



### Health and Safety Policy

<b>Policy intended for:</b>	Staff
<b>Category:</b>	Health and Safety
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<b>Policy Implemented by:</b>	Principal
<b>Policy Monitored by:</b>	Principal and Deputy Principals
<b>Reviewed by:</b>	Principal
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<b>Consultation with:</b>	Senior Leadership Team (SLT)
<b>Record of changes &amp; additions:</b>	Jan 218: Removed Academic Director Jan 20: None
<b>Next Review</b>	August 2020

## Introduction

It is the policy of Oxford International College that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all College employees and any other persons who may be affected by its activities, including students, tutors, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run College. The College requires, therefore, that a high standard of safety be achieved and maintained across the College site and throughout all its activities.

Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

In order to meet these objectives, the College will provide:

- A safe working environment;
- Safe working practices;
- Suitable and sufficient information and training;
- Effective emergency procedures.

## Responsibilities

1. Overall and final responsibility for health and safety lies with the Proprietor
2. Overall operational management of Health & Safety will be supervised by the Principal.
3. Day- to- day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer
4. All employees are required to:
  - co-operate with the managers on health and safety matters;
  - to not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety;
  - report all health and safety concerns to an appropriate person; and
  - report all accidents and incidents

## Health and Safety Risks arising from College activities

1. Risk Assessments will be undertaken by the Principal and Health and Safety Officer. They will have specific responsibility for ensuring that staff and students are covered by suitable and sufficient risk assessments for the jobs and activities they are to undertake within their area of responsibility.
2. The findings of the risk assessments will be reported to the relevant staff and students as appropriate
3. Action required to remove / control the risk will be approved by the Senior Leadership Team.
4. Responsibility for ensuring the actions required to reduce or control the risk are implemented will be with the Senior Management Team.
5. Assessments will be reviewed annually or when significant changes to the activity occur.

## Consultation with Employees

The College recognises its responsibility to consult with employees on all matters involving health and safety. Where employees are represented by trade unions this consultation will be through the unions appointed safety representative.

## Safe Plant and Equipment

The College recognises its responsibility to ensure all plant and equipment provided is fit for purpose and maintained in accordance with manufacturer's instructions.

1. Overall and final responsibility for plant, equipment and building maintenance lies with the Proprietor who will be responsible for ensuring effective maintenance procedures are prepared and implemented.
2. Any problems found with plant and / or equipment should be reported to the Health and Safety Officer.

## Safe Handling and use of Substances

The College recognises its responsibility to control or reduce to a safe level the exposure to hazardous substances to prevent ill health to staff, students, contractors and visitors.

1. Overall responsibility for identifying which substances require a COSHH assessment lies with the Health and Safety Officer who will be responsible for undertaking COSHH assessments for activities and ensuring that actions identified in the assessments are implemented and that information regarding the control measures are provided for all employees and students.

2. For building and contractors' operations the responsibility for COSH lies with the Building Manager or the Health and Safety Officer depending on the nature of the task. This person responsible will be identified before any work is commenced.
3. Responsibility for checking that new substances can be used safely before purchase lies with the Health and Safety Officer.
4. Assessments will be reviewed annually or when the activity changes whichever is soonest.
5. Where failures in procedures or controls occur these will be reviewed by the Health and Safety Committee

### Information, instruction and supervision

1. The Health and Safety Law poster is displayed in the Bursars office which is situated on the second floor.
2. Health and Safety advice is available from the Health and Safety Officer.

### Competency for tasks and training

The college accepts its responsibility to provide new employees with suitable and sufficient health and safety induction training. This training will include:

- First Aid
  - Fire safety
1. General Health and Safety training including induction for new staff will be provided by the Director of Studies.
  2. Job specific training will be identified by the Senior Management Team **who** will be responsible for ensuring that all staff under their control will be provided with appropriate training relevant to their role and this will include any specialist training and assessment.
  3. Training records are kept by HR
  4. Training will be monitored by HR

## Accidents, First Aid and work-related ill health

The College accepts its responsibility to ensure a safe working environment.

1. First Aid boxes are kept at the following locations – main office, science areas, kitchens and the art room.
2. The college has an appropriate number of First Aiders – they are identified by signage around the college.
3. The accident book and incident book is located in the main office.
4. The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authorities lies with the Health and Safety Officer.

## Monitoring & Review

1. To check the College's working condition and ensure safe working practices are being followed, the College will monitor health and safety by;
  - a. Undertaking regular inspections
  - b. Investigating accident trends
  - c. Undertaking annual audits
2. The responsibility for undertaking regular inspections lies with the Health and Safety Officer.
3. The responsibility for investigating accidents and incidents lies with the Health and Safety Committee.
4. The responsibility for acting on investigation findings to prevent a recurrence lies with the Health and Safety Committee.
5. Responsibility for performing an regular audits of Health & Safety arrangements in their areas lies with the Health and Safety Officer.
6. Responsibility for coordinating the annual audit and summarising the results lies with the Health and Safety Committee.
7. Responsibility for reporting on Health and Safety to the Proprietor lies with the Health and Safety Committee.
8. Responsibility for amending the Health and Safety Policy and reviewing procedures lies with the Health and Safety Committee.

## Emergency Procedures – Fire & Evacuation

1. Responsibility for ensuring that fire risk assessments are undertaken and implemented lies with the Health and Safety Officer.
2. Fire Extinguishers are checked by Monarch. This will be organised by the Principal.
3. Fire Alarms are tested weekly on a Tuesday 3.00 pm.
4. Emergency evacuations drills are organised by the one of the Health and Safety Officers. After each drill an evaluation is carried out and any necessary adjustments made.
5. Responsibility for reviewing fire risk assessments and evacuation procedures annually or when operational procedures change lies with the Health and Safety Team.

## Further information

If you have any questions about XXX at Oxford International College, please contact:

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