



DistanceLearningCentre.com Ltd

Health and Safety Policy

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of the DistanceLearningCentre.com Ltd. The Centre regards Health and Safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The DistanceLearningCentre.com recognises that the provision of a safe and healthy working environment is essential to ensure the wellbeing of staff and learners and to the continuing success of the organisation.

It is the policy of the Centre to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors, contractors and others who may be affected by the operations and activities of the Centre. The effectiveness of our Health & Safety Policy will be regularly monitored and reviewed.

Our statement of general policy

- The Centre is committed to achieving high standards of health and safety
- The Management of the Centre expects staff, learners and visitors to share this commitment by complying with the Centre's policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another
- To provide adequate control of the health and safety risks arising from our work activities
- To consult with all our employees and volunteers on matters relating to their health and safety
- To provide and maintain a safe site and equipment without any risk to health and has adequate means of access and egress
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for all employees and volunteers to ensure that they are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To identify hazards and conduct formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the Centre and
- To review and revise this policy as necessary at regular intervals
- To designate persons who have the responsibility and/or function for dealing with health and safety matters within the Centre

The Centre will take steps to ensure that all employees are made aware of their duties under the Health and Safety at Work etc. Act 1974, whereby they must take reasonable care for their

own health and safety and for the health and safety of others who may be affected by their acts and omissions.

Introduction

1. The Health and Safety Policy describes how the Centre discharges its legal and moral duty. The policy explains the organisation and arrangements for the provision of health and safety. It also provides details of the health and safety functions and responsibilities of individual post holders within the organisation.
2. The policy is supported by a range of other specific health and safety documents, procedures, guidance and information. These resources can be found on the Centre's Intranet site.
3. The policy applies to all staff and learners of the Centre while working within or on Centre premises or while engaged in Centre business in or on premises other than those of the Centre. Staff and learners working in or on the premises of other organisations must adhere to the policies and procedures of that organisation. Where this leads to a conflict within the requirements of any part of the Centre's policy then this matter must be identified to the Health and Safety Officer to determine how best to reconcile this conflict.
4. The policy also applies to contractors working in the Centre, visitors, persons on work experience, visiting speakers etc.
5. This policy has unequivocal support of the Executive Management Team.

Responsibilities

The Executive Directors of the Centre and as 'the employer' bears primary responsibility for ensuring the health and safety at work of staff, learners and visitors.

However, overall, everyone has a role in promoting a healthy and safe environment in all that the DistanceLearningCentre.com does. Individual staff members and learners also have a duty to conduct themselves and their work or study in a safe manner so as not to endanger themselves and others around them. Clearly the degree of such responsibility carried by particular individuals will depend on the nature and extent of their work.

1. Day to day responsibilities for ensuring the implementation of this policy is delegated to the Health and Safety Officer, Debbie Cruse (Senior Administrator)
2. To ensure health and safety standards are maintained and/or improved, the following people have responsibility in the following areas:
 - a) Andrew Whitehead – All areas, however, to fulfil these obligations the Executive Directors will allocate the executive responsibility for this to a Senior Member of staff (Debbie Cruse – Senior Administrator) to be responsible for the overseeing of health and safety within the Centre
 - b) All DistanceLearningCentre.com staff to be fully aware of their own responsibilities for maintaining a safe and healthy environment
 - c) All DistanceLearningCentre.com staff to take reasonable care of themselves and other people affected by their work

The Health and Safety Officer is required to monitor and ensure that all staff and learners are provided with appropriate information, instruction and training on health and safety matters, as well as monitoring compliance with statutory requirements.

It is the Health and Safety Officer's specific responsibility to:

- a) Advise on the suitability of risk assessments and safety guidance
- b) Provide competent advice to the Executive Management Team and all staff and learners
- c) Ensure that statutory requirements are met and identify any breach of such requirement to the appropriate manager
- d) Ensure accident records are maintained and incident, disease and ill health data is analysed and following such analysis that recommendations are made for improvement
- e) Report all incidents in accordance with RIDDOR
- f) Undertake the systematic inspection of the workplace, equipment and safety guidance within their areas of responsibility
- g) Identify health and safety deficiencies and any hazards in the workplace
- h) Provide or facilitate health and safety training as part of continuous professional development programme
- i) Ensure that all contractors operating in the Centre provide safe systems of work and appropriate risk assessments
- j) Liaise with HSE, and other external bodies on health and safety
- k) Ensure Fire Safety Risk Assessments are up to date and provide advice on matters relating to Fire Safety and Fire Prevention
- m) Ensure the safe, handling, storage and disposal of all substances hazardous to health
- n) Promote good health and well – being
- o) Ensure statutory inspections and assessments are carried out and relevant registers are kept with this information

In the event of absence the responsibilities of the Health and Safety Officer will be assumed by the Executive Director (Business).

The Executive Director (Business) will ensure that all liabilities where there is a statutory duty to insure e.g. Employers Liability Insurance, and all other areas of liability will be covered.

He is also responsible for ensuring budget allocations for Health and Safety are reasonable and take due cognisance of the control measures identified in the risk assessments for activities in those areas.

He must also consider without delay any shortfalls in resources reported to him which would prevent duties/activities being carried out in a safe manner.

