



HEALTH & SAFETY POLICY

September 2007

STATEMENT OF INTENT

Coleg Powys is committed to the achievement of the highest possible standards of health, safety and welfare and therefore accepts the obligations imposed by all relevant health and safety legislation and approved codes of practice to ensure so far as is reasonably practicable, the health, safety and welfare of employees, students, visitors and contractors.

Coleg Powys will take all reasonable and practicable steps to ensure the health, safety and welfare of the individual according to the particular circumstances of their learning programme.

This will be achieved by:

Providing and maintaining premises, plant, equipment and systems of work, which are safe, and without risk to health.

Ensuring the safety and absence of risks to health in connection with the use, handling transportation and storage of articles and substances.

Ensuring that all workplaces are safe, without risk to health and that access to and egress from the workplaces are safe and without risks.

Providing and maintaining a working environment that is safe and that adequate facilities and arrangements for the welfare of staff, students and visitors exist.

Providing such information, instructions, supervision and training as is necessary to ensure the health and safety of employees, students, visitors and contractors.

Providing or making necessary arrangements for competent technical advice to be available on health, safety and welfare matters as and when required.

Maintaining accurate records, monitoring, assessing and auditing performance to ensure effective implementation of policy and the employment of correct procedures.

Establishing and supporting arrangements for consulting employees and students in respect of health and safety matters.

Fostering the co-operation of all employees, students and visitors in the adoption of safe working practices and the reporting of potential hazards.

Coleg Powys is further committed to ensuring continuous improvements in all aspects of health and safety and considers health and safety of paramount importance to the Corporation.

Mr. John Stephenson
Principal

Reviewed and signed as a correct document on:

ORGANISATION

Coleg Powys, a Further Education Corporation under the Further and Higher Education Act 1992, has the responsibilities of an employer and a controller of premises.

There are five levels of responsibility involved within the implementation of this policy. They are:

The Corporation Board

The Principal

Assistant Principals, Heads of School and other Supervisors

All other staff.

Students

All may obtain advice from the College Health and Safety Adviser. See flow chart attached to this policy.

The College will make every effort to provide sufficient resources, advice and training to ensure that this policy can be carried out effectively.

The College will establish and support Health and Safety Working Groups in order to foster Co-operation, aid consultation and make recommendations to improve conditions relating to health and safety.

The Health and Safety Adviser will conduct the auditing of this policy with reports forwarded to the Health and Safety Working Groups and Principal as appropriate.

The Health and Safety Adviser as required will arrange external auditing of this policy.

The Principal

The Principal bears executive responsibility for ensuring the implementation of this policy.

The Principal will designate a College Health and Safety Adviser.

Assistant Principals, Heads of School and other supervisory staff.

Ensure that those for whom they are responsible understand their responsibilities and discharge their duties.

Ensure that all information relating to health and safety is brought to the attention of staff over whom they have control.

Inspect all areas to discern whether the health and safety policy are effective, that risks to health are avoided and that the appropriate control measures are being complied with.

Report any concern to the Line Manager, who may refer the matter to the Health and Safety Adviser and act on recommendations and advice concerning any working practices, which are considered unsafe.

Consult with the Line Manager over any doubts regarding health and safety.

Ensure the provision of suitable and sufficient storage facilities for all hazardous substances.

Ensure that a suitable assessment of risk is carried out before working with hazardous substances and / or process emissions.

Ensure the provision and use of any necessary protective clothing and equipment.

Ensure that no members of staff use equipment unless they have been given specific instructions and training in the use of such.

All equipment is maintained in a safe condition with records of such maintenance being retained.

Ensure that all items of portable electrical equipment are inspected and tested regularly and that records of such are maintained.

Ensure that the working environment for staff and those who use the premises is not a danger to health and safety

Remove from use equipment considered to be unsafe and report any working environment considered to be unsafe.

