

Summary Health & Safety Policy

Date Issued: 12th May 2025

Next Review Due: September 2026

This Health & Safety Policy has been developed in collaboration with Britannia Safety & Training and Open Road to comply with the Health & Safety at Work Act 1974 and other relevant regulations. This document is the abbreviated version of a detailed Health and Safety Policy which is available on request from Open Road's Managing Director, and a hard copy can be viewed at Open Road's reception areas. All Open Road's policies are regularly reviewed and updated to reflect industry changes, technological advancements, and internal developments.

1. Statement of Intent

Open Road Norfolk is committed to ensuring a safe and healthy environment for all employees, learners, visitors, and contractors. The Trust will:

- Provide and maintain a safe and healthy working environment, including appropriate facilities and welfare arrangements.
- Establish and maintain safe systems of work that comply with current legislation and best practices.
- Ensure the safe handling, storage, and transportation of hazardous substances and materials.
- Provide appropriate training, supervision, and resources to all employees and learners to ensure competency in health and safety matters.
- Implement effective emergency response procedures, including fire prevention measures and first aid provisions.
- Foster a culture of consultation and cooperation between management, employees, and relevant stakeholders to continuously improve health and safety performance.
- Contact the appropriate school or commissioner without delay in the event of a concern, first aid incident, or accident involving a student.

All employees must comply with health and safety regulations as a contractual obligation, and failure to do so may result in disciplinary action.

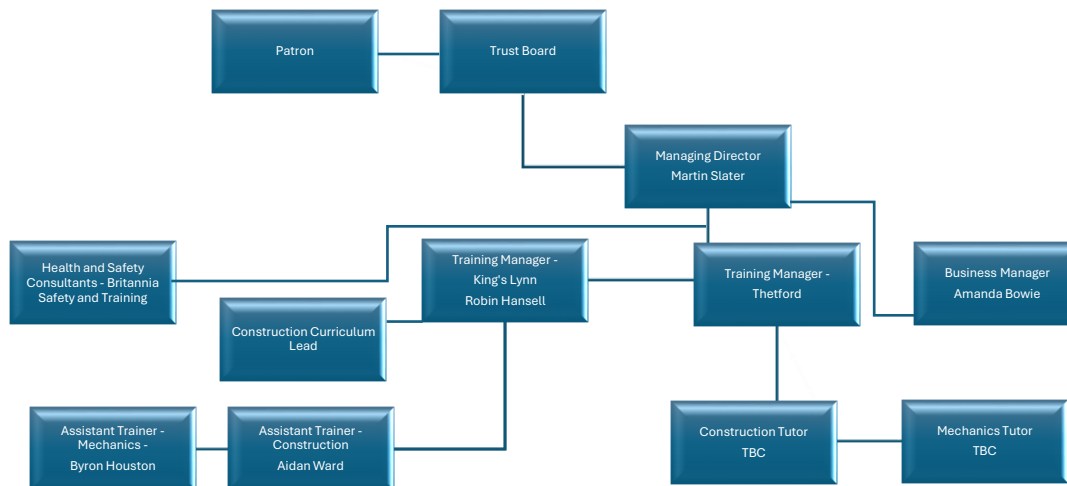
2. Responsibilities for Health and Safety

2.1 Managing Director

The Managing Director has overall responsibility for health and safety, including:

- Ensuring the development, implementation, and review of the Trust's Health & Safety Policy.
- Overseeing health and safety policies and ensuring compliance with relevant legislation and best practices.

2.2: ORGANISATION OF STAKEHOLDERS



2.3: RESPONSIBILITIES OF STAKEHOLDERS

Person responsible	Robin Hansell
Position within the company	Training Manager
Contact details	robin@openroadtraining.co.uk

MANAGING DIRECTOR

The Managing Director accepts overall responsibility for all matters, including those regarding Health, Safety and Welfare.

The Managing Director will also:

- Preside over the Health and Safety review meetings.
- Assess, along with the relevant directors / managers and the health and safety nominated person(s), the procedures to be adopted following regular audits.
- Authorise the action necessary to implement the procedures resulting from audits.
- Ensure sufficient resources are available to ensure a safe and healthy working environment as far as is practicable.
- Encourage active participation of the workforce in improving health & safety performance and policies
- Always set a professional example.

