SECTION 1 – POLICY STATEMENT

1) The Department sets out in this document its commitment for the provision of a safe and healthy environment and working conditions for staff and students, as well as to visitors and contractors working on its premises or in connection with its departmental activities.

2) The Department attaches great importance to the proper management of health, safety and fire related risks (hereafter referred to as ‘Health and Safety’). This importance is reflected in the pro-active approach adopted to the management of health and safety and the implementation of College Policies and Procedures, Departmental Codes of Safe Working Practice and the detailed arrangements established in this Health and Safety Policy. It is through such arrangements that the positive effects of this Policy and the identification of any further action required will be established.

3) The Department’s health and safety duties will be conducted in accordance with the requirements of the relevant statutory provisions and College Policies and Procedures, and in doing so the resources necessary to discharge such obligations will be made available. Staff, students, contractors and visitors to the Department must meet their own legal responsibilities and not do anything that may prejudice the health, safety and welfare of themselves or others and co-operate with the Head of Department to achieve the objectives contained in this Policy, College Policies and Procedures and Departmental Codes of Safe Working Practice.

4) In establishing this positive and progressive approach to health and safety, the Department recognises the need for the support of staff and students and for them to be consulted and involved, particularly where allocated specific health and safety functions.

5) Information, instruction, training and support will be provided by the college to those charged with specific responsibilities under Section 2, subsections 1) and 2) below, and any other person charged with specific health and safety duties (for example, Manual Handling Assessors, Fire Marshals, etc.) in accordance with specific training courses offered by the college. Staff will be advised to undertake necessary risk assessment training where this is deemed appropriate.
SECTION 2 – ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT THE POLICY

1) The Head of Department has overall responsibility for the management of health and safety. The post holder is supported in this task by the Departmental Health and Safety Co-ordinator. He/She has prime responsibility for ensuring the health, safety and welfare of staff, and for meeting the specific requirements identified in this Policy in College Policies and Procedures and Departmental Codes of Safe Working Practice, thereby facilitating the proper management of risk.

2) These departmental arrangements, as they relate to lines of communication and levels of responsibility, are detailed below.

a. The Head of Department is responsible for:

(i) Ensuring that departmental activities are conducted in accordance with College, legislative, and other relevant standards.
(ii) The production of safe systems of work and the procedures for carrying out this Departmental Health and Safety Policy;
(iii) Organising supervision to control the working environment and the maintenance of safety standards;
(iv) Investigating accidents with the object of establishing the cause and preventing recurrence, if necessary with the assistance of Health and Safety Office staff;
(v) Ensuring the safety induction of new staff and students and that information, instruction and training is provided to meet individually identified needs, if necessary with the assistance of a member of the Health and Safety Office;
(vi) Identifying, allocating and monitoring the adequacy of the specific health and safety responsibilities of staff and students and adjusting these as is identified necessary;
(vii) Identifying staff having health and safety duties and responsibilities, including Departmental Health and Safety Co-ordinator(s), and the measures that may be necessary to ensure that their roles and responsibilities are met;
(viii) Producing departmental Code(s) of Safe Working Practice and effecting arrangements for their implementation on a day-to-day basis, where identified necessary by risk assessment.
(ix) Reviewing the above arrangements at appropriate intervals and making such adjustments as may be identified necessary.

b. All Departmental Members of Staff will co-operate and comply at all times with the safety information, instruction and training provided and bring without delay to the attention of the person they are directly accountable to (i.e. HOD, Departmental Health and Safety Co-ordinator) any hazards identified, or improvements they think necessary. They do, therefore, have a duty to take reasonable care for the health and safety of themselves, and of other persons whom their acts or omissions may affect. They must co-operate with the Head of Department to enable that person, or any other, to comply with any
duty or requirement imposed by the Health and Safety at Work Act 1974, and any other relevant statutory provisions.

c. **A Departmental Health & Safety Co-ordinator** has been appointed and will:

(i) Assist the Head of Department in the execution of the above duties;

(ii) Assist the Head of Department in the production of safe systems of work and the procedures for carrying out this Departmental Health and Safety Policy;

(iii) Assist with the investigation of accidents with the object of establishing the cause and preventing recurrence, if necessary with the assistance of Health and Safety Office staff;

(iv) Assist with the safety induction of new staff and students and the provision of information, instruction and training to meet individually identified needs, if necessary with the assistance of a member of the Health and Safety Office;

(v) Assist in the production of Departmental Code(s) of Safe Working Practice and arrangements for their implementation on a day-to-day basis, including where identified necessary by risk assessment.

(vi) Assist with the review of the above arrangements at appropriate intervals and in making such adjustments as are identified necessary.

(vii) Attend the College’s Health and Safety Committee meetings so that the views and concerns of the Department are brought to it’s attention and discussions and decisions of this committee are reported back;

(viii) Liaise and co-operate with their Head of Department, and the College Health & Safety Office, in accident/incident investigations and health and safety audits;

(ix) Assist in the development of Departmental arrangements which identify the action required in cases of emergency such as those related to fire, accidents or security issues.

D. **First Aid staff** Shareen Holmer is a named qualified First Aider for the department.

E. **Fire Marshalls** Mani Chhetri and Hui-Fai Shing are qualified fire Marshalls for the department.

F. **Manual Handling Assessor** Fathima Uddin is to review manual handling activities and carry out manual handling assessments.

G. **Work station assessments and reviews** Fathima Uddin is to carry out assessments and reviews.
3) **Health and Safety Information**

Comprehensive information including copies of Health and Safety Executive publications relating to all subjects likely to be relevant to Departmental activities, is available for reference in the Health and Safety Office and should be requested through the Departmental Health and Safety Co-ordinator.

**REVIEW OF THE POLICY**

The implementation of this Policy and the requirements of College Policies and Procedures and Departmental Codes of Safe Working Practice, will be reviewed during a formal health and safety audit conducted by the College’s Health & Safety Officer (Auditor), at least once within a three year cycle using the College’s standard audit questionnaire. Departmental staff tasked with specific health and safety responsibilities will, in accordance with the relevant statutory provisions and College Policies and Procedures, carry out a review of departmental arrangements at the required/specified interval.

Signed by the Head of Department, ______________ on ___ _____ 2011