



Health and Safety Policy

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Version 2	23 rd December 2021	AML	January 2024

Authorised by: Ian Tarry

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In the capacity of:

Director

HEALTH & SAFETY POLICY

1. Policy Statement

The Management of O.S.A.T Ltd are committed to ensuring that all staff, Apprentice / Learners and visitors enjoy a safe and healthy environment whilst at the Company. To enable this, all-relevant legislation, regulations and codes of practice are observed.

The Management intend through this policy to ensure that health and safety is promoted within all learning programmes.

The policy will be made available to all staff. It will be annually reviewed and updated to reflect any changed circumstances. Any revision will be brought to the attention of employees.

This policy recognises that responsibility for health and safety not only rests on the employer but also lies with the employee. Constant attention to matters of safety will be emphasised not only by staff who are working in practical situations but also to those who are in supervisory or managerial positions. All staff should take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions, and must co-operate with their employers on health and safety matters.

The Management endorse the need for consultation between themselves and safety representatives in order to provide and maintain good health and safety at work practices. This is chiefly through the Safety Committee that meets once each term and as required. (Members of the committee and further details of its duties are listed below.)

Advice, training and facilities will be provided to ensure the safe use of premises, equipment and substances, in order to avoid risks to employees and other persons.

Name: Ian Tarry

Signed 

This policy will be reviewed and reissued annually.

Aims and Reach of the Policy

This policy aims to ensure that O.S.A.T Ltd is a healthy and safe environment for Staff, Employers and Stakeholders.

The scope of this policy applies to all Apprentices and Learners on OSAT training programmes regardless of age.

Scope of the Policy

The policy covers the following duties and activities under the Health and Safety at Work Act 1974.

- 1.1 To ensure as reasonably practicable, the health, safety and welfare at work of Company employees.

- 1.2 The maintenance of plant and systems of work.
- 1.3 The use, handling, storage and transport of articles and substances.
- 1.4 The provision of information, instruction, training and supervision of Company employees.
- 1.5 The maintenance of the Company premises and maintenance of safe means of access to and egress.
- 1.6 The provision and maintenance of a working environment for Company employees including welfare facilities.
- 1.7 To prepare and revise this Policy and inform employees of its content and any revisions.
- 1.8 To conduct the Company business in such a way as to ensure, so far as is reasonably practicable, that persons not employed by the Company are not exposed to risks to their health or safety and to provide information about aspects of Company activities where these might affect their health and safety.
- 1.9 The responsibilities of employees and Apprentice / Learners to ensure a healthy and safe Company.
- 1.10 To detail the steps to take in instances of ill health or accidents of apprentices / learners

Promotion of and commitment to the Policy

Promotion of the policy will be at induction for all staff and mandatory annually thereafter.

Promotion of the policy to employers will be at enrolment and as part of the Health & Safety risk assessment prior to apprenticeship start.

It is a requirement of all OSAT staff that they understand their role in promoting Health & Safety either on OSAT run sites or with employer workplaces.

2. Who should be aware of this policy?

- 2.1 All Management, Staff, Apprentices, Learners, Stakeholders and contractors.
- 2.2 Staff will receive information about this Policy through induction, the staff handbook and the company IT system.
- 2.3 Apprentice / Learners will receive information about this Policy through their program induction, the student handbook and the Apprentice / Learners IT system. Posters will be displayed around the Company advising Apprentice / Learners of the Company Safety Code.

2.4 The Management

- accept their collective role in providing health and safety leadership and their individual contribution.
- will ensure that all decisions reflect the intentions of this Policy.
- acknowledge the legal responsibility for health and safety rests with the Employer (Corporation).
- recognise their role in engaging active participation of employees in improving health and safety.
- will keep them informed of and alert to, relevant health and safety risk matters, and will appoint one Governor to be the Governor with Responsibility for Health and Safety.
- to do anything the Learner feels may be put him/her in danger The Corporation, through the Company management structure will ensure, as far as is reasonably practicable, the health, safety and welfare of all employees whilst at work, and its clients, contractors, visitors and members of the public whilst at the Company.
- Health and Safety performance of the Company is monitored by the Federation Health and Safety and Safeguarding Committee.

By accepting this responsibility, the Management will, as far as reasonably practicable, endeavour to:

1. provide and maintain plant and equipment and systems of work that are safe and without risk to health;
2. ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
3. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees;
4. provide and maintain places in a condition that is safe and without risks to health, including means of access to and egress;
5. provide and maintain work environments that are safe without risk to health with adequate facilities and arrangements for employees' welfare at work;
6. ensure that Company employees are fit for the work they are required to do, ensuring that disability is prevented and a loss of working time due to injury or illness is minimal.

