

# STEPHENSON COLLEGE

## HEALTH AND SAFETY POLICY

### I. INTRODUCTION

In accordance with section 2(3) of the Health and Safety at Work Act 1974 the Governors of Stephenson College given below its written policy with respect to health and safety and the organisation and arrangements for the time being in force for carrying out its duties.

### 2. GENERAL POLICY STATEMENT


The Governors of Stephenson College recognise their duty so far as it is reasonably practicable to ensure the health, safety and welfare at work of all its employees, sub-contractors, learners and visitors.

In discharging their duties the Governors will:

1. Provide and maintain safe and healthy working conditions including plant, systems of work and working environment.
2. Provide all necessary information, instructions, training and supervision to ensure a safe and healthy working environment.
3. Ensure that priority is given to all matters regarding health and safety by:
  - appointing relevant persons with responsibilities for health and safety
  - regularly reviewing and monitoring health and safety matters
  - promoting and co-ordinating health and safety training and procedures
  - making arrangements for:
    - the provision of expert advice when necessary to determine and control risks, and
    - consultation with employees prior to the implementation of health and safety procedures

In addition all employees, sub-contractors and learners will be made aware of their responsibilities to:

- work and behave safely with due regard for the health, safety and welfare of others whilst attending Stephenson College
- report accidents, incidents and unsafe conditions which lead to injury
- observe all rules and regulations made with respect to health and safety
- comply with all statutory obligations and requirements of Codes of Practice with respect to health and safety

Signed .....  ..... Date ..... 6/12/06 .....

Chair of Governors

### **3. ORGANISATION AND MANAGEMENT OF HEALTH AND SAFETY MATTERS**

In order to ensure the implementation of the General Policy statement the Governors have made the following arrangements:

- the Deputy Principal will be responsible as far as is reasonably practicable for the effective overall implementation of the Health and Safety Policy across the College.
- the College Safety Officer will be responsible as far as is reasonably practicable for advising staff on all matters regarding health and safety including legislation, risk analysis and safe systems of work.
- Section Heads/Development Managers/Finance Manager/Administration Manager/Site Engineer/Section Heads will be responsible as far as is reasonably practicable for ensuring that working practices and systems within their Division/area of responsibility do not give rise to risk to the health and safety of employees, learners and visitors.
- all employees must take reasonable care for the health and safety of themselves and all other persons who might be affected by their acts of omissions at work.

### **4. FUNCTIONS AND DUTIES**

#### **4.1 PRINCIPAL shall:**

- establish and maintain an appropriate safety system within the College
- make recommendations to the Governors with respect to health and safety policies, systems and rules
- budget for all health and safety matters within the College
- establish a College Safety Committee with a clearly defined role in promoting health and safety

#### **4.2 DEPUTY PRINCIPAL shall ensure that:**

- health and safety policies, rules and procedures are implemented across the College
- risk assessment surveys are undertaken and reviewed as necessary to maintain a complete and thorough assessment of all risks to health and safety and that safe systems of work for all employees and learners are in place across the College
- planned preventative maintenance schemes for plant and machinery are produced and implemented across the College
- all reported accidents recorded on the College Hazardous Incident Report Form are investigated where necessary
- reports are made to the Health and Safety Executive, confirming any major injury, disease or dangerous occurrence as required by the Reporting of Injuries, Diseases, or Dangerous Occurrences Regulations 1995
- contractors work within the College Health and Safety procedures

- all health and safety aspects across the College are monitored through the Safety Committee and regular liaison with the Safety Officer and College Managers
- there are adequate financial resources to satisfy the requirements of health and safety
- the health and safety training needs of the staff and learners are met

