

# HOVE COLLEGE HEALTH AND SAFETY POLICY

## 1. Statement of Intent

The policy of the College is to maintain safe and healthy working conditions for all staff, students and visitors.

## 2. Responsibilities

Overall responsibility for the detailed health and safety arrangements within the College lies with the Principal. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Principal or General Manager immediately.

## 3. Procedures

### 3.1 Accidents

There is a first aid box in the administration office. All accidents are recorded in the Accident Book and monitored. Two staff hold an emergency first aid at work certificate.

### 3.2 Reporting Hazards

All staff are responsible for reporting hazards. It is then the Principal's responsibility to follow up these reports.

### 3.3 Electrical Safety

All staff are expected to visually check equipment before use and report damage. A risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment. Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into College from home without the prior agreement of the Principal.

### 3.4 Control of Substances Hazardous to Health

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances.

### **3.5 Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order. Any faulty equipment should be withdrawn from use and reported to the Principal.

### **3.6 Medicines**

It is the College policy not to administer medicine.

### **3.7 Smoking**

Smoking is permitted only within the designated areas outside of the building.

### **3.8 Hygiene**

It is the responsibility of the Principal to monitor the cleanliness of the building. Waste must be properly and appropriately disposed of.

### **3.9 Contractors**

All contractors are expected to report their arrival and departure to the Principal or office staff before commencing work. If they are working in an unsafe manner they will be requested to stop work by the Principal or General Manager.

## **4. Policy Review**

The Policy will be kept under constant examination and reviewed at least annually.