

# Health & Safety Policy

Policy Title:	Health & Safety Policy
Issue date (m/y):	Sept 2021
Author(s):	Health & Safety Advisor
Approved by:	Health and Safety Strategic Committee
Review date:	Aug 2024

**Equality Impact Assessment Tool**

**Name of Policy: Health and Safety Policy**

		Yes/No	Comments
<b>1</b>	<b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	

## **INTRODUCTION**

The College's Health and Safety Policy is in three parts:

### **1 - GENERAL STATEMENT**

This is the general statement of the College's policy to provide a safe and healthy working environment for staff, Learners, apprentices and visitors.

### **2 - THE ORGANISATION**

This part sets out the organisational structure for implementing the policy and identifies key post holders and their responsibilities for health and safety.

### **3 - THE ARRANGEMENTS FOR IMPLEMENTATION**

This part sets out the arrangements for implementing the policy and is supported by:

Safety policies and procedures –

whether an alternative means which would not have the potential adverse effect can achieve the Health and Safety requirement involved  
whether any reasonable adjustment is possible  
Whether provision of any auxiliary aid that would overcome the potential adverse effect is reasonable.

1.5 In addition, proposals should consider the differing needs of individuals with a protected characteristic and whether specific arrangements are reasonably required to address those individual needs. This will include the reasonable accessibility of policies, procedures, codes of practice and other information issued and whether alternative formats are appropriate.

1.6 Consultation under this policy will include consulting on the above issues.

## Health and Safety Policy Statement

### Policy

1.10 It is the policy of Suffolk New College to ensure so far as is reasonably practicable, the health, safety and welfare at work of its staff and any other persons who might be affected by its activities.

1.11 Suffolk New College's policy aims to provide and maintain working conditions which are safe and without risk to health.

1.12 Suffolk New College recognises its duties so far as is reasonably practicable to ensure:

That plant, equipment and systems of work are safe and without risk to health;  
The safe use, handling, storage and transport of articles and substances;  
The provision of adequate information, instruction, supervision and training;  
A safe and healthy working environment and that adequate arrangements for welfare are provided and maintained;  
The establishment of procedures to be followed in the event of serious and imminent danger.

1.13 Suffolk New College will also maintain effective joint consultation with staff and Trades Union appointed Safety Representatives on health and safety matters.

1.14 Management and staff are required to observe and comply with current Health and Safety legislation within the workplace and to do all that is reasonably practicable to avoid and/or reduce Health and Safety risks.

1.15 The requirements of this policy shall apply;


To all sites of the College including any that are leased or rented for the purpose of carrying out College business.

Any site of the College that is leased or rented. Additional and/or alternative health and safety procedures may be imposed as a condition of the lease or rental.

All such additional and/or alternative procedures must be followed by staff, Learners and apprentices whilst at those sites as if they were Suffolk New College's procedures.

1.16 The policy will be reviewed annually and revised if necessary.

Signed:



Name: *an ease*

Position: *rncpa*

Date: *ay 22 3*

## **2. THE ORGANISATION**

### **THE COLLEGE CORPORATION**

2.1 The Corporation is responsible through its officers for the health & safety of staff, Learners, contractors & visitors.

2.2 Without detracting from the primary responsibility of managers for ensuring

**MANAGEMENT RESPONSIBILITIES**

2.5

To consult safety representatives or the Health & Safety Advisor on any matters



for consideration under the College's disciplinary procedures. However, in the interest of



## **OCCUPATIONAL HEALTH**

2.15 The College will ensure that an occupational health service is provided for its staff in order to protect their health in relation to the work they do. The service will also cater for Learner needs where this has been identified as being appropriate. To achieve this the College will contract with a suitable provider of occupational health services. The contract will be reviewed at least annually and will be monitored by Human Resources.

2.16 The college is committed to ensuring the health and safety of all staff, Learners and visitors with relevant risk assessment and controls to address any wide spread epidemic

2.21 Items of major expenditure unable to be met from this budget will be referred to the Principal for consideration.

### **3. THE ARRANGEMENTS FOR IMPLEMENTATION**

#### **GENERAL**

3.1 The arrangements for implementation of the Health and Safety Policy consists of the

assessment, to meet specific health and safety requirements of individual Schools / Departments / Sections.

3.6 They will be reviewed at least annually but may be amended if there are changes in