



Health and Safety Policy

Bridge House, 56 Bridge Street
High Wycombe, Buckinghamshire, HP11 2EL, England, United Kingdom

Tel : + 44 1494 25 6340
WhatsApp: +44 7494 913216
admissions@oxfordce.co.uk

Website:
cpd.oxfordce.co.uk
oxfordce.co.uk

15/11/2023

Next Review date: 15/11/2024

2- Occupational Health and Safety Policy

Oxford College of Education (OCE) is dedicated to upholding the highest standards of occupational health and safety for our valued staff, students, contractors, and visitors. We are steadfast in our commitment to fostering an environment conducive to excellence in education, research, and enterprise. In fulfilling this commitment, the Council, as the governing body, recognizes and acknowledges its obligations under Health and Safety statutory provisions.

The College acknowledges both its moral responsibility and statutory duty to ensure, to the extent reasonably practicable, the health, safety, and welfare of all individuals affected by its operations. This duty encompasses:

- Provision and continuous maintenance of a safe working and learning environment for employees and students, coupled with adequate facilities and welfare arrangements to support their wellbeing.
- Establishment of robust management structures and the allocation of appropriate resources to effectively identify, assess, and manage risks, thereby nurturing a safety-conscious culture within the college community.
- Provision of comprehensive information, instruction, training, and ongoing supervision to safeguard the health and safety of all employees and students.
- Maintenance of safe equipment and systems of work to ensure workplace safety and minimize health risks.
- Implementation of sound arrangements for the safe use, handling, storage, and transportation of articles and substances.
- The College's responsibility extends to the coordination of activities among staff, students, contractors, and visitors. To facilitate this, a coordinated risk assessment and emergency planning system has been instituted. These measures are further supported by localized procedures and specific risk assessments conducted across the college campus and Professional Services.

A copy of this Policy is readily available to all staff in the Staff Handbook and on our official website. In essence, we are steadfastly committed to the continual enhancement of health and safety performance at Oxford College of Education. This Policy serves as the guiding framework in our pursuit of this objective.

Signed: 

Jashim Uddin

Director

Oxford College of Education
15th November 2023

1- Health and Safety Policy Statement

Oxford College of Education (OCE) is dedicated to achieving best practices and continuous improvement in identifying and minimizing risks to the health and safety of our staff, students, contractors, and visitors, while maintaining a commitment to academic excellence and professional focus. Compliance with statutory requirements serves as our baseline, and OCE will establish clear frameworks to delineate health and safety responsibilities at all management levels across the college to effectively implement this, Policy.

OCE is committed to:

- Preventing Injury and Ill Health: Ensuring that all staff are competent to carry out their work safely, assessing capabilities, and providing additional information, instruction, supervision, or training as necessary.
- Facilitating Communication and Consultation: Establishing effective channels of communication and consultation for health and safety among employees and their representatives. These arrangements will be delivered through the local induction process of OCE.
- Implementing Effective Risk Assessment: Operating an effective risk assessment process to establish appropriate workplace precautions and risk control systems. We will maintain a safe working environment through regular maintenance of premises, plant, and equipment.
- Promoting Reporting and Investigation: Ensuring that all accidents, injuries, incidents of ill health, and near misses are promptly reported, recorded, and investigated to an appropriate level.
- Establishing Inspection, Monitoring, and Auditing Systems: Implementing a system of inspection, monitoring, and auditing to identify risks and ensure that acceptable standards of risk control are achieved across OCE.
- Providing Safety Instruction for Students: Integrating appropriate safety instruction into the curriculum to ensure that all students receive necessary guidance on health and safety. Students participating in OCE controlled activities must take care of their own and others' health and safety.
- Ensuring Compliance of Visitors: Requiring visitors, including contractors and the public, to comply with OCE policies, codes, and procedures related to health and safety. Visitors must report any issues to OCE staff while on OCE premises.
- Preventing Misuse or Interference: Prohibiting intentional or reckless interference with, or misuse of, anything provided in the interest of health, safety, or welfare.
- Allocating Adequate Financial Resources: Ensuring that adequate financial provision is made for managing the risks associated with OCE's activities and implementing this Health & Safety Policy.

