
ADAM SMITH COLLEGE

INSPIRING LEARNING

Health & Safety Policy

[QP1.09]

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Responsibility for implementation:	Health, Safety & Environment Manager
Responsibility for review:	Health, Safety & Environment Manager
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Date of next review:	August 2011

1.0 Policy

Policy Aim

It is the policy of The Adam Smith College, Fife Board of Governors to conduct its activities so that

- prime consideration is given to the health and safety of its employees and all other persons affected directly or indirectly by its activities
- proper regard is given to minimise any possible undesirable effect of its activities on the student population

Every employee of The Adam Smith College, Fife has the responsibility to follow safe working practices and to have a genuine concern for the health and safety of all persons on College premises that may be affected by that employee's acts or omissions at work.

Specific Objectives

People are the key factor in the business of The Adam Smith College, Fife. Therefore it is the policy of the College that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and all persons likely to be affected by its operations, including students, and the public where appropriate. In so doing, it complies with the Health and Safety at Work etc Act 1974 (the Act).

Part 1 of the Act places a general duty on every employer to ensure, so far as is reasonably practicable:

- The provision and maintenance of plant and systems of work that are, safe and without risk to health.
- Arrangements for safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, the health and safety at work of employees.
- The control of the place of work and maintaining it in a safe condition and without risk to health.
- The provision and maintenance of conditions in and the means of access to and egress from any place of work under the control of the employer, that are safe and without risk to health.
- The provision and maintenance of a working environment for employees, which is safe, without risk to health, and adequate as regards facilities and arrangements for the employee's welfare at work.

The College will prepare, and as often as may be appropriate, revise a written statement of the general policy with respect to the health and safety at work of

employees and the organisational arrangements for carrying out that policy, and to bring the statement and any revision of it to the notice of all employees.

It is the duty of every employee while at work:

- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by their acts or omissions.
- To co-operate with the College in the implementation of the policy so far as it relates to the College's responsibilities under the Health and Safety at Work etc Act.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- Work in accordance with information and training provided.
- Ensure that all accidents, near miss incidents, dangerous occurrences, hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements are reported without delay.
- Maintain safe access to and egress from the workplace at all times.

The Adam Smith College, Fife is committed to working in partnership with Trade Unions, with the adoption of the Health and Safety Commission's Safety Representatives Charter, and with the Students Association to achieve and maintain a safe and healthy working environment.

This is a general statement of the College Policy. More detailed statements relating to the responsibilities for implementation of the Health and Safety policy are set out in the Organisational arrangements and are available for inspection from the Human Resources Department and on the College Intranet.

2.0 Justification

The College is required to comply with:

- The Health and Safety at Work etc., Act 1974 and subsequent devolved regulation.
- Insurance and Sector Guidance on best practice.

3.0 Link to Strategic Plan

Aim 3: 21st Century College

3.10: Continue to develop a healthy working and learning environment.

4.0 Responsibilities

The Board of Governors has overall responsibility for the health and safety of the staff, students and of any members of the general public having access to College premises, and in particular assumes responsibility for:

- Considering and addressing the implications of Board decisions.
- Maintaining management structures for the effective implementation, monitoring and review of the College Health and Safety Policy, performance, systems and procedures.
- Appointing a member of the senior management team to fulfil the role of "Health and Safety Director" for the College.

Managerial and Supervisory staff, have a responsibility to ensure that the College Health and Safety Policy is implemented within their own areas of responsibility.

General and specific responsibilities attaching to Board members, staff, students, contractors and visitors to the college are detailed in the Health and Safety procedures, Organisational Arrangements.

5.0 Exemptions

There are no exceptions.

Health and Safety Policy applies to all Staff, Students, Contractors and visitors to the College.

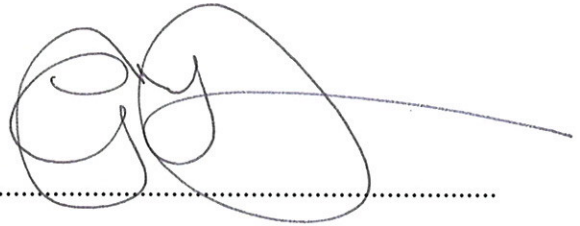
6.0 Related Procedures

Arrangements for implementation of this Policy are described in QP2.48: Health & Safety Procedure.

Signatures



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Graham Johnstone
Chair
Board of Governors



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February 2010

Date