



## **OXFORD COLLEGE**

**Company Number: 14552808**

**Address: 5 Brayford Square, London, E1 0SG**

**Phone: +44 77 2 77 33 55 8**

**Email: [info@oxford.edu.eu](mailto:info@oxford.edu.eu)**

**Date: 21 May 2025**

# **HEALTH AND SAFETY POLICY**

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### **1. INTRODUCTION**

Oxford College Ltd is committed to ensuring the health, safety, and welfare of all staff, students, contractors, and visitors. This Health and Safety Policy outlines the college's procedures, responsibilities, and commitments to creating a safe and compliant environment in accordance with the Health and Safety at Work Act 1974 and associated legislation.

### **2. PURPOSE**

This policy is designed to:

- Prevent accidents, injuries, and ill health.
- Promote a proactive health and safety culture.
- Ensure compliance with UK legal and regulatory requirements.
- Define roles, responsibilities, and processes for managing health and safety.

### **3. SCOPE**

This policy applies to:

- All employees, students, visitors, and service providers.
- All college facilities, learning environments, and online spaces.
- All activities conducted on-site and during off-campus trips or placements.

### **4. POLICY STATEMENT**

Oxford College Ltd will:

- Provide safe premises, equipment, and working conditions.
- Deliver training, supervision, and instructions on safety practices.
- Conduct regular risk assessments and implement necessary controls.
- Consult staff and students on health and safety matters.
- Monitor, report, and review health and safety performance regularly.

### **5. RESPONSIBILITIES**

Principal:

- Holds overall accountability for the health and safety strategy.
- Ensures resources are allocated to maintain safe operations.

Health and Safety Officer:

- Implements safety policies and procedures.
- Conducts inspections, risk assessments, and investigations.
- Reports findings to senior leadership and regulatory bodies.

Line Managers and Faculty Leads:

- Ensure compliance within their areas.
- Conduct team-specific risk assessments and enforce safety standards.

Employees and Tutors:

- Follow safety instructions and use protective equipment.
- Report hazards, incidents, and near misses immediately.

Students:

- Participate in safety briefings and follow posted instructions.
- Behave responsibly and report unsafe conditions.

## 6. RISK MANAGEMENT

- General and specific risk assessments are completed annually and for all new activities.
- Hazards are identified, evaluated, and mitigated with control measures.
- Emergency and high-risk areas are prioritised for additional safeguards.

## 7. FIRST AID AND MEDICAL SUPPORT

- First Aid kits are located at all key college points and checked monthly.
- Trained first aiders are on duty during operational hours.
- Serious incidents are recorded and, where applicable, reported under RIDDOR.

## 8. FIRE SAFETY

- Fire drills are conducted every term.
- Fire extinguishers and alarms are serviced and tested regularly.
- Clear evacuation routes and signage are displayed throughout the premises.

## 9. EMERGENCY PROCEDURES

- Staff and students are trained in fire, medical, and lockdown procedures.
- Emergency contact lists are reviewed quarterly and displayed in all departments.

## 10. TRAINING AND INDUCTION

- All new staff and students receive safety induction.
- Role-specific training is provided for machinery, labs, or technical environments.
- Refresher training is scheduled annually or after policy updates.

## 11. MONITORING AND REVIEW

- Health and safety records are reviewed monthly.
- Annual audits are conducted with recommendations implemented promptly.
- Reports are submitted to the Senior Management Team.

## 12. NON-COMPLIANCE

- Breaches of safety policies may result in disciplinary action.
- Serious or repeated violations are escalated to senior leadership and external regulators.

### 13. REVIEW

This policy is reviewed annually or following changes in law, incidents, or operational structure.

Approved by:

Principal, Oxford College Ltd

Date: 21 May 2025