



PERSONAL HEALTH AND SAFETY POLICY

Basic Code of Practice

The College Policy on Health, Safety and Welfare undertakes to ensure, so far as is reasonably practicable, that no employee, or other person, should have their health, safety and welfare adversely affected by its activities.

To this end, the College ensures:

- The provision of a safe and healthy working environment with adequate facilities and arrangements for welfare
- Physical equipment and structures are designed and maintained to be intrinsically safe and without risks - including the means for accessing the workplace and exiting from it
- Information instruction, supervision and training are provided wherever needed to ensure safety, wherever necessary, by competent personnel.
- Prescribed information will also be supplied to non-employees about any work that might affect their health and safety.
- Procedures are drawn up as required for the safe use of equipment, safe systems of work, and the safe use, handling and storage of materials
- The provision and use of protective clothing and equipment where necessary
- Arrangements are put in place for the periodic inspection of work places and methods of working and the monitoring of any corrective action necessary

Your Health and Safety Responsibilities

Everybody has health and safety responsibilities in Statutory and Civil Law.

You must:

- Act with due care for the health, safety and welfare of yourself and others
- Act in a reasonable manner so as to avoid causing harm to others
- Consider safety in all of your activities and not recklessly endanger any other students or members of staff or the public
- Co-operate with the College by complying with instructions and procedures for safe working and the safety of the public, and fully comply with any health & safety risk assessments associated with your area of activity
- Use everything provided for your use in accordance with any training or instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- Make proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided by the College), report any loss or obvious defect in that equipment and take reasonable care of it
- Inform a member of staff (e.g. Course Manager, Teacher, Supervisor) if you become aware of any hazard or any hazardous situation that you have not been trained to deal with, so that appropriate action can be taken.
- If you find any problems in the College's health and safety arrangements, or anything that could be considered a serious or an immediate danger to you and/or an animal, you **MUST** inform a member of staff. This includes reporting any faulty equipment, structures or safety procedures.
- If you become aware of an incident which has led or might lead to injury or damage you must also report these as above.