



## **HEALTH & SAFETY POLICY**

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<i>REVIEWED BY:</i>	<i>DIRECTOR</i>
<i>NEXT REVIEW:</i>	<i>AS REQUIRED</i>
<i>POLICY LEAD:</i>	<i>COMPLIANCE COMMITTEE</i>

### **COMPLIANCE COMMITTEE MEMBERS**

**DIRECTOR  
ACADEMIC COORDINATOR  
SAFETY OFFICER  
STUDENT WELFARE OFFICER  
ADMINISTRATOR**

# Health & Safety Policy

## TABLE OF CONTENTS

I. INTRODUCTION.....	3
2. GENERAL POLICY STATEMENT.....	3
3. ORGANISATION AND MANAGEMENT OF HEALTH AND SAFETY MATTERS .....	3
4. FUNCTIONS AND DUTIES.....	4
4.1 DIRECTOR shall: .....	4
4.2 PRINCIPAL shall ensure that: .....	4
4.3 SAFETY OFFICER shall:.....	4
4.4 ROLE OF COLLEGE ADMINISTRATOR.....	5
4.5 ALL STAFF shall: .....	5
5: COMPOSITION, ROLE AND FUNCTIONS OF THE SAFETY COMMITTEE .....	6
5.1: Committee meetings.....	6
The Committee will meet once a term at a date proposed by the Principal, who will chair the meeting.....	6
The role of the Safety Committee is: .....	6
5.2 The functions of the Safety Committee .....	6

## I. INTRODUCTION

The **MCMS** is committed to pursuing excellence in everything we do. That includes how we manage health and safety. Ensuring that this is a safe place for staff and students is an absolute priority. This College Health and Safety Policy sets out the management framework we use to achieve that. It specifies that it is the particular responsibility of line management, who are in a position to ensure that those activities are carried out safely. It is the policy of the **MCMS** to take all reasonable and practicable steps to safeguard the health and safety of all employees and students while at work.

## 2. GENERAL POLICY STATEMENT

Management of Metro College recognizes their duty so far as it is reasonably practicable to ensure the health, safety and welfare at work of all its employees, sub-contractors, learners and visitors.

To fulfil their duties the Management will:

- A. Provide and maintain safe and healthy working conditions including systems of work and working environment.
- B. Provide all necessary information, instructions, training and supervision to ensure a safe and healthy working environment.
- C. Ensure that priority is given to all matters regarding health and safety by:
  - Appointing relevant persons with responsibilities for health and safety
  - Regularly reviewing and monitoring health and safety matters
  - Promoting and co-coordinating health and safety training and procedures
  - Making arrangements for the provision of expert advice when necessary to determine and control risks and consultation with employees prior to the implementation of health and safety procedures

In addition all employees, sub-contractors and learners will be made aware of their responsibilities to:

- Work and behave safely with due regard for the health, safety and welfare of others whilst attending Metro College of management Sciences.
- Report accidents, incidents and unsafe conditions which lead to injury
- Observe all rules and regulations made with respect to health and safety

## 3. ORGANISATION AND MANAGEMENT OF HEALTH AND SAFETY MATTERS

In order to ensure the implementation of the General Policy statement the Management has made the following arrangements:

- The Director will be responsible as far as is reasonably practicable for the effective overall implementation of the Health and Safety Policy across the College.

- The College Safety Officer will be responsible as far as is reasonably practicable for advising staff on all matters regarding health and safety including legislation, risk analysis and safe systems of work.
- All employees must take reasonable care for the health and safety of themselves and all other persons who might be affected by their acts or omissions at work.