**4.3 SAFETY OFFICER shall:**

- maintain an awareness of all health and safety legislation that could affect the operation of health and safety within the College
- advise the Board of Governors, Principal, Deputy Principals and Section Heads on all aspects of health and safety within the College
- advise the Health and Safety Committee on all aspects of health and safety within the College
- establish and maintain appropriate reference material with respect to health and safety
- ensure that appropriate risk assessments are carried out and reviewed annually
- assist in the induction of new staff and the training of present staff with respect to health and safety
- review and monitor all aspects of health and safety including training within the College
- assist in the production of health and safety information for staff and learners
- review and produce forms necessary for the management and control of health and safety within the College
- maintain records of all reported hazardous incidents and advise the Deputy Principal/relevant Manager when the incident requires further investigation and/or action
- ensure all accidents which are required to be reported under RIDDOR are dealt with appropriately

**4.4 SECTION HEADS/DEVELOPMENT/FINANCE/ADMINISTRATION/AND OTHER MANAGERS AND SITE ENGINEER shall:**

- ensure that health and safety policies, rules and procedures are issued to and understood and observed by all learners and staff, for which they are responsible
- ensure that risk assessment is carried out and reviewed as necessary and that safe systems of work for staff and learners are produced and monitored within their Section/area of responsibility
- ensure that planned preventative maintenance systems for plant and machinery are produced and maintenance undertaken according to schedules within their Section/area of responsibility
- co-operate in the investigation of all incidents reported to them and agree with the Safety Officer on appropriate action to improve working practices

- ensure that appropriate action is taken when a hazardous situation is reported, which is within their area of responsibility
- monitor and ensure the effectiveness of health and safety training of learners on courses within their Section/area of responsibility.

