



• CANTERBURY •

HEALTH & SAFETY POLICY

Date of Policy	1 st September 2018
Approved by Principal	September 2018
Next Review Date	1 st September 2019
Lead for Review	Operations Manager

The Leadership Team at CATS and with CEG is committed to achieving, so far as is reasonably practicable, the highest standards of health, safety and welfare for its employees, wards, visitors and any other person who may be affected by its activities or operations.

It is the belief that accidents, injuries, occupational illness and damage to property and the environment can often be avoided with good management and training. We are determined to ensure safe working practices in all departments through good management, training and awareness of our procedures and policies.

Our Health & Safety (H&S) management structure is in place and has been tasked with ensuring that the Health & Safety Policy is implemented and maintained. A Health & Safety Manager (the Operations Manager) has been appointed to co-ordinate all Health & Safety issues, carry out accident investigations and report-writing in conjunction with department managers. S/He will also report directly to the Principal and the Operations Director any failings in the Health & Safety policy with suitable solutions.

The Fire Safety officer is the Operations Manager who will ensure that all fire safety issues are brought to the attention of the College and CEG.

All employees have a responsibility for their own and that of others, health, safety and welfare whilst at work. They also have a responsibility to their employers to work safely and ensure that others work safely.

Managers will establish and maintain procedures for consultation with staff and staff representatives on health, safety and welfare issues.

This Health & Safety Policy document (procedures) sets out the management of health, safety and welfare, and details the arrangements made by the Leadership Team to achieve the aims of the policy statement.

The arrangements cover areas where risks have been identified and recorded, or are likely to occur, and can be reduced by carrying out or applying the correct procedures, thus reducing the risk to an acceptable level.

Managers at all levels are responsible for Health & Safety within their area of responsibility. They will ensure that suitable systems of work, suitable procedures, training and training records, risk assessments, monitoring of risks and reporting dangerous practices, accident procedures, fire procedures, and welfare matters are in place within their area of responsibility. Managers are to ensure that all members of staff are conversant with such procedures, that staff are appropriately trained or retrained, and consultation with staff on health, safety and welfare is conducted on a regular basis.

As part of the ongoing monitoring of Health & Safety matters, a Health & Safety Committee will meet at least three times a year. Here, actions are allocated and recorded via minutes taken by the Health & Safety Advisor. Usually, the Committee will consist of: an elected H&S representative from key departments e.g. Science, Trips and Activities, HR and the Operations Manager advised by our Group Health and Safety Manager when necessary.

Health & Safety failures, such as accidents, fires, and damage to property etc, will be reported to the Health & Safety Manager who will take the appropriate action. Where necessary, incidents will be investigated. The Health & Safety Manager will work with the relevant department manager, specialist advisors and the College Principal and Senior Management to determine causes and appropriate action to prevent future occurrences.

It is the intention of the Leadership Team to provide safe access and egress to all working, teaching, storage and residential properties owned, rented or leased by the Group, to all employees, students, visitors, contractors etc. It is also the intention to ensure a safe working environment for employees through the employment of safe systems of work.

This policy will be the subject of constant review and updating as circumstances and legislation change to ensure that the policy remains relevant to the Group's activities.

Specifically the College undertakes:

- I. That adequate resource will be provided to ensure that proper provision can be made for Health & Safety.
- II. That risk assessments will be carried out and periodically reviewed.
- III. That systems of work will be provided and maintained, that are safe and with minimal risk to health.
- IV. That arrangements for the use, handling, storage and transport of articles and substances for use at work will be safe and with minimal risk to health.
- V. That all employees will be provided with such information, instruction, training and supervision as is necessary to ensure their health, safety and welfare at work, and ensure the safety of all others that may be affected by their actions.
- VI. That where appropriate, health surveillance will be provided to employees.
- VII. That the Health & Safety Committee is used as a forum to discuss Health & Safety-related issues and allocated actions accordingly.

- VIII. That the provision and maintenance of all plant machinery, and equipment will be safe and with minimal risk to health.
- IX. That the working environment of all employees will be safe and with minimal risk to health, and that adequate provision will be made with regards to facilities and their arrangements for their welfare at work.
- X. That the place of work will be safe and that there is safe access and egress from the work place.
- XI. That monitoring activities will be undertaken to maintain agreed standards.
- XII. That the Health & Safety Policy will be reviewed at least annually and updated as when necessary. Communication of any such changes will be made to all employees on all matters of health, safety and welfare.

CATS College Canterbury Procedures:

- Weekly fire alarm tests undertaken. Fire risk assessments are available.
- Daily laundry checks on tumble driers in residences.
- Window restrictors checked weekly in residences
- Water temperatures checked monthly .
- Building work – areas safely fenced off and all regulations strictly adhered to.
- Each building has its own risk assessment, fire risk assessment and legionella risk assessment– available from the Operations Manager.
- Please check Medical Care Policy for advice on calling ambulances.
- Health and Safety Meetings with key internal staff are held termly with minutes held by Operations Manager. Principal and/or Vice-Principal attend all Health & Safety meetings.