



## **DistanceLearningCentre.com Ltd**

### **Health and Safety Policy**

#### **Health and Safety at Work etc Act 1974**

This is the Health and Safety Policy Statement of DistanceLearningCentre.com Ltd (also referred to as the Organisation). The Organisation regards health and safety to be a high priority and an integral part of all its activities including the maintenance of quality and standards.

DistanceLearningCentre.com recognises that the provision of a safe and healthy working environment is essential to ensure the wellbeing of all its staff, learners and to the continuing success of the Organisation.

It is the policy of the Organisation 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 DistanceLearningCentre.com. The effectiveness of our health & safety policy will be regularly monitored and reviewed annually by the Executive Manager (HR & Quality).

#### **Our statement of policy**

DistanceLearningCentre.com Ltd is committed to:

- achieving high standards of health and safety.
- providing adequate control of health and safety risks arising from our work activities.
- consulting with all our employees and volunteers on matters relating to their health, and safety.
- providing and maintaining a safe site and equipment without any risk to health, and has adequate means of access and egress.
- ensuring safe handling and use of substances.
- providing 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.
- preventing accidents and cases of work-related ill health.
- maintaining safe and healthy working conditions.
- identifying hazards and conduct formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by DistanceLearningCentre.com Ltd.
- reviewing and revising this policy as necessary at regular intervals, and
- designating persons who have the responsibility and/or function for dealing with health and safety matters within the Organisation.

The Executive Management Team (EMT) of the Organisation expects all staff, learners and visitors to share this commitment by complying with the Organisation's policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

DistanceLearningCentre.com 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**

This health and safety policy:

1. describes how DistanceLearningCentre.com 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. is supported by a range of other specific health and safety documents, procedures, guidance, and information. These resources can be found on the Organisation's Intranet.
3. applies to all staff and learners of DistanceLearningCentre.com while working within or on the Organisation's premises, or while engaged in the Organisation's business in or on premises other than those of the Organisation.
4. applies to staff and learners working in or on the premises of other organisations and must adhere to the policies and procedures of that organisation. Where this leads to a conflict within the requirements of any part of DistanceLearningCentre.com's policy, then this matter must be raised with the Health and Safety Officer to determine how best to reconcile this conflict.
5. applies to contractors working on the premises of the Organisation, visitors, persons on work experience, visiting speakers etc.
6. has the unequivocal support of the EMT.

## **Responsibilities**

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

However, everyone has a role in promoting a healthy and safe environment in all that 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, Melanie Webster (HR & Quality Assistant).
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 responsibility for this to a member of staff (Zafar Khan – Executive Manager (HR & Quality)) to oversee health and safety within the Organisation.
  - 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 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, along with the Executive Manager (HR & Quality) competent advice to the EMT, all staff and learners.
- c) Ensure that statutory requirements are met and identify any breach of such requirement to the Executive Manager (HR & Quality).
- 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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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, along with the Executive Manager (HR & Quality) health and safety training as part of a continuous professional development programme.
- i) Ensure that all contractors operating at the Organisation provide safe systems of work and appropriate risk assessments.
- j) Liaise, along with Executive Manager (HR & Quality) with the Health and Safety Executive (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 Manager (HR & Quality).

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.

The Executive Director (Business) 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.

The Executive Director (Business) 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 learners have the following safety-related duties, to:

- a) ensure so far as it is within their control the provision of a safe and healthy environment.
- b) be exemplar of best occupational health and safety practice.

- c) provide details of the Organisation's health and safety policy, and procedures where relevant and required.
- d) take all the precautions necessary to prevent the use of an unsafe machine or process.
- e) ensure that the use of tools/equipment is directly linked to work for DistanceLearningCentre.com.
- f) initiate appropriate action in the event of an accident by compliance with the Organisation's Incident Accident Reporting Procedure.
- g) comply with the relevant Organisation 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 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 Organisation 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 the Organisation's procedures.
- f) Not to 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 Organisation.
- h) Be familiar with and conform to
- i) DistanceLearningCentre.com's health and safety policies, local rules, guidance and relevant risk assessments at all times.
- j) Use appropriate safety devices at all times.
- k) Assist in the investigation of incidents involving injury or dangerous occurrence.
- l) Co-operate with the Health and Safety Officer on health and safety matters.
- m) Make any suggestions or complaints regarding health and safety within the Organisation to the Health and Safety Officer.

### **Health and safety risks arising from our work activities**

- All risk assessments will be undertaken by the Health and Safety Officer.
- The findings of all risk assessments will be reported to the Executive Manager (HR & Quality).
- All actions required to remove/control health and safety risks will be approved by the Executive Director (Business).
- The Health & Safety Officer will be responsible for ensuring implementation of all the required actions.
- The Executive Manager (HR & Quality) 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 team meetings.

## **Safe plant and equipment**

The Health & Safety Officer:

- will be responsible for identifying all equipment/plant which require maintenance.
- will be responsible for ensuring effective maintenance procedures are compiled, and for ensuring that all identified maintenance is implemented.

Any problems found with equipment/plant should be reported to the Health & Safety Officer who will check to ensure that new equipment/plant meet health and safety standards before purchase.

## **Safe handling and use of substances**

The Health & Safety Officer will:

- be responsible for identifying all substances which require a COSHH assessment and will be responsible for undertaking all COSHH assessments.
- be responsible for ensuring that all actions identified in risk assessments are implemented.
- be responsible for ensuring that all relevant employees and volunteers are informed about COSHH assessments.
- 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](http://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.
- The Health & Safety Officer 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**

The human resources department at DistanceLearningCentre.com will:

- provide all employees with specific induction training.
- provide job-specific training.
- keep all training records.
- identify, arrange and monitor all training.

Specific jobs requiring special training are – non-at present – all staff are trained in the use of all equipment.

## **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 the human resources department at DistanceLearningCentre.com.
- Health surveillance records will be kept by the human resources department at DistanceLearningCentre.com.

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at DistanceLearningCentre.com Central Offices, Todmorden, with a First Aid Kit. A first aid kit is available for off-site visits.
- The Health & Safety Officer 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.
- The Health & Safety Officer is responsible for investigating accidents.
- The human resources department at DistanceLearningCentre.com is responsible for investigating work-related causes of sickness absences.
- The human resources department at DistanceLearningCentre.com is responsible for acting on investigation findings to prevent any recurrences.

---

**DistanceLearningCentre.com Ltd: 2010**

**Dates reviewed and revised: 05/10/12; 27/01/14; 26/11/15; 28/08/18; 27/07/19; 05/07/20; 31/10/24; 20/01/25**