In summary, Oxford College of Education is committed to continuously improving health and safety performance. This Policy will provide the framework for achieving this goal.

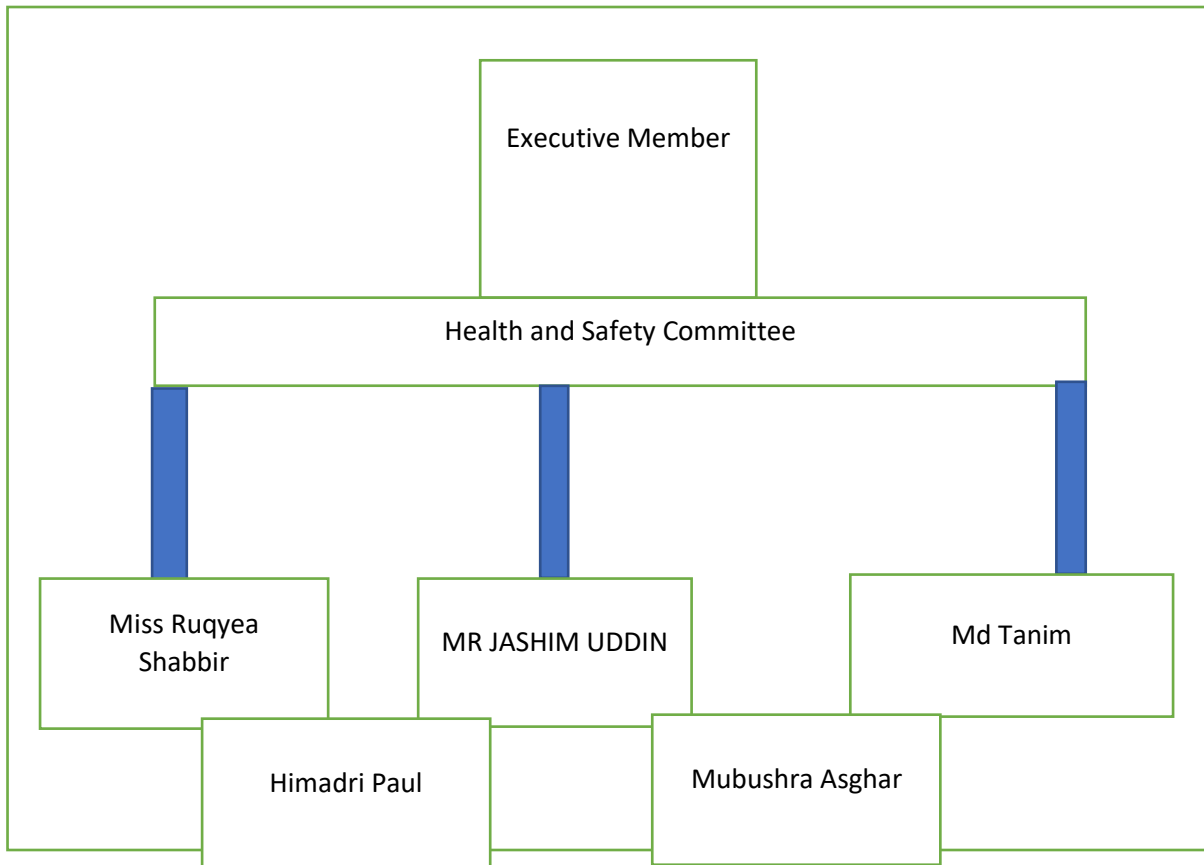
Signed: 

Jashim Uddin, director

15th Nov 2023

3- ORGANISATION AND ARRANGEMENTS

(Health and Safety Organisation Chart)



