The Business Safe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK). Not every piece of the legislation will apply to our operation on a day-to-day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the Business Safe 24-Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended).
- European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures.
- European Regulation (EC) No 304/2003 concerning the export and import of dangerous chemicals, as amended.
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015.
- Confined Spaces Regulations 1997.
- Construction (Design and Management) Regulations 2015.
- Control of Artificial Optical Radiation at Work Regulations 2010.
- Control of Asbestos Regulations 2012.
- Control of Lead at Work Regulations 2002.
- Control of Major Accident Hazard Regulations 2015.

- Control of Noise at Work Regulations 2005.
- Control of Substances Hazardous to Health Regulations 2002 (as amended).
- Control of Vibration at Work Regulations 2005.
- Corporate Manslaughter and Homicide Act 2007.
- Dangerous Substances and Explosive Atmospheres Regulations 2002.
- Electricity at Work Regulations 1989.
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended).
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010 ☐ Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended.)
- Gas Appliances (Safety) Regulations 1995 (as amended).
- Gas Safety (Installation and Use) Regulations 1998.
- Gas Safety (Management) Regulations 1996.
- Hazardous Waste Regulations 2005 (as amended).
- Health and Safety Offences Act 2008.
- Health and Safety at Work etc. Act 1974.
- Health and Safety (Consultation with Employees) Regulations 1996.
- Health and Safety (Display Screen Equipment) Regulations 1992.
- Health and Safety (First Aid) Regulations 1981 (as amended).
- Health and Safety Information for Employees Regulations 1989 (as amended).
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) ☐ Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990.
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015.
- Ionising Radiations Regulations 1999.
- Lifting Operations and Lifting Equipment Regulations 1998.
- Lifts Regulations 1997.
- Management of Health and Safety at Work Regulations 1999 (as amended).
- Manual Handling Operations Regulations 1992 (as amended).
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992.
- Personal Protective Equipment Regulations 1992 (as amended).
- Pressure Systems Safety Regulations 2000.
- Provision and Use of Work Equipment Regulations 1998.
- Radiation (Emergency Preparedness and Public Information) Regulations 2001.
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH).
- Regulatory Reform Fire Safety Order 2005.

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Safety Representatives and Safety Committees Regulations 1977.
- Work at Height Regulations 2005 (as amended).
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Working Time Regulations 1998 (as amended).