

Biggleswade Work

Health Safety

Policy v1.2



Authorisation Date: 08/2025

OSG Document Code: POL_UK_GOV_Work Health Safety Policy v1.2

Region: UK – OSG Biggleswade Campus

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Related Legislation and Standards Operating Within Respective Regions ISO 45001 Global Standard for Health & Safety Management System	Associated Documents	

1. INTRODUCTION/POLICY STATEMENT

Protecting the health, safety and wellbeing of employees, students, volunteers, and contractors of OneSchool Global (OSG), whilst on the institution's premises and in other places where they might be involved in OSG operations, is our duty of care and of utmost importance. This policy aligns with UK legislation including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant regulations.

2. PURPOSE

The Work Health & Safety or Health & Safety (WHS) policy reflects our commitment for a proactive approach to managing health and safety in the workplace. It outlines our commitment to the highest standards of health, safety and wellbeing through continual improvement and the control of risk, while simultaneously meeting WHS regulatory requirements and our internal compliance obligations to develop and lead a safety culture that aligns with the values of OSG.

3. OBJECTIVES

The objectives of this policy are to:

- Achieve a safe and incident free workplace and school environment.
- Involve employees, contractors, and volunteers in the decision-making process through regular communication, consultation, and engagement.
- Ensure employees, contractors and volunteers identify and control WHS risks in the workplace.
- Ensure risks are identified, assessed, and controlled in line with UK risk assessment requirements.
- Consider WHS in project planning and work activities.
- Outline the requirements for a WHS management system.
- Help us achieve continual improvement of WHS performance; and
- Fulfill compliance with UK health and safety law and HSE guidance.

While there are variations in requirements and terminology from Country to Country, each of our Schools has the same obligations to their respective authorities to “provide and maintain a work environment that is safe and without risk to health”.

4. SCOPE

The policy applies to employees, contractors, volunteers, visitors, and students. It is applicable to WHS risks, hazards, incidents, injuries under the control of our Schools.

Our Schools commit to complying with relevant local WHS obligations. We will, as far as reasonably practicable, ensure the health and safety of our stakeholders, and that other people are not put at risk from work carried out by, or on behalf of, OSG.

5. DEFINITIONS

Term	Definition
Continual improvement	Recurring activity to enhance performance.
Hazard	A situation or thing that has the potential to harm a person such as chemicals, electricity and working at height.
Campus Principal	Designated manager overseeing the day-to-day operation of OSG campus.
Work Health & safety management system	Set of objectives, policies, and processes to systematically manage health and safety in the workplace.
Incident	An unplanned event resulting in injury, ill-health, damage, or other loss.
Injury	Mental or physical harm caused by an Incident.
Near miss	Any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.
Notifiable incident	A ‘serious injury or illnesses’, or a ‘dangerous incident’ arising out of the conduct of the activities that needs to be reported to the Authorities. Notifiable incidents may relate to any person at the workplace, whether an employee, contractor, or member of the public.
Risk	Effect of uncertainty. Is the combination of the likelihood of a hazardous event or exposure causing harm (injury or ill health) and the degree or severity of harm (consequence) that can be caused by the event or exposure.
Workplace	Any place where a worker may be carrying out their work including primary OSG locations such as campus sites and OSG offices.
Worker	Anyone who carries out work or work-related activities under the control of OSG, such as an employee, contractor, apprentice and trainee, work experience student, volunteer. Under the WHS legislation, students are classified as ‘other persons’ and have the same protection as employees and other workers for the purposes of health and safety.

6. LEGAL FRAMEWORK

This policy operates under UK law, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992
- The Construction (Design and Management) Regulations 2015

7. FRAMEWORK & PROCEDURES

The global standard for health and safety is ISO 45001 and the key requirement is for workplaces to develop, implement, maintain, and continually improve a health and safety management system ensuring full compliance with the Health and Safety Executive (HSE) standards and UK enforcement requirements.

OSG Limited Board expects the Regional Boards to ensure compliance with the laws, codes, regulations, and standards required within their respective Regions.