Each Manager is responsible for the promotion of a positive health and safety culture within their areas of responsibility. It is implicit they keep fully informed of health and safety legislation as it affects their duties and responsibilities. They need to know and understand the requirements of the Health and Safety Policy and are responsible for its implementation.

All staff with a management role or responsibilities for students has the following safety related duties:

- a) To ensure so far as it is within their control the provision of a safe and healthy environment
- b) To be exemplar of best occupational health and safety practice
- c) To provide details of the Centre's Health and Safety Policy and Procedures where relevant and required

- d) To take all the precautions necessary to prevent the use of an unsafe machine or process
- e) To ensure that the use of tools/equipment is directly linked to work for the Centre
- f) To initiate appropriate action in the event of an accident by compliance with the Centre Incident Accident Reporting Procedure
- g) To comply with the relevant Centre Policies, Procedures, Health and Safety Standards, information and guidance

It is the responsibility of all employees to have a clear understanding of their role, responsibilities and duties. Staff must maintain the relevant level of competence and training to fulfil their role.

- a) Take reasonable care for their own health and safety and for that of other persons who may be affected by their acts or omissions at work
- b) Not exceed their competence and carry out only work for which they possess the necessary knowledge, skills and training to enable them to work safely
- c) As regards any statutory duty or requirement imposed on by the Centre by co-operating to ensure the duty can be performed or met e.g. requirement to attend for health and safety training arising out of a risk assessment
- d) Refrain from interfering or misusing anything provided in the interests of health safety or welfare
- e) Report any incident/accident in accordance with Centre Procedures
- f) Not use any equipment which is faulty or known to be out-with its date for routine inspection
- g) Ensure that the use of any equipment is directly linked to the work of the Centre
- h) Be familiar and conform to the Centre's health and safety policies, local rules, guidance and relevant risk assessments at all times
- i) Use appropriate safety devices at all times
- j) Assist in the investigation of incidents involving injury or dangerous occurrence
- k) Co-operate with the Health and Safety Officer on health and safety matters
- l) Make any suggestions or complaints regarding health and safety within the Centre to the Health and Safety Officer

Health and safety risks arising from our work activities

- All risk assessments will be undertaken by Debbie Cruse (Health and Safety Officer)
- The findings of all risk assessments will be reported to Andrew Whitehead (Executive Director – Business)
- All actions required to remove/control health and safety risks will be approved by Andrew Whitehead
- Debbie Cruse will be responsible for ensuring implementation of all the required actions
- Andrew Whitehead will monitor to ensure implemented actions have removed/reduced the health & safety risks
- Risk assessments will be reviewed annually or when the work activity changes, whichever is soonest

Consultations with employees and volunteers

- Consultations with employees and volunteers will take place through regular team meetings

Safe plant and equipment:

- Debbie Cruse will be responsible for identifying all equipment/plant which require maintenance
- Debbie will be responsible for ensuring effective maintenance procedures are compiled and for ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment should be reported to Debbie Cruse who will check that new plant/equipment meets health and safety standards before purchase

Safe handling and use of substances:

- Debbie Cruse will be responsible for identifying all substances which require a COSHH assessment and will be responsible for undertaking all COSHH assessments
- Debbie Cruse will be responsible for ensuring that all actions identified in risk assessments are implemented
- Debbie Cruse will be responsible for ensuring that all relevant employees and volunteers are informed about COSHH assessments
- Debbie Cruse will check that new substances can be used safely before purchase
- Risk assessments will be reviewed annually or when the work activity changes, whichever is soonest

Information, instruction and supervision

- Health and safety advice is available from www.hse.gov.uk
- <https://www.gov.uk/browse/employing-people/health-safety>
- Supervision of young workers/trainees will be arranged/undertaken/monitored by training staff and work based supervisors
- Debbie Cruse is responsible for ensuring that our employees working at locations under the control of other employers are provided with relevant health and safety information

Competency for tasks and training

- All employees will be provided with specific induction training by DistanceLearningCentre.com Human Resources Department
- Job specific training will be provided by DistanceLearningCentre.com Human Resources Department
- Specific jobs requiring special training are – non at present – all staff are trained in the use of all equipment
- All training records are kept by DistanceLearningCentre.com Human Resources Department
- All training will be identified, arranged and monitored by DistanceLearningCentre.com Human Resources Department

Accidents, first aid and work-related ill health

- Health surveillance is required for all employees doing the following jobs – None at present
- Health surveillance will be arranged by DistanceLearningCentre.com Human Resources Department
- Health surveillance records will be kept by DistanceLearningCentre.com Human Resources Department
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the DistanceLearningCentre.com Central Offices, Todmorden with a First Aid Kit. A first aid kit is available for off site visits

- Debbie Cruse is responsible for reporting accidents, diseases and dangerous occurrences to the relevant authorities

Monitoring arrangements

- To check our working conditions, and ensure our safe working practices are being followed DistanceLearningCentre.com will undertake spot checks and investigate any accidents or ill health, following which any corrective actions required will be implemented
- Debbie Cruse is responsible for investigating accidents
- DistanceLearningCentre.com Human Resources Department is responsible for investigating work-related causes of sickness absences
- Debbie Cruse and DistanceLearningCentre.com Human Resources Department are responsible for acting on investigation findings to prevent any recurrences

DistanceLearningCentre.com Ltd: 2010

Dates reviewed and revised: 05/10/2012; 27/01/2014; 26/11/2015