In order to meet the objectives of this Policy and to discharge the collective and individual responsibilities of the Management, the Manager responsible will:

- involve and sustain safety awareness and responsible attitudes by all staff
- install and uphold healthy and safe working practices and procedures
- encourage the observance of these practices by all employees and Apprentice / Learners through the provision of suitable information, training and supervision
- have consultation with employees in the fulfilment of the aims of the Company Health and Safety Policy
- ensure that all health and safety information and codes of practice are notified to employees and adhered to
- observe the efficiency of the Policy in achieving the objective of sustaining a good standard of health, safety and welfare throughout the Company
- update, supplement, review and revise this Policy annually to ensure that this reflects the current priorities of the Management

- review the organisation's health and safety performance regularly, and make changes when circumstances require, such as restructuring
- ensure management systems provide for effective monitoring and reporting of the organisation's health and safety performance, including significant health and safety failures and be informed of the outcome of investigations into the causes
- ensure that the health and safety implications of Management decisions are addressed
- ensure periodic audits take place to confirm operation of this Policy and effectiveness

The direct responsibilities of The Manager responsible are:

1. ensuring that safe working procedures are in place, and that all staff are aware of all relevant legislation and their responsibilities under them;
2. ensuring that new and existing staff receive adequate safety training;
3. ensuring that arrangements are in place for the protection of staff and members of the public whilst on the Company premises;
4. ensuring that there are adequate accident, fire and emergency procedures in place;
5. ensuring that there is appropriate trade union and non-union employee involvement on the Company Health and Safety Committee;
6. ensuring that non-compliance with this Policy is treated in accordance with the Company disciplinary procedures;
7. will have and maintain the necessary competence to achieve the objectives of, and fulfil his/her responsibilities described in this Policy and those of other Management.

2.5 Learner Entitlements

The Company will ensure the following entitlements are delivered to its Apprentices and Learners:

- learning takes place in a safe, healthy and supportive environment either in the Centre or on site.
- competent supervision and support for Learner health and safety
- appropriate and timely information, instruction and training where required.
- health and safety induction when starting a programme and when conditions change, such as attending work experience, work placements or participating in Company sponsored activities outside of the Company
- information and training on the significant findings of the programme risk assessment(s) and on the applicable control measures
- appropriate PPE for construction related trades
- Immediate reporting processes and practices are in place in case of accident, injury or worse.

Regular reviews and assessment of health and safety understanding and practical application

- employers to provide personal protective equipment and clothing when required, free of charge, or as stated in the applicable programme risk assessment with special emphasis on Apprenticeship delivery
- information of what action to take in the event of an emergency or ill health
- information of the employer Company health and safety policies and procedures in so far as these may impact on Apprentices / Learners
- suitable and proper equipment and materials to use when part of the learning programme

- information on any restrictions or prohibitions that apply to Apprentices / Learners in terms of processes, equipment, areas, vehicles etc.
- consult Apprentice / Learners on health and safety matters and participate in health and safety decisions as they affect the Apprentice / Learners and their learning programme
- be able to report any dangerous situations or occurrences and refuse

5. How will we evaluate and review this policy?

5.1 Monitoring

The Manager responsible will monitor the effectiveness of this Policy by receiving a review each term from the Company Management Team and an annual report from the Director. The arrangements for these reviews and reports ensure health and safety is continuously monitored at all levels of the Company structure.

5.2 Yearly Review

This will contain the minutes of the Health and Safety Committee and the Company Health and Safety Advisor's report to the Senior Management Team, SMT, that will be given once a term. A record of any actions and recommendations to Management agreed by SMT will be included in the review.

5.3 Annual Report

The annual report will give appropriate weight to reporting preventative information such as training and maintenance programs as well as incident data, accident and sickness / absence rates.

The report will contain audit information of the effectiveness of the management structure and risk controls for health and safety.

The report will comment on the impact of changes such as the introduction of new procedures, work processes and any major health and safety failures. The latter will be reported to the Management as soon as practicable but included in the year-end report.

The report will inform Management of procedures to implement new and changed legal requirements and to consider other external developments and events.

5.4 Specific Actions for Management

On receipt of the annual report. Management will carry out the following specific actions;

- examine whether the health and safety policy reflect the Company's current priorities, plans and targets;
- examine whether risk management and other health and safety systems have been effectively reporting to the board;
- report health and safety shortcomings and the effect of all relevant board and management decisions;
- decide actions to address any weaknesses and a system to monitor their implementation;
- consider immediate reviews in the light of major shortcomings or events.

Responsibilities

5.5 The Manager responsible

The responsibility for implementation of the Company Health and Safety Policy

rests with the Manager Responsible.

1. The strategic implementation of health and safety practices within the Company, to ensure the effective development and implementation of the Policy.
2. Ensuring that appropriate funds and resources are available to meet the requirements of the policy as far as is reasonably practicable.
3. Ensuring that the Company health and safety policies, procedures and systems meet the current statutory requirements and codes of practice relevant to the business of the Company.
4. To identify and arrange Health and Safety training and instruction necessary for employees to undertake their job safely.
5. Ensuring that systems are in place for the reporting of accidents and that remedial action is implemented and monitored. Arrange any investigations required. Arrange for safety inspections to be carried out and recorded.
6. Ensuring that reviews of the Policy and procedures are carried out, and agreed actions implemented.
7. To convene and Chair the Company Health and Safety Committee, ensuring health and safety issues are discussed and communicated to all staff.
8. Ensuring the Company has adequate communication systems in place to disseminate information on health and safety.
9. Monitor and review the implementation of health and safety measures identified by risk assessments carried out by the Company Managers as described in the Managers Responsibilities Section.
10. Make arrangements to appoint one or more competent persons to assist in undertaking the responsibilities of the Employer to comply with the relevant statutory provisions. Where necessary, external services may be obtained to provide this advice.
11. Give advice and guidance to members of staff to enable them to fulfil their responsibilities, described in section 4.3.
12. Setting a personal example at all times with respect to health and safety.

