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MONT ROSE®
COLLEGE

Health and Safety Policy

2023 - 2024

Approved by: Academic/Quality Assurance Board

Date of approval: 12/06/2023

Effective date: 12/06/2023

Next review date: 30/06/2024

Table of Contents

| | |
|---|---|
| <u>General Policy Statement</u> | 3 |
| <u>Roles and responsibilities</u> | 4 |
| <u>Mont Rose College Management</u> | 4 |
| <u>Human Resource & Welfare Committee</u> | 4 |
| <u>Employees</u> | 5 |
| <u>Students and visitors</u> | 6 |
| <u>Emergency Procedures</u> | 7 |
| <u>Information and Communication</u> | 7 |



General Policy Statement

1. At Mont Rose College, we are responsible for and are committed to the health, Safety, and welfare of all of our employees, students, and others who might be affected by activities on our premises, so far as is practicable and reasonably possible. We will ensure that our statutory duties are met at all times, where applicable.
2. The Board of Governors and the Principal (CEO) accept their collective role in providing health and safety leadership of the College and understand their duties under the Health and Safety at Work etc. Act (1974), and the Management of Health and Safety at Work Regulations (as amended) 2002, in the provision of:
 - A safe place to work and study,
 - Plant and equipment that are safe and without risk of harm,
 - Suitable and sufficient information, instruction, training, and supervision to enable employees and students to avoid hazards and contribute positively to their own health and Safety,
 - Adequate and suitable welfare facilities and other related statutory provisions.
3. The College aims to achieve the highest possible standards of awareness and attention to matters of Safety, health, and welfare at all levels of the organisation.
4. All employees and students are given adequate training and instructions as are deemed necessary in the safe management of educational activities.

Management will ensure that work and teaching methods enable health and Safety regulations to be maintained at all times and allow for proper supervision of activities where necessary. Employees, students, and visitors can raise issues regarding health and Safety.
5. Co-operation by each employee, regardless of position or rank, and all students must be maintained as this will allow for the statutory duties to be effectively and successfully implemented. The legal obligation of taking reasonable and responsible care of one's health and Safety falls upon each individual affected by their own activities and/or omissions.

Roles and responsibilities

Mont Rose College Management

6. To ensure that all employees, students, and visitors are made aware of the safety procedures that are implemented by the College; this includes adequate and specific training and instruction that should be strictly adhered to.
7. To ensure that all equipment used is adequate for the task in hand, that they are in good working condition, maintained and serviced regularly, where applicable, and that hygienic measures are taken and supervised at all times, ensuring a safe environment.
8. To ensure the appropriate steps are taken to investigate risks relating to health and safety issues arising from the activities on the premises of Mont Rose College; and to rectify any issues that occur as deemed suitably appropriate.
9. To bring any health and safety issues to the immediate attention of the Human Resources and Welfare Committee.
10. To record all accidents appropriately and make sure they are reported and ensure that appropriate checks and investigations are done to look into the causes of such occurrences and for remedial actions to be carried out appropriately.
11. To ensure that safe and easy access to and from the College premises are maintained at all times.

Human Resource & Welfare Committee

12. The Human Resources and Welfare Committee monitors and reviews the College's Health, Safety, and welfare policy.
13. The membership of the committee includes a number of people with specific cross-college roles relating to operations, administration, finance, and academics. The following are members of the committee:

Principal – Chairperson

Member of the Board of Governors

Admissions Manager

Director of Finance/ Secretary

Dean of Studies

Class Representative

14. Monitoring of this policy will occur regularly to ensure that objectives are properly and effectively maintained and achieved. Where deemed appropriate, the policy will be reviewed and revised under the law and/or organisational changes if necessary.

Employees

15. All employees are responsible for their own health and Safety and the health and Safety of others who may be affected by their acts and omissions. All employees must ensure that they conduct their duties in a safe manner and in accordance with the College Health & Safety Policy.

16. Employees must ensure that they:

- a) take reasonable care of themselves and have due regard for others;
- b) where necessary, help the College meet the duties imposed on it;
- c) don't interfere with or misuse anything provided for health and Safety;
- d) bring any breaches of the safety policy to the employer's attention via their Line Manager or Health & Safety Manager;
- e) report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire;
- f) report "near miss" incidents that have the potential to cause injury or ill health
- g) notify the Health & Safety Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
- h) not proceed with any activity if they feel it poses a threat to their health and Safety or to that of others;
- i) report any unsafe or unhealthy working conditions or suspected faults in buildings, building fabric, or any equipment, to the Line Manager or Health and Safety Manager, without delay;
- j) assist any visitors who may not be familiar with College procedures to the best of their abilities.

17. Health and Safety for organisers of groups using University facilities

Mont Rose College expects all organisers of groups using College facilities to take all reasonable steps and maintain a safe and healthy environment for each other. The group organiser is responsible for caring for him/herself and those working with them. The duty of care is increased and high where young persons are concerned. Consequently, Mont Rose College also requires the organiser to be familiar with the information on health & Safety and Fire Precautions in the area(s) that are being used.

It is necessary to ensure that the organiser is aware of:

- What to do in the case of fire is posted in all rooms
- A list of First Aid trained personnel, their location, and the times of duty is located in Main Reception

The organiser must ensure prior to each session that they have:

- A list of names of those attending to check against in case of fire.
- Explained to the group where to find information regarding the College's Health and Safety Policy and First Aiders available on the premise.
- Show the group the nearest call point to raise the alarm in case of fire.
- Explain the evacuation route in the event of the fire alarm sounding.

Should an incident (or near miss) occur that you feel is sufficiently serious to notify University management, please ask the Porter on duty for an incident form. This will be circulated for action within the following 24 hours.

Students and visitors

18. The attention of all students is drawn to their legal responsibility, under section 8 of the Health and Safety at Work Act 1974, not to interfere with or misuse anything, any objects, structures, or systems of study, provided by the College in the interests of health and Safety. Students should:

- a) report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire;
- b) report "near miss" incidents which have the potential to cause injury or ill health;

- c) notify the College Health & Safety Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
- d) not proceed with any activity if they feel it poses a threat to their health and Safety or to that of others;
- e) report any unsafe or unhealthy working conditions or suspected faults in buildings; building fabric or in any equipment to the Health and Safety Manager without delay;
- f) assist any visitors who may not be familiar with College procedures to the best of their abilities.

19. Any employee or any student may contact the Health & Safety Manager for advice and guidance.

Emergency Procedures

20. The Emergency procedures at Mont Rose College allow for signs of immediate and imminent risks to health and Safety and allow for students and employees to move to the nearest place of Safety from danger.

Information and Communication

21. The College ensures that all students and staff receive appropriate health, Safety, and welfare information. Statutory notices are updated regularly and displayed throughout the premises of the College. Safety Committee meetings will be held on a regular basis, where issues concerning matters of health and Safety can be discussed.