



**“Enabling Students to Accomplish their Academic Goal”**

## **Health and Safety Policy**

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## **1 Introduction**

Bellmont College and all staff are committed to pursuing an effective Health and Safety policy to make sure that it is a safe place for everyone including students, staff and all visitors. This Health and Safety document sets out the management framework and line of responsibility to ensure that the policy is implemented.

## **2 Policy Statement**

The CEO and Management of the School recognises their duty to ensure the health and safety and welfare at work of all employees, sub-contractors, learners and visitors.

To fulfil their duties the Management will:

- a) Provide and maintain safe and healthy working conditions including systems of work and working environment.
- b) Provide all necessary information, instructions, training and supervision to ensure a safe and healthy working environment.
- c) Ensure that priority is given to all matters regarding health and safety

This will be followed through by:

- Appointing relevant persons with responsibilities for health and safety.
- Reviewing and monitoring health and safety matters.
- Promoting and coordinating health and safety training and procedures.
- Making arrangements for the provision of expert advice when necessary to determine and control risks and consultation with employees prior to the implementation of health and safety procedures.

In addition, all employees, sub-contractors and learners will be made aware of their responsibilities to:

- Work and behave safely with due regard for the health, safety and welfare of others whilst attending the College.
- Report accidents, incidents and unsafe conditions which lead to injury.
- Observe all rules and regulations made with respect to health and safety.

## **3 Organisation and Management of Health and Safety Matters**

To ensure the implementation of the General Policy statement the Management has made the following arrangements:

- The Centre Manager will be responsible for the effective overall implementation of the of the Health and Safety Policy across the School.
- The Centre Manager will be responsible for advising staff on all matters regarding health and safety including legislation, risk analysis and safe systems of work.
- All employees must take reasonable care for the health and safety of themselves and all other persons who might be affected by their acts of omissions at work.

## **4 Functions and Duties**

### ***4.1 The Centre Manager shall:***

- Ensure Fire drills are carried out.
- Establish and maintain an appropriate safety system within the School.
- Make recommendations to the management with respect to health and safety policies, systems and rules.
- Ensure rules and procedures are implemented across the School.
- Ensure Risk Assessment surveys are undertaken and reviewed as necessary to maintain a complete and thorough assessment of all risks to health and safety and that safe systems of work for all employees and learners are in place across the School.
- Ensure all reported accidents recorded on the School Incident Report Form are investigated where necessary.
- Contractors work within the School Health and Safety procedures.

Bellmont College has adequate financial resources to satisfy the requirements of health and safety which includes the health and safety training needs are met by both the staff and learners.

### ***4.2 All Staff shall:***

- Ensure the health and safety of themselves and others who are affected by their actions.
- Ensure that they are familiar with all Belmont College's health and safety procedures relevant to their designated role in the College.
- Assist their Line Manager in ensuring that health and safety policies, rules and procedures relevant to their work are issued, understood and implemented.
- Carry out risk assessment and the production and implementation of safe systems of work for staff and learners within their recognised area of work, as requested by their Line Manager.
- Co-operate with their Section Head/Line Manager to ensure that a system for planned preventative maintenance is established for plant and machinery within their recognised area of work and that maintenance is carried out in accordance with that plan.
- Cooperate with their Line Manager and the Safety Officer in the investigation of serious incidents and in the implementation of agreed action.

<b>Bellmont College Health &amp; Safety Policy</b>					
<b>Version</b>	<b>Date</b>	<b>Author (s)</b>	<b>Amendments</b>	<b>Approved by</b>	<b>Next review</b>
1	March 2023	EWV	New document	Advisory Board	October 2024
2	February 2024	EWV	Revised no update or changes made	Advisory Board	October 2024

<b>Document Context</b>	
This document relates to:	
<b>Document/Policy</b>	<b>Date/version</b>
Bellmont College Quality Assurance Handbook	February 2024 v2
Bellmont College Student Handbook	February 2024 v2
Bellmont College Employee Handbook	February 2024 v2