



Health and Safety Policy

1. Introduction

Spurgeon's College Health and Safety Policy, sets out the overall aims and commitment to the management of health and safety within the College and its related roles and functions.

It is approved by the Board of Governors and signed by the Director of Operations in their role as the Health and Safety Manager.

A copy of the Health and Safety Policy statement must be clearly displayed at all times.

The Board of Governors must ensure that all staff are made aware of this policy statement during their induction training and are provided with refresher training throughout the course of their employment.

This policy sets out the key principles which guide health & safety management, and briefly what is expected of managers, staff and students.

This policy should be read in conjunction with the College '**Health and Safety Management System**' which provides a comprehensive approach to all occupational health and safety matters which affect the College, including standard operating procedures and risk assessments.

2. Legal Requirements

The Health and Safety Management System aims to demonstrate the College's legal compliance with the Health and Safety at Work etc. Act 1974 and subsequent Regulations, for example:

- The Management of Health and Safety at Work Regulations 1999;
- The Workplace (Health, Safety and Welfare) Regulations 1992;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- The Manual Handling Operations Regulations 1992 (as amended);

- The Control of Substances Hazardous to Health Regulations 2002 (as amended);
- The Provision and Use of Work Equipment Regulations 1998;
- The Lifting Operations and Lifting Equipment Regulations 1998;
- The Personal Protective Equipment at Work Regulations 2002.

3. Health and Safety Policy Statement

It is the policy of Spurgeon's College so far as is reasonably practicable to meet the highest standards of occupational Health and Safety.

We recognise our legal duties to comply with relevant health and safety legislation concerning the safe operation and practices of our business.

We will maintain a Health and Safety Management System across our business in order to protect the health and safety of our employees, students, volunteers and any other persons who could be affected by our activities.

We are committed to the provision of safety training for all of our employees, in line with their duties, to allow them to effectively exercise their responsibilities in ensuring that a safe working environment is maintained.

Individual employees will be encouraged and expected to take personal responsibility to ensure that appropriate practices are correctly implemented at all times.

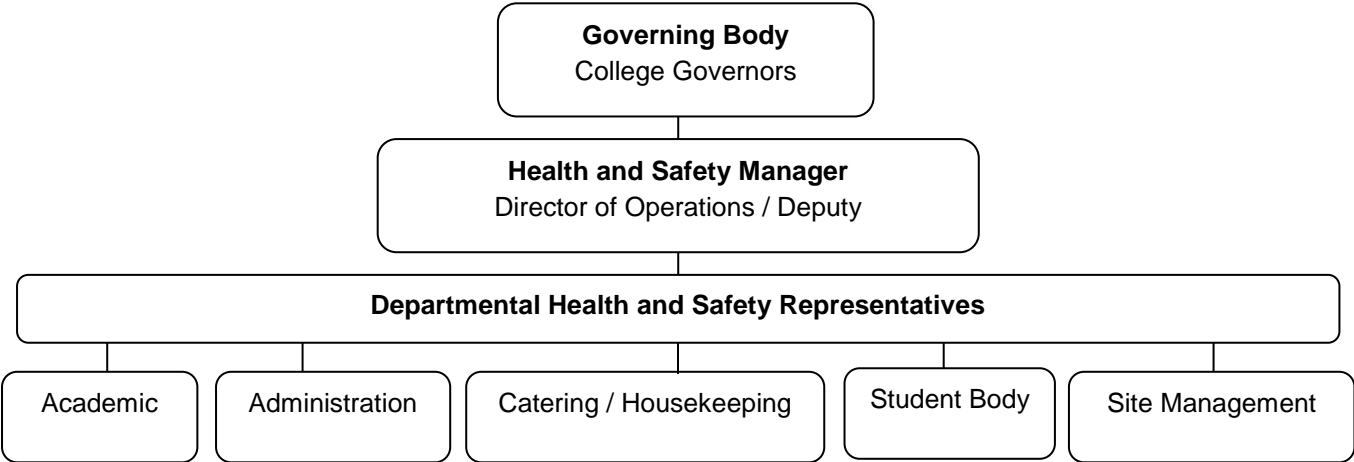
Spurgeon's College will ensure that:

- All employees are provided with information, instruction and supervision in safe working procedures and that those procedures are fully implemented in practice;
- The performance of all employees in identifying and implementing safe working procedures is monitored on a regular basis;
- Records are maintained to demonstrate that the College's Health and Safety Management System is being effectively implemented and routinely reviewed;
- There are clear and effective lines of communication to ensure that employees are provided with information to allow them to work safely and to help them to raise any issues that they believe may require action;
- There is sufficient availability of suitable resources to achieve positive health and safety management.

This Health and Safety Management System will be subject to regular review with the aim of seeking continual improvement in health and safety standards within the business.

4. Responsibilities and reporting structures

The Governing Body has overall responsibility for Health and Safety at Spurgeon’s College but the responsibility for implementation as a whole lies with the College Director of Operations or their deputy (hereafter called the **Health and Safety Manager**).



Health and Safety will be part of the Governors meetings each time they meet and any points raised will be actioned by the Health and Safety Manager.

The Health and Safety Manager will meet with Health and Safety representatives 4 times a year and this will be called the Health and Safety Management Group This will be a formal way of recording issues and action taken to resolve problems.

Health and safety representatives meet with other members of their departments regularly, and health and safety will become part of departmental meeting agendas.

Health and safety representatives will also be responsible for arranging or carrying out annual audits for their departments and, with the assistance of the Health and Safety Manager, implement any changes that are needed.

The departmental health and safety representatives are responsible for making sure that the relevant risk assessments are actioned for their department.

The Health and Safety Manager is responsible for the updating and review of all risk assessments and making sure that the College is adhering to current legislation.

4.1 All staff

Must take reasonable care of themselves and all others who may be affected by their acts and omissions, and comply with policies and arrangements for safe working to enable the College to discharge its legal duties with regard to health and safety. Some staff have specific responsibilities.

4.2 All students

In the interests of health and safety, students must not interfere with or misuse any object, structure or system of work provided by the College.

4.3 All staff and students, and their representatives

Are encouraged to participate in decision-making processes, and must:

- report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved form;
- report “near miss” incidents which have the potential to cause injury or ill health, using the approved form;
- notify the Health and Safety Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
- not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
- report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay;
- undertake health & safety training and induction as appropriate for their role and work activities;
- familiarize themselves with relevant risk assessments for their work activities;
- assist any visitors who may not be familiar with College procedures, to the best of their abilities.

5 **Non-compliance**

Health and safety management provides a positive contribution to the safe, efficient and effective running and management of the College. Non-

compliance with this policy will therefore be viewed as a serious matter, ultimately subject to College disciplinary procedures for staff and for misconduct of students.

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Approving body	Governors		
Quality Code consulted			
Member of staff responsible	Director of Operations		