



Centre for Teaching in
M a n a g e m e n t

Health, Safety and Welfare Policy

**This Policy Document is made in accordance with the
Health and Safety at Work Act 1974**

Last Review Date February 2014

Next Review Date February 2015

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

INTRODUCTION

The Centre for Teaching in Management is required to draw the attention of all employees to the provisions of the Health and Safety at Work Act, and subsequent associated legislation.

The College gives a high level of priority to the promotion of the health, safety and welfare of all employees, learners and visitors. This will be ensured by providing the necessary resources and management to carry out the Health, Safety and Welfare Policy effectively.

The policy will be kept up-to-date by biennial review.

GENERAL POLICY STATEMENT

The Policy for Health, Safety and Welfare is the responsibility of the marketing manager

The following objectives will be achieved, as far as reasonably practical:

- To provide and maintain a safe and healthy environment, with a safe means of access and egress, for all College staff, learners, visitors and outside contractors whilst they are on College premises.
- To assess all risks to staff, learners, visitors and contractors, on College premises or on College business, and to eliminate them as far as reasonably practicable. The significant findings of such assessments will be recorded.
- To state in writing the appropriate responsibilities of all College staff and learners to ensure the health, safety and welfare of persons and to prevent damage to property.
- To provide adequate information, instruction, training and supervision for staff and learners, as appropriate, to ensure a safe system of work and study.
- To make available First Aid treatment for staff, learners, visitors or contractors who are injured or become ill on College premises.
- To comply with the requirements of safety legislation, papers, reports and approved codes of practice.
- To provide safe plant and equipment, maintained in safe working order, and to develop safe systems of work for all staff and learners.
- To assess the need for protective equipment or clothing and to ensure that it is correctly used or worn.
- To make arrangements for the safe use, handling, storage, disposal and transportation of all substances and equipment;

- To monitor and review, annually, the effectiveness of the College's Health, Safety and Welfare Policy, and make appropriate revisions. Revisions will be brought to the attention of all staff.

The aims of this policy can only be achieved by the active participation of every individual involved in the provision or use of the services offered by The Centre for Teaching in Management.

All employees are expected to comply with the policy and ensure that learners and visitors are made aware of their responsibilities relating to health, safety and welfare.

SAFETY ORGANISATION

- The Centre for Teaching in Management proprietor has overall responsibility for health, safety and welfare within the College.
- The Centre for Teaching in Management proprietor to be responsible for ensuring that the objectives of the Health, Safety and Welfare Policy are achieved in practice.
- The Health and Safety Policy is available to all staff and students

ARRANGEMENTS FOR ENSURING COMPLIANCE WITH THE POLICY

ALL STAFF

The Centre for Teaching in Management of the Health and Safety at Work etc Act, and the Management of Health and Safety at Work Regulations. All staff are responsible for:

- (a) Complying with the contents and spirit of the College Health, Safety and Welfare Policy, and other associated guidance documents, to the best of their ability;
- (b) Conducting themselves and encouraging others to act in a manner conducive to safety and the safety of others;
- (c) Co-operating with the College management and others in meeting statutory requirements and approved codes of practice;
- (d) Using equipment, plant and materials in a safe manner and for the purpose for which it was intended;
- (e) Making use of safety equipment and materials where provided;
- (f) Reporting all dangerous situations or defects in College plant or equipment, informing Directors, or other appropriate person;
- (g) reporting all accidents and dangerous occurrences to the College Directors, whether an injury has been sustained or not under the Reporting of Injuries,

Diseases and Dangerous Occurrences Regulations, by completing the College Accident Report Form;

(h) observing the "No Smoking" rule throughout the College

(i) Encouraging all learners to behave in an appropriate manner, and to consider the needs and feelings of others.

The CTM Directors

The Directors have the primary responsibility for health and safety within the College and will:

(a) ensure that key personnel in the safety structure know and accept their individual responsibilities relating to health, safety and welfare, and have received the necessary information, instruction and training to carry out their duties competently;

(b) Make the necessary representation and arrangements to seek adequate financial resources to cater for the needs of health, safety and welfare within the College;

(c) Ensure that effective communication channels are maintained to convey such information concerning health, safety or welfare which may affect any of the staff under her/his control;

(d) Encourage good safety practice and safety training of staff and learners as an integral part of College life;

(e) Revise the Health, Safety and Welfare Policy as necessary, and bring any such revisions to the attention of College staff.

FIRST AID PROVISION

The First Aider is always present on the premises. In case of an incident please report it to the Admin Officer who will call the First Aider.