

# Health and Safety Policy

## **AUTHORITY**

The definitive authority to execute this policy is delegated to Mr Jawad Mukhtar and it is the responsibility of Mr. Muhammad S. Bashir to supervise its routine implementation. All references to the Director(s) in this document, and in the Health & Safety Notices published by the College, shall be deemed to refer to these persons, singly or jointly, as indicated by context and area of responsibility.

## **STATEMENT OF INTENT**

1. All Saints Educators (ASE) will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work etc. Act 1974 and other associated legislation. All activities shall be carried out with the highest regard for the health and safety of all staff, trainees, volunteers, conference and training modules attendees, visitors and the public at large. Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill- health. This, together with more specific aims and objectives, demonstrates ASE's commitment to Promoting Development Solutions within Healthy Environments. Wherever possible, legal requirements shall be regarded as the minimum standard to be achieved.
2. The Director/s of ASE are committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. Within their areas of responsibility the Directors will make provision from within College budgets for adequate resources to maintain and improve a healthy and safe working and developing environment. People are our most valuable resource, and the safeguarding of human as well as other resources through health and safety is important, not only for its own sake, but also as a way of minimising costs of our services.
3. The successful implementation of this policy requires total commitment from all members of staff, volunteers, students, training participants, peripatetic workers, and

visitors.

4. This policy will be reviewed annually, or in the light of legislative or organisational changes.

## **ORGANISATION OF HEALTH AND SAFETY**

The Directors have overall responsibility for the health, safety and welfare of all ASE employees, volunteers, students, training participants, peripatetic workers, and visitors.

The Directors accept the employer's responsibility for compliance with legislation and ASE's Health and Safety Policy in the areas under their control.

All employees, trainees, volunteers, participants and students shall take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work or study.

All employees are required to co-operate with the College so far as is necessary to enable health and/or safety requirements to be complied with.

Visitors and external contractors will be given sufficient information and supervision to ensure that they comply with this policy and any/all other relevant ASE Health and Safety Notices.

ASE shall appoint competent persons to advise all staff on health and safety issues, and assist in meeting, and where appropriate exceeding, the minimum statutory legal requirements.

Emergency procedures are designed to ensure the safe access to, and egress from, the premises and to give warning of imminent danger, to allow all staff, trainees, volunteers, participants, students and visitors to move to a place of relative safety.

Health surveillance and monitoring will be provided for specific workers where required by legislation and best practice

ASE will consult staff, Trades Union representatives (when relevant) and all complementing agencies on arrangements for co-operating in the promotion and development of health and safety at work.

## ARRANGEMENTS FOR HEALTH AND SAFETY

The College will take all reasonably practicable steps to provide places of work and training/learning that is safe and healthy and meets the health, safety and welfare needs of each member of staff, volunteers, trainees and students.

The Directors are responsible for the training and supervision of staff, trainees and volunteers in their respective departments in accordance with health and safety matters. In particular, they will ensure that new recruits are given induction information about Health & Safety on their first day and receive relevant training within the first month of their employment. The College will ensure that a competent member of staff will be appointed as the Safety Officer at the earliest opportunity and will advise all members of the team on specific safety training and the provision of relevant information.

The College will consult with Safety Representatives (Section 2 (6) of the Health and Safety at Work etc Act 1974, the Health and Safety (Consultation with Employees) Regulations 1996 and other relevant statutory instruments) and will provide adequate facilities for them to perform their functions.

Risk assessment is a key element in the process of successful health & safety management. It requires line managers to be proactive, identify risks and more importantly, do something to reduce them. Risk assessments can identify weaknesses and, when acted upon, lead to a safer, healthier and more productive work force. The Directors of ASE will ensure that monthly Risk Assessment procedures are adhered to, and the results are reported and appropriate action taken in a timely manner.

Procedures will be implemented to ensure that all plant, machinery and equipment are operated and maintained in a safe manner.

The College will provide trained first-aid personnel to treat staff, trainees, volunteers, students and visitors who require attention while at any ASE sites.

Detailed procedures to implement the provisions of this Statement of Policy are published as ASE Health and Safety Notices and are periodically revised (e.g. Fire Procedures, VDU's and your Health, Safe Sitting Positions). All these notices together constitute the ASE Health and Safety Manual, an updated copy of which is available for reference. Individual notices are available at Reception and/or are displayed on notice boards. It is the responsibility of individual staff, volunteers, trainees and students to acquaint themselves with all relevant Health and Safety Notices.