Resolve any complaints regarding health and safety including, where appropriate, reporting such complaints to the Health & Safety Adviser.

Bring to the attention of the Health & Safety Adviser the need to train any members of their staff.

Report all accidents occurring in areas under their control on the College Accident Report form available from the general offices and return to the Health and Safety Adviser.

Ensure that First Aid boxes in their areas of control are in place, suitably and adequately stocked.

Undertake workplace risk assessments as required by the Management of Health and Safety at Work Regulations together with assessments required by the following regulations:-

Control of Substances Hazardous to Health.

Manual Handling Operations.

Personal Protective Equipment at Work.

Noise at Work.

Provision and Use of Work Equipment.

Workplace Health, Safety and Welfare.

Health and Safety (Display Screen Equipment).

Undertake any workplace risk assessments if considered appropriate under all other Health and Safety legislation.

All other staff.

Carry out, at all times, instructions, directions and advice regarding safe working conditions.

Ensure that work is not undertaken in a manner that may cause danger to themselves, colleagues and any other person attending or visiting their premises.

Use and ensure others use the necessary protective clothing and equipment and ensure that such is maintained in a clean and usable condition.

Report all equipment and working environments which they consider to be unsafe.

Report all accidents to themselves and students under their control to the Health and Safety Adviser on the College Accident Report form.

Students

Comply with all established health and safety arrangements or procedures together with instructions, directions and advice from staff regarding health and safety matters.

Ensure that work is not undertaken in a manner that may cause danger to themselves, fellow students, staff or any other person attending or visiting the premises.

Report all equipment and working environments that they consider to be unsafe.

Report all accidents to themselves and other students.

The tampering or interference with health and safety arrangements or procedures is forbidden.

The Health and Safety Adviser

Ensure that arrangements for a First Aid response are available. He/she will ensure that a record is kept of all accidents and reports on accidents are made to the Health and Safety Working Group and to the Principal as appropriate.

Ensure that First Aid/Accident procedures are in place and known to staff and students. He/she will conduct accident investigations and report as appropriate ensuring that reportable accidents are notified to the appropriate enforcing authority.

The Health and Safety Adviser will monitor the implementation of the policy and submit reports to the Health and Safety Working Group and the Principal as appropriate.

The Health and Safety Adviser will review the safety policy and make recommendations to the Principal for revision. He/she will ensure that copies are available for reference by all Staff.

Competent external advice will be sought from any available source necessary to procure acceptable standards of health, safety and welfare.

The Health and Safety Adviser will ensure that emergency evacuation procedures are in place and are tested periodically.

The Health and Safety Adviser will co-operate with the Health and Safety Working Group and other staff in order to achieve the objectives expressed in this policy.

The Health and Safety Adviser will inspect all workplaces, equipment and methods of work and submit reports to the Health and Safety Working Group and the Principal as appropriate.

The Health and Safety Adviser shall be empowered to cause work to cease whenever it is considered that there is an immediate and significant risk to health, safety or welfare. This action will not be taken without prior consultation with the appropriate Assistant Principal or Section Head unless there is such an imminent risk that it precludes such consultation.

The Health and Safety Adviser will ensure that detailed procedures for dealing with specific parties, eventualities or circumstances are established as appropriate.

General

As part of their induction training, a copy of this statement will be made available to all staff, and their attention drawn to any changes agreed.

All students will have their attention drawn to this policy document during their induction to the College, and copies will be available for reference at each site.

Copies of this policy will be prominently displayed at each site.

Supplements to this policy have been authorised in following areas due to their unique hazards:-

Theatr Hafren

Fronlas Farm

ARRANGEMENTS

It is Coleg Powys' intention to secure a high standard of health and safety in all its premises. All employees, students, visitors and contractors must conduct their activities in a safe manner to ensure the health, safety and welfare of not just themselves but anyone else who may also be affected.

Procedures and requirements to achieve this are set out in this section of the policy.

