

Equality Impact Assessment Tool

Name of Policy: Health and Safety Policy

		Yes/No	Comments
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INTRODUCTION

The College's Health and Safety Policy is in three parts:

1 - GENERAL STATEMENT

This is the general statement of the College's policy to provide a safe and healthy working environment for staff, Learners, apprentices and visitors.

2 - THE ORGANISATION

This part sets out the organisational structure for implementing the policy and identifies key post holders and their responsibilities for health and safety.

3 - THE ARRANGEMENTS FOR IMPLEMENTATION

This part sets out the arrangements for implementing the policy and is supported by:

Safety policies and procedures – which must be

whether any reasonable adjustment is possible

Whether provision of any auxiliary aid that would overcome the potential adverse effect is reasonable.

In addition,

2 THE ORGANISATION

2.1 THE COLLEGE CORPORATION

2.4 MANAGEMENT RESPONSIBILITIES

Managers are regarded as the key figures in the management structure and are required to ensure that systems are in place in their department in relation to safety arrangements and that these are adequately resourced.

In the absence of the Manager, the responsibility must be delegated accordingly.

The responsibilities of Managers include the following 'so far as is reasonably practicable', and where the item is within the limits of their authority:

To ensure the implementation of this policy within their department.

Staff involved in delivering 'off the job' training or assessing of apprentices must ensure that the apprentices are familiar with the procedures in place at their work place, and that the apprentices know how to raise any concerns that they have about practices in place. If an apprentice raises a concern about Health & Safety, then the staff member must ensure that they are fully supported and that, at the appropriate level, this is raised with some urgency with the employer.

2.6 LEARNERS AND APPRENTICES

All Learners and apprentices are required to comply with this Health and Safety Policy. As such, they must ensure that they:

behave in a responsible manner and show appropriate regard for their own health and safety and others who may be affected by their actions;

co-operate with managers and others having specific health & safety duties, to ensure that Suffolk New College complies with its statutory obligations and the aims and objectives of the College Health & Safety Policy;

Comply with any rules, procedures, codes of practice or any other instructions issued in respect of health and safety matters.

Learners and apprentices will be informed of their responsibilities through information contained in the course handbook, induction events and through safe systems of work. Apprentices must also adhere to health and safety procedures applicable to their work place environment. They should raise with their assessor if they have any concerns about the environment that they are working in.

2.7 CONTRACTORS, VISITORS AND SELF-EMPLOYED PERSONS

Whilst on Suffolk New College's premises all contractors, visitors and self-employed persons must:

take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with Suffolk New College staff;

comply with the Suffolk New College Health and Safety Policy and any associated procedure, codes of practice, guides or other instructions issued in respect of health and safety matters;

Report all accidents and dangerous occurrences to the College Health & Safety Advisor in line with accident incident reporting procedure.

It is the responsibility of the Manager to ensure that the information is passed on to these people.

2.8 OCCUPATIONAL HEALTH

The College will ensure that an occupational health service is provided for its staff in order to protect their health in relation to the work they do. The service will also cater for Learner needs where this has been identified as being appropriate. To achieve this the College will contract with a suitable provider of occupational health services. The contract will be reviewed at least annually and will be monitored by Human Resources.

The college is committed to ensuring the health and safety of all staff, Learners and visitors with relevant risk assessment

Expenditure arising out of on-going requirements within Directorates (e.g. personal protective equipment) will be met from the budget delegated to the Manager.

3.4 PROCEDURES, APPROVED CODES OF PRACTICE