4- Health and Safety Committee (H&SC)

The Health and Safety Committee (H&SC) holds the pivotal role of overseeing the health and safety risks affecting the occupants of the college. It is incumbent upon the Committee to ensure that thorough risk assessments are conducted and that suitable measures are implemented to either eliminate or mitigate these risks. Individuals are entrusted with the responsibility to consistently adhere to policy guidelines and conduct their work in a manner that prioritizes safety, thereby safeguarding both themselves and those in their vicinity. Any apprehensions regarding individual responsibilities should be promptly communicated to the attention of the Health and Safety Committee for appropriate action.

5- The detailed responsibilities of the committee are as follows:

Formulation of Health and Safety (H&S) Policies: The committee is tasked with developing comprehensive health and safety policies for the college. Additionally, it is responsible for adapting and modifying these policies to address specific identified risks within the college environment.

Ensuring Full Compliance: The committee ensures the thorough implementation of the H&S policy across all facets of college operations. This involves conducting regular inspections and continuous monitoring to ensure adherence to established standards.

Taking Preventative Action: Where deviations from safety standards are identified, the committee takes prompt and appropriate preventative action to rectify the situation and mitigate potential risks.

Policy Review: Regular reviews of the H&S policy are conducted by the committee to assess its effectiveness and relevance. Amendments and updates are made as necessary to maintain alignment with evolving safety requirements.

Promoting Cooperation and Collaboration: The committee fosters a culture of cooperation and collaboration between the college and its employees, including students. Prior to implementing any measures that may significantly impact the health and safety of college members, the committee ensures open communication and consultation to garner input and support.

6- The detailed responsibilities of the Health and Safety Executive (H&SE) are outlined as follows:

Formal Point of Contact: The H&SE serves as the formal liaison between the college and relevant enforcing authorities, with a particular emphasis on facilitating communication with the Health and Safety Committee (H&SC).

Liaison with Specialists: When necessary, the H&SE engages with external specialists to address specific health and safety concerns or to seek expert advice on related matters.

Organization of Training: The H&SE is responsible for coordinating health and safety training and instruction initiatives as deemed necessary to enhance awareness and competence among college staff and stakeholders.

Accident and Incident Management: Acting as the central focal point, the H&SE receives accident and incident reports, conducts thorough investigations, analyzes findings, and compiles comprehensive reports. These reports are then submitted to the H&SC and relevant enforcing authorities in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Publicity and Promotion: The H&SE actively promotes and disseminates health and safety information, policies, and guidance within the college community to foster a culture of awareness and compliance.



7- PEOPLE AND THEIR DUTIES

Oxford College of Education (OCE) has established clear lines of responsibility within the college to ensure the full implementation of the Health and Safety (H&S) policy. Each individual member, as depicted in the H&S Organisation Chart, is tasked with making arrangements to address the risks within their area of expertise.

8- The allocation of responsibility for safety matters within the Oxford College of Education is outlined as follows:

Health and Safety Executive (H&SE):

- ✓ Holds overall responsibility for all health and safety matters within the college.
- ✓ Reports any health and safety issues to the Health and Safety Committee (HSC).
- ✓ Has day-to-day responsibility for health and safety management, including the preparation and implementation of all health and safety policies.

Key Management Responsibility:

- ✓ Health and safety is considered a key management responsibility.
- ✓ All employees are held accountable for ensuring that all reasonable measures are taken to maintain a safe and healthy work environment and prevent injury to employees and/or students, especially within their respective areas of responsibility.

Employee Responsibilities:

- ✓ All employees, including yourself, are required to actively cooperate in the implementation of health and safety policies and contribute to maintaining a safe working environment.
- ✓ Employees are obligated to take reasonable care of their own health and safety, as well as that of others who may be affected by their actions or omissions.
- ✓ If any hazards to health and/or safety are identified, employees should promptly notify the Health and Safety Executive.
- ✓ Willful or negligent actions resulting in health and safety problems will be treated as serious disciplinary matters and could lead to dismissal.

