



# OCF Health & Safety

Policy Statement – HS01

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# 1. Version Control

Version	Date	Revision Author	Summary of Changes	Approver	Approval Date
2.0	14/09/2023	Faye Exton	Updated branding Included responsibilities	Russell Slack	10/10/2023

Stakeholder	Distribution Method
All Employees	Document Control Staff Handbook Induction
Other interested parties	Email upon request

# 2. Policy Statement

## 2.1. Health and Safety at Work etc Act 1974

**OCF'S statement of general policy is:**

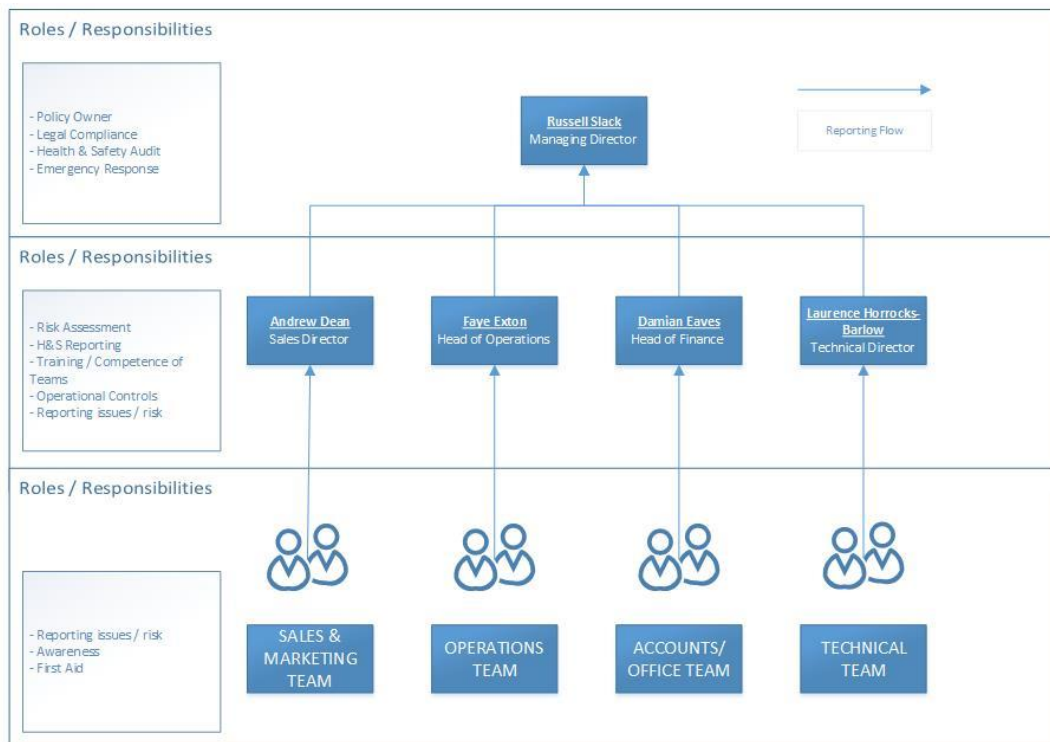
- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- Implement emergency procedures, including evacuation in case of fire or other significant incident;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

## 2.2. Responsibilities

- Overall and final responsibility for the health and safety of the business is Russell Slack, Managing Director.
- The Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- Day-to-day responsibility for ensuring this policy is put into practice is with Chris Hardacre, Customer Support Lead.
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Risk Assessments	Directors, Managers, Team Leaders
Consulting Employees	Directors, Managers, Team Leaders
First Aid at Work	Pippa Mottershead, Dale Wakefield, Lee Hobson
Mental Health First Aid	Sharon Johnson, Charlotte Hopewell
Accident Investigation	Directors, Managers, Team Leaders
Emergency procedures, fire, and evacuation	Chris Hardacre, Russell Slack
Training	Directors, Managers, Team Leaders

- All employees should:
  - Co-operate with managers and team leaders on health and safety matters;
  - Take reasonable care of their own health and safety; and
  - Report all health and safety concerns to an appropriate person or system.





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