

Health and Safety Policy**1. Objectives**

1.1. The objectives of Shrewsbury Colleges Group health and safety policy are to:

- Promote high standards of health, safety, and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice.
- Ensure that places and methods of work are safe and healthy.
- Protect personnel, whether they be personnel, students, contractors members of the general public visiting SCG, from any foreseeable hazards
- Ensure adequate training, instruction, supervision, and information is given to all personnel in order that they may work in safety insofar as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by all personnel, students, contractors, and others who use SCG premises.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.

2. Roles and responsibilities

2.1. The Governors and Senior Leadership Team regard the promotion of health, Safety and Welfare at work to be of the utmost importance for all personnel, students, contractors, and visitors who work in or visit Shrewsbury Colleges Group (SCG) premises.

2.2. It is SCG policy to ensure that every reasonable step is taken to prevent injury and ill-health to personnel by protecting all individuals from hazards at work. This also includes students, contractors, and visitors to SCG whether it is for pursuance of their employment or other activities.

2.3. This is implemented by:

- Regularly Assessing and controlling risk as part of the day-to-day management of SCG activities
- Providing and maintaining safe, healthy, and secure working conditions, and training and instruction so that personnel are able to perform their various work tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within and out of SCG activities.
- Publication and routine maintenance of appropriate Procedures designed to ensure Health and Safety.
- Periodic review of the Health, Safety and Welfare Policy as SCG activities and the associated risks change.

Health and Safety Policy**All Personnel**

2.4. All personnel within SCG have an obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- 1.1.1. Not interfering with or misusing equipment that has been provided.
- 1.1.2. Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- 1.1.3. Reporting to SCG Health and Safety Officer any accident, incident and near miss that has led, or could have led, to damage or injury
- 1.1.4. Reporting to SCG Health and Safety Officer any health and safety concern that could have led, to damage or injury.
- 1.1.5. Assessing and controlling risks. Risk assessment training shall be the responsibility of the Health and Safety Officer. All risk assessments should be reviewed on an annual basis unless where circumstances change, and a new review is required. Completed Risk Assessments should be forwarded to the Health and Safety Officer prior to any activity being started.
- 1.1.6. Assisting in any investigation with regard to accidents, dangerous occurrences, near-misses, incidents, and safety concerns

Governors.

2.5. Ultimate responsibility for all aspects of health and safety at work within the Shrewsbury Colleges Group (SCG) rests with governors. Governors are provided with appropriate information regarding health and safety matters through the college's governance committees.

Principal.

2.6. The Principal is responsible for ensuring the effective implementation of the Health and safety policy and for requiring personnel, through implementation and observance of appropriate procedures and regular monitoring, to implement health and safety arrangements.

Health and Safety Officer.

2.7. The Health and Safety Officer is responsible for ensuring Health and Safety procedures are maintained, and for monitoring their implementation and effectiveness. The Health and Safety Officer also provides advice to the Finance Director and Principal on health, safety and welfare within SCG. The Officer also provides advice and guidance to all personnel in meeting their individual responsibilities with regard to health and safety at work, including provision of an appropriate Health & Safety induction for new staff.

Health and Safety Policy**Line managers.**

2.8. All College Managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of responsibility. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the Health and Safety Officer so that the associated risks are assessed and any precautions deemed necessary are implemented and recorded.

Safety representatives.

2.9. It is the responsibility of safety representatives to make such proposals as they deem suitable with regard to methods of achieving improvements in health and safety aspects in their area of responsibility. Safety representatives shall be drawn from each campus, and ideally from curriculum areas where the inherent health and safety risk is higher than normal.

Health & Safety committee.

2.10. The Health & Safety committee as a whole, or through individual members, are to monitor the health, safety and welfare performance of SCG and recommend any action necessary should this performance appear or prove to be unsatisfactory. The Health & Safety Committee shall include employee representatives.

Contractors.

2.11. It is the responsibility of contractors and their personnel to comply with SCG health and safety policy and procedures. It is the responsibility of those Managers ordering or commissioning work by contractors to ensure that the contractor and their employees have been appropriately checked and cleared to work on site, and to ensure that they comply with relevant College Health & Safety procedures.

Site Safety committees

2.12. A Site safety committee shall be chaired by the Health and Safety Officer. The committee will meet as deemed necessary, normally no less than termly. Under section 2(7) of the Health and Safety at Work Act (1974), the safety committee has the function, in consultation with the personnel and students it represents, of keeping under review the measures taken to ensure the health safety and welfare at work of personnel, students, contractors and members of the public.

2.13. Each site safety committee shall normally comprise:

- Health and Safety Officer
- The site Estates Coordinator
- The site safety representatives
- A nominated member of the Senior Leadership Team
- A Union Employee representative from each recognised union

2.14. Specific functions of the Safety Committee include:

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- Review of accident, incident, near miss, safety concerns and notifiable disease statistics and trends so that reports can be escalated to the Senior Leadership team or to the governors regarding unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- Examination of safety audit reports on a similar basis
- Consideration of reports and factual information provided by inspectors of the enforcing authority
- Consideration of reports that safety representatives may submit
- Assistance in risk assessment and the development of SCG safety procedures and safe systems of work
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of employee training
- Monitoring the adequacy of safety and health communication and publicity in SCG

3. Health and Safety Procedures

3.1. Health and Safety Procedures shall be maintained by the Health and Safety Officer and updated as required. Changes to these Procedures shall be approved by the Finance Director or Principal. Health and Safety procedures shall be published on the College Intranet:

At the date of the policy review these were:

1. Accident
2. Asbestos at Work
3. Audit Procedures
4. Control Of Contractors
5. Dealing With Alcohol And Drugs
6. Dealing With Sharps
7. Dealing With Spillages
8. Display Screen Equipment
9. Emergency Procedures
10. Expectant And New Mothers
11. Expectant And New Mothers -Questionnaire
12. Face Fit Testing
13. Fire Evacuation
14. Fire Safety
15. First Aid
16. Health and Safety Training
17. Incident, Near miss
18. Induction
19. Legionella and Water Management
20. Lone Working
21. Management of Stress At Work
22. Managing Hazardous Substances
23. Managing Dangerous Substances And Explosive
24. Manual Handling
25. Noise Safety

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26. Permit to Work
27. Permit to Work Scope
28. Personal Protective Equipment
29. Premises Evacuation
30. Prevention of Violence
31. Protection Against Vibration At Work
32. Protection of Vulnerable Groups
33. Provision of Use Of Work Equipment
34. RIDDOR Reporting
35. Risk Assessment And Safe Systems Of Work
36. Risk Assessment
37. Safe Systems of Work
38. Safety Transportation Of Knives
39. Safety of Lifting Equipment
40. Safety Standards For Contractors
41. Security
42. Smoking
43. Transport
44. Vehicle Booking Form
45. Work Based Learning
46. Working at Height
47. Working at Home