5.6 Health and Safety Advisor

The Health and Safety Advisor will be the person appointed by the Manager Responsible to advise him on all matters relating to Health and Safety within the Company, but with the following but not limited to responsibilities:

1. To advise on best practice with regard to Health and Safety.
2. Be a standing member of the Company Health and Safety Committee.
3. To advise that the Company Health and Safety Policy, procedures, and systems meet the current statutory requirements and codes of practice relevant to the business of the Company.
4. To carry out safety inspections, on behalf of the Manager Responsible for Health and Safety.
5. Accompany and assist HSE Inspectors in any visits or investigations which they may make to the Company.
6. Ensuring that written risk assessments are undertaken for Company-wide activities, where these are not within the direct responsibility of any one Manager.
7. Ensuring that the risk assessments are subject to suitable review and implement any recommendations and additional control measures as a result.
8. To carry out incident/accident investigations, building safety audits, inspections,

and other safety monitoring exercises, on behalf of the Manager Responsible for Health and Safety.

9. To provide general health and safety induction training to all new and transferred employees.
10. Ensure that all emergency and other safety equipment is correctly positioned and maintained where this is not the direct responsibility of any one Manager.
11. Setting a personal example with respect to health and safety at all times.

The Advisor will be competent. This will require the following skills or qualities but not limited to:

- an appropriate Health and Safety qualification
- an understanding of the Employer's business; and capacity to apply this to the tasks undertaken by the Employer;
- an understanding of relevant current best practice;
- awareness of the limitations of experience and knowledge; the willingness and ability to supplement existing experience and knowledge.

Maintenance, safe use of equipment, manual handling operations and employee illness are carried out.

1. Liaison with the Manager Responsible for Health and Safety over the full range of duties and responsibilities with respect to inspections, audits, reports and recommendations.
2. Ensuring adequate communication systems are in place within the Directorate to disseminate information on health and safety.
3. Setting a personal example at all times with respect to health and safety.

5.7 Managers

Managers have overall accountability for the following responsibilities but can delegate individual duties to appropriate Managers / Supervisors. The responsibilities described below apply where the action is within their direct control. Matters wholly or partially outside of their control should be referred to the Manager Responsible for Health and Safety, as applicable, to action.

1. Ensuring compliance with both the Company Health and Safety Policy and the day-to day implementation of the Directorate policy and procedures.
2. Ensuring that a written risk assessment is undertaken for all work activities within their control which records the significant risks, lists the acceptability of those risks, the control measures in place and any additional actions required, including any requirements for training.
3. Ensuring that the risk assessments are subject to suitable review and implement any outstanding actions, recommendations, and additional control measures that result.
4. Organising the work place so that operations or work carried out are to a satisfactory standard of safety resulting in minimal risk to persons, from equipment or materials.
5. Ensuring complex or potentially hazardous operations are carried out safely and that written work instructions or procedures are issued and used.
6. Planning and maintaining a safe working area including satisfactory access and exit.
7. Ensuring that appropriate control measures are in place at all times and are operable.

8. Co-operating with health and safety advisors, acting on their recommendations and accompany HSE inspectors on their visits, if requested.
9. Ensuring job specific training and work instructions in safe operating procedures and specific hazards are provided to all new and transferred employees.
10. Setting a personal example with respect to health and safety at all times.

5.8 Staff Responsibilities

All staff have a responsibility to:

1. Take reasonable care for the health and safety of themselves, their colleagues and other users of the premises.
2. Co-operate with their Employer and managers in the safe performance of their duties.
3. Use the correct equipment for the job.
4. Keep equipment in a good state and report any defects or misuse.
5. Refrain from the interference or misuse of safety appliances or anything provided in the interests of personal health and safety, and that of others.
6. Follow safety procedures and use protective equipment where it is recommended
7. Submit suggestions that could reduce or eliminate hazards.
8. Ensure that they understand the health and safety precautions to be taken whilst undertaking their job and observe them at all times.
9. Ensure that a Company Accident/Incident Form is completed when an accident, dangerous or violent incident, and near miss occurs.

A wilful breach of the Company Health and Safety Policy by an employee will be treated by Management as a disciplinary matter.

5.9 Learner Responsibilities

Apprentice / Learners should take account of their own safety and that of those around them (so far as is consistent with their status as Apprentice / Learners) and follow the Company Safety Code.

A wilful breach of the Company Health and Safety Policy by a learner, will be treated as a disciplinary matter.

7. Policy Distribution and Communication

This policy will be published on the staff and student intranets, referred to in the staff and student handbooks and a paper copy placed in the Directors administrative office.