



Health & Safety

January 2021

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1.0 Introduction

The ESO is committed to the health and safety of all people who access all of our services. As an organisation, we recognise and take seriously our duty of care to protect any person with whom we work. The ESO recognises the Health and Safety Policy as a legal requirement.

This Policy is divided into four sections:

- Part One - Health and Safety Policy of Intent Statement
- Part Two - Health and Safety Organisation
- Part Three - Roles and Responsibilities
- Part Four - The Arrangements (Detailed Policies)

Part one contains the Statement of Intent of the Chief Executive Officer of the European School of Osteopathy (“ESO”). This is displayed at all places where personnel work.

Part two outlines the management structure of the ESO.

Part three provides the details of roles and responsibilities given to appointed persons. This gives clear guidance to appointment holders for the day to day health and safety responsibilities associated with their work.

Part four forms the Arrangements i.e. detailed Policies relating to Health, Safety, Welfare and Environmental arrangements. This part gives clear guidance for representatives to enable them to conduct their job function whilst paying due regard to safe working practices and legislation. These should be observed and adhered to at all times.

Where reference to competent staff is made, it should be considered that we have assessed the situation, with regard to providing sufficient information, instruction, training and supervision for health, safety and environmental issues.

Compliance Review

This review will cover all sections of the policy and shall ensure that:

- The responsibilities reflect current staffing.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.
- Additionally, the policy will be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

Safety Programme

The safety programme ensures that the ESO is following the Health & Safety Policy. This review will check that:

- All the responsibilities allocated in the policy are understood and are being performed;
- The procedures set up in the policy are being complied with and remain effective;
- Records, as required in the policy, are being adequately compiled and retained;
- All the necessary reports are being prepared and forwarded to the relevant persons within the ESO and the relevant enforcing authorities.

- They will also evaluate:
 - Management and employee attitudes to health and safety.
 - The effectiveness of the training carried out and the requirements for further training.
 - The effectiveness of the policy to reduce the incidence of accidents, incidents, dangerous occurrences, and ill health in the workplace.

1.1 Purpose

The aim of this policy is to provide a framework for the management of health and safety, to identify roles and responsibilities to ensure a pro-active approach is met and that control and co-operation are gained through competence and good communication. It will address office and site work specifics and aims to cover all our work activities. The objectives of this policy are to:

- Identify specific duty holders and determine their responsibilities.
- Provide health and safety training to duty holders and others to ensure ability to discharge duties placed upon them.
- Provide information to those affected, of risks to their health and safety and appropriate measures to control those risks.
- Investigate, record, and evaluate incidents to identify trends and weaknesses within our control measures to enable review.
- Seek the views, advice and assistance from safety advisors, statutory authorities, and employees.
- Review and monitor the provisions set out within this policy and amend as they become necessary.
- Maintain knowledge through information evaluation including legislative updates, guidance and approved codes of practice and technological advancements.
- Maintain records for evaluation.

2.0 Policy

2.1 Part One – Policy Statement

GENERAL STATEMENT

EUROPEAN SCHOOL OF OSTEOPATHY HEALTH & SAFETY POLICY

The European School of Osteopathy has adopted the provisions as contained in the Health and Safety at Work Act 1974, The Environmental Protection Act 1990, and other applicable Regulations so far as the provisions apply to the categories of works we undertake.

All levels of management are to be aware of their Roles and Responsibilities as laid out in our Health & Safety Policy and are to ensure that these are always followed. By assuring this application, we recognise the business case for and will prioritise the provision of, a sound approach to the safety, health and welfare of all our employees and anyone who may be affected by our acts or omissions, and care for the environment in which we work and source materials from, above that of production and any of our other business outputs.

We will endeavour to ensure that all employees are provided with sufficient information, instruction, training and supervision to enable us to maintain a safe place of work and safe systems of work at all times. We will ensure that all reasonable measures as dictated by the appropriate

Approved Codes of Practice and our Risk Assessments are undertaken to ensure the safety, health and welfare of all persons on sites or other workplaces including employees, contractors and visitors.

We are committed to the continual development of a safe and healthy culture throughout our Company structure and will consult with employees/safety representatives and external professional safety bodies to maintain or enhance our health and safety arrangements. We place great emphasis on the need for co-operation and support viewing breaches of Health and Safety, and Environmental Legislation or duties and procedures as set out in our policy document, as serious misbehaviour, potentially resulting in disciplinary action, which can be found in the Disciplinary Policy. The Chief Executive Officer has the direct responsibility for ensuring the correct management structure is in place to eliminate or reduce risk as far as is reasonably practicable.

