

Procedures Manual

12.01.01 HEALTH AND SAFETY POLICY

PURPOSE

To provide information to all staff, learners and other stakeholders regarding College policy and procedures on Health & Safety.

SCOPE

All staff, (including agency staff), learners, Corporation, visitors and contractors. Roles and responsibilities are clearly stated within the Policy and subsequent procedures.

RESPONSIBILITY Principal and CEO

PROCEDURE

WEST SUFFOLK COLLEGE Health and Safety Policy

GENERAL STATEMENT

West Suffolk College (the College) ensures a policy of Health and Safety control and protection for those at work, who study and those who may be affected by the College's various undertakings. The College will make every effort to comply with its duties under the **Health and Safety at Work etc. Act 1974** and associated Regulations

The College recognises the wide range of learning activities undertaken by learners and the interaction with local companies and is committed to the 'Safe Learner' concept and the Education and Skills Funding Agency (ESFA) or other relevant contractual bodies. Assurance is sought of a safe learning environment for those who study at College, on work experience, in work based learning and on young apprenticeship schemes.

The College will regularly monitor and review its health and safety systems and when reasonable, consult with its Health and Safety Reps and members of staff on matters of health and safety. The College welcomes full and frank discussions on these matters.

The College's policy is outlined below as:

- To assess risks to the health and safety of its employees and those affected by the College's activities.
- To reduce accidents and health and safety loss incidents to a minimum.
- Provide and maintain a safe working and learning environment and create safe systems of work.

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- Provide appropriate training, supervision and support in health and safety.
- Ensure the safe handling, storage and use of substances.
- Investigate accidents, incidents and near misses, and take reasonable steps to prevent re-occurrence.
- Inform and consult with employees and liaise with others, with regard to matters of health and safety, including arrangements for action in the event of emergency.
- Co-operate and co-ordinate activities with other employees and others affected by its activities.
- Review its arrangements and procedures on a regular basis and strive to attain continuous improvement in risk control and the health, safety and welfare culture.

Employees are reminded that they have responsibilities under the **Health and Safety at Work etc. Act 1974**, which in summary are to take reasonable care for the Health and Safety of themselves, and others affected by their acts/ommissions; to cooperate with the College Health and Safety Procedures and arrangements; and, not to misuse or interfere with Health and Safety equipment or facilities.

Responsibility for Health and Safety

Ultimate responsibility for Health and Safety at the College rests with:

Nikos Savvas
Principal (Chief Executive)

Signed: 