ARRANGEMENTS - SYSTEMS AND PROCEDURES

9- FIRST AID

1. Mr. Jashim Uddin
2. Md Tanim
3. Himadri Paul
4. Ruqya shabbir
5. Mubushra Ashgar

Are qualified first aiders. First aid boxes are situated at reception and in the cafeteria.

10- ACCIDENT REPORTING AND INVESTIGATION

Any work-related diseases, accidents, or dangerous occurrences experienced by employees while at work or by any other individuals while on the school premises must be promptly reported to the Health and Safety Executive (H&SE) by the affected party and/or any witnesses. The H&SE maintains comprehensive records of all accidents occurring on the school premises, including any treatment administered by a first aider. Furthermore, the H&SE is responsible for conducting thorough investigations into all accidents and subsequently reporting their findings to the Health and Safety Committee (H&SC). It is imperative that employees fully cooperate with any such investigations conducted by the H&SE.

11- PERSONAL SAFETY

It is imperative that you take reasonable precautions to safeguard your own safety. In the event of encountering a dangerous or aggressive situation, you should prioritize your safety by walking away, seeking assistance, or calling for help from another person. Furthermore, it is essential that you promptly report any incidents or concerns to the Health and Safety Executive (H&SE) as soon as possible.

12- FIRE SAFETY AND PREVENTION

It is crucial that you acquaint yourself with the necessary actions to take in the event of a fire. General fire instructions outlining the evacuation procedure are prominently displayed in Reception. Additionally, fire notices are positioned above fire equipment and exits throughout the premises. It is imperative that you familiarize yourself with these instructions and always know the location of your nearest escape route.

In the event of discovering a fire, you must immediately activate the fire alarm system. However, refrain from attempting to extinguish the fire unless you can do so without endangering your safety.

13- Upon hearing the alarm, you must adhere to the following procedures:

Leave the Building: Exit the building swiftly using the nearest available exit. Do not utilize elevators. Ensure you take appropriate clothing with you if time allows.

Close All Doors: As you evacuate, close all doors behind you to help contain the spread of fire and smoke.

Proceed to the Assembly Point: Make your way promptly to the designated assembly point located away from the building. This ensures a safe gathering area for all evacuees.

Report to the Health and Safety Executive (H&SE): Upon reaching the assembly point, report to the Health and Safety Executive to confirm your safety and provide any relevant information.

14- A fire drill is conducted at least once every year to ensure preparedness in the event of a fire emergency.

The Operation Manager holds overall responsibility for fire safety and prevention within the premises. However, the Health and Safety Executive (H&SE) has specific responsibilities as outlined below:

Accounting Staff During Evacuation: The H&SE is responsible for accounting for all staff members during the evacuation process and for liaising with the Fire Brigade as necessary.

Checking Escape Routes and Fire Alarms: The H&SE is tasked with verifying the functionality of escape routes and fire alarm systems at intervals of no more than three months. Additionally, fire extinguishers are checked annually to ensure they are in proper working condition.

Calling the Fire Brigade: In the event of a fire emergency, the H&SE is responsible for contacting the Fire Brigade to ensure swift intervention and assistance.

These responsibilities are subject to change in accordance with any new fire regulations that may be implemented.

It is imperative that escape routes remain unobstructed at all times, and fire doors are kept closed to prevent the spread of fire. Fire extinguishers and hose reels should only be used for their designated purposes.

15- DISPLAY SCREEN USE

The operation of Visual Display Units (VDU) equipment within the school premises must adhere to the Health & Safety Executive's Guidance on the European Community Directive 90/270/EEC, which outlines the minimum safety and health requirements for working with display screen equipment.

All VDU users must be knowledgeable about the appropriate conditions for operating and sitting at VDUs to prevent undue stress or fatigue.

