Statement

The Board of Trustees regards health and safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The Board of Trustees considers health and safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the college to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that the public are not exposed to risks which may arise from the College’s activities.

The Board of Trustees is resolved to provide and maintain equipment and systems of work which are so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim. The Board of Trustees will provide such resources as may be necessary to enable it and its employees to meet their health and safety responsibilities.

The policy will be implemented through the Finance and General Purposes Committee which meets quarterly and reports directly to the Board of Trustees. At each committee any accidents or major incidents will be reviewed and necessary changes recommended.

Further, in order to implement this policy, the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the College by:

  a) following instructions in the safety rules or notices displayed on college property;
  b) complying with any code of practice or guidance which may apply to their work or workplace; and
  c) taking reasonable care for health and safety of themselves and of persons who may be affected by their acts or omissions at work.

The Board of Trustees stresses its commitment to health and safety to the extent that, where disregard of safe working practice by an employee seriously puts at risk the health and safety of him or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

The policy will be reviewed annually and amended by the Board of Trustees as circumstances and as legal requirements change.
**Safety, accidents and hygiene**

Wesley House will take all reasonably practicable steps to ensure the health, safety and welfare of employees at work. You must familiarise yourself with the college’s procedures in force in relation to health & safety at work and with the procedures in the event of fire. You must comply with these procedures at all times. It is also each employee’s legal duty to take care of their own health and safety and that of their colleagues, students, visitors and members of the public.

You should report all accidents and injuries at work, no matter how minor, in the accident book which can be found in the college office.

You are expected to maintain a high level of personal hygiene at all times. Any exposed cut or burn must be covered with a first-aid dressing. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis, you must not report for work without clearance from your doctor. Contact with any person suffering from an infectious or contagious disease must be reported to line managers before commencing work.