

NESCOT FURTHER EDUCATION CORPORATION

STATEMENT OF HEALTH AND SAFETY AT WORK POLICY

1. NESCOT Further Education Corporation recognises and accepts its duty of care under the Health and Safety at Work etc Act to provide a safe and healthy working environment for all its employees, for students and for other people who use its premises. The Corporation and its employees will work together to promote safe working practices, prompt and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities under the Act. The responsibilities of each individual or group are outlined below:
2. **The Corporation** will, as a responsible employer, make every endeavour to meet its legal obligations under the Health and Safety at Work, etc. Act and to specific regulations made under the Act, to ensure, in so far as is reasonably practicable, the health and safety of its employees and the general public. Particular attention will be paid to the provision of the following:
 - i. Plant equipment and systems of work that are safe;
 - ii. Safe arrangements for the use, handling, storage and transport of articles, materials and substances;
 - iii. Sufficient information, instruction, training and supervision to enable all employees to contribute positively to their own safety and health at work and to avoid hazards;
 - iv. A safe place of work, and safe access to it;
 - v. A healthy working environment;
 - vi. Adequate welfare facilities.
3. **Each employee** is responsible for ensuring that the work which they undertake is conducted in a manner which is safe to themselves, other employees, students and to members of the general public, and for obeying the advice and instructions on Safety and Health matters issued by their supervisor. If any employee considers that a hazard to health and safety exists it is their responsibility to report the matter to their supervisor or through the recognised Trade Union Representative or such other person as may be subsequently defined.
4. **Management and Supervisors** at all levels are expected to set an example in safe behaviour and to maintain a constant and continuing interest in employee safety, in particular by: –
 - a) acquiring the knowledge of health and safety regulations and codes of practice necessary to ensure the safety of subordinates' workplaces;
 - b) acquainting subordinates with these regulations and codes of practice and giving guidance on safety matters and
 - c) ensuring that subordinates act on the instructions and advice given.

NESCOT

Health & Safety Policy Procedures




The Senior Management Team is ultimately responsible to the Members of the Corporation for the rectification or reporting of any safety hazard which has been brought to their attention.

5. **Joint consultation** on health and safety matters is important. The College has agreed a procedure with its staff and their recognised Trade Union Representatives for joint consultation on measures of promoting safety and health at work, and will make and maintain satisfactory arrangements for the participation of all employees in the development and supervision of such measures. Trade Union representatives will be regarded as undertaking the role of Safety Representatives envisaged in the Health and Safety at Work etc. Act 1974. and under specific regulations made under the Act. These Representatives are there to represent the interests and concerns of employees, respond on their behalf and draw the attention of management to any shortcomings in the College's health and safety arrangements. The Corporation will provide representatives with facilities and training in order that they may carry out this role.
6. **A review**, addition or modification of this statement may be made at any time and may be supplemented as appropriate by further statements relating to the work of particular departments and in accordance with any new regulations or Codes of Practice.
7. The College Health and Safety Policy is in three parts:

Part I	The Statement of Health and Safety at Work Policy
Part II	The Organisation of Health and Safety in the College
Part III	General and detailed arrangements for the implementation of the Health and Safety Policy.
8. This policy statement will be brought to the attention of all employees, and students.
9. More detailed information is contained within the College Health and Safety Policy, available for inspection from the Head of Health, Safety and Security, Human Resources, the Learning Resource Centre and Sharepoint.
10. Further information about any health and safety matters should be sought from the Head of Health, Safety and Security.

On request the College Health and Safety Policy is available in different formats and other languages.

Signed 
Date 19/11/2019

Date of 19-11-19
Last Revision