



**SWANSEA  
COLLEGE**

*Building foundations for your future*

# Health & Safety Policy

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Health & Safety Policy

Policy Updated: Dec 2021

Next Review:

(or following incident, legislation or interim guidance)

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## About this policy

- This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- The Director has overall responsibility for health and safety and the operation of this policy.
- This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

## Your responsibilities

- All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- Staff should report any health and safety concerns immediately to the Director.
- Staff must co-operate with other staff and the Director on health and safety matters, including the investigation of any incident.
- Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## Information and consultation

- We will inform and consult directly with all staff regarding health and safety matters.

## Training

- We will ensure that you are given adequate training and supervision to perform your work competently and safely.

## Equipment

- You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to the Director. Do not attempt to repair equipment unless trained to do so.

## Accidents and first aid

- Details of first aid facilities and the names of trained first aiders can be found in the First Aid Register in Reception.
- All accidents and injuries at work, however minor, should be reported to the Director and recorded in the Accident Book which is kept in Reception.

## Fire safety

- All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

- Fire drills will be held every term and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.
- All under 18s need to be accompanied when leaving the building on hearing a fire alarm. At the college the teacher / break supervisor should begin this process and the DSP will supervise. When using external sites the teacher / break supervisor is responsible.

## **Risk assessments and measures to control risk**

- We carry out general workplace and classroom risk assessments periodically.
- The purpose is to assess the risks to health and safety of employees, students, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.
- We bear in mind that we have under 18s in our care when we carry out these assessments.
- We also carry out specific risk assessments for any off-site activities or excursions.
- Particular activities e.g. science classes, or cookery classes also have specific risk assessments for each activity.

## **Computers and display screen equipment**

- If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.
- Further information on workstation assessments, eye tests and the use of DSE can be obtained from the Director.