



## Health and Safety Policy Statement

1. This policy statement complements (and should be read in conjunction with) Youth Works Northamptonshire Health and Safety Policy.

2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the College recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.

3. In compliance with the Health and Safety at Work Act 1974, this Colleges Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in College activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on College premises or taking part in College activities elsewhere e.g. work experience and off-site visits);
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

4. In addition to the above, the College will ensure that, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its' activities.

5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.

6. Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

### 6.1 Employees [including temporary & volunteers]

- All employees in the establishment are aware of the responsibilities of Employees laid down in the Youth Works Northamptonshire's Health and Safety Policy.

- All employees have general health and safety responsibilities both under criminal and civil law. Staff are aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.
- Employees must also co-operate with the governing body and senior management of the College so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

#### 6.2 Learners [This section will be drawn to the attention of all learners]

- All learners must be encouraged to follow all safe working practices and observe all College safety rules.
- All learners will:
  - follow all instructions issued by any member of staff in the case of an emergency;
  - ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
  - inform any member of staff of any situation which may affect their safety.

7. This policy is reviewed and revised by the Governing Body annually in July or sooner as necessary.

Ratified by the Board of Trustees: 6 September 2019

Review due: 5 September 2020