

# HEALTH & SAFETY POLICY

## ORGANISATION

Section 2.

**2.1** Overall responsibility for the Health, Safety and Welfare Policy at the College rests with the College Corporation. To fulfil this obligation the following arrangements operate:

**a.** Responsibility for ensuring the effective implementation of the Health, Safety & Welfare Policy is vested in the Principal as Chief Executive and as a member of the College Corporation.

**2.2** Senior Management Team, College Management Group, and Curriculum Team Managers are responsible for the organisation and arrangements to ensure that the Health, Safety & Welfare Policy is put into effect in their respective areas.

**2.3** Employees, learners and trainees have a personal responsibility to ensure that as far as possible they promote and maintain:

**a.** Their own health and safety whilst at work;

**b.** The health and safety of those who work with them;

**c.** The health and safety of learners, trainees, contractors, visitors and members of the public affected by their work for the College.

**2.4** Employees, learners, trainees, contractors and visitors are required to fulfil the specific responsibilities set out in the Roles and Responsibilities of Individuals, Section 3. All employees must familiarise themselves with the relevant section(s) in the College Health, Safety & Welfare Policy & Procedure manual and other relevant publications held in the College.

**2.5** It is the duty of all employees, learners, trainees, contractors and visitors to conform to the College Health, Safety & Welfare Policy and procedures, and to co-operate with the College in meeting all of its statutory and legal obligations.

**2.6** A copy of the general statement will be made available to all new employees during their health and safety induction training. It is also displayed on the College health and safety notice boards and throughout the College for existing employees.

**2.7** The College encourages full consultation with employees on health and safety matters and in monitoring and reviewing the effective implementation of its Health, Safety & Welfare Policy as outlined in the Plan, Do, Check, Act approach.

**2.8** Safety Representatives elected by Trade Unions in accordance with the Health & Safety at Work etc. Act 1974 will participate in this process through the Health, Occupational Safety & Environmental Committee.

**2.9** The Health, Occupational Safety & Environmental Committee will meet not less than six times per year or more frequently if necessary. The Committee has a broad cross college membership, with members who have deputies to stand in when they are unable to attend. The minutes of each meeting are published, circulated, and made available to all employees.