While display screen equipment itself does not cause permanent eye damage, it may exacerbate existing visual issues. Therefore, the school commits to covering the following expenses:

- ✓ Eye tests for new employees or new VDU users.
- ✓ Biennial eye tests for all VDU users.
- ✓ Any additional tests necessitated by visual difficulties resulting from VDU use, such as difficulty in focusing or recurring migraine headaches.
- ✓ Eye tests following a return to work after eye surgery, injury, or disease.

New employees will be responsible for covering the cost of any special spectacles deemed necessary before their appointment.

In cases where existing employees require special lenses for VDU work on medical advice, the school will cover the cost. Additionally, the school will bear the expenses of eye and eyesight tests required for VDU use purposes.

Users requiring special corrective appliances may be prescribed an extra pair of spectacles for display screen work. The school's liability for costs is limited to the payment of a basic appliance that fulfills its functional requirements.

If an employee opts for more expensive appliances, such as those with designer frames or tinted lenses, the College will contribute only to the cost of the basic appliance. Similarly, if the employee selects spectacles or lenses for distances other than those required for display screen viewing, the school will only cover the costs attributable to the display screen work.

Any employee experiencing symptoms that they suspect may be related to VDU use should promptly seek advice from the Health and Safety Executive.

Rest breaks should be taken before fatigue sets in. Short breaks are preferable to occasional breaks, such as taking a 5–10 minute break for other tasks after each hour of continuous VDU use. No operator should be compelled to work for more than 2 hours continuously on a VDU without a break of at least 30 minutes, during which alternative tasks can be undertaken.

16- PROTECTIVE CLOTHING AND EQUIPMENT

The College is committed to providing appropriate protective clothing and equipment where necessary. If issued, it is mandatory for you to wear and utilize the appropriate safety equipment at all times when required. Any defects or issues with the provided protective clothing and equipment should be promptly reported to the Health and Safety Executive (H&SE).

17- HOUSEKEEPING AND PREMISES

It is your responsibility to maintain cleanliness and tidiness in your designated area. Ensure all waste materials are promptly cleared away and disposed of safely. Take precautions to prevent safety hazards such as trailing leads or obstacles. Stack and store equipment safely when not in use. Keep exits, fire escapes, stairways, and pathways clear of obstructions. Immediately address any spills by taking action to clean them up.

18- ELECTRICAL EQUIPMENT

All electrical equipment must be operated safely. If you encounter any electrical malfunctions, refrain from attempting to rectify them and contact the Health and Safety Executive (H&SE) immediately. Unauthorized individuals should not fit or remove plugs or interfere with any electrical equipment.

The H&SE is responsible for ensuring that equipment, including plugs and cables, undergoes annual inspection for loose connections and faults. Only use extension leads and other portable equipment with an in-date PAT Testing certificate. Prioritize safety considerations, including the risk of obstructing pathways, and minimize risks through effective cable management. Electrical periodic checks of all installations and equipment will be conducted by an electrical contractor.

19- MONITORING

The college is committed to regularly monitoring the implementation of this health and safety policy, as well as any other relevant policies, to ensure compliance with legal requirements. Additionally, there will be ongoing assessments to identify and address any training needs related to health and safety effectively.

20- CONTRACTORS AND VISITORS

Contractors, sub-contractors, and visitors are required to adhere to the health and safety policy of the school while on the premises. It is the school's responsibility to inform visitors of the policy terms and caution them about any hazards and precautions that should be observed. To ensure compliance, all visitors are required to sign the Visitors' Book, which is located in the reception area. The Receptionist assumes responsibility for all visitors during building evacuations. Visitors must be accompanied by a staff member at all times while on the premises.

21- MANUAL LIFTING AND HANDLING

Incorrect lifting and handling practices are among the leading causes of workplace accidents. To minimize the risk of injury, it is crucial to adhere to the following advice:

Proper Lifting Technique: When lifting, bend from the hips while keeping your back straight. This helps to reduce strain on your back muscles and spine.

