



HEALTH AND SAFETY POLICY STATEMENT

1. It is the policy of Stratford-upon-Avon College (hereafter referred to as "the College") to comply with the terms of the Health and Safety at Work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the College is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.
2. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.
3. The College recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.
4. While the management of the College will do all that is within its powers to ensure the health and safety of its employees and others affected by its undertakings, it is recognised that health and safety at work is the responsibility of each and every individual associated with the College. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.
5. The management of the College will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is, therefore, every worker's responsibility to report immediately any situation which could jeopardise the well being of himself or herself or any other person.
6. The College will make available such finances and resources as are deemed reasonable to implement this policy.
7. All injuries, however small, sustained by a person at work must be reported to the Compliance Officer. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
8. The College recognises the legal and moral need to ensure that all employees adhere to this Health and Safety Policy and will invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy.
9. The College's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of the College's operations occur or changes to the law so require. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the Human Resources responsible are detailed in this policy document.

**Signed on behalf of Stratford-upon-Avon College by Martin Penny, Principal
October 2011**

Reviewed by General Purposes Committee 15 November 2011