

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



Health and Safety Policy Statement

General health and safety at work 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 who may be affected by the business of the College either on or off campus.

Responsible persons

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 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 documents.

Arrangements to achieve our aims

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 do not pose a substantial risk to health and safety and that they have adequate provision of facilities and arrangements for their welfare.
- ◆ Provide and maintain safe plant and equipment through regular maintenance and testing, together with safe systems of work.
- ◆ Ensure staff are aware of their responsibilities to report to the Risk & Compliance Manager any situation, including near misses, which could jeopardise the safety or wellbeing of any person or damage / destruction of College property.
- ◆ 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, supervision and where necessary, personal protective equipment (PPE) to prevent accidents and work related health disorders.
- ◆ Maintain an Occurrence Reporting system for completion in the event of an accident, incident or near miss. The reporting system applies to staff, pupils, visitors and any other person whilst on site and/or involved in the business of the College. Incidents should be reported without delay and in all cases within 24 hours.
- ◆ Provide an adequate number of suitably trained First Aiders and Fire Wardens across both College campuses as dictated through regular risk assessment.
- ◆ Communicate and consult with staff on all matters, which could affect their health and safety at work, in order to develop and maintain a positive 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: 31st August 2021

Signed: 
Head

Date: 31st August 2021