## **4. FUNCTIONS AND DUTIES**

### **4.1 DIRECTOR shall:**

- Establish and maintain an appropriate safety system within the College
- Make recommendations to the management with respect to health and safety policies, systems and rules
- Budget for all health and safety matters within the College
- Establish a College Safety Committee within the Quality Assurance Committee with a clearly defined role in promoting health and safety

### **4.2 PRINCIPAL shall ensure that:**

- Health and safety policies, rules and procedures are implemented across the College
- Risk assessment surveys are undertaken and reviewed as necessary to maintain a complete and thorough assessment of all risks to health and safety and that safe systems of work for all employees and learners are in place across the College
- All reported accidents recorded on the College Incident Report Form are investigated where necessary
- Contractors work within the College Health and Safety procedures
- All health and safety aspects across the College are monitored through the Safety Committee and regular liaison with the Safety Officer and College Management.
- There are adequate financial resources to satisfy the requirements of health and safety
- The health and safety training needs of the staff and learners are met

### **4.3 SAFETY OFFICER shall:**

- Maintain an awareness of all health and safety legislation that could affect the operation of health and safety within the College
- Advise the Executive Committee, Director, Principal, Vice Principal and Section Heads on all aspects of health and safety within the College
- Advise the Health and Safety Committee on all aspects of health and safety within the College
- Establish and maintain appropriate reference material with respect to health and safety
- Ensure that appropriate risk assessments are carried out and reviewed annually

- Assist in the induction of new staff and the training of present staff with respect to health and safety
- Review and monitor all aspects of health and safety including training within the College
- Assist in the production of health and safety information for staff and learners
- Review and produce forms necessary for the management and control of health and safety within the College
- Maintain records of all reported hazardous incidents and advise the Vice Principal/relevant Manager when the incident requires further investigation and/or action
- Ensure all accidents which are required to be reported under RIDDOR are dealt with appropriately

#### **4.4 ROLE OF COLLEGE ADMINISTRATOR**

- Ensure that health and safety policies, rules and procedures are issued to and understood and observed by all learners and staff, for which they are responsible
- Ensure that risk assessment is carried out and reviewed as necessary and that safe systems of work for staff and learners are produced and monitored within their Section/area of responsibility
- Ensure that planned preventative maintenance systems for plant and machinery are produced and maintenance undertaken according to schedules within their Section/area of responsibility
- Co-operate in the investigation of all incidents reported to them and agree with the Safety Officer on appropriate action to improve working practices
- Ensure that appropriate action is taken when a hazardous situation is reported, which is within their area of responsibility
- Monitor and ensure the effectiveness of health and safety training of learners on courses within their Section/area of responsibility.

#### **4.5 ALL STAFF shall:**

- Ensure the health and safety of themselves and others who are affected by their actions
- Ensure that they are familiar with all College health and safety procedures relevant to their designated role in the College
- Assist their Line Manager in ensuring that health and safety policies, rules and procedures relevant to their work are issued, understood and implemented
- Carry out risk assessment and the production and implementation of safe systems of work for staff and learners within their recognized area of work, as requested by their Line Manager
- co-operate with their Section Head/Line Manager to ensure that a system for planned , preventative maintenance is established for plant and machinery within their recognised area of work and that maintenance is carried out in accordance with that plan
- co-operate with their Line Manager and the Safety Officer in the investigation of serious incidents and in the implementation of agreed action

## **5: COMPOSITION, ROLE AND FUNCTIONS OF THE SAFETY COMMITTEE**

The College Safety Committee will consist of

- Principal - responsible for safety, who will chair the meeting
- Admin
- Safety Officer
- staff representatives recognized by the College Management
- Quality Assurance Manager
- a learner representative

### **5.1: Committee meetings**

The Committee will meet once a term at a date proposed by the Principal, who will chair the meeting.

#### **The role of the Safety Committee is:**

- To review and monitor the College Safety Policy and its implementation and to ensure proper attention to all current legislation and other advice and guidance
- To fulfill the requirements of current legislation relating to safety committees and safety representatives

#### **5.2 The functions of the Safety Committee are:**

- To be the College's recognized forum for the development and review of health, safety and welfare
- To review and recommend additions or modifications to the College Safety Policy, Area Safety Policies and individual Codes of Safe Working
- To monitor progress with the recommendations contained within safety audit reports
- To receive details of new legislation and other information that may affect College activities
- To make recommendations through the Chair, to the Principal and Directors on items requiring action.