

Health & Safety Policy, Operational Health and Safety Guidance 2024-25

1 Overview Information

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| Policy Manager: | David Scott |
| SLT Manager: | Paul Smith |
| Effective Date: | May 2024 |
| Annual Review Date: | May 2025 |
| Original Filename: | |

Statement of the Principal

As an employer, Capel Manor College is committed to providing and maintaining a healthy and safe working environment for all its employees, students and any other people who may be affected by its activities, so far as is reasonably practicable.

As the employer, the Governing Body carries the ultimate responsibility for health and safety and could be liable for offences under health and safety legislation and it therefore takes all measures within its power which are reasonably practicable to ensure that the premises are safe and that they are without risk to the health of staff and students. In practice, the Principal will ensure through the Director Estates and Facilities, who will act as the responsible person for health and safety at the College, that the appropriate measures are in place and adhered to. The Director Estates and Facilities will coordinate the Health and Safety Policy and Codes of Practice within the College as a whole. Academic and Support Staff Managers together with their staff will, in turn, be responsible for Health and Safety within their respective areas.

As Principal, I have overall responsibility for ensuring implementation of this policy in accordance with the relevant legal requirements under The Health and Safety at Work Act 1974. These duties are extended by The Management of Health and Safety at Work Regulations 1999 and various EU Directives, which place duties in respect of health and safety on the Governors and all our employees individually and collectively. As Principal of the College, I acknowledge and accept my responsibility to ensure, as far as is reasonably practicable, there are the following adequate arrangements for the welfare of staff at work:

- the requirements of relevant legislation are fully complied with;
- risk assessment procedures are used to identify hazards and ensure risks are managed, so far as is reasonably practicable, to prevent injury and ill health;
- employees, students and others are appropriately informed of the identified risks and control measures;
- appropriate financial provision is made to manage risks and implement the Health and Safety Policy;
- employees, students and visitors receive appropriate health and safety information, instruction, training and supervision;
- there is appropriate consultation with staff and students on health and safety matters;
- College premises, learning facilities, tools and all forms of equipment are maintained in a safe condition to minimise risks to health and safety;
- adequate arrangements are in place for the safe use, handling, storage and transportation of hazardous substances;
- appropriate personal protective equipment is used at all times;
- staff and students are set high standards of health and safety by personal example;

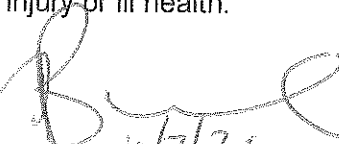
- the demands of activities do not exceed the capabilities and capacity of staff or students thus enabling them to work without risk to themselves or others;
- the effectiveness of this policy is monitored through regular review and amendments as necessary to ensure it is effective and up to date.

As Principal of the College, I believe that an excellent organisation is by definition a safe organisation. In the same way that Capel Manor College is committed to excellence in teaching and learning and all related activities and to the reduction of health and safety risks to all those who study, work and visit. This is an integral part of all our other aims and objectives. It is therefore everyone's responsibility to promote and maintain a safe and healthy working environment.

We need to work together to create a safe working environment, which encourages and allows all those using the College's facilities to do so without the risk of injury or ill health.

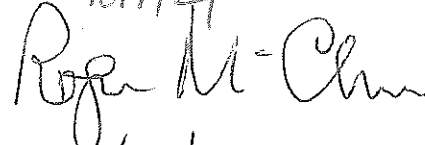
Peter Brammall
Principal

Signature
Date


10/7/24

Roger McClure
Chair of Governors

Signature
Date


10/7/24.

