



HEALTH & SAFETY AT WORK ACT 1974

SHIPLEY COLLEGE POLICY STATEMENT

The Corporation, in accordance with statutory requirements under the Health & Safety at Work Act 1974, hereby adopts the following policy statement in respect of health and safety in all areas used as part of, or an extension of, College premises.

1. The Policy of the Corporation

- 1.1 It is the policy of this Corporation to comply with all relevant statutory provisions and regulations for the purpose of protecting the Health, Safety and Welfare of all persons in employment at the College, and as so far as is reasonably practicable, all learners of the College, and other persons lawfully on College premises.
- 1.2 Furthermore, it is the policy of the Corporation to actively seek out and make use of any information brought to their notice which may or may not be the subject of statutory provisions or regulations. This information will then be addressed through a robust Risk Management System of analysis and identification, assessment, monitoring and review, in order to provide a proactive approach to the Health, Safety and Welfare of all persons mentioned in 1.1 above.
- 1.3 The Corporation will make such arrangements as may be considered appropriate to obtain and disseminate relevant information on Health, Safety and Welfare to all persons mentioned in (1.1) above, and ensure that communication routes are sufficient to meet the known legal requirements.
- 1.4 The Corporation will ensure that hazards to all persons identified in 1.1 above are eliminated or minimised and that any incidents are properly reported, investigated and recorded by staff in accordance with statutory requirements and the prescribed audit trails. It will also ensure that procedures are in place to promote the health and welfare of all staff and learners, so far as is reasonably practicable.

2. Implementation

- 2.1 The Corporation requires all persons employed by the College, or working on the premises (as defined in 1.1), to do all they can to eliminate or reduce hazards that may expose themselves or others to risk. They are also required to co-operate by observing any safety codes introduced as a result of statutory provisions and regulations required under the 1974 Act and all subsequent legislation.
- 2.2 The Corporation recognises that a general statement of this nature will not be sufficient to cover detailed departmental requirements, and accordingly to assist in the implementation of this policy the Corporation will issue further guidance.

3. Responsibility

Overall responsibility for the implementation of this policy rests with the Corporation. The Corporation has appointed the College Principal, as one of their number, to ensure that Health & Safety risk management issues are properly addressed

4 Employees General Responsibilities

The Corporation draws the attention of employees to Section 7 of the 1974 Act, which provides that it shall be the duty of every employee while at work:

- (a) to take reasonable care for the Health, Safety and Welfare of themselves, and of other persons who may be affected by what they do or fail to do at work.
- (b) As regards any duty or requirement imposed on the employer or any other person by or under any statutory provisions, to co-operate with the employer so far as is necessary to enable that duty or requirement to be performed or complied with.

Furthermore, Section 8 of the Act imposes additional responsibility on each employee providing that:

No persons shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare in pursuance of the relevant statutory provisions.

5 Employee Consultation

In accordance with the relevant regulations the Corporation will establish consultation provision with all employees and their representatives in order to achieve the most effective means of eliminating, controlling, reducing, and monitoring the risks to the health and safety of employees whilst on College premises. The Corporation will comply with any statutory requirements in respect of the establishment of safety representatives and safety committees.

6. Health and Safety of Non-Employees

The Corporation appreciates that Sections 3 and 4 of the 1974 Act place a responsibility upon them to ensure the health, safety and welfare of persons other than employees who lawfully use the College premises.

The Corporation will require the co-operation of learners and the public in eliminating, reducing and controlling risks to themselves and others, whilst ensuring the publication of procedures already in place.

J McAllister
College Principal

Date: