



**Forster**  
**Community College**  
Inspiring Learning and Supporting  
Communities to Prosper

# Health & Safety Policy

Written by: Sheila Philpott  
Reviewed: July 2013  
Review Due: August 2014

## **Forster Community College Health and Safety Policy**

The Chief Executive is committed to ensuring a safe and healthy environment and therefore delegates responsibility for providing safe equipment and procedures for all staff, learners and visitors, to the Health and Safety Officer who also recognises the responsibility to consider the health and safety of contractors and other person whose health and safety may be affected by the activities of the establishment/team.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of management any health and safety problems of which they are aware.

It is the intention of the Chief Executive that the established policies and procedures shall be followed and developed as set down in this policy statement, via the Health and Safety Officer. The aim is to ensure that health and safety becomes an integral part of the establishments/teams activities.

This policy will be reviewed annually by Management in consultation with employees and the Health and Safety Committee.

A handwritten signature in black ink, appearing to read 'Sheila E Philpott', written in a cursive style.

**SHEILA E PHILPOTT**  
**Chief Executive Officer**

## **ORGANISATION AND RESPONSIBILITIES**

### **Health and Safety Officer**

The Health and Safety Officer shall:

- Ensure that health and safety policy are complied with at all times
- Ensure that a Health and Safety Committee is appointed, is provided with appropriate training and undertakes their duties as required.
- Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practical steps have been taken to prevent its re-occurrence.
- Ensure the maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person.
- Ensure that adequate First Aid provisions are made and sufficient staff members are trained to administer First Aid.
- Ensure that all employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- Ensure that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.
- Ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained.

### **Health and Safety Officer – Robin Dark & Sheila Philpott**

The Health and Safety Committee shall:

- Ensure that the Health and Safety policy is complied with and shall report deficiencies to the Health and Safety Officer.
- Undertake an annual health and safety inspection of the work area and shall submit a written report to the Health and Safety Officer.
- Following training, to undertake risk assessments in accordance with the management guidelines.

## **ARRANGEMENTS**

### Trainings

All new employees shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers it will be the responsibility of the area manager to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Health and Safety Officer.

Training of Health and Safety issues will be provided. Staff will be given full access to the information on health and safety, which they have a right to under the Health and Safety at Work Act 1974

### Emergency Procedures (Fire and Bomb)

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarm shall be tested weekly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer. The fire alarm shall be tested once a week as follows:-

Day: **Tuesday**                      Time: **10.00 am**                      Duration: **2 minutes**

The fire evacuation drill shall be carried out once every 6 months as instructed by the Health and Safety Officer.

Staff are required to report defects or missing fire fighting equipment to the fire safety officer immediately.

Fire exits, route and fire fighting equipment shall not be obstructed at any time.

### First Aid

A list of trained first aiders and the location of first aid boxes will be posted throughout the College.

A nominated staff member responsible for First Aid shall ensure that the contents of the First Aid boxes are replenished as necessary and comply with the contents laid down within the regulations.

All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for First Aid is informed if items from the First Aid box are used.

### Accidents and Ill Health Reporting

All staff are required to ensure that all accidents are reported and entered in the accident book which is kept in Reception for the Main Site. Incidents and near misses are reported to Reception, who should then ensure that serious incidents are reported to the Health and Safety to ensure appropriate action is taken.

### Equipment and Electrical Testing

The Health and Safety Officer will ensure that testing, inspection and maintenance of equipment as required. Portable electrical appliance tests will be carried out every three years by Outside contractors

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported to the Health and Safety Officer who will arrange for repair or replacement.

The Health and Safety Officer will ensure that all electrical equipment brought into the establishment/team from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

A member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

### Display Equipment and Ergonomics

Ergonomic assessments will be made on a regular basis. Learners with a medical condition i.e. epilepsy will be risk assessed.

### Manual Handling

All staff shall undertake manual handling tasks in according with training and the manual handling assessments.

### Contractors

The manager shall ensure that the management guidelines regarding contractors are adhered to at all times.

### Staff

All staff are must ensure that their areas of responsibility are checked frequently and record any health and safety hazards present. Once a hazard has been identified they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

The Health and Safety Officer should be advised of any hazard/issue on the appropriate forms obtained from Reception /HR.

In addition, all staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others.

Accordingly, all staff shall ensure that they comply with the College's Health and Safety Policy, training or instructions.

#### Specific Responsibilities

The following staff have been nominated to be responsible for health and safety:

Fire Safety	Robin Dark
First Aid	Maggie Kendall / Alan Foster
COSHH	Robin Dark
Safety Committee Co-ordinator	Robin Dark
Safety of Portable Electrical Equipment	Alan Foster
Display Screen Equipment and Ergonomics	Carl Smith
Manual Handling	Outside contractors
Electrical Safety	Outside contractors

#### **Fire Marshals:**

In the event of a fire, Marshalls working in pairs will sweep their designated, area as laid out in the Fire Zones template, to ensure all learners are able to get out of the building safely, one Marshall will then wait outside the building on their fire exit to prevent people returning to the building, whilst the other Marshall reports in to the designated control officer at the assembly point in the staff car park. Once contact with the alarm company has been established the building will be swept again by the management team to ensure each area is checked twice.