In addition to the above, the Managing Director will accept the following responsibilities applicable to other/future Directors. Allocating sufficient resources for health and safety initiatives and ensuring risk control measures are in place.

- Encouraging a culture of safety awareness and responsibility across all levels of the organization.
- Leading health and safety review meetings and monitoring performance indicators.

2.4 Health & Safety Advisor

The Health & Safety Advisor is responsible for:

- Providing professional advice and guidance on health and safety issues to management and employees.
- Conducting and reviewing risk assessments and audits to identify hazards and implement appropriate control measures.
- Coordinating health and safety training programs and ensuring compliance with statutory requirements.
- Investigating accidents, incidents, and near-misses, recommending corrective actions, and maintaining records for reporting purposes.

2.5 Employees

All employees must:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- Follow all health and safety policies, procedures, and instructions issued by the Trust.
- Use equipment, tools, and personal protective equipment (PPE) properly and report any defects or hazards immediately.
- Report all accidents, near-misses, and unsafe conditions to the Health & Safety Advisor or management without delay.
- Participate in health and safety training and meetings as required.

3. Health and Safety Arrangements

3.1 Risk Assessment

The Trust will conduct regular risk assessments in all areas of work to identify potential hazards and implement control measures to mitigate risks. Risk assessments will be reviewed periodically and updated as necessary.

3.2 Training

All employees and learners will receive appropriate health and safety training, including:

- Comprehensive induction training covering emergency procedures, hazard identification, and safe working practices.

- Task-specific training to ensure safe operation of equipment and machinery.
- Regular refresher training to maintain competency and awareness of regulatory changes.

3.3 Fire Safety

Fire safety procedures are established under the Regulatory Reform (Fire Safety) Order 2005 and include:

- Fire risk assessments conducted at regular intervals.
- Designated fire marshals and clear evacuation procedures.
- Regular fire drills and maintenance of firefighting equipment.
- Compliance with fire exit and emergency lighting regulations.

3.4 Accident Reporting (RIDDOR)

All accidents, injuries, and dangerous occurrences must be reported immediately to the designated Responsible Person. The Trust will ensure compliance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) by reporting serious incidents to the Health and Safety Executive (HSE) within the required timeframes.

3.5 First Aid

The Trust will ensure that adequate first aid provisions are in place, including:

- Designated first aiders who are appropriately trained and certified.
- First aid kits that are stocked and regularly checked.
- Clear procedures for handling medical emergencies and contacting emergency services.

4. Occupational Health

4.1 Health Surveillance

The Trust will implement a health surveillance program where required to monitor employees' exposure to workplace hazards and prevent occupational illnesses.

4.2 Control of Substances Hazardous to Health (COSHH)

Employees handling hazardous substances will be provided with COSHH assessments, training, and appropriate protective measures to minimize risks.

4.3 Noise and Vibration

Noise and vibration levels in the workplace will be monitored, and appropriate control measures such as PPE, engineering controls, and administrative adjustments will be implemented to prevent hearing loss and vibration-related injuries.

4.4 PPE (Personal Protective Equipment)

PPE will be supplied and maintained according to risk assessments. Employees are required to wear PPE as instructed and report any damage or defects immediately.

5. Employee Well-being and Business Compliance

5.1 Equal Opportunities & Diversity

The Trust is committed to providing a workplace that promotes equality, diversity, and inclusion, ensuring that no employee is discriminated against based on gender, age, disability, race, religion, or any other protected characteristic.

5.2 Mental Health and Well-being

External resources and support services are available to promote mental well-being, including access to confidential counselling services and stress management programs.

5.3 Drugs and Alcohol Policy

The Trust has a strict zero-tolerance policy regarding drug and alcohol use in the workplace. Employees found to be under the influence will be subject to disciplinary action.

6. Monitoring and Review

This policy will be reviewed annually or following significant changes in legislation, operational activities, or identified risks. Audits and performance reviews will be conducted to assess compliance and drive continuous improvement in health and safety standards.

This Health & Safety Policy is fully supported by Open Road West Norfolk Trust and must be adhered to by all stakeholders.

Policy Review

Policy Adopted: 12 May 2025

Open Road reviews its policies and procedures on an annual basis in September.

Date for Review	Date reviewed and updated	Reviewed By
September 2025	10 September 2025	Trust Board
September 2026		