



# **Health and Safety Policy**

## Process

<b>Responsibility of:</b>	Director of Finance
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## Introduction

St Mary's College Corporation and Senior Management are committed to continuous improvement in health and safety performance and to attaining the highest possible practice standards to minimise and prevent risk.

To meet statutory compliance, we aim to:

- Commit to a general policy statement with regard to health policy
- Provide procedural details for the organisation and implementation of the policy
- Identify the arrangements for allocation of functions to individuals and the responsibilities of those functions.

The Health and Safety Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary revised, to accommodate organisational procedures or legislative changes.

Although written to comply with the law, the Health and Safety Policy and supporting procedures are intended to be an easy to use working documents that will promote and encourage safe working practices for the benefit of employees, students and visitors and others affected by our activities.

## Compliance: Legal, Statutory and Internal Regulations

The Health and Safety Policy is underpinned by:

- Health and Safety at Work Act 1974 and associated specific statutory compliance thereafter
- The Management of Health & Safety at Work Regulations 1999
- Keeping Children Safe in Education 2018

Associated internal regulations include:

- Equality Policy & Procedures
- Complaints Procedures
- Codes of Conduct
- Health & Safety Procedure
- Online Policy & Protocol
- Visitors Protocol
- Data Protection Policy & Procedures
- Safeguarding Policy & Procedures

## Scope

This policy applies to all internal and external customers including contractors, customers, employees, governors, students, potential students, visitors, and the local community and repeals all previous policies in relation to health and safety.

Specific accountabilities of parties are:

- As the employer the Governing Body carries ultimate responsibility for health and safety within St Mary's College
- On behalf of the Members of the Corporation the Principal will ensure so far as is reasonably practicable the health, safety and welfare at work of all employees, students and visitors and any other person who may be affected by St Mary's College activities
- The Director of Finance has delegated overall responsibility for organisational health and safety and the effective communication of compliances, systems procedures and practices
- The Health & Safety Officer will take full responsibility for all health and safety matters in the absence of a member of the Executive
- Managers are responsible for the effective day to day management of all health and safety matters within their areas
- All customers, employees, students and visitors have a responsibility to ensure effective safe practices

- External contractors and hirers using St Mary's College premises have a responsibility to conduct themselves and carry out their operations in such a manner that all statutory and advisory safety and safeguarding requirements are met at all times

**Note:** Under the Health and Safety at Work Act 1974 everyone has duties of care for themselves and others.

It is essential that all individuals play their part in ensuring the health and safety of all those who are affected by St Mary's College activities. Employees will therefore take steps to meet their responsibilities with particular attention to:

- Taking care of themselves and others, including students and visitors and others
- Co- with the members of the corporation or the principal on any matters necessary to ensure operating compliance with statutory duties
- Observing safety instructions, internal procedures, codes of practice, regulations and safe systems of work

## **Policy Statement**

St Mary's College Corporation accepts both moral and legal responsibility as an employer to ensure; so far as is reasonably practicable, the safety, health and welfare at work of all its employees.

St Mary's College is committed to continuous improvement in health and safety performance and to attaining the highest possible practice standards throughout, with all personnel working together to ensure suitable and efficient Occupational Health and Safety Management Systems (OHSMS) are implemented and adhered to throughout St Mary's College.

St Mary's College will conduct its undertakings in such a way that persons not in direct employment, but may be affected, are not exposed to risks to their safety and health. In addition, St Mary's College will endeavour to limit the adverse effects on the environment in which operations are carried out.

All health, safety and welfare matters will be treated as a senior management responsibility equal to that of any other senior management function.

Buildings, facilities and equipment will be regularly and thoroughly inspected and adequately maintained to ensure that they remain safe. Environments and activities will be risk assessed by competent individuals and operation or contact with machinery will not be permitted without permission and training. Training will be provided in manual handling.

Full fire risk assessments will be carried out, documented, monitored and reviewed by a nominated person and equipment and systems using electricity regularly tested, including annual PAT testing, and maintained by competent persons.

First Aid will be provided by trained First Aiders and all incidents recorded (RIDDOR), First Aid facilities will be maintained in good order. Medicines will be stored and administered as prescribed by internal regulations and statutory guidance – Keeping Children Safe in Education 2018.

Procedures are in place to protect from harm and ensure the safety, as far as is reasonably practicable, of employees and students during trips, visits and work experience placements.

Employee protection includes procedures for lone working, driving for work and return to work occupational health assessment and the provision of protective equipment.

All employees and students will receive health & safety induction training and regular updates to ensure cooperation and compliance to all statutory duties and the successful implementation of this policy and supporting procedures. Each individual has a legal obligation to take reasonable care of his or her own health and safety, and for the safety of other people who may be affected by their omissions.

**Signed:**

A handwritten signature in black ink that reads "Jenny Singleton". The signature is written in a cursive style with a large initial 'J'.

**Title:**

Principal and CEO

**Date:**

18.01.2019