



# Oakswood College

Empowering Through Education



## Health and Safety

### *Policy*

PROMOTING EXCELLENCE • ENSURING COMPLIANCE  
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE



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## Health & Safety Policy

### Document Control & Version History

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

Our statement of general policy in relation to Health and Safety:

At all Oakwood Sites

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees and learners on matters affecting their health and safety
- To provide and maintain safe equipment
- To provide information, instruction and supervision for employees and learners
- To ensure all employees and learners are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

**Signed:** M K Rehman

**Muhammad Khalil ur Rehman, CEO**

**Date:** 18 March 2026



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## 1. INTRODUCTION

Oakwood Group recognises that it has an obligation under the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999), for the health, safety and welfare at work of its staff, volunteers and customers.

The Oakwood Group's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, volunteers and customers (herein referred to as customers).

The Oakwood Group will provide information, training and supervision to all members of staff, volunteers and customers in order to achieve this.

This commitment does not replace the responsibilities of organisations accessing the Oakwood Group's services to their own employees, volunteers or customers.

## 2. RESPONSIBILITIES

The Oakwood Group's Directors hold overall responsibility for the implementation of this policy.

In accordance with the Management of Health and Safety at Work Regulations 1999, the Directors will ensure that one or more **competent persons** are appointed to assist the organisation in complying with health and safety law. The competent person(s) must have sufficient training, experience and knowledge to provide sound advice, support risk assessment and incident investigation, and help maintain effective control measures.

The Director has overall responsibility for drawing the attention of staff, volunteers and customers to any health and safety matters that may need to be discussed and/or acted upon. The Chief Executive will ensure that all members of staff and volunteers have read this Health & Safety Policy.

The Director is similarly responsible for ensuring compliance with Health and Safety law and policy at the Oakwood Group's premises. The Director will undertake, or arrange for the competent person to undertake, suitable and sufficient risk assessments of all premises as and when required

The Health and Safety Appointed Person at the Oakwood Group is Waqas Mehmood.

## 3. HEALTH & SAFETY MONITORING

As the Health and Safety Appointed Person, Waqas Mehmood will monitor the effectiveness of the Oakwood Group's Health and Safety Policy.

Health and Safety monitoring will primarily consist of: investigating the number and type of accidents and incidents occurring at all Oakwood Group premises; testing the awareness, understanding and knowledge of the policy by members of staff, volunteers and customers; investigating potential hazards and dangerous occurrences in the workplace (with the

support of the Director); and investigating complaints made by any member of staff, volunteer or customer relating to Health and Safety or Welfare at Work (with the support of the Director).

Findings from this monitoring, including analysis of RIDDOR-reportable events, will be reported at least annually to the Board of Governors to support effective oversight of health and safety performance.

#### **4. STAFF & LEARNERS**

Staff and learners have a duty to cooperate in the operation of this policy by:

- Working safely and efficiently, and without endangering the health and safety of themselves, their colleagues or the general public;
- Familiarising themselves with the policy statement, as well as general health and safety arrangements;
- To inform the Oakwood Group's First Aiders of any aspects of their medical history which they feel may be relevant in case of an accident or incident;
- To use proper procedures for cleaning up body fluids;
- Using appropriate care in the use of dangerous substances, in line with the Control of Substances Hazardous to Health (COSHH) regulations;
- Logging all accidents or dangerous incidents (including near misses) in the accident book;
- Logging all maintenance work that may be of risk to other employees in the maintenance book;
- Bringing to the notice of Waqas Mehmood any potentially dangerous circumstances that the member of staff, volunteer or customer is unable to put right.
- All organisations that use Oakwood Group's premises are responsible for ensuring the health and safety of all their employees, volunteers and customers.

#### **5. REPORTING ARRANGEMENTS**

An accident book has been set up for the Oakwood Group's premises and maintained by the Health and Safety Appointed Person. This will serve as a register for all accidents, incidents and injuries occurring at work.

The register will include as a minimum: the date of the accident or incident; name(s) of person(s) involved; address and job title of the person(s) injured (where applicable); nature of the injury or incident; place where the accident or incident occurred and brief description; name of person recording the incident; and name(s) of any witness(es).