Each OSG site or Campus is expected to work towards meeting this standard by maintaining and continually improving WHS, including:

- Establishing procedures and guidelines to assist in meeting legal obligations and providing guidance in recording outcomes of WHS.
- Delivering induction, training, and competency programs (combination of training, skills, experience, and knowledge) to ensure those in the scope of this policy are equipped to protect themselves from risk to their health and safety. Undertaking regular risk assessments and identifying and reporting hazards, injuries, incidents, and near misses on our WHS management platform (DoneSafe).
- Recording injuries, incidents and near misses on our WHS management platform (DoneSafe) and conducting incident investigations to identify root cause(s) and prevent reoccurrence. It is expected that compliance with any data privacy requirements is followed.
- Conducting regular walk-around inspections and audits (internal & external).
- Ongoing reporting of key safety statistics.
- Communicating, consulting, reviewing, and monitoring processes for evaluation and improvement of the WHS management system.

In addition, each OSG UK campus must:

- Conduct regular risk assessments per UK legal requirements.
- Record and report notifiable incidents in compliance with RIDDOR 2013.
- Ensure employee training includes UK legal obligations.
- Implement corrective actions and review processes for continuous improvement.

8. ROLES & RESPONSIBILITIES

Everyone has a responsibility for safety; their own and that of others. The success of a compliant WHS management system depends on leadership, commitment and participation from all levels and functions.

7.1 OSG Limited Board and Global MD are responsible for:

- Leading, and promoting a safety culture.

- Regularly reviewing items of significant safety matters raised by the Regions
- Ensuring Regions establish appropriate strategies and targets with respect to health and safety, consistent with this policy.

7.2 UK Regional Boards and UK Regional MD are responsible for:

- Leading the development of a proactive WHS culture in the Region.

Providing regular reports to the Global Board Notifying Global Boards of any serious incidents, any enforcement actions by the Regulatory Authority and the response taken.

- Ensuring an effective and compliant structure and system of WHS is established in the Region.
- Ensuring adequate resources are allocated for the effective implementation of the WHS system.
- Setting the WHS objectives and targets in their Region and reporting on the progress on a quarterly basis to the MD.

7.3 Global WHS Team are responsible for:

- Co-ordination, implementation, and review of the WHS management system against regulatory requirements and best practice standards, in conjunction with the Regional Boards and Regional Advisory Teams.

Campus Principals and Campus Boards are responsible for:

- Providing a safe working environment for OSG employees, students, contractors, visitors, and volunteers
- Ensuring compliance with the Health and Safety at Work Act 1974 and related regulations for the day-to-day running of the Campus.
- Establishing and maintaining the WHS management system within their area of control and reporting regularly on their progress. This responsibility may be delegated to Campus Health & Safety Officer or WHS Committee with appropriate level of oversight.
- Establishing a WHS committee to be responsible for ensuring effective consultation and communication within their area of responsibility, providing advice and assist in the implementation of the health & safety management system. All employees are to be aware of the personnel responsible and the forum for discussing issues and improvements.

7.4 Employees, students, contractors, and volunteers are responsible for:

- Complying with the WHS policy and procedures that have been notified to those in the scope of this policy.
- Ensuring their conduct does not endanger themselves, others, or the environment.
- Co-operate with OSG so far as is necessary to ensure compliance with Health and Safety laws and the fulfilment of its duties, such as communication, training, and so on.
- Any person under this policy is required to:
 - Take reasonable care for their own and others' health and safety.
 - Follow safe working practices and comply with WHS policies.
 - Report accidents, near misses, and unsafe conditions immediately.
 - Cooperate with OSG UK in meeting its legal duties.
 - Ensure that they use all protective clothing and equipment supplied as required.

- Report all unsafe working conditions, faulty equipment, and accidents in writing to the Campus Principal.
- Attend all mandatory Health and Safety training.
- Be familiar with the School's WHS policies and documents, and the relevant legislation which affects their duties and responsibilities.

8 VERSION CONTROL

Document Code	Date	Version No.	Nature of Change
POL_OSG_GOV_Work Health Safety Policy.V1.0	Jul.2021	V1.0	New Policy
POL_OSG_GOV_Work Health Safety Policy.V1.0	Jan 2023	V1.0	Minor updates
POL_OSG_GOV_Work Health Safety Policy.V1.1	Aug 2025	V1.1	Removal of points from sections 6 & 7
POL_OSG_GOV_Work Health Safety Policy.V1.2	Oct 2025	V1.2	UK legal contextualisation