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**Health and Safety Policy**

**Avon College**

**1. Introduction** At Avon College, our commitment lies in fostering a safe and healthy environment for all stakeholders. This encompasses ensuring safe working conditions, equipment, and systems of work. We prioritise controlling health and safety risks associated with our activities and provide necessary information, training, and supervision. Additionally, we recognise our responsibility for the well-being of all individuals affected by our operations.

**2. Health and Safety Objectives**:

In alignment with our commitment to health and safety, Avon College sets forth the following objectives:

a) Providing and maintaining a safe and healthy environment for all stakeholders.  
b) Cultivating individual acceptance of, and commitment to, health and safety as integral to all activities.

c) Ensuring the provision of necessary information, instruction, and training to competently fulfil health and safety responsibilities.

d) Fulfilling, at a minimum, statutory and common law duties of care.  
e) Embedding and applying sensible health and safety risk management practices.

**3. Responsibilities** The College Management holds ultimate responsibility for health, safety, and wellbeing across Avon College. Its roles include:

a) Ensuring the presence of an effective and up-to-date health and safety policy.  
b) Allocating necessary resources for the policy's effective implementation.  
c) Receiving advice on health, safety, and wellbeing matters from the Avon College Secretary.

**Office Manager:** The Office Manager holds overall daily responsibility for health and safety at Avon College. They oversee policy implementation, conduct risk assessments, and ensure compliance with safety measures.

**Specific Responsibilities:**

* **Elena Onuzi** Health Safety Representative
* **Ross Knowles** Safe Handling and Use of Equipment

**4. Health & Safety Advisor** The Office Manager serves as the Health and Safety Advisor, offering guidance and support to management and employees on health and safety matters.

**5. Implementation of Policy** the Office Manager ensures that all employees have access to the Health and Safety Policy and receive a copy upon employment. The office Manager oversees policy distribution and record maintenance.

**6. Consultation with Employees** Employee consultation on health and safety matters is facilitated through the office Manager and the designated Employee Representative.

**7. Risk Assessments** Regular risk assessments are conducted to identify hazards, evaluate risks, and implement necessary controls. **Ross Knowles** is responsible for conducting risk assessments at Avon College premises.

**8. Review and Revision** Risk assessments are reviewed annually or whenever changes occur. Precautionary measures are updated accordingly.

**9. Accidents, First Aid, Ill Health, and Near Misses** Procedures for reporting accidents, incidents, and near misses are outlined. The Office Manager oversees the maintenance of First Aid supplies and reporting to the enforcing authority.

**10. Emergency Procedures – Fire and Evacuation** Fire risk assessments are conducted, and maintenance procedures are implemented under the supervision of the Office manager. Emergency evacuation plans are in place.

**11. Safe Handling and Use of Substances** The Office manager identifies substances requiring assessment under COSHH regulations and ensures compliance with safety measures.

**12. Electrical Equipment** Regular inspections and maintenance of electrical equipment are conducted by the Office manager. Faulty equipment is reported and rectified promptly.

**13. Welfare** Avon College provides adequate welfare facilities, including toilets, drinking water, seating areas, and smoking policies, ensuring a comfortable and safe working environment.

**14. Information, Instruction, and Supervision** Health and Safety information is readily available to all employees. The Office manager ensures dissemination of relevant information and instructions.

**15. Procedures** Detailed procedures are provided for various aspects of health and safety management, including accident reporting, contractor and visitor management, electrical safety, first aid, and site-specific protocols. By adhering to these policies and procedures, Avon College is committed to maintaining a safe and healthy environment for all individuals associated with the institution.

**16. Responsibilities of Academic Staff** Academic staff, regardless of their status, bear responsibility for ensuring the health, safety, and wellbeing of students under their supervision. This includes:

a) Addressing health and safety risks arising from activities, equipment, and facilities used by students to a reasonable extent.

b) Ensuring awareness among themselves and their students regarding associated risks, protective measures, and emergency procedures.

**17. Responsibilities of All Staff Members** All staff members at Avon College are obligated to:

a) Take reasonable care of their own health, safety, and wellbeing, as well as that of others affected by their actions.  
b) Cooperate with the college on health and safety matters.  
c) Avoid misuse or reckless interference with health and safety provisions.  
d) Report any significant risks or incidents affecting health, safety, or wellbeing.  
e) Follow health and safety information, instruction, or training provided to them.

**18. Responsibilities of Students** Students at Avon College are required to:

a) Take reasonable care of their own health, safety, and wellbeing, and that of others.  
b) Cooperate with the college on health and safety matters.  
c) Avoid misuse or reckless interference with health and safety provisions.  
d) Report any significant risks or incidents affecting health, safety, or wellbeing.  
e) Follow health and safety information, instruction, or training provided to them.

**19. Responsibilities of Contractors** Contractors working for Avon College must:

a) Ensure their personnel take reasonable care of their health, safety, and wellbeing, as well as that of others within Avon College.

b) Cooperate with Avon College on health and safety matters.  
c) Report any significant risks or incidents affecting health, safety, or wellbeing.  
d) Adhere to Avon College’s health and safety policy, procedures, and arrangements related to their activities.

**20. Policy Review** This policy will be reviewed annually or as necessary to reflect changes in legal or academic requirements.

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