



Health and Safety Policy



Introduction

A Health and Safety Policy is a legal requirement under the Health and Safety at Work Act 1974. The policy of Telford College is to promote the safety, health and welfare of all its staff, students, visitors, contractors and members of the public on college premises and to protect them elsewhere from any adverse effect on their health or safety arising from college activities. The college estate is comprised of general and staff offices, teaching classrooms, workshops and storage facilities, all of which are covered by this policy document. The college is staffed by academic, administrative, secretarial and technical staff. In addition the school plays host to outside contractors, visitors and members of the public. All these personnel groups are covered by this policy.

Contents

The following folders, which are located in <H:\HealthandSafety\Safety Manual Folders>, contains information and documentation that forms the basis of Telford College's Health and Safety Policy all of which are reviewed and updated if applicable on an annual basis:

1. Statement of Intent
2. Organisational Responsibilities
3. Arrangements and Procedures
4. Master Documents
5. Venue and Work Placement Health & Safety Inspections
6. Health and Safety Guidance
7. Safe Learner
8. Visits and Residentials
9. TCAT Risk Assessments
10. Work at Height
11. Safety Committee Minutes
12. Measuring Performance and Monitoring of the Health and Safety Policy

Section 1: Statement of Intent

Statement of intent signed by the Chair of the Corporation summarising Telford Colleges aim in providing a safe, healthy working and learning environment for staff, learners & visitors, and to ensure Health and Safety legislation is followed at all times.

Section 2: Organisational Responsibilities

Health and Safety is an integral part of the Colleges management function and this section identifies the health and safety responsibilities across the college community.

Section 3: Arrangements and Procedures

Location of all key Health and Safety Arrangements and Procedures including Emergency Evacuation and First Aid requirements etc.

Section 4: Master Documents

Contains key documentation that needs to be completed to ensure the college continues to meet its legal responsibilities including Accident Forms, Head on Duty, Risk Assessments etc.

Section 5: Venue and Work Placement Health and Safety Inspections

Guidance and Health & Safety Inspection sheets that need to be completed for employers premises or teaching venues before learner placement or occupation by Telford College staff

Section 6: Health and Safety Guidance

Selection of relevant guidance issued the Health and Safety Executive (HSE) and other organisations including internal guidance

Section 7: Safe Learner

Guides, procedures and documentation produced to ensure the safety of learners working on employers premises including apprentices, work experience etc.

Section 8: Visits and Residentials

Guides, procedures and documentation required for staff when taking learners off site for educational visits. Included is record of all offsite visits and Telford College's insurance details.

Section 9: TCAT Risk Assessments

Contains guidance on a selection of activity hazards and suggested control measures, as well as completed college wide risk assessments that can be adapted to record hazards and control measures unique to Schools or Departments. For example: Young Person's Risk Assessment, Lone Working Risk Assessment, Classroom Risk Assessment, Stress Risk Assessment etc.

Section 10: Work at Height

With working at height being one of the biggest causes of workplace fatalities, it is important staff and others follow the recommended guidance in place. This section contains the updated legislation and other HSE guidance including Safe Use of Tower Scaffolds

Section 11: Safety Committee Minutes

This section contains the Terms of Reference and Meeting Minutes of the college's Safety Committee. The objective of the safety committee is to promote co-operation between the employer and the employees in instigating, developing and carrying out measures to ensure employees' health, safety and welfare at work.

Section 12: Measuring Performance and Monitoring of the Health and Safety Policy

The Health and Safety Policy is reviewed regularly by the Safety Manager in conjunction with the Safety Committee. It will be amended as appropriate and will be supplemented by further statements, policies or procedures as necessary

Arrangements are made periodically for an audit of the Health and Safety procedures in place to ensure they continue to meet the Framework for Compliance with Legal Requirements. Audit planning sheets and audit reports including agreed actions are to be found in this section.

In addition to the procedures and supporting documentation found in the Health and Safety Policy and Safety Folders other Departments such as Learner Services, Human Resources, Estates, Kick Start Academy have additional policies/procedures in place which introduces controls that ensure the safety of staff, learners and visitors while on site e.g. Stress Management Policy, Physical Restraint Policy, Behavioural Plans etc. These can be accessed through the relevant computer drives allocated to the Departments.

Key Messages

It is a legal duty for all members of the college (staff, learners and visitors) to become familiar with the policy and co-operate with the arrangements for safety.