



UK COLLEGE
OF BUSINESS AND COMPUTING

Health and Safety Policy

Reviewed by	ND
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Introduction

It is the policy of the college to take all reasonable steps to safeguard the health and safety of all employees and students while at work and to protect other persons from hazards to health and safety arising out of the college activities.

The following principles are fundamental to the management of health and safety in the college:

- 1) The maintenance and continuing development of health and safety management systems are priorities of the college. Not only do we wish to reduce the risk of injuries and ill health but also recognise that the effective management of health and safety can make a significant contribution to the performance of the college by helping minimise losses and liabilities.
- 2) Health and safety matters are line management responsibilities. Accordingly, individual members of the college are required to take responsibility of health and safety in all activities under their control.
- 3) The requirements of health and safety legislation set the minimum standards of health and safety performance which the college requires.
- 4) The development throughout the college of a culture supportive of health and safety is essential for the achievement of adequate control over risks.
- 5) Students, on leaving the college should have an attitude of mind which expects good health and safety practice to be normal procedure. This will only occur if the college staff set high standards by personal example and by ensuring that safe practice is routine.

ORGANISATIONAL RESPONSIBILITIES

To ensure that the health and safety is successfully managed throughout the college, the following have responsibilities, as set out below.

COMMITTEE

The **Operations Management Committee** of the college carries ultimate responsibility for health and safety in the college. The Committee recognises its responsibility to ensure compliance with the Health and Safety at work Act and accompanying health and safety legislation.

The committee will actively promote the management of health and safety throughout the college by ensuring sufficient resources are allocated and that an effective system for inspection, monitoring and auditing of health and safety matters are in place by undertaking regular reviews of health and safety and by making alterations or improvement to the management systems, if deemed necessary so that their responsibilities are being actively discharged.

The committee will have regular reports on the management of health and safety from the Health and Safety Committee.

The committee will ensure that a Health and safety advisor is appointed, to advise the committee on all issues concerning the operations of the college, in accordance with the Crime Act and Health and Safety legislation.

The College considers advice on its health and safety issues only from advisors that it has appointed as competent within the meaning of the management of health and safety at work regulations.

The advisor is the Health and Safety manager in relation to all safety, health and welfare matters, who undertake a central co-ordinating role for all the health and safety issues throughout the college.

The advisor may base his/her advice on consultations with various specialist advisors, some of whom may be formally appointed on the advice of the health and safety manager for specific purposes.

The college's competent advisors are responsible for giving advice at whatever level of management is appropriate for the college to achieve its duties in meeting its responsibilities under health and safety legislation.

ACADEMIC STAFF

Lecturing staff have responsibilities under the Health and Safety at work Act for own safety and that of student in their charge while undertaking group seminars, one-to- one tutorials, group lectures, placement and clinical placements.

Lecturing staff have responsibilities for ensuring the safety of others while in their care on college activities, such as field trips, adventure holidays site visits, etc--. To be able to discharge this duty, they must ensure that they familiarise themselves with the Health and Safety policy, procedures, arrangements and the rules of the college.

They must familiarize themselves with the college evacuation procedures, e.g. Nearest fire exits, assembly points, telephone and fire alarm call points in which every classroom they are undertaking their lecturing/lecturing duties.

Lecturing staff should inform all persons in their charge at the start of each new semester or location of the evacuation procedures, persons in the class/ lesson/ laboratory have vacated this area on hearing the alarm.

Lecturing staff have a responsibility for:

- Ensuring students are adequately trained and fully aware of hazards involved while undertaking their training activities
- Bringing to the students' attention in their charge, the first aid facilities and evacuation procedures
- Ensuring students maintain a good system of housekeeping while in their charge

NON- ACADEMIC STAFF

All members of the staff are required to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to comply with all proper instructions, rules, procedures and codes of practice prescribing safe working methods.

Failure to do so may result in action being taken against the person concerned, according to staff disciplinary procedures.

All employees must:

- 1) ensure reasonable care for their own health and safety;
- 2) ensure the safety of other persons who may be affected by their actions or omissions whether arising out of the work activity or while at work;
- 3) follow safe systems of work according to the information, instruction and training provided;
- 4) Not intentionally or otherwise interfere with or misuse anything that has been provided for their or other health and safety;
- 5) Report any hazards, defects in plant, equipment, work procedures, arrangements and policy, to their immediate line manager or supervisor;
- 6) Not undertake any task for which authorization, information, instruction and training have not been given.

All employees of the college have a duty to acquaint themselves with all aspects of the college policies and procedures that impose duties upon them in relation to their specific activities, and to co-operate with the colleges arrangements. In addition, they are required to attend relevant induction programmes, arranged on their behalf.

Serious breach of health and safety regulations will be treated as gross misconduct. In this situation, employees may be suspended from work without prior warning to ensure the safety of staff, students and others on college premises or business.

STUDENTS

While attending the college or college activities, students must exercise personal responsibility for themselves, fellow students, staff and visitors to the premises.

Students must co-operate with the lecturing and support staff when they are issuing health and safety policies procedures, arrangements and rules of the college must be observed.

Students dress must be appropriate to that laid down by the Head of Faculty or college-wide service for the type of environment students find themselves in while working at or attending the college, so that it does not put their safety and that of others at risk.

Items provided for students' safety must be made full and proper use of and must never be intentionally misused or damaged. All defects that arise in the items provided or equipment being issued or used must be reported to a member of the college staff.

Students are requested never to bring substances that are hazardous to health onto the college premises unless written permission from the College authorities has been given.

Students found misusing equipment provided for safety and that of others will be subject to the college's student disciplinary role.