

**Policy:** Health and Safety

**Approved By:** The Principal

**Date:** May 2018

**Signature:**

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## SCOPE

This policy applies to all staff, students, contractors and visitors within College premises or on College business at other locations.

## POLICY STATEMENT

Gloucestershire College recognises and accepts its responsibilities for providing a safe and healthy place of work, study and residence for employees and students. The College will take steps to ensure that its statutory duties are met at all times.

- Each employee and student will be given such information, instruction and training as is necessary to enable their safe performance of work activities, studies and residential living for students residing in College accommodation.
- Managers will ensure that all processes and systems for work are designed to take account of health and safety and are properly supervised at all times.
- Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.
- Employees and students are expected to co-operate, as the successful implementation of this policy requires total commitment from employees at all levels of the organisation.
- Each individual has a legal obligation to take reasonable care for his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.
- Health and Safety is integral to all of our activities and in particular our person centered approach to learning and development.
- This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

## **AIMS**

The aim of the College is that its procedures will be recognised as best practice, through a continuous improvement process, in all areas and thereby contribute to the maintenance of safe and healthy learning and living environments.

## **OBJECTIVES**

- All premises, environments and equipment meet or exceed statutory requirements.
- Risk is managed and reduced to as low as is reasonably practicable by the application of the risk assessment process.
- Staff are competent for the roles they undertake and receive training to maintain and enhance their skill and knowledge.

## **DEFINITIONS & or SPECIFIC SUBJECT SECTIONS**

This document is established by the Health and Safety at Work Act 1974 and makes a Statement of intent in respect of the College's health, safety and welfare obligations. The Organisation, i.e. persons with responsibility, for translating the statement into actions are detailed below and the Arrangements are the Authorised Procedure documents published electronically.

## **CORPORATE RESPONSIBILITIES**

- The Governing Body of Gloucestershire College is ultimately responsible and accountable for ensuring that the College complies with its statutory health and safety obligations.
- Executive responsibility for health and safety management within the College is vested in the Principal who will be assisted in the discharge of his duties by the Senior Management Team. The Principal is responsible for ensuring that:
  - The Chair or Vice Chair are advised immediately of any major incidents, whether or not anyone is injured; and
  - The Governing Body receives a report at least once a year regarding the discharge of their Health and Safety responsibilities, including a section on the training given to staff and students and an annual benchmarking of incident statistics.
- In the Principal's absence, a designated Senior Postholder will assume overall responsibility for health and safety management.
- The College Health and Safety Team is to provide a source of competent advice and guidance to all staff.
- All accidents are reviewed and monitored and where considered appropriate accidents are to be fully investigated by the College Health and Safety Team.

- In addition, managers will be responsible to the Principal for ensuring that:
  - Risk assessments are undertaken for all activities being carried out within their areas of control.
  - Safe working procedures and practices in the workplace are regularly monitored for compliance and effectiveness.
  - All equipment for which they are responsible is maintained in a safe and satisfactory condition and where necessary inspected, tested and appropriate records kept in accordance with statutory requirements.

## **INDIVIDUALS' RESPONSIBILITIES**

All individuals are reminded that they have a legal duty under Sections 7 and 8 of the Health and Safety at Work Act 1974 to:

- Take reasonable care of their own health and safety whilst at work / College.
- Take reasonable care for the health and safety of other persons whilst at work /on College premises, who might be affected by the things they may or may not do during the course of their employment / presence on site.
- Co-operate with those arrangements made by Gloucestershire College in compliance with its statutory obligations. This will include understanding the specific evacuation procedures for each site.
- Take care of, and not intentionally or recklessly interfere with or misuse, anything provided in the interests of health and safety e.g. fire alarms, fire extinguishers.
- Not indulge in horseplay or practical joking in the workplace / College.

## **MONITORING PROCESS**

Inspections will be carried out by Safety Representatives. Audits will be conducted by the HSA and independent consultants, in addition to external audits carried out by funding authorities.

## **PROCEDURES**

All matters relating to health, safety and welfare are covered by procedures published on SharePoint with additional information to support staff meet their obligations published on Moodle.