



## **HEALTH & SAFETY POLICY**

This policy has been prepared in accordance with the Health & Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the College.

### **1 Policy Statement**

- 1.1 To establish and maintain in so far as is reasonably practicable:
  - i. an environment which is safe and without risk to health;
  - ii. safe working procedures among staff and students;
  - iii. safe and healthy arrangements for the handling, storage and transport of articles and substances;
  - iv. safe means of access and egress from the college.
- 1.2 To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety.
- 1.3 To teach safety, where appropriate, as part of the curriculum;
- 1.4 To formulate effective procedures for use in the case of accident;
- 1.5 To lay down procedures to be followed in the case of accident;
- 1.6 To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and students;
- 1.7 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

### **2 Organisation and Arrangements for Health and Safety**

#### **2.1 The Principals**

The ultimate responsibility for ensuring a safe and healthy environment within the College rests with the Principals. The Principals will report to the Department for Education any major threat to the health and safety of employees and users of the College.

## 2.2 The Principals shall:

- i. take appropriate action immediately any hazard is reported to him/her and stop the use of any plant, tools, equipment, machinery, etc., which he/she considers unsafe until he/she is satisfied as to their safety;
- ii. make recommendations for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.

## 2.3 Health and Safety Delegate (Chris Mason)

Delegated by the Principals to:

- i. be the focal point for day-to-day references on safety and give advice or indicate sources of advice
- ii. co-ordinate the implementation of safety procedures
- iii. maintain contact with outside agencies able to offer expert advice
- iv. carry out regular inspections of the college and check working practices in it
- v. ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken
- vi. review annually
  - a) provisions of first aid (May)
  - b) emergency regulations (September)
  - c) safety procedures (September)

## 2.4 Obligations of all Employees

The Health and Safety at Work Etc. Act 1974 states:

**“It shall be the duty of every employee while at work:**

- i. **to take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and**
- ii. **as regards any duty or requirements imposed on his/her employer and any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”**

**Also that:**

**“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”**

In order that the law is observed and responsibilities to pupils and other visitors to College are carried out, all employees are expected:

- i. to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;

- ii. to observe standards of dress consistent with safety and hygiene;
- iii. to exercise good standards of housekeeping and cleanliness;
- iv. to know and apply the emergency procedures in respect of fire and first-aid;
- v. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- vi. to co-operate with other employees in promoting improved safety measures in their College;
- vii. to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

#### 2.5 Staff (teaching and non-teaching):

1. are expected to have responsibility for the application of the College safety policy to their own department or areas of work and should observe instructions given by the the Principals;
2. should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water, identification of asbestos);
3. should resolve any health and safety problem any member of staff or student may raise and refer to the College Administrator (JM) or other member of staff any problem for which there is not a satisfactory solution within the resources available;
4. should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety at work;
5. should propose to the College Administrator (JM) changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
6. must ensure that all donated equipment is safe and where appropriate seek specialist advice that this is so.

#### 2.6 Particular Responsibilities of Class Tutors

The safety of students in classrooms and laboratories is the responsibility of the class tutor. If for any reason this responsibility cannot be accepted it must be discussed with the College Administrator (JM) before any activities take place.

A class tutor is expected to:

- i. know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- ii. exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- iii. give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough);
- iv. ensure that students coats, bags, cases etc. are safely stowed away;

- v. integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- vi. follow safe working procedures personally;
- vii. call for protective clothing, guards, special safe working procedures etc. when necessary;
- viii. make recommendations on safety measures to the Health & Safety Delegate (CM)..

## 2.7 The Students

Students are expected to:

- i. exercise personal responsibility for safety of themselves and others;
- ii. observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous):
- iii. observe the safety rules of the college and in particular the instructions of staff given in an emergency;
- iv. use and not wilfully misuse, neglect or interfere with equipment provided for safety.

## 2.8 The Health and Safety Representative

The Health and Safety representatives is:

- i. not liable in law and have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Etc. Act 1974;
- ii. do not carry legal liability for either their activities or omissions as a safety representative;
- iii. the functions of safety representatives are as follows:
  - a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents at the workplace;
  - b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
  - c) to make representations to the employer on general matters arising out of (a) and (b) above;
  - d) to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
  - e) to carry out inspection;
  - f) to represent the employees he/she is appointed to represent in consultations at the workplace with Inspectors of the HSE and any other enforcing authority;
  - g) to receive information from Inspectors in accordance with Section 28(8) of the 1974 Act; and

- h) to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, section 2(4) of the HASAWA places upon the safety representative the function of representing the employees in consultations with the employer.

#### 2.10 Risk Assessment Procedures

Regular risk assessments will be carried out by:

- i. The Health & Safety Delegate
- ii. The Heads of Department
- iii. The Fire Officers (JM & BM)

#### 2.11 Emergencies

Fire & Evacuation procedures are rehearsed each term at least once.

A list of staff with first-aid and fire safety qualifications, along with their contact and location details is posted prominently on the Staff and Student Noticeboards and circulated to all staff.

### **3. Employers Liability**

The legal liability of the school for accidental bodily injury, illness or death to employees is defined in law. Appropriate insurance is taken out by the college.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Principals. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

Reviewed: September 2011

Next Review: September 2012