



HEALTH AND SAFETY POLICY

Changes	Date of change	By Whom	Next review
Revision re On Course South West branding	14 July 2015	DE	
Review of Content requirement in line with legislation and new organisation	14 July 2015	DE	January 2016
Updated responsible persons	1 January 2016	DE	
Change in post	13/01/17	NDS	
Change in post titles and review	02/05/2017	NDS	May 2018
Change in post and Review	19/04/2018	NDS	May 2019

CONTENTS

1	Introduction	3
2	Statement of Policy and Arrangements	4
3	Compliance with the Policy	6
4	Responsibility of Directors and Senior Managers	6
5	First Aid Provision	7

1. Introduction

On Course South West ("the Company") 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 reasonably practicable, that non-employees such as learners, visitors and contractors are not exposed to health and safety risks from the work activities of the Company.

The Company is required to draw the attention of all employees to the provisions of the Health and Safety at Work Act 1974, and subsequent associated legislation.

The Company gives a high level of priority to the promotion of the health, safety and welfare of all employees, learners and visitors. This will be ensured by providing the necessary resources and management to carry out the Health and Safety Policy effectively.

2. Statement of Policy and Arrangements

Joanna Dennison, Chief Executive Officer : -		has overall and final responsibility for health and safety
James Laidlaw, Learning Resource and Premises Officer : -		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements in place
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Ernie Edgcumbe, Senior Manager James Laidlaw, Health and Safety Representative	To provide a safe well maintained work environment, through the usage of risk assessments, capability tests and reviews on all working practices. Relevant risk assessments are completed and actions arising out of those assessments implemented. All risk assessments reviewed when working habits or conditions change.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Ernie Edgcumbe, Senior Manager James Laidlaw, Health and Safety Representative	Trained personnel providing a robust and thorough internal training program to all staff and contractors, with a competency based framework. Providing a clear and definable employee framework, and code of conduct. Ensuring that suitable arrangements are in place to cover employees engaged in venues away from the Company's main office.
Engage and consult with employees on day-to-day health and safety conditions	Ernie Edgcumbe, Senior Manager James Laidlaw, Health and Safety Representative	Actively and regularly providing all employees with an open forum to discuss any potential, new or ongoing health and safety matters, including routine health and safety performance review meetings. Responding to any issues raised at the earliest opportunity.
Implement emergency procedures – evacuation in case of fire or other significant incident. The	Ernie Edgcumbe, Senior Manager	Through an initial internal induction and continuous training ensuring all staff, tutors, and visitors, are made aware of the

following individuals will assume the Fire Marshal Role and training to other representatives :-	James Laidlaw, Learning Resource and Premises Officer Caroline King, Curriculum Manager Neil Sellors QA Manager Abbie Chanter	building escape routes, safety equipment (where appropriate). Ensuring routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and up to date. Ensuring an adequate number of staff are allocated/trained in a Fire Marshal role.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Ernie Edgcumbe, Senior Manager James Laidlaw, Health and Safety Representative	Maintaining a true and accurate risk assessment register of all works practices and equipment. Maintaining an accurate equipment log, the servicing of said equipment which is carried out by appropriate trained engineers, on a routine basis, and defects are promptly addressed. All facilities are provided to a high standard.

Signed: * (Employer)		Date:	
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Health and Safety law poster is displayed at:	On the wall of Main Office Entrance (Hyde Park House), next to the Fire Safety sign-in Book.
First-aid box is located:	Office: To the left of the Kitchen sink, which is a clear accessible position for all staff members. Learning Hub: Behind the Customer Service Desk.
Accident book is located:	Inside the main First aid box.

All accidents and ill health at work reported under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in line with the Health and Safety Executive (HSE).

3. Compliance with the Policy

On Course South West Staff, at all levels, have a responsibility for health and safety under sections 7 and 8 of the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations. All staffs are responsible for:

- a) Complying with the contents and spirit of the Company Health and Safety Policy, and other associated guidance documents, to the best of their ability;
- b) Conducting themselves and encouraging others to act in a manner conducive to safety and the safety of others;
- c) Co-operating with the Company management and others in meeting statutory requirements and approved codes of practice;
- d) Using equipment, plant and materials in a safe manner and for the purpose for which it was intended;
- e) Making use of safety equipment and materials where provided;
- f) Reporting all dangerous situations or defects in Company plant or equipment, informing Directors, Senior Management or other appropriate persons;
- g) Reporting all incidents and dangerous occurrences to the Company Directors, Senior Managers, or other appropriate persons, whether an injury has been sustained or not under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, by completing the Company Accident Report Form;
- h) Observing the "No Smoking" rule throughout the Company offices and venues;
- i) Encouraging all learners to behave in an appropriate manner, and to consider the needs and feelings of others.

4. Responsibility of Directors and Senior Managers

The Directors and Senior Managers have the primary responsibility for Health and Safety within the Company and will:

- a) Ensure that key personnel in the safety structure (section 2) know and accept their individual responsibilities relating to health and safety, and have received the necessary information, instruction and training to carry out their duties competently;
- b) Make the necessary representation and arrangements to seek adequate financial resources to cater for the needs of health and safety within the Company;
- c) Ensure that effective communication channels are maintained to convey such information concerning health and safety which may affect any of the staff under her/his control;
- d) Encourage good safety practice and safety training of staff and learners as an integral part of the working and learning environment;
- e) Revise the health and Safety Policy as necessary, and bring any such revisions to the attention of all staff and learners.

5. First Aid Provision

The First Aider is always present on the premises. In case of an incident please report it to your manager or the First Aider direct (Designated First Aiders displayed on the wall of Main Office Entrance at Hyde Park House).