

# HBXL Health, Safety & Welfare Policy



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Notes	Please also refer to the HBXL Staff Handbook and Learner Handbook.

## 1. Statement of General Policy

1.1 HBXL accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare.

## 2. Management organisation and arrangements

### Introduction

2.1 This policy has been prepared and published under the requirements of Health & Safety At Work legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility through the normal line management processes.

## 3. Management responsibilities

### Managing Director

3.1 The Managing Director has overall responsibility for the implementation of HBXL's policy. In particular, they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

### Directors and Senior Managers

3.2 These managers are wholly accountable to the Managing Director for the implementation and monitoring of the policy within the area of their specified responsibility.

### Safety Officer

3.3 The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

3.4 The Safety Officer for HBXL is the Technical Director, who is responsible for:

- The production and maintenance of HBXL's policy and ensuring that its application is consistent with policy.
- Monitoring and reporting on the effectiveness of the policy.
- The provision of general advice about the implication of the law.
- The identification of health and safety training needs. The safety officer also acts on behalf of the Managing Director, as HBXL's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies.

## 4. Health and Safety Management Process

4.1 HBXL believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as the required standards within HBXL.

4.2 HBXL requires managers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met as part of day-to-day management.

4.3 For major additional expenditure, cases of need will be submitted to the HBXL Board of Directors by the Safety Officer.

4.4 If unpredicted Health and Safety issues arise during the year, the Managing Director will assess the degree of risk and decide the necessary resources and actions to commit to addressing these issues.

## 5. Identification of Health and Safety Hazards and Problems

5.1 It is the policy of HBXL to audit its Health, Safety and Welfare performance against its agreed policy. The Audit requires review of:

- Standards laid down in the policy.
- Relevant regulations.
- Environmental factors.
- Staff instructions.
- Methods of work.
- Contingency plans.
- Recording and provision of information about accidents and hazards.

5.2 The information obtained by the Audit will be used to form the basis of any action required for the following year.

5.3 The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Managing Director and will be carried out by the Safety Officer.

5.4 It is the responsibility of all managers to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

5.5 In addition to carrying out Safety Audits, it is the responsibility of the department manager to check, all portable equipment, including electrical appliances, in their area, and to ensure that any Health and Safety issues are dealt with.

5.6 It must be emphasised that managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment. Any hazard which is identified by staff must be reported to the departmental head as soon as possible.

## 6. Records, Statistics and Monitoring

6.1 HBXL will operate a system for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. The responsibility for the operation of this system rests with line managers.

## 7. Reports to the Health and Safety Executive

7.1 The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the Managing Director as delegated to the Safety Officer.

## 8. Specialist Advisory Bodies

8.1 Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this will be obtained by the Safety Officer from bodies outside HBXL.

## 9. First Aid

It is the policy of HBXL to ensure adequate provision for First Aid and any training of 'First Aiders' that may be required in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## 10. Fire

10.1 The Managing Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are appointed. The Managing Director delegates these responsibilities to the Directors.

10.2 In addition HBXL will nominate a Fire Officer (this may be the Safety Officer or someone external to HBXL), who will:

- ☐ Report and advise on the standard of fire safety in HBXL'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 HBXL's premises and to submit reports of such incidents.

## 11. Lifting and Handling

11.1 Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify any specific training needs if required.

## 12. Non-Smoking on Company Premises

12.1 There will be no smoking in the HBXL offices.

## 13. Control of Substances Hazardous to Health

13.1 The Control of Substances Hazardous to Health Regulations (COSHH) require HBXL to identify any substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. HBXL 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 Safety Officer is responsible for implementing these Regulations.

## 14. Computer Installations and Visual Display Units

14.1 All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are to be issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'.

## 15. Control of Working Time

15.1 HBXL is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

## 16. Health And Safety and the Individual Employee

16.1 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 HBXL for Health and Safety at Work.

16.2 The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the HBXL 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.

## 17. People Working on Company Premises Not Employed by HBXL

17.1 Persons working in HBXL 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. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

## 18. Visitors and Members of the Public

18.1 HBXL 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.

18.2 Any member of staff who notices persons acting in a way which would endanger other staff should inform their Line Manager.

## 19. Contractors

19.1 HBXL wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in HBXL'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.

19.2 Contractors must also observe HBXL's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager 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.

19.3 In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. HBXL's Manager letting the Contract will 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.