Dated: 1 September 2019

Review dateJune 2020

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Section 2 Organisation

Health and Safety Responsibilities for College Managers

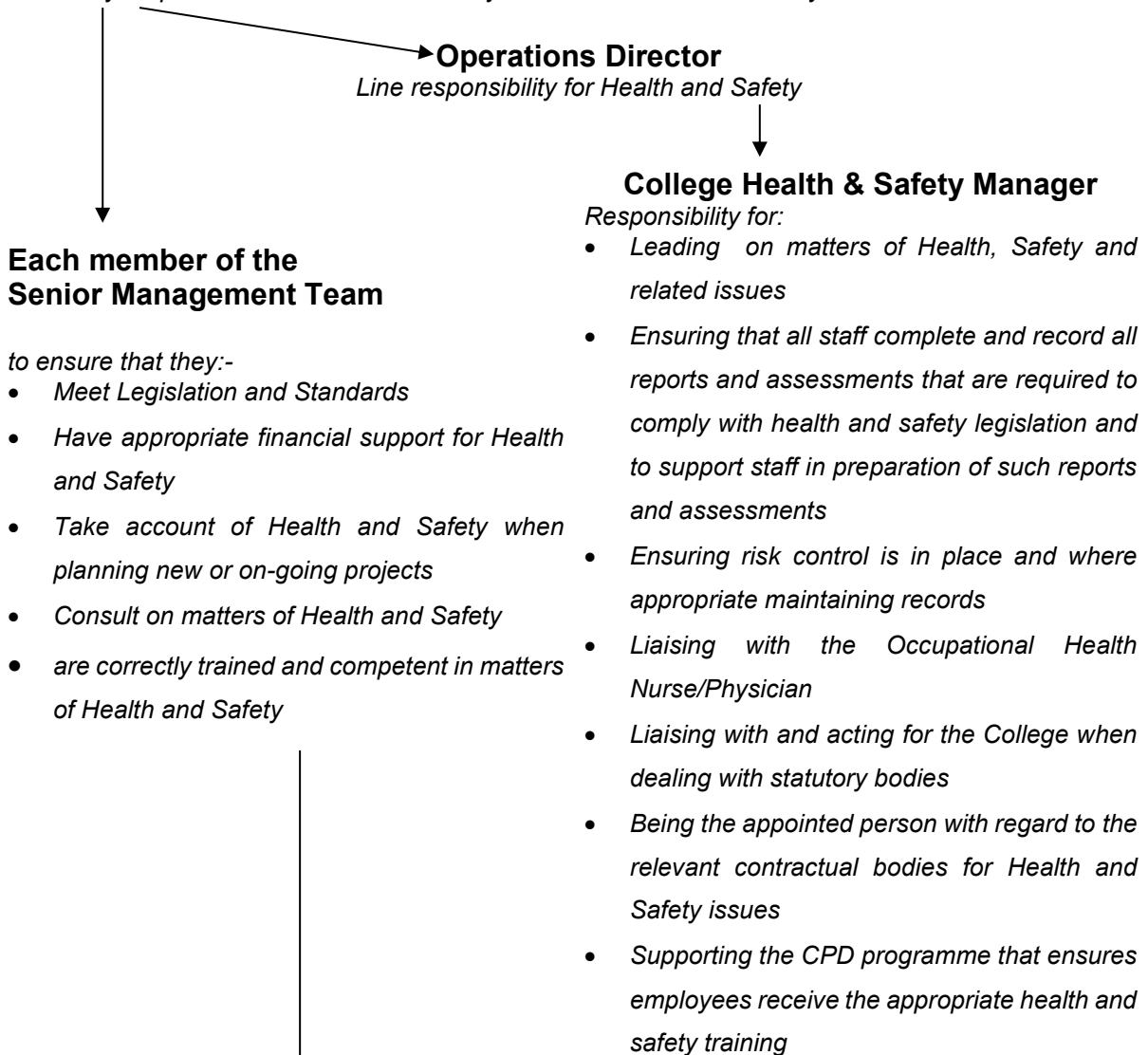
(See Organisational Chart ref. 01.01.02 in Procedures Manual)

Board of Governors

The Board empowers the Principal to meet the College's moral and legal responsibilities to Health and Safety. A Governor Representative with 'special interest' for Health and Safety monitors the application of Health and Safety. The Corporation will appoint a Governor to have a responsibility for Health and Safety.

The Principal

Ultimately responsible for Health and Safety under the Health and Safety at Work etc. Act 1974



Each member of the Senior Management Team

to ensure that they:-

- Meet Legislation and Standards
- Have appropriate financial support for Health and Safety
- Take account of Health and Safety when planning new or on-going projects
- Consult on matters of Health and Safety
- are correctly trained and competent in matters of Health and Safety

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Each member of the College Management Team

To ensure that:

- *They maintain the safety of staff, learners and visitors.*
- *Ensure that risk assessments are written and in place with controls implemented.*
- *Ensure safe methods and procedures are used and carried out.*
- *Ensure Health and Safety is considered when planning new and current projects.*
- *Ensure supervisors are competent.*

All Line Managers have a responsibility to ensure that staff are working safely and that learners are studying safely

All employees and students have a responsibility to ensure the safety of themselves and others affected by their acts and omissions.

Responsible for:

- *Following the training received*
- *Co-operate with the College on health and safety*
- *Comply with all aspects of health and safety legislation*
- *Take reasonable care of your own and other people's health and safety*
- *Writing Risk Assessments and ensuring that safe methods are implemented and used*

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