

## HEALTH AND SAFETY POLICY

### General Statement

- 1 BCPC is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees in the schedule below. It also fully accepts its responsibility for students and other persons who may be affected by its activities. Steps have been taken to ensure that BCPC's statutory duties are met at all times;
  - a) Through its management structure, ensuring that all processes and systems of work are designed to take account of health and safety and are properly supervised;
  - b) Competent people being appointed including, where appropriate, specialists from outside the organisation;
  - c) Adequate facilities and arrangements being installed to enable employees and their representatives to raise issues of health and safety;
  - d) Each employee being given such information, instruction and training as is necessary to enable the safe performance of work activities.
- 2 Every employee must co-operate so that BCPC is able to comply with all its statutory duties. The successful implementation of this policy requires total commitment from all staff. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety are set out below.
- 3 This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.



Executive Director  
for and on behalf of BCPC  
20 Nov 2010

## **ORGANISATIONAL ARRANGEMENTS**

1 In order to ensure that health and safety is successfully managed pursuant to the General Statement within the organisation, the following responsibilities have been allocated.

### *Overall responsibility*

2 The Executive Director accepts overall responsibility for all matters, including those regarding health, safety and welfare.

### *Management responsibility*

3 The Executive Director and Director of Studies are responsible for ensuring that the safety policy is implemented within their own areas. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

4 Management duties include the following: i) ensuring that employees, contractors and visitors are aware of safety procedures; ii) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment; iii) ensuring adequate training, information, instruction and supervision to ensure that work is conducted safely; iv) taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity; v) bringing to the prompt attention of senior management any health and safety issue that requires their attention; vi) ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors; vii) maintaining safe access to and egress from the workplace at all times.

5 Managers dealing with particular topic areas will be advised of any specific health and safety duties.

### *Employee responsibility*

6 All employees must: i) take reasonable care for their own health and safety; ii) consider the safety of other persons who may be affected by their acts or omissions; iii) work in accordance with information and training provided; iv) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons; v) report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay; vi) not undertake any task for which authorisation and/or training has not been given.

*Health and safety assistance.*

7 Competent persons have been appointed by BCPC in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

8 BCPC recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

*First aid*

9 BCPC will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

*Emergency procedures*

10 Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

*Health surveillance*

12 BCPC will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

*Information and communication*

13 BCPC will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees. Statutory notices will be displayed throughout the workplace. Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety will be discussed.

## **Responsibilities towards students**

Students are not in the legal sense employed persons and hence many of the specific provisions of the Health and Safety at Work Act 1974 do not apply to them. Equally, they are not bound by the duties of employees as laid down in the Act. As with all other members of the public BCPC owes them a general duty of care in order that their health and their safety is protected. It is important therefore to ensure that:

1. When under the control of BCPC members of staff the responsibility for students' safety or health is adequately met. For example when required to evacuate the building due to an alarm the tutor takes the responsibility for the safe evacuation.
2. Students are given full instructions in health and safety matters (i.e. the location of fire exits etc) and it is recommended that a general talk is arranged at the beginning of each academic year to be amplified by specific instruction as necessary;