

Capital City College Group

Health & Safety Policy Statement of Intent

26 November 2021

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Health & Safety Policy

Statement of Intent

Health and Safety is crucial to the safe operation of our colleges. Our college buildings are extremely diverse in their use – with classrooms, theatres, science labs, construction workshops, kitchens and even a site where we care for animals – and we owe it to our ourselves, the 30,000 learners that we educate every year and the 2,000 colleagues who we work with, to do our jobs safely and help keep each other safe at all our sites

Health and safety management responsibilities are just as important to us as those for our teaching and learning, sustainability and financial health. The Group is committed to ensuring the health, safety, and wellbeing of all its students, staff, employed contractors and anyone else affected by our work, so far as is reasonably practicable, and has written procedures and arrangements to provide appropriate guidance. Employees and others will also be given appropriate information, instruction, training and equipment to enable works activities to be performed in safe manner.

Our health and safety arrangements, policies and procedures will be regularly reviewed and amended whenever necessary, in light of changes in legislation, other policies or other circumstances. Policies, guidance and procedures will only take us so far however, and it is also up to all of us to help keep ourselves and each other, safe:

- I expect all our staff to take all reasonable steps to ensure compliance with current legislation, and that duties imposed by college policies and procedures are met, by ensuring that all activities, work equipment, procedures and systems of work are safe. In particular, it is the responsibility of all managers and supervisors to regularly monitor the health and safety aspects of work activities controlled by them, to ensure compliance with the college's health and safety policies and procedures.
- We also require all our learners, as well as external contractors and visitors to any of our sites to co-operate fully in achieving a safe and healthy working environment by committing to, and complying with, our health and safety policies and procedures.

Health and safety must remain an integral part of our day-to-day working lives, whatever our role and wherever in the Group we work. We owe it to ourselves, our learners and our colleagues.



A handwritten signature in black ink that reads "Roy L O'Shaughnessy".

Roy O'Shaughnessy
Chief Executive
Capital City College Group

It is the Policy of the Capital City College Group (CCCG) to protect and promote, so far as is reasonably practicable, the health, safety and welfare of all its employees, learners, contractors, visitors and others who may be affected by its activities in accordance with the requirements of the Health and Safety at Work Act 1974. The Group considers that good health and safety performance is a fundamental prerequisite of the Group meeting its aims to provide a first class teaching establishment.

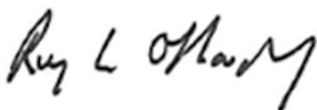
In particular, it is the intention of the Group, to work to ensure:

- **Policies, arrangements and procedures** are developed and practiced with the aim of delivering a consistent standard of health and safety across the Group.
- **Emergency procedures** are continuously developed and practiced including Group wide critical incident response procedures with the aim of protecting all from harm in an emergency.
- **Risk management** systems are consistently developed, operated, monitored and reviewed by duty holders responsible for the safety of activities and operations with the aim of minimising the likelihood of others being affected by their acts or omissions.
- **Pro-active monitoring** of health and safety arrangements and procedures, as far as is reasonably practicable, gives assurance of regulatory compliance and protection from harm.
- **Reactive monitoring** takes place with the aim of ensuring that loss events are appropriately managed, investigated and findings acted upon with the aim of reducing such events in future.
- **Organisational and individual development** arrangements are adequately supported with the aim of ensuring that duty holders and others are competent to meet the health and safety requirements of their roles
- **Positive culture and safe behaviours** are supported and recognized with the aim of developing healthy and safe practices “beyond compliance” as a cultural norm.
- **Management and communication** arrangements aim to ensure that adequate expert support is given to health and safety duty holders in meeting their roles and effective consultation arrangements are in place.
- **Review** takes place at regular intervals aiming to ensure consistent implementation of policy, arrangements and procedures across the Group and that these continue to meet their purpose.
- **Equipment and materials** are procured, used, maintained, stored and disposed of with the aim of protecting from harm all those affected by the Group’s undertakings.

The Corporation and the Chief Executive of the Group fully support this Policy Statement and will seek to ensure its implementation and monitor its application. They will also ensure it is reviewed annually or as required, bringing any necessary changes to the attention of all College employees, learners and visitors.

Signed: _____

Date: _____



Roy O'Shaughnessy
Chief Executive
Capital City College Group

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