

**WYCLIFFE COLLEGE  
HEALTH & SAFETY HANDBOOK  
SECTION 1 - HEALTH AND SAFETY POLICY STATEMENT**



**Health and Safety Policy Statement**

The Chair and Trustees of Wycliffe College Inc., are committed to ensuring the health, safety and welfare of all members of staff whilst involved in the business of the College, as far as is reasonably practicable. Health, safety and welfare are defined in the Health and Safety at Work etc. Act 1974.

The Trustees are further committed to ensuring the health, safety and welfare, as far as is reasonably practicable, of all pupils, visitors and other people whilst on site or whilst affected by the business of the College.

The Chair and Trustees of Wycliffe College Incorporated, acting together as the Council, have ultimate responsibility for compliance with the statutory requirements of risk management and of risk reporting. However, all employees of Wycliffe are required to consider and comply with the risk management process in the exercise of their duties. All employees of and others associated with Wycliffe are required to adhere to this Health and Safety Policy. The Council will be prepared to invoke Wycliffe's disciplinary procedures in the event of any suggestion of or deliberate disregard of same.

Authority is devolved to the Head to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels across both schools. The Risk & Compliance Manager has responsibility for advising the Head on risk management, updating the Health and Safety Policy and emergency planning.

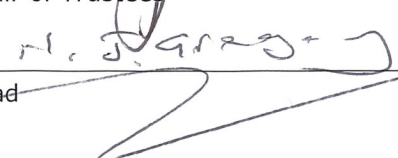
In order to fulfil this commitment, Wycliffe's policy, so far as is reasonably practicable, is to:

- ◆ Provide adequate resources to ensure that proper provision can be made for health and safety, so that when necessary appropriate action can be taken without delay.
- ◆ Provide and maintain the working environment and living conditions of all employees and pupils so that they are safe and without substantial risk to health with adequate provision of facilities and arrangements for their welfare.
- ◆ Provide and maintain safe plant and equipment together with safe systems of practice and work.
- ◆ Ensure staff are aware of their responsibilities to report to the Risk & Compliance Manager any situation which could jeopardise the wellbeing of any other person including themselves.
- ◆ Ensure that hazards arising out of the business of the College are identified and that the risks involved are assessed and effective measures taken to remove, or where not reasonably practicable, reduce and control them.
- ◆ Provide appropriate information, training and supervision to prevent accidents and work related health disorders.
- ◆ Maintain an Occurrence Reporting system for completion and submission in the event of an accident, incident or near miss. When completed these must be submitted to the Risk & Compliance Manager within 48 hours. The reporting system applies to staff, pupils, visitors and any other person whilst on site and/or involved in the business of the College.
- ◆ Communicate and consult with staff on all matters, which could affect their health and safety at work in order to develop and maintain a safety culture.
- ◆ Monitor regularly, review and continuously improve health and safety management in practice.

The arrangements for implementing this policy statement are contained in the Health & Safety Handbook which is available from Human Resources, in Departments and on the College Network; these will be monitored for effectiveness and compliance and will be reviewed annually.

Signed:   
Chair of Trustees

Date: 30th August 2019

Signed:   
Head

Date: 30th August 2019