Keep Load Close: Keep the load as close to your body as possible while lifting. This helps to maintain better balance and control over the load.

Smooth Lift: Lift the load smoothly and steadily, avoiding jerking motions that could strain muscles or cause loss of balance.

Maintain Vision: Do not carry loads that obstruct your vision. Clear visibility is essential for safely navigating through the work environment.

Consistent Grip: Avoid changing your grip while carrying a load. If necessary, set the load down before adjusting your grip to reduce the risk of dropping or losing control of the load.

22- Slips and trips at workplace.

Slips, trips and falls are the most common cause of major injuries in workplaces. They occasionally cause fatalities. OCE have responsibilities to protect students and staff from slips and trips. Lecture timetables may lead to large numbers of people moving around at the same time, increasing the potential for slip and trip incidents. HSE statistics suggest that slips and trips are a major cause of accidents to education employees, pupils/students and others. These incidents can be controlled, provided that sufficient attention is given. The control measures needed are often simple and low-cost.

23- Mental Health and Stress at Work

Mental health and managing stress at work are key elements of OCE's health and safety provisions.

The Mental Health and Stress at Work Policy (this version is under review), applies to all staff at OCE and provides a practical framework for the management of mental health and stress at work.

Support and guidance is available on the Wellbeing from Human Resources, including the Occupational Health, and Safety Office.

24- Training and competence

- ✓ Training and awareness are essential in managing health and safety risks.
- ✓ It will enable staff acquire the skills, knowledge, and attitudes necessary to carry out their tasks safely.
- ✓ Training should embrace initial local induction, formal on-the-job training, individual and group instruction, and job-specific training.
- ✓ All new members of staff should receive local induction training within their first week of work and update regular basis.

25- Risk assessments.

- ✓ Heads of Departments/Line managers must ensure that all hazardous activities are subject to a specific risk assessment in accordance with Safety policy .
- ✓ The risk assessments must be recorded and communicated to staff and students affected by the risk.

26- Control measures.

In order to effectively control slip and trip risks, OCE will:

Identify the hazards: This involves actively searching for slip and trip hazards across the site. It may include uneven flooring, loose cables, wet surfaces, inadequate lighting, cluttered walkways, or any other factors that could potentially cause slips, trips, or falls.

Decide who might be harmed and how: This step involves considering who could be at risk of slips and trips, including employees, students, visitors, or any other individuals who frequent the site. Understanding how they could be harmed allows for targeted preventive measures.

Consider the risks and decide on precautions: After identifying hazards and potential harm, the next step is to assess the level of risk associated with each hazard. This assessment helps in determining whether existing precautions are adequate or if additional measures are necessary to mitigate the risks effectively.

Record the findings: It's important to document the findings of the risk assessment process. This serves as evidence of due diligence and provides a reference point for future reviews and revisions.

Review the assessment regularly and revise if necessary: Risk assessments should be dynamic documents that are regularly reviewed and updated as necessary. Changes in the environment, activities, or regulations may necessitate revisions to ensure that control measures remain effective.

By following these control measures, OCE demonstrates a proactive approach to managing slip and trip risks, ultimately contributing to a safer environment for all individuals on the premises.

27- Frequency of Meetings – The Committee will meet at least termly.

Welcome and apologies: This is where attendees are welcomed to the meeting and any apologies for absence are noted.

Matters arising: Discussion of any issues that have arisen since the last meeting.

Updates from COLLEGE/Professional Services Local Health and Safety Committees: Reports or updates from other relevant committees within the organization.

Matters to be raised by Recognized Health and Safety Trade Union Safety Representatives: Allows representatives from relevant unions to raise any health and safety concerns or issues.

Incident Monitoring Section: Discussion or review of any incidents that have occurred since the last meeting, along with any corrective actions taken.

Operational Matters, such as Fire Safety and Health and Safety Training: Discussion of operational issues related to fire safety, training, or other relevant topics.