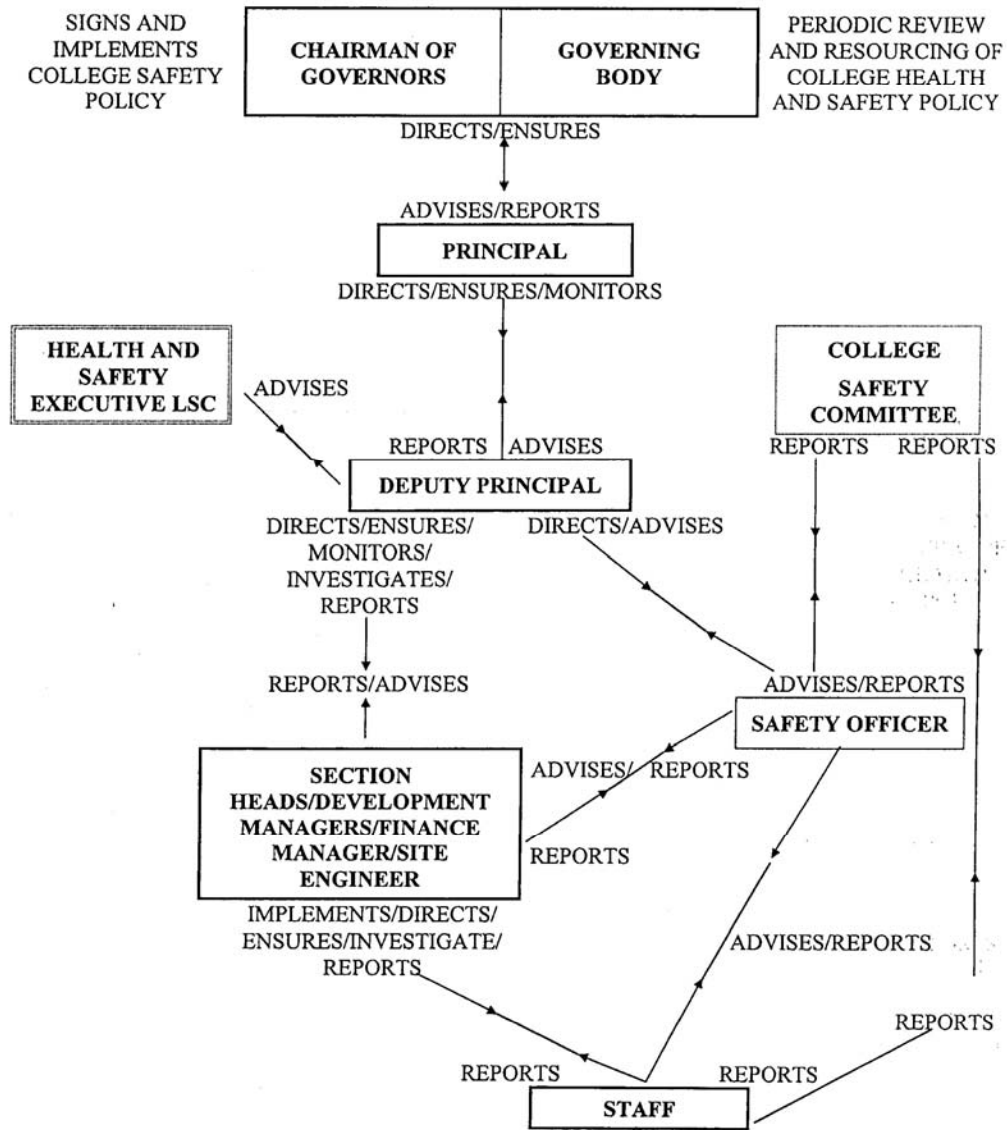
#### **4.5 SECTION HEADS:**

- ensure that health and safety policies, rules and procedures are issued to and understood and observed by all learners and staff, for which they are responsible
- ensure that risk assessment is carried out and reviewed as necessary and that safe systems of work for staff and learners are produced and monitored within their area of responsibility
- ensure that planned preventative maintenance systems for plant and machinery are produced and maintenance undertaken according to schedules within their area of responsibility
- investigate all incidents reported to them and agree with the Safety Officer on appropriate action to improve working practices
- ensure that appropriate action is taken when a hazardous situation is reported, which is within their area of responsibility

#### **4.6 ALL STAFF shall:**

- ensure the health and safety of themselves and others who are affected by their actions
- ensure that they are familiar with all College health and safety procedures relevant to their designated role in the College
- assist their Section Head/Line Manager in ensuring that health and safety policies, rules and procedures relevant to their work are issued, understood and implemented
- carry out risk assessment and the production and implementation of safe systems of work for staff and learners within their recognised area of work, as requested by their Section Head/Line Manager
- co-operate with their Section Head/Line Manager to ensure that a system for planned , preventative maintenance is established for plant and machinery within their recognised area of work and that maintenance is carried out in accordance with that plan
- co-operate with their Section Head/Line Manager and the Safety Officer in the investigation of serious incidents and in the implementation of agreed action

**STRUCTURE OF MANAGEMENT CONTROL AND IMPLEMENTATION OF COLLEGE HEALTH AND SAFETY POLICY**



## COMPOSITION, ROLE AND FUNCTIONS OF THE SAFETY COMMITTEE

1. The College Safety Committee will consist of
  - i. Deputy Principal - responsible for safety, who will chair the meeting
  - ii. Section Head
  - iii. Site Engineer
  - iv. Safety Officer
  - v. staff representatives for the unions recognised by the College Management
  - vi. a representative of employee safety
  - vii. Quality Manager
  - viii. a learner representative (if possible)
  - ix. a representative of College support staff
2. The Committee will meet once a term at a date proposed by the Deputy Principal, who will chair the meeting.
3. *3.1 The role of the Safety Committee is:*
  - a. to review and monitor the College Safety Policy and its implementation and to ensure proper attention to all current legislation and other advice and guidance
  - b. to fulfil the requirements of current legislation relating to safety committees and safety representatives
- 3.2 *The functions of the Safety Committee are:*
  - a. to be the College's recognised forum for the development and review of health, safety and welfare
  - b. to review and recommend additions or modifications to the College Safety Policy, Area Safety Policies and individual Codes of Safe Working
  - c. to monitor progress with the recommendations contained within safety audit reports
  - d. to receive details of new legislation and other information that may affect College activities
  - e. to make recommendations through the Chair, to the Principal and Chief Executive on items requiring action
4. The Chair of the Safety Committee may invite 'experts' to attend meetings as occasions demand.
5. Minutes will be produced and circulated by the Safety Officer.