Relevant financial and physical resources required for both implementing and monitoring the arrangements of this policy and that of our activities will be allocated.

Of initial importance is the planning stage of our activities for which personnel expertise and time resource will be ensured. This policy is to be reviewed, annually or as required, in respect of changes to company structure, technological developments and identified omissions.

Officer responsible for safety



Signed:

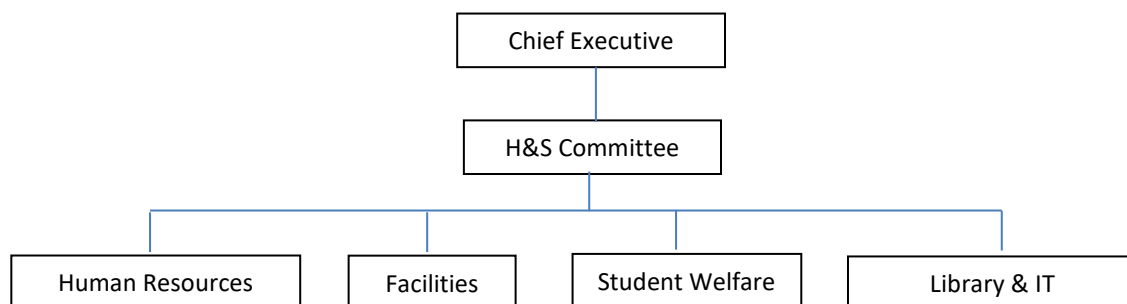
Name: Ian Fraser

Role: Chief Executive Officer

Date: January 2021

2.2 Part Two – Health & Safety Organisation

This section contains our health and safety management structure.



2.3 Part Three – Key Roles & Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for the safety of everyone at the ESO. In order to protect the Health and Safety of the employees, students, patients, visitors and others who may be affected by the Company’s operations, he will:

- Initiate and regularly review the Company's Health & Safety Policy and ensure it is promoted to all stakeholders and is easily accessible.
- Appoint staff to ensure that the policy is applied in all areas of the ESO's activities.
- Understand the broad requirements of the Health and Safety at Work Act 1974, The Environmental Protection Act 1990 and other relevant legislation and insist that these are observed.
- Monitor compliance with this Policy and all associated health and safety policies.
- Ensure that adequate supervision is provided on all projects to facilitate the required co-ordination and management of site health and safety.
- Ensure the effective planning of all contracts to take account of known and foreseen health and safety hazards.
- Ensure that tenders include adequate allowance for all health and safety matters and that necessary arrangements are made with clients and building occupiers.
- Ensure that funds and facilities are available to meet the requirements of the Policy.

Health & Safety Coordinator

- Ensure records of health and safety training carried out are stored.
- Identify health and safety training required for employees' and students' safety, health and welfare requirements and arrange suitable training.
- Ensure safe storage of equipment and materials in the stores, company vehicles and on site.
- Take necessary reporting action on injuries, diseases and dangerous occurrences in accordance with current RIDDOR regulations.
- Ensure that the policy is properly discussed with and understood by all employees.
- COSHH - promote the system and procedures for providing assessments.
- Ensure that all new employees and students receive an induction on health and safety issues, policy, etc.
- Ensure that sufficient First Aid trained personnel are maintained in order to comply with current legislation.
- Identify through assessment those employees who are designated as 'users' under the Display Screen Equipment Regulations. Ensure that an assessment of 'users' workstations is carried out to ensure compliance with the regulations.
- Be familiar with the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.
- Ensure that agreed procedures are followed, and that clear instruction on how to achieve safe working is given and followed.
- Undertake regular workplace inspections to ensure compliance with current health & safety legislation.
- Ensure that personnel are familiar with and observe this policy.
- Ensure that all relevant equipment is regularly inspected and tested to ensure that it is safe to use; and that appropriate records are maintained of all statutory checks to include electrical registers, issue of PPE etc.
- Ensure that adequate welfare and first aid facilities are maintained and ensure that employees and contractors are informed of the arrangements.
- Ensure that employees and students are aware of any relevant emergency procedures, and that regular tests of the procedures are undertaken.
- Notify the Chief Executive Officer of any accident or dangerous occurrence and take immediate action to prevent a reoccurrence. The Accident Book will be kept in a secure place in order to comply with the Data Protection Act and General Data Protection Regulations. Ensure that all

accidents are investigated to establish cause, cure and provide responsive control measures to prevent reoccurrence in so far as are reasonably practicable.

