

Health & Safety Policy Statement

Harris Manchester College recognises that it has responsibilities for the health and safety of employees, guests, contractors, visitors, and anyone else who could be affected by the operation of our business. We will assess the hazards and risks they face in the course of their work, taking action to minimise hazards and control risks to an acceptable, tolerable level.

Staff in managerial and supervisory roles are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, our guests, customers and anyone else likely to be affected by our business activity.

We will meet our legal obligations by providing and maintaining a safe and healthy operating environment so far as is reasonably practicable. This will be done by:

- Providing leadership and adequate control of identified health and safety risks.
- Consulting with staff on matters affecting health and safety at work.
- Providing and maintaining safe premises and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that staff are competent to do their work and giving them appropriate training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.
- Aiming for continuous improvement in our health and safety performance and management through regular review and revision of this policy.
- Providing the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise a duty to co-operate and work with other employers and their workers, when they come onto our premises to organise and run events or to work for us, to ensure the health and safety of everyone at work. Similarly, we must co-operate and work with other employers when we work at premises or sites under their control.

To help achieve our objectives and ensure staff recognise their duties under health and safety legislation whilst at work, we will remind them of their duty to take reasonable care for themselves and anyone else who might be affected by what they do. These duties are explained on first employment, at induction, and also set out in the Employee Handbook. A copy is provided to each member of staff.

Our policy, procedures and arrangements will be reviewed annually.

Professor Jane Shaw