All accidents, incidents, near misses and dangerous occurrences, however minor, must be recorded in the accident book as soon as reasonably practicable and reported to the relevant Manager and the Health and Safety Appointed Person.

Oakwood Group will, in line with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, ensure that all reportable incidents are notified to the appropriate enforcing authority (normally the Health and Safety Executive (HSE) or Local Authority, depending on the nature of the undertaking) within the statutory timescales.

For the purposes of RIDDOR 2013, the CEO (or their nominated deputy) will act as the “responsible person” and is accountable for ensuring that:

- The circumstances of the accident or incident are promptly investigated and recorded.
- A decision is made, with advice from the Health and Safety Appointed Person where necessary, as to whether the event is reportable under RIDDOR.
- Any reportable incident (such as specified injuries, over-7-day incapacities, reportable occupational diseases, dangerous occurrences or work-related fatalities) is reported to the enforcing authority without delay, using the current HSE online or telephone reporting arrangements.

Records of all RIDDOR reports and associated investigations will be retained for a minimum of three years and reviewed by senior management and the Board of Governors as part of routine health and safety monitoring

## 6. FIRST AID

Oakwood Group will comply with the Health and Safety (First-Aid) Regulations 1981 (as amended) by providing adequate and appropriate first-aid equipment, facilities and trained personnel to ensure employees, volunteers, learners and visitors receive immediate attention if they are injured or taken ill at work.

A first aid needs assessment will be carried out and reviewed regularly, taking account of the nature of our activities, patterns of work, the needs of learners and vulnerable groups, and any specific risks identified through risk assessment.

The Health and Safety Appointed Person is responsible for ensuring there are sufficient numbers of trained First Aiders and/or appointed persons on each site and for arranging appropriate initial and refresher training in line with current HSE guidance.

First-aid arrangements will include consideration of both physical and mental health, and staff will be made aware of how to access support where someone is experiencing a mental health crisis or distress.

Information on local first-aid arrangements, including the location of first-aid equipment and contact details for First Aiders, will be clearly displayed at each site and included in induction for new staff, volunteers and learners.

## **7. FIRE, EMERGENCY & EVACUATION PROCEDURES**

The CEO is responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Oakwood Group accepts its duty to take adequate precautions against fire and other emergencies. The Oakwood Group will provide information about actions to be taken in such emergencies.

Emergency exits and routes will be clearly marked and will be kept clear at all times. Notices concerning emergency and evacuation procedures will be clearly displayed. All Oakwood Group staff, volunteers and customers will be made familiar with their individual roles in case of emergency; the location of emergency exits; and the location of fire-fighting equipment.

Fire drills will be carried out on a regular basis. In addition, fire extinguishers and fire alarms will be checked at least annually.

The Oakwood Group will ensure as precautions in case of fire:

- That staff, volunteers and customers have a safe means of escape, kept free from obstruction and clearly marked;
- That all staff, volunteers and customers know what to do if a fire starts, especially how to raise the alarm;
- That actions/ instructions in the event of a fire are clearly displayed, and fire drills are undertaken periodically;
- Provision of fire extinguishers (of the right type) to deal promptly with small outbreaks of fire;
- That all staff, volunteers and customers know how to use the extinguishers.
- That all extinguishers are serviced, maintained and checked on a regular basis.

In addition, the Company will nominate a Fire Officer (this may be the Health and Safety Representative, or this may be an external body to the Company) to:

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

Fire equipment is maintained regularly. The Oakwood Group arranges testing and drills.

## **8. CONDEMNATION AND DISPOSAL OF EQUIPMENT**

Procedures for the condemnation and disposal of equipment are set out in the Oakwood Group's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Health and Safety Representative.

## **9. FOOD HYGIENE**

The Health and Safety Representatives shall be responsible for any food acquisition, storage, processing and serving, and staff induction and training. In addition, the Health and Safety Representative shall be responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Health & Safety Representative.

