

## **043. Health and Safety Policy**

## Health and Safety Policy

<b>Policy owner:</b>	<b>Academic Director (CEO)</b>
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IFG recognises and accepts its responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, lecturers, students and other visitors. The College wholly accepts the aims and provisions of the Health & Safety at Work Act 1974, and associated legislation, and recognises that foremost is its duty to staff, lecturers and students to provide and maintain a safe and healthy environment in which to work and study.

The Academic Director of IFG accepts overall responsibility for health and safety within its premises and ensuring that the College complies with current legislation and relevant guidance.

IFG believes that the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety, and will take all reasonably practicable steps to identify and reduce risks to a minimum, paying particular attention to:

- the provision and maintenance of electrical equipment, furniture, and other resources that are, as far as is reasonably practicable, safe and without risk to health;
- ensuring that, as far as is reasonably practicable, there are no risks to health and safety in the acquisition, use, handling, storage, transport and disposal of articles, substances, materials and equipment;
- the provision of information, instruction, training and supervision which, as far as is reasonably practicable, will enable all staff to perform their duties in a healthy and safe manner, to avoid accidents, and to contribute to their own health, safety and welfare;
- the maintenance of premises that are safe and without risk to health, as far as is reasonably practicable, including safe access and exit;
- the provision and maintenance of working environments which are, as far as is reasonably practicable, safe and which have adequate facilities and arrangements for staff, students, and other visitors;

The College requires all its staff and lecturers to pursue its objectives in respect of health, safety and welfare, and to carry out their duties in a manner that is safe and without risk to health, as far as is reasonably practicable.

### **Training**

IFG recognises that safety training is essential to safe working practices and procedures. Training will address statutory requirements relevant to work activities. All staff and lecturers are inducted into H&S procedures at the commencement of their employment and the Health & Safety Officer (Academic Director) ensures that they are adequately trained and have sufficient knowledge and skills to carry out their work activities and fulfil any duties allocated to them. All students are also made aware of H&S arrangements prior to the commencement of their course.

### **RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) apply to deaths, major injuries, diseases and other eventualities. In the case of an incident needing reporting under these regulations, the H&S Officer will fill in and forward the necessary paperwork to the Directors who will forward the necessary paperwork to the HSE. A staff member who is aware of a reportable matter is to report it to the H&S Officer.

### **Supporting Documents**

043a Health and Safety risk assessment

043b Health and Safety arrangements

043c Evacuation arrangements