

ORGANISATION FOR THE MANAGEMENT OF COLLEGE HEALTH & SAFETY

POLICY STATEMENT	RESPONSIBLE POST	ACTIONS/ARRANGEMENTS
The College Health and Safety policy and arrangements are robust	College Corporation and Principal	Clear written procedures exist to enable staff, students and visitors to keep the College environment safe and healthy. Health and safety is planned, organised and monitored
A clear commitment is demonstrated for Health & Safety & Wellbeing	College Corporation and Principal	The H&S policy is reviewed and signed annually; a simple, documented management system is in operation.
The College Health & Safety policy is implemented	College Corporation, Principal and Vice Principal(VP) Academic	Preventative and protective measures to maintain safety are assessed and reviewed. Progress is reported regularly through the Corporation F&GP Committee and SMT meetings by the VP Academic
Health & Safety duties and responsibilities are accepted	All College Directors and Managers All Staff, Students & Visitors	Everyone given H&S induction and appropriate training to realise their responsibilities and ensure competency in all areas and levels of the College. Everyone is accountable for their own health and safety
A safe working environment and operating conditions are provided and kept safe	College Directors, Heads of Estates & Learning Resource Environment	All premises and operations under College control are maintained as safe for staff, students, contractors and any others who may be affected by our undertakings. Adequate welfare facilities and arrangements are provided, including testing Fire & Emergency procedures
Health & Safety arrangements are continually reviewed	College Corporation & Principal	Relevant risk assessments completed and actions arising implemented. (Risk assessments reviewed annually or earlier if changes are implemented)
Standard of efficiency in College operations progressively improve	All College Directors and Managers	Staff are routinely engaged and consulted on day-to-day health and safety conditions through Performance Appraisal processes, and the College Operational Safety Forum
Health, Safety & Welfare requirements of the educational funding organisations are incorporated within College arrangements	All College Directors and Managers	Safe working practices are promoted, implemented and reviewed. College Workshops and studios, equipment and systems of work provided for curriculum use is safely procured and maintained. Safe arrangements are made for use, handling, storage and transport of articles and substances used within the curriculum at the College. Near misses, incidents of loss or injury and accidents are promptly reported and investigated to learn from events. Necessary changes are planned & implemented to prevent recurrence.
Adequate resources are made available to implement this policy	Director Finance	The College has access to competent H&S advice and audit to maintain compliance College-wide.