Health and Wellbeing Section: Discussion of matters related to the health and wellbeing of employees, which may include initiatives, programs, or concerns.

Special Business: Any specific or special topics or issues that need to be addressed during the meeting.

Date of next meeting: Confirmation of the date and time for the next committee meeting.

28- Purpose of the document

- ✓ The document outlines OCE's commitment to providing a safe learning environment, safe systems, and ensuring the safety of learners.
- ✓ Name of document: Health and Safety Policy.
- ✓ Responsibility for the document: The Safety Office is responsible for maintaining and implementing the Health and Safety Policy.
- ✓ Applicability: The policy applies to all OCE employees, students, and visitors, indicating that everyone within the institution is expected to adhere to its guidelines for health and safety.
- ✓ Approval date: The date when the policy was officially approved should be filled in.

- ✓ Proposed date of review: Specifies when the policy is scheduled for review, indicating a commitment to keeping it up to date and relevant.
- ✓ Location of document: The Health and Safety Policy is stored on the Safety Office website and the Safety Office Drive, ensuring accessibility for all relevant parties.
- ✓ Document replacement: It states that this document replaces the previous Health and Safety Policy from 2019, indicating that it's an updated version reflecting current standards and practices.

29- Document Control

- ✓ **Director/Centre Manager Duties:** These individuals are responsible for overseeing the implementation of health and safety measures within their respective areas.
- ✓ **Maintaining Health and Safety Local Area Plan:** This refers to ensuring that the plan outlining health and safety procedures specific to each local area or department is up to date and readily available.
- ✓ **Maintaining Hazard Register:** The Hazard Register is a document that lists potential hazards within the workplace along with associated risks and control measures. Directors or Centre Managers are tasked with keeping this register current, ensuring that all identified hazards are properly managed.
- ✓ **Continuous Maintenance:** The phrase "at all times" emphasizes the need for continuous vigilance in maintaining these documents, suggesting that they should be regularly reviewed, updated, and accessible to relevant personnel.

By fulfilling these duties, Directors or Centre Managers contribute to creating and maintaining a safe and healthy working environment for employees and visitors.

30- Audit

- ✓ Health and Safety Management Audits will be conducted every three years under a predetermined schedule for college's and professional services.
- ✓ A comprehensive audit methodology will be used, which includes interviewing staff, observing work activities, sample inspection, and reviewing health and safety records.
- ✓ reviewing compliance level with the Health and Safety Policy, and associated applicable health and safety procedures with the Health and Safety Local Action Plan (LAP) will be within the scope of audits.
- ✓ Risk profiling to reduce the current level of risk across OCE that will be influenced by accidents/incidents, concerns raised by staff and the previous year, along with opportunities for improvement.

Environmental Factors: This includes aspects such as the condition of floors, steps, slopes, lighting, ventilation, and any other environmental factors that could pose a risk to health and safety.

Contamination: Risks related to the presence of contaminants such as water, food spills, litter, chemicals, or other substances that could lead to slips, trips, falls, or health hazards.

Organizational Factors: These factors pertain to the organization's practices, procedures, and safety culture. It involves assessing how tasks are organized, the effectiveness of safety policies and procedures, and the overall safety culture within the organization.



Footwear: Consideration of appropriate footwear for different activities and events is crucial. For instance, footwear suitable for evening events may not provide the same level of safety as daytime "sensible shoe" policies. Ensuring that appropriate footwear is worn for specific activities helps mitigate the risk of slips, trips, and falls.

Individual Factors: This encompasses factors related to individual behavior, knowledge, and training. It includes ensuring that individuals have received adequate information and training relevant to their tasks, providing supervision where necessary, and promoting safe pedestrian behavior.

By thoroughly assessing and addressing these risk factors in each activity and environment, organizations can adopt practical measures to control risks effectively, thus promoting a safer and healthier workplace for everyone involved.

-----End-----