

HEALTH AND SAFETY POLICY

Created by	Maria Rosenthal, Acting Principal
Approved by	Approved by Corporation on 29 March 2023
Version	3.3
Date of next review	March 2023

PART I - Health & Safety Policy Statement

A Health and Safety Policy is a legal requirement under s2 (3) of the Health and Safety at Work etc. Act 1974 and specific Arrangements for Health and Safety under Regulation 5 of the Management of Health & Safety at Work Regulations 1999.

The Working Men's College wishes to promote the highest standards of health and safety at work. To this end it undertakes to provide and maintain safe and healthy working and studying conditions and equipment for all staff, students, contractors and visitors attending the College to a level which complies with or exceeds the relevant statutory requirements and officially approved codes of practice.

The College will provide staff, students, contractors and visitors with such information, instruction and supervision as they need to contribute positively to their own health and safety at work or study and to those working or studying with them. The College also accepts responsibility for the health and safety of other people who may be affected by the College's activities.

The College recognises that no policy can give an absolute guarantee of health and safety for everyone at all times, under all circumstances. A successful policy depends on the vigilance of every individual working on college premises, for their own safety and that of others, as well as strong leadership by managers and governors.

Health and Safety is the responsibility of everyone and this policy sets out in detail those accountabilities and how they are administered.

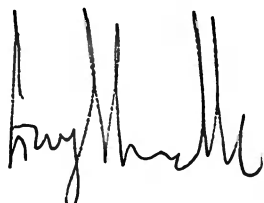
In implementing this policy, particular regard will be paid to:

- Providing a safe place of work.
- Providing safe and well-maintained plant, electrical and mechanical tools and other equipment to be used in teaching studios and classrooms, together with guidance and support on how to use them.
- Providing safe arrangements for the storage, handling and movement of chemicals and materials, together with guidance and support and training on the safest way to use, handle, move and store them.
- Providing safe means of entry to and exit from the College building, including emergency exits in the event of a fire or other emergency.
- Ensuring the safety and welfare of college staff, students and visitors by providing relevant and suitable health and safety information, instruction, training and supervision.
- Preventing accidents and cases of work related ill – health.
- Ensuring all staff are competent to perform their roles and to give them adequate training.
- Giving students appropriate support and information to enable them to ensure their own personal safety both inside and outside the College.
- Ensuring that contractors operating the College cafe comply with all relevant health and safety and hygiene regulations.
- Controlling waste and pollution under the provisions of the Environmental Protection Act 1990 and any Regulations thereunder. The College is committed to a clean and healthy environment.

- Ensuring that tenants sharing the College premises are fully aware of their responsibilities and obligations in respect of health and safety and provide College managers with appropriate evidence of the satisfactory operation of their health and safety procedures.
- Consulting employees on health and safety issues and working to create a positive and proactive safety culture at The Working Men's College.
- Providing appropriate special arrangements to ensure the safety of people with additional support needs.
- Carrying out Risk Assessments to identify significant risks, communicating the findings to those affected and taking action to control such risks.
- Having regard to the provisions of the Corporate Manslaughter and Corporate Homicide Act 2007, which provides criminal offences for cases where a corporation causes death by a gross breach of its duty of care.
- Integrating health and safety issues into broader management considerations. The College views health, safety and the environment as a core component in the College's life rather than a separate entity.

This policy will be communicated to all employees and displayed for viewing in staff areas. It will also be displayed on the College's website.

This policy will be reviewed at least annually to ensure that it remains up to date and relevant to the College.

Signed: 

Date: 30 March 2023

Guy Shackle, Chair of Governors

Signed: 

Date: 30 March 2023

Maria Rosenthal, Acting Principal