



Health and Safety Policy Statement 2020/21

1. The board of governors of Hereford College of Arts is committed to the establishment of a healthy and safe workplace for staff, students and visitors and to this end the chair of the board of governors is responsible for seeing that the policy is implemented.
2. All levels of management will be responsible for health and safety in the same way they are responsible for their normal management functions and it is incumbent upon them to take all reasonable steps to prevent illness and injury.
3. Health and safety will not be seen as a separate task but as an integral part of the college's day-to-day activities. It is the responsibility of management, lecturing and support staff to maintain a safe work place and to consult and co-operate to effectively implement the college health and safety objectives.
4. To achieve its aims the college will adopt health and safety legislation as its minimum standard.
5. A staff health and safety committee will normally meet once a term to review and develop health and safety matters, and policies and procedures.
6. All staff and students will be given the necessary training and supervision in order to work and learn safely.
7. Where specific risks have been identified to an employee's health that employee will have their health monitored to avoid occupational related injuries.
8. Adequate equipment and personal protective equipment will be provided to allow staff and students to carry out tasks safely.
9. Procedures will be put in place to ensure that the college can react safely to any emergencies or events that may threaten safety.
10. Risk assessments will be carried out on staff and students regarding risks to which they may be exposed to from the college's undertaking.
11. All college equipment will be monitored and properly maintained with appropriate records kept.
12. To ensure minimum standards are met, all health and safety policies and procedures will be reviewed regularly, or subject to changes to legislation, and revised as necessary.
13. Every member of staff and students will be responsible to protect their own and others safety by following the law and the college's practices and procedures. Therefore, all staff and students must acquaint themselves with their relevant health and safety induction guidelines, college safety rules and any other instruction in the interests of health and safety.