

**HEALTH & SAFETY POLICY
AND STATEMENT OF INTENT**

1. Policy aim

- 1.1 Stoke on Trent College is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors and contractors, who may be affected by the Colleges undertaking, in accordance with Section 2 (3) of the Health and Safety at Work Act 1974.
- 1.2 The Corporation fully accepts its responsibilities under the Health and Safety at Work Act 1974 and all subsequent Health and Safety Regulations. The Corporation views health and safety as a core function that must continually progress and adapt to changes. The approach is based on the assessment of Health and Safety through the implementation and maintenance of a robust Health and Safety management system.

2. Policy statement

- 2.1 It is the policy of the Corporation to minimise the potential for accidental loss through personal injury, occupational ill health (including work related stress) and damage to property throughout the organisation and to continually promote a pro-active Health and Safety culture within the College.
- 2.2 The Corporation will endeavour to ensure a healthy and safe working environment and safe premises to minimise the potential for accidents and ill health occurring and will oversee the effective implementation of this policy.
- 2.3 The Corporation recognises that the senior management and cross College management teams have specific duties and responsibilities to comply with the letter and spirit of this policy. As an academic institution, we also promote the active involvement of learners and their representatives to ensure they act in accordance with this policy.
- 2.4 All premises within which the College conducts its business activity and the means of access to and egress from them will be maintained in a condition which is safe without risk to health and in accordance with the Equality Act 2010 and the Regulatory Reform Fire Safety Order 2005.
- 2.5 The environment within which the Corporation conducts its business activity will be maintained in a condition, which is safe and without risk to health.
- 2.6 All plant, equipment and methods of working will be safe and without foreseeable risk to health and all statutory inspections will be carried out in accordance with LOLER & PUWER regulations 1998 by competent persons.
- 2.7 Arrangements for the use, handling, storage and transportation of articles and substances at work will be adequate, so as to prevent risk to employees and other persons affected by the College's business activities.
- 2.8 All staff, including temporary staff and learners, including apprentices, will be provided with the information, instruction, training and supervision necessary to ensure their health and safety at work and that of others which may be affected by the College's business activities.

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- 2.9 Adequate welfare facilities and hygiene standards will be maintained throughout the Corporation in accordance with The Workplace (Health, Safety and Welfare) Regulations 1992.
- 2.10 Competent people will be appointed to assist in meeting statutory duties including specialists where appropriate.
- 2.11 The Corporation recognises its employees as its most valuable resource and will seek to promote their health, safety and welfare.
- 2.12 A formal and systematic procedure for the management of health and safety within the College will be implemented and resourced. This will incorporate the necessary organisational arrangements and monitoring procedures required to achieve proper working standards of health and safety.
- 2.13 The Corporation will ensure the participation of the recognised Trade Unions in the achievement of these standards by the maintenance of appropriate consultative arrangements and provision of facilities to designated safety representatives. As such the cross-college Health and Safety Board will meet 3 times a year.
- 2.14 Excellent standards of health and safety will only be achieved with the co-operation and commitment of all staff, students and visitors. Such co-operation will be enlisted through open and effective communication with employees and their representatives at designated meetings where Health and Safety is a standing agenda item.
- 2.15 The Principal and Chief Executive Officer is the “Senior Manager” with specific accountability for the management of Health and Safety within the corporation.
- 2.16 All individual employees and learners are responsible for taking all reasonable precautions to ensure their own safety and that of others as specified in Section 7 of the Health and Safety at Work Act 1974.
- 2.17 All managers are responsible for the implementation of this policy within their department as advised by the Health and Safety Manager.
- 2.18 The procedures to achieve the aims of this policy will be reviewed annually, as legislation changes require, or sooner if a significant change occurs.
- 2.19 The Corporation will ensure that the health and safety risks inherent from the activities it carries out are assessed and steps taken to remove or control these risks to the lowest practical level.
- 2.20 The process of risk management will be used to ensure that this is done in an efficient, systematic and cost-effective manner, utilising the specialist health and safety management software. Each head of learning/department is responsible for ensuring compliance to this section of the policy and supporting procedure within the area.
- 2.21 The Corporation will adopt Health & Safety arrangements under Covid-19 in line with Health & Safety legislation, and in consideration of government guidelines.

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3. Responsibility for the Health Safety and Welfare Policy and statement of intent

The Chief Financial Officer is responsible for the development and implementation of this policy.

4. Monitoring and review

The Principal and Chief Executive will monitor all sections of this policy. Regular reports and recommendations on all aspects of the policy will be provided to the Senior Management Team and Corporation Board as appropriate. This policy will be reviewed on an annual basis by the Health and Safety Manager and Health and Safety Board.

5. Approval



Signed:

(Principal & Chief Executive)

Endorsed by the College Corporation



Signed:

(Chair)

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