1. Management of Health and Safety

Coleg Powys has an obligation to manage health and safety throughout the Organisation. This is achieved by ensuring compliance with any relevant legislation that is in force, such as The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1992 and any subsequent amendments. The main tool for ensuring that Coleg Powys adequately manages health and safety are its HS Series of forms. Coleg Powys aims to reduce all risks to the lowest acceptable level, where this is not possible Coleg Powys will strive to ensure that the risks are adequately controlled.

Coleg Powys' health and safety systems will be subjected to regular reviews by the Health and Safety Adviser or one of his designated employees. These will take the form of inspections and Audits.

2. Workplaces

Coleg Powys will strive to ensure that all employees, students, contractors and visitors are provided with a safe place of work. With regard to applicable legislation, Coleg Powys will provide safe access and egress, a safe place of work, a good level of house keeping, adequate heating, ventilation and lighting.

3. Machinery

Coleg Powys will provide as far as is reasonably practicable safe plant and machinery and ensure that it complies with any relevant legislation, such as The Provision and Use of Work Equipment Regulations 1998. All machinery provided for use at work will be suitable for the task and well maintained. The risks associated with its use will have been assessed, controls put in place and all persons using the machinery will have had adequate information, instruction, training and supervision.

4. Handling and transportation

Coleg Powys will ensure the safety and absence of risks to health in connection with the use, handling and transportation and storage of articles and substances. Where practicable all manual handling will be eliminated. Where this is not possible, all risks associated with manual handling will have been assessed and reduced to an acceptable level. Control measures will be put in place and information, instruction, training and supervision as appropriate will be afforded.

5. Noise

Coleg Powys will assess areas of noise as per the Noise at Work Regulations 1989 and instigate suitable control measures.

6. Electricity

Coleg Powys will aim to provide electrical equipment and electrical installations that are free from risks to health. Electrical equipment will be well maintained and all portable electrical equipment will be tested at suitable intervals to help ensure that it remains absent of risks.

7. Harmful Substances

Coleg Powys will ensure that in accordance with the Control of Substances Hazardous to Health Regulations 1994, all substances used by the Organisation will have a suitable and sufficient assessment of the risks completed.

The findings of the risk assessments will be communicated to all concerned and control measures will be put in place to ensure that employees, students, contractors and visitors are not exposed to unacceptable risks. Personal protective equipment will be issued where required but must be considered the lowest level of control in the hierarchy of control measures.

8. Safe systems of work

All work conducted by the Organisation will be done so in a safe manner in order to ensure, as far as is reasonably practicable, the absence of risks to health. Safe systems of work will be created and issued for all tasks that Coleg Powys deems requires them, these being linked to the risk assessments that have been carried out for the said tasks.

9. Accidents and emergencies

Coleg Powys has in place an Accident and Emergencies policy which gives guidance on what to do in the event of an accident or emergency. Coleg Powys will strive to comply with the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Adequate First Aid arrangements are available and notices informing of who the first aider in any given area are displayed around the notice boards.

10. Personal Protective Equipment

Coleg Powys will provide any personal protective equipment where an assessment of the risk has been carried out and it is deemed necessary.

11. Display Screen Equipment

Coleg Powys will strive to comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All users, as defined by Coleg Powys, will have an assessment of their workstation carried out and any risks highlighted will be controlled by suitable methods.

12. Fire Precautions

Coleg Powys has in place a Fire Evacuation procedure policy for all its sites and this forms the basis of the Organisations strategy regarding fire precautions. Coleg Powys will, at regular intervals, conduct fire evacuation drills, it will also ensure that any fire detection equipment and any fire fighting equipment will be maintained to a high level and be kept in good working order.

13. Health Care

Coleg Powys will ensure that it provides adequate welfare facilities for all employees, students, contractors and visitors.

Coleg Powys also operates a Health screening policy.



HEALTH & SAFETY ORGANISATION



COLEG POWYS CORPORATION

