

## **General Statement of Health, Safety & Policy.**

### **1. General Statement**

1.1 Oakwood Business Systems Ltd (Oakwood) fully recognises the duties placed upon it under the Health and

Safety at Work etc Act 1974 and all other relevant legislation. The organisation is committed to ensuring it at least complies with the minimum requirements and wherever reasonably practicable shall exceed them. It also recognises the obligations it has to others with regard to its activities including the funding bodies in UK responsible for provision of youth training as well as other partners in relation to delivery of training. The organisation is committed to working with these partners to ensure a safe and healthy working environment.

The organisation recognises the duties it has to not only its staff, but also to trainees, contractors, visitors and any others who may be affected by its activities and shall adopt the principle of zero tolerance with regard to accident prevention. This principle is underpinned by the acceptance of the organisation that no accident at work is acceptable.

### **2. Policy objectives**

2.1 Health & Safety must be regarded as a mutual objective for management and employees at all levels. Therefore management will:

- Provide and maintain a safe, healthy working environment with safe access and egress;
- Ensure the safety of staff who are mobile workers or those who work from home.
- Ensure that trainees placed in a safe and healthy working environment.
- Provide safety training, information and instruction as required for all employees, trainees, visitors and contractors etc, as appropriate.
- Provide all necessary safety devices, protective equipment and supervise their use.
- Maintain a constant and continuing improvement in all aspects of safety, in particular by introducing and monitoring safety procedures.
- Consult employees on matters relating to workplace health, safety and welfare, development and review of policy and procedures through safety committees established throughout the organisation.
- Communicate relevant health and safety information through Safety Notice boards in the workplace and the internal memos.

2.2 All staff have a duty to co-operate fully in the operation of this Policy by:

- Working safely and efficiently, complying with any instruction, information & training in accordance with all procedures and statutory obligations.
- Immediately reporting incidents (including accidents, near misses, which have resulted in, or may lead to injury).
- Assisting with the investigation of accidents and aiding the introduction of measures to prevent a recurrence.

### **3. Policy Implementation**

3.1 The organisation has appointed a member of staff responsible for Health and Safety who will ensure continual strategic direction with regard to health, safety and welfare in Oakwood.

3.2 The Health and Safety Officer shall maintain the safety management system and ensure processes are in place for its continual improvement.

3.3 Managers are responsible for implementation and operation of the safety management system in their departments and will be accountable to the Director responsible for health and safety. Managers will be supported in this function by the Health and Safety Officer.

3.4 This policy shall be reviewed whenever circumstances require it such as changes to legislation or activities and at least annually.

3.5 This policy shall be issued to all new members of staff and be made available on safety.

This Policy will be included in the induction of new staff.