

Health and Safety Policy

OWNED BY:	Estates and Environment Manager							
DATE OF LAST REVIEW	March 2024							
PLANNED NEXT REVIEW	March 2028							
APPROVAL	Corporation							
APPLIES TO	Staff	✓	Students	✓	Public	✓	Contractors	✓

Part 1: Policy Summary

This policy outlines the steps the College will take to ensure compliance with Health and Safety legislation.

The policy should be read in conjunction with any supporting College Policies, Risk Assessments and Health & Safety Procedures.

Aim of the Health and Safety Policy

At Cirencester College the health, safety and welfare of employees, students and that of others who may be affected by College activities are of vital importance to all our business operations.

As the employer, Cirencester College will comply with the statutory duties detailed in the Health and Safety at Work Act 1974, together with all related and relevant legislation. The College will therefore:

- Accept its health, safety and welfare responsibilities, lead by example and ensure that all activities are planned, organised, monitored and managed with full consideration given to health, safety and welfare
- Ensure that all statutory duties are met by using a systematic approach for the identification of risks and the allocation of adequate financial and physical resources to control them
- Ensure that health, safety and welfare arrangements and procedures are developed, communicated, implemented and regularly reviewed
- Provide and maintain a safe workplace and healthy working conditions
- Provide and maintain safe plant machinery, equipment, systems of work, ensure safe use of storage, transport, handling and disposal of hazardous items and substances
- Regularly review the management of health, safety and welfare, set performance standards, objectives and measure performance as part of our commitment to maintain continuous improvement in standards

Part 2: Responsibilities for Health and Safety

1. Overall and final responsibility for health and safety:

The Corporation acknowledges that it has corporate and individual responsibility for health, safety and welfare and recognises that effective measures are essential to ensure that students, employees and visitors are safe. This policy is regularly monitored by the Corporation.

The Principal has overall executive responsibility for the maintenance and development of safe working practices and conditions for all students, employees and visitors using the College premises.

2. Day to day responsibility for ensuring this policy is put into practice

Day to day responsibility is delegated to the Estates and Environment Manager. Excluding academic activities such as field trips which are overseen by the Principal and Vice Principal.

The Estates and Environment Manager is responsible to the Principal for advising and assisting the College management and staff to meet their statutory duties under current Health and Safety legislation.

