Fareham College

HEALTH & SAFETY POLICY

Abridged Version

Initiated January 2005		
Reviewed	Who	Comments
Sept 07	Martin Bonner	
July 09	Sally Boffee	
July 2010	Sally Boffee	
January 2012	Alison Booker/Nelson Williams	Review
August 2012	Alison Booker/Nelson Williams	Included outreach sites
July 2013	Alison Booker/Nelson Williams	Annual Review
June 2014	Alison Booker/Nelson Williams	Annual Review
June 2015	Alison Booker/Nelson Williams	Annual Review
June 2016	Alison Booker/Nelson Williams	Annual Review
June 2017	John Field	Annual Review
September 2017	John Field	Include CTEC

HEALTH AND SAFETY POLICY (ABRIDGED VERSION)
STATEMENT OF INTENT

1 Fareham College Corporation, which incorporates Gosport College, CEMAST and CTEC recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for all its employees

2 The Corporation will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:

i) A safe place of work and safe access to (and egress from) it;
ii) A healthy working environment;
iii) Plant, equipment and systems of work are safe;
iv) Safe arrangements for the use, handling, storage and transport of articles and substances;
v) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.

3 Without detracting from the primary responsibilities of managers and supervisors for ensuring safe conditions at work, the Corporation will ensure the provision of competent technical advice on safety and health matters where this is necessary to assist management in its task.

4 No safety policy is likely to be successful unless it actively involves work people themselves. The Corporation will therefore co-operate fully in the appointment of safety representatives by recognised Trade Unions and will provide them where necessary with sufficient facilities and training to carry out this task.

5 The Corporation will provide, so far as is reasonably practicable, safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from the College's work activities.

MANAGEMENT RESPONSIBILITIES

6 The College Principal is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

7 Directors/Department Managers are responsible for the health, safety and welfare policy and programme of their respective Departments, and for ensuring that responsibilities are properly assigned, accepted and fulfilled at all levels, and that such arrangements are notified to all employees.

8 It is also the responsibility of all levels of management to give to persons not being employees who may be affected by the College's activities, information on matters that might affect their health and safety.

EMPLOYEE'S RESPONSIBILITIES

9 It is the duty of all employees under Section 7 of the Health and Safety at Work Act etc to take reasonable care for the lives of themselves and other who may be affected by their acts and omissions. Every employee MUST:

i) Comply with all safety instructions;
ii) Co-operate with the College so as to enable it to carry out its own responsibilities successfully;
iii) Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.

JOINT CONSULTATION

10 The Corporation will create and maintain a joint consultative structure for health and safety matters which will ensure there is opportunity for regular formal dialogue between management and staff at all levels.

FAREHAM COLLEGE POLICY

The College has both organisational and Departmental Health and Safety Policies & Codes of Practice.
Copies are available from your Director/Manager.
Signed by Nigel Duncan

Principal & Chief Executive:

Date: 7.11.17