## **10. LIFTING AND HANDLING**

Managers are responsible for informing staff of safe lifting techniques. The Health and Safety Representative will identify specific training needs. The Health and Safety Manager will ensure training in lifting and handling is provided to staff.

## **11. NON-SMOKING ON COMPANY PREMISES**

In line with legislation, the Oakwood Group has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking are available from the Health and Safety Representative.

## **12. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations (COSHH) requires the Oakwood Group to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances.

The Oakwood Group must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The appointed Health and Safety Representative is responsible for implementing these Regulations.

## **13. COMPUTER WORKSTATIONS AND DISPLAY SCREEN EQUIPMENT (DSE)**

Oakwood Group will manage risks from work involving display screen equipment (DSE) in line with the Health and Safety (Display Screen Equipment) Regulations and current HSE guidance. These arrangements apply to staff and learners who are identified as regular DSE users, including those working at fixed desks, hot desks and approved home-working locations.

Suitable and sufficient DSE workstation assessments will be completed for regular users and reviewed periodically, and whenever there is a significant change (for example a move of workstation, change of equipment or a reported health issue such as musculoskeletal discomfort).

All DSE users will receive basic information and training on how to set up their workstation, adopt good posture, organise their work to include regular breaks or changes of activity, and report any DSE-related discomfort or concerns.

Regular DSE users are entitled to an eye and eyesight test on request, and at regular intervals thereafter, in accordance with the DSE Regulations. Where an eye test identifies that corrective appliances are required specifically for DSE work, Oakwood Group will contribute towards the cost in line with local HR procedures.

#### **14. CONTROL OF WORKING TIME**

Oakwood Group is committed to complying with the Working Time Regulations 1998 (as amended) and to promoting a healthy work–life balance for staff. No member of staff will normally be required to work more than an average of 48 hours per week (including overtime) over the relevant reference period, unless they have voluntarily signed an individual opt-out agreement and it is safe for them to do so.

The organisation will ensure that staff receive adequate daily and weekly rest, rest breaks during the working day, and appropriate protections for night work and young workers, in line with the Regulations.

Detailed arrangements for monitoring hours of work, managing opt-outs, and ensuring compliance with rest and holiday entitlements are set out in the Oakwood Group's Working Time and Hours of Work procedures, which should be read alongside this Policy.

#### **15. HEALTH AND SAFETY AND THE INDIVIDUAL**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Oakwood Group for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

#### **16. PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY**

Persons working in Oakwood Group premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

## **17. VISITORS AND MEMBERS OF THE PUBLIC**

The Oakwood Group wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way, which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

## **18. CONTRACTORS**

The Oakwood Group wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe Oakwood Group's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, the Directors will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff, who judges there is a risk where contractors are working, should inform their manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager responsible for managing the Contract will also be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

## **19. THE SAFE LEARNER**

The Oakwood Group is committed to support the principles of the Safe Learner, following the six key elements of the Safe Learner Blueprint. All learners are afforded the same rights as employees with regard to working in a safe and healthy environment. We have a separate document detailing our strategy to meet the Safe Learner principles.

## **20. SAFEGUARDING**

This Policy and procedure should also be looked at in relation to the safeguarding policy and procedures. Any items within the areas of concern within Health and Safety that may reflect on the learners safeguarding and or well-being should be also logged on the Safeguarding form

## **21. HEALTH & SAFETY TRAINING**

Nominated Staff Member(s) will undergo suitable training in the field of Health and Safety and will advise members of staff, volunteers and customers about health and safety whilst at work, including accident prevention.

The Oakwood Group will ensure that:

- All new staff, volunteers and (where relevant) learners receive a health and safety induction, including information on emergency procedures, accident and incident reporting (including RIDDOR), and local risk assessments.
- Staff and volunteers whose roles carry specific responsibilities (for example First Aiders, Fire Marshals, the Health and Safety Appointed Person and managers) receive appropriate role-specific training and refresher training at suitable intervals.
- Training needs are reviewed at least annually and when roles, activities or legislation change, in order to maintain competence in line with current HSE guidance.

In addition, the CEO will recommend and approve any additional training that may be necessary to ensure continued legal compliance and good practice in health and safety management.