



Coleg Gŵyr Abertawe
Gower College Swansea

Health, Safety and Environmental Policy

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- Originator: Mark Jones, Principal
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- Policy Approved By: College Management Team

Health, Safety and Environment Policy

1. Policy

- a) As a business, Gower College Swansea is committed to achieving high standards of safety, health and environmental control in all our college undertakings. We recognise that a number of activities which we undertake, if not correctly addressed, could potentially involve risks to the health & safety of our employees, learners and others, together with the risk of harm to the environment and damage to or loss of plant, property
- b) We are committed to complying with Health, Safety & Environmental legislation and codes of practice, across our college facilities, within which we operate and to take all reasonably practicable steps to prevent, control & minimise such risks and their possible effects. I therefore endorse the objectives set out below and the procedures for their implementation.

2. Objectives

- a) To comply with all requirements for Health & Safety at Work and Environmental Protection including all relevant legislation and codes of practice including meeting the required Green Dragon (Wales) standards for management of the Environment.
- b) To formulate & maintain integrated Environmental and Health & Safety plans which safeguard our employees, learners and others affected by our activities, protect the environment and actively promote Sustainability. Clearly at the current time these include plans that specifically relate to the additional challenges created by Coronavirus.
- c) To reduce incidents and their impact, including costs, involving our employees, visitors, contractors, plant, property and company assets, particularly:
 - Lost time accidents
 - Reportable accidents
 - Cases of work related ill health
 - Days lost due to accidents and work related ill health
 - Damage to property or plant
 - Damage to vehicles
- d) To create a more Sustainable future by reducing our environmental impacts particularly in relation to:
 - Water Consumption
 - Carbon emissions through our energy consumption targets
 - Fuel consumption in the process of transportation activities
 - Protecting natural resources through effective waste minimisation and recycling/ reuse of waste practices
 - Enhancement of Biodiversity across our college sites
- e) To work toward to becoming a carbon neutral College, by working with stakeholders on a realistic roadmap, embracing the priorities of a circular economy.
- f) To train employees adequately, to the extent their role demands, regarding Health, Safety and Environment working practices and related topics.

- g) To continually and progressively seek to identify, eliminate, reduce or control hazards which present risk to employees, learners and other people and have potential to damage property or assets, resulting in loss of plant, impact on the environment and contribute to a more Sustainable future.
- h) To achieve a working culture where safety, health and environmental matters are given appropriate consideration, particularly when planning new developments, processes, systems or work and when or purchasing new plant & equipment.
- i) To ensure contractors who carry out work for, or on behalf of the company, comply with the College's safety, health and environmental standards.

3. Responsibilities and Organisation

- a) Whilst all staff and students have some level of delegated responsibility across these areas, the prime responsibility for ensuring that health & safety matters are properly managed across respective college activities lies with the College management.
- b) Campus Leads, Deans, Learning Area Managers, relevant educational or business development leads and Managers of support functions are responsible for ensuring the college safety and environmental processes and systems are fully applied and to ensure the working environment is safe for people whilst also protecting the environment.
- c) The College Health, Safety, & Environment Manager is responsible for producing and maintaining policies & procedures which support this policy, for assisting operational management to achieve these criteria, and for monitoring and reporting on compliance.
- d) Employees and learners must take all reasonable care for their own health & safety and that of others who may be