- Co-operate with inspectors from the Health and Safety Executive (HSE) and with visiting Safety Consultants and act on their recommendations.
- Maintain records of all assessment and procedures (to include records of safety inductions).
- Maintain the Health and Safety Policy.
- Ensure that manual handling assessments are carried out for all work activities that have the potential for manual handling injury.
- Ensure that first aid equipment is regularly checked and maintained to ensure they continue to meet the needs of the works.

Managers

Managers are responsible for organising work so that it is carried out safely and the company Health and Safety Policy is implemented. In particular, they must:

- Be familiar with the requirements of the Health and Safety at Work Act 1974 and other relevant legislation and insist that they are observed.
- Ensure that agreed procedures are followed, or that clear instruction on how to achieve safe working is given and followed.
- Ensure that employees are familiar with and observe the Health and Safety Policy.
- Notify the H&S Coordinator and the Chief Executive Officer of any accident or dangerous occurrence and take immediate action to prevent a reoccurrence.
- Co-operate with Inspectors from the Health and Safety Executive (HSE) and with visiting Safety Consultants and act on their recommendations.

Employees and Students

All employees and students must comply with the following guidelines:

- Maintain a tidy working environment.
- Ensure awareness of all Health and Safety related policies.
- Engage in all mandatory training.
- Report all health and safety concerns to the H&S Coordinator or Chief Executive Officer.

2.4 Part Four – Arrangements/Operational Control

This section contains our detailed Arrangements and Operational Controls on matters relating to safety, health and welfare.

Responsibility	Description	Name
H&S Objective Control (Top Management)	Responsibility and Authority for planning and achieving H & S objectives, through evaluation of monthly data against given targets	Chief Executive and H&S Committee
Co-ordinating H&S Issues	Appointed Persons for Co-ordinating Health & Safety	H&S Coordinator

Investigating and reporting accidents, incidents and near misses	Provision of Management Statistics, Investigation Reports, Accident Book entries & RIDDOR Reports	H&S Coordinator
Risk Assessment	Provision of Suitable and Sufficient Common Hazard (CH) and Task Specific (TS) Risk Assessments to identify, control and eliminate any foreseeable harm	H&S Coordinator
Manual Handling Assessment	Assessment of hazardous manual handling activities to identify, control and eliminate any foreseeable harm	Managers
Subcontractor Review	To maintain the register of contractors	H&S Coordinator
Hazardous Substances	COSHH Risk Assessments & Control of Material Safety Data Sheets (MSDS's)	H&S Coordinator
Training	H&S Induction and Task Specific Training	H&S Coordinator
Display Screen Equipment	Workstation Assessment of DSE 'Users'	Users
Fire evacuation arrangements Fire Risk Assessments	Appointed Competent Person(s) to ensure fire safety	H&S Coordinator and Fire Wardens
Personal Protective Equipment (PPE)	To control the allocation of PPE and to provide information, instruction, training and supervision	H&S Coordinator, Clinic management
First Aid / Appointed Person	To administer First Aid Treatment, Contact the Emergency Services, maintain First Aid Equipment	First Aiders
Work Equipment Inspections	To undertake planned & documented inspections of work, access & lifting equipment and accessories	H&S Coordinator
Portable Appliance Testing (PAT)	To thoroughly inspect portable electrical appliances	External contractor
Safeguarding	To ensure a safe and secure environment for all staff, students, patients and visitors	Safeguarding Lead and Officers
Prevent	To protect students and staff from the threat of terrorism, extremism and radicalisation	Prevent Lead

3.0 Auditing

Policy Name:	Health & Safety
Policy Owner:	CEO
Policy Approver:	Policy Management Committee
Audience:	Employees, students, patients, contractors and visitors
Storage Location:	Learning Zone – Health & Safety
Effective Date:	01.2021
Review Date: (Unless other revisions are required prior to this date)	01.2022
Version:	Approved version 1.0
Equality Impact Assessment:	Are there any implications for a protected characteristic group as defined by the Equality Act 2010 in this policy? <input type="checkbox"/> Positive Impact <input type="checkbox"/> Negative Impact <input checked="" type="checkbox"/> Neutral
Details:	<Provide details if there is either a positive or negative impact>

4.0 Contact Us

Business Address

Boxley House
The Street
Boxley, Maidstone
Kent ME14 3DZ

Contact Information

CEO
E: ianfraser@eso.ac.uk

Further Information

If you have further questions regarding this document or require further information, please contact our team.