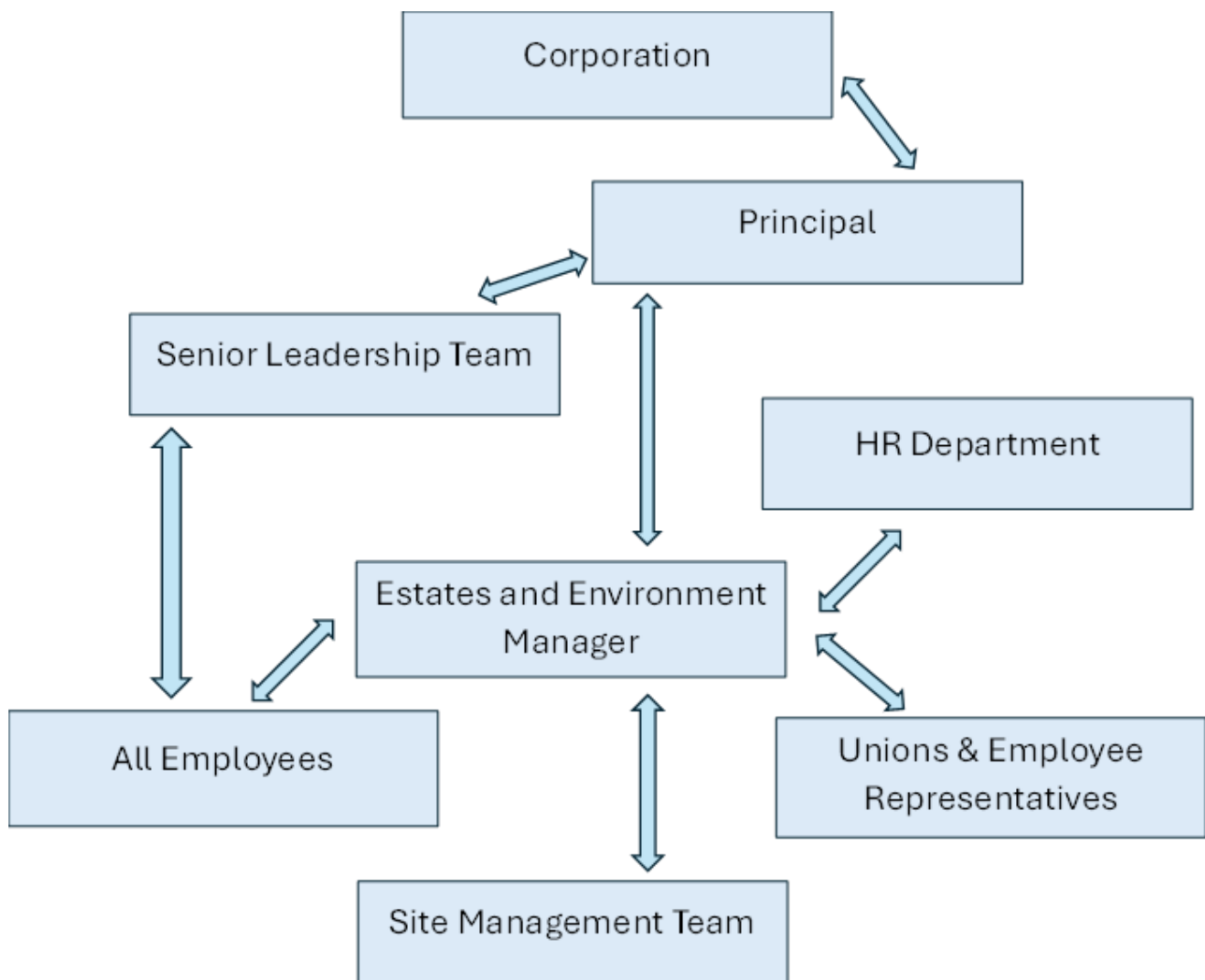
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Teaching staff – emergency procedures for their students, instruction in safe working practices and specific risks. Provision of safety inductions associated with their subject areas, ensure risk assessments are in place and setting a positive example regarding commitment to health and safety.

4. All employees should:

- Co-operate with managers and team leaders on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person

5. Health and Safety Organisational Chart



Part 3: Arrangements for Health and Safety

Risk Assessment

- The college will take all reasonable steps to ensure that audits and risk assessments are carried out which will detail the range of hazards associated with working operations and the remedial actions necessary to control any hazards to an acceptable level
- Specific and detailed risk assessments are carried out in all workshops and for college activities by occupationally trained staff to ensure adherence to safe systems of work and good practice

Training

- To recognise the importance of working safely and the health and safety of employees and students, the college will provide health and safety induction training to all new employees. Training will also be provided for staff to increase their awareness of health and safety
- Additional training will be provided for staff working in areas with specific requirements

Management of Contractors

- The College has a specific policy that relates to the management of contractors. This policy outlines the arrangements designed to ensure that contractors work safely and are not exposed to risks while onsite. The Estates and Environment Manager can provide advice for any queries relating to contractors

Consultation

- The College will engage and consult with employees on health, safety and welfare to ensure it is accepted as being of equal importance to other performance indicators and incorporated as an integral part of all practices and activities

Evacuation

- The College has emergency evacuation procedures for both fire and bomb threats to ensure that staff, visitors and contractors can leave the buildings safely in the event of an emergency. There are measures in place to ensure that all staff and students are aware of and fully understand the procedure
- Fire evacuations are carried out periodically throughout the academic year. The fire alarm system is tested every Wednesday at 7am

Monitoring Compliance with Health and Safety Policy

- Cirencester College have a number of procedures in place to ensure implementation, compliance and monitoring of this policy. Details can be found in the policies and procedures section of the staff intranet. A health and safety monitoring meeting with the Health and Safety Governor and the Estates and Environment Manager takes place periodically

DATA PROTECTION

When managing an employee's personal data information will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with

the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

EQUALITY

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all employees regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all. If any employee feels that this policy does not meet this aim, please contact the College's Head of Human Resources.