



**South Holderness Technology College**

**HEALTH & SAFETY POLICY STATEMENT  
(PART II)  
2016**

1. Parts I and II of the SHTC Policy Statement contains essential information regarding health and safety for all employees of the College, Part IV is designed for the health, safety and welfare of SHTC students.
2. The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Site Manager.
3. To ensure health & safety standards are maintained/improved, the following people within the organisational chart have individual responsibility to assist the Site Manager in implementing the policy: -

**HEALTH & SAFETY ORGANISATIONAL MANAGEMENT CHAIN**

**HEADTEACHER**

Overall responsibility for the safety, health, welfare and safeguarding of all SHTC employees and any exercised activities in conjunction with the college operations.

**SENIOR LEADERSHIP TEAM**

Assisting the Executive Head and Site Manager in the implementation of the health, safety and safeguarding policy and associated activities as detailed by the Site Manager.

**SITE MANAGER**

Responsible for the implementation of the college health & safety policy and all health, safety & welfare activities.

Liaise with the enforcing authorities and the monitoring of sub-contractors.

**MANAGERS & HEADS OF DEPARTMENTS**

Responsible for adopting a proactive approach to health, safety and safeguarding within their area of management whilst maintaining safety within their supervision remit over their team members.

**HEADS OF DEPARTMENTS**

The monitoring of good health, safety and safeguarding practices and good 'safety' supervision of all team members within their department. In conjunction with the Site Manager, prepare Risk Assessments covering the departments work area. Act as the link between the Site Manager and team members.

#### 4. Employee Safety Responsibilities

Name & position	Responsibilities
<p style="text-align: center;"><b>Site Manager</b></p>	<ul style="list-style-type: none"> <li>• Responsible for the implementation of the college health &amp; safety policy, carries out health &amp; safety audits on programmed visits.</li> <li>• Manages the H&amp;S in college and advises senior management as and when required.</li> <li>• Assists all college personnel in all aspects of health and safety.</li> <li>• Conducts accident investigation's when required.</li> <li>• Liaises with the Health &amp; Safety Executive and all other enforcing bodies when required.</li> <li>• Carries out health &amp; safety audits on programmed visits, Risk Assessments and COSHH assessments. Assist all employees of the college in all health &amp; safety matters including Risk Assessment Process.</li> <li>• Deliver CIEH Health &amp; Safety Training as required by the College.</li> <li>• To make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.</li> <li>• To produce adequate accident reporting procedures.</li> <li>• Liaises with maintenance team on H&amp;S when required.</li> </ul>
<p style="text-align: center;"><b>Heads of Department</b></p>	<ul style="list-style-type: none"> <li>• Assist the Site Manager on the implementation of the Health and Safety Policy.</li> <li>• To Co-operate with the Site Manager on site issues and Health and Safety.</li> <li>• Responsible for their own safety and of others within their own departments.</li> <li>• To report all accident's to the Site Manager.</li> <li>• Responsible for all portable electrical appliances in their department, and to make sure they are safe for use by the students.</li> <li>• Responsible for Risk Assessments/COSHH Assessments in their own departments.</li> <li>• To report any hazards/near misses/ dangerous occurrences, to the Site Manager Immediately.</li> </ul>
<p style="text-align: center;"><b>Caretaker's and ground Maintenance/Cleaners</b></p>	<ul style="list-style-type: none"> <li>• Assist the Site Manager on the implementation of the Health and Safety Policy.</li> <li>• To Co-operate with the Site Manager on site issues and health and safety.</li> <li>• Responsible for their own safety and of others within their own departments.</li> <li>• To report any hazards/near misses/ dangerous occurrences, to the Site Manager Immediately.</li> </ul>
<p style="text-align: center;"><b>Teaching Staff</b></p>	<ul style="list-style-type: none"> <li>• To Co-operate with the Site Manager on site issues and health and safety.</li> <li>• To report any hazards/near misses/ dangerous occurrences, to the Site Manager Immediately.</li> <li>• Responsible for their own safety and of others within their own departments.</li> </ul>

- 5. Employees are the vital link in preventing incidents and accidents and must:-**
- a. Co-operate with supervisors and managers on health & safety matters;
  - b. Not interfere with anything provided to safeguard their health and safety;
  - c. Take care of their own health & safety; and report all health & safety concerns to the Site Manager.
- 6.** Employee's Health, Safety and Welfare concerns should be reported to their line managers or the Site Manager.
- 7.** All concerns raised will be investigated and a summary of the findings or action taken will be communicated to the originator and all other college employees if it is an issue of safety or health.