



Health and safety at work policy

Introduction

This is a statement of policy by Regent Language Training regarding its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, students, visitors and contractors, whilst on any of its premises, or on any premises under the control of Regent Language Training, or conducting work elsewhere on behalf of Regent Language Training.

Supplementary to this general Policy Statement, each school, summer school group, booking office or administrative office will be responsible for developing Workplace Risk Assessments and specific Health and Safety Procedures. These will be maintained and acted upon in order to control risks. Regent Language Training will carry out periodic reviews to ensure that this is happening.

Definitions

Throughout this policy, the term '**Regent Language Training**' shall mean OISE Holdings Limited and all or any of its subsidiary companies.

The term '**Business Unit Manager**' will include Principals and School Directors, Retail Office Directors and all those who have responsibility for profit centres.

Statement of Intent

It is the policy of Regent Language Training to ensure, so far as reasonably practicable, the health and safety and welfare of its employees whilst they are at work, its students whilst studying and of others who may be affected by their undertakings and to comply with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation as appropriate.

Objectives

To comply with the statement of policy, Regent Language Training will endeavour to achieve the following objectives:

- To set and maintain high standards for health and safety throughout Regent Language Training;
- To identify risks and set in place programmes to remove or reduce those risks;
- To ensure, where this is reasonably practicable:-
 - that contractors working on Regent Language Training's behalf, work to the same high standards of safety as Regent Language Training itself,
 - that the health and safety of Regent Language Training's students is taken into account at all times,
 - that the health and safety of the general public is protected;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- To develop campaigns etc to promote and encourage safety and health awareness of employees, students and others affected by their undertakings;
- To monitor its operations with regard to health and safety management;
- To ensure that adequate consideration is given to the protection of the environment;



- To ensure that these standards are communicated to all employees, contractors and Regent Language Training's students.

Name: Mr Till Gins, Owner, Regent Language Training/OISE Holdings Ltd

Responsibilities

In order to promote safe and healthy workplaces, the following responsibilities have been established:

The Owner, Till Gins, has overall and final responsibility for health and safety throughout Regent Language Training.

Health and Safety Sub-Committee

The Board of Directors has established a sub-committee to monitor, evaluate and seek to improve health and safety provision and protection throughout the group. They have delegated responsibility to draw up the Health and Safety Policy and to ensure that this is properly implemented.

Directors/Managers

All directors and managers of Regent Language Training are responsible for implementing Regent Language Training Health & Safety Policy along with any other related policies and procedures within their areas of control and ensuring that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to health and safety. Adequate information related to health and safety must be obtained and passed on to employees, students, contractors, members of the public and statutory authorities.

Regarding course activities, those responsible for any school and student related activities must liaise with the team at the Binsey Lane Support Office to ensure that risks are adequately managed. They will be supported by the Health & Safety Co-ordinator. They and their staff must understand that the Business Unit Manager has day-to-day jurisdiction over activities on site that relate to health and safety.

Binsey Lane Support Office Health & Safety Co-ordinator (Ward Lincoln)

The *Binsey Lane Support Office* Health & Safety Co-ordinator provides health and safety support to Business Unit Managers and employees, ensuring that information related to health and safety management is passed on, and also undertakes periodic health and safety audits to ensure that Business Unit Managers are fulfilling their requirement to follow safe systems of work in the running of their area of the business. The Health & Safety Co-ordinator is based in Binsey Lane Support Office and is assisted by the Health and Safety Sub-



Committee. The Health & Safety Co-ordinator is the first point of contact for Business Unit Managers seeking advice, and will seek or source further support and professional advice as necessary.

Business Unit Managers

All Business Unit Managers have primary responsibility for health and safety in the school, booking office or other site they manage, and are therefore responsible for:

The practical implementation of the Health and Safety Policy and other related policies and procedures, the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation;

Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees, students or others affected by their activities;

Ensuring adherence to a 'safe system of work' by competent employees and contractors;

Ensuring that their area of responsibility is subject to risk assessments, regular inspections and adequate supervision, and that proper records of these are kept;

Ensuring that employees, students and others have adequate access to information about health and safety;

Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary;

Giving adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

Employees' responsibilities

Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures / instructions;

Refrain from doing anything or omitting to do anything that causes danger to themselves or to others;

Immediately bring to the attention of their Manager or Site Health & Safety Representative, any situation or practice of which they are aware and which may lead to injury or ill health;

Take responsibility for good housekeeping in the area within which they work;



Report all accidents, incidents and dangerous occurrences in accordance with Regent Language Training guidelines;

Follow the advice given in Regent Language Training Health & Safety Training in order to control workplace risks.

Students' responsibilities

Follow health and safety instructions at all times;

Refrain from doing anything or omitting to do anything that causes danger to themselves or others;

Immediately bring to the attention of their Teacher or a Health & Safety Representative, any situation or practice of which they are aware and which may lead to injury or ill health;

Report all accidents, incidents and dangerous occurrences to their Teacher or a Health & Safety Representative;

Follow the advice given in Regent Language Training Health & Safety Training in order to minimise any risks.

Contractors

All Contractors working on any Regent Language Training premises, or for Regent Language Training elsewhere, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Regent Language Training premises (or elsewhere on Regent Language Training's behalf), the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Reviewed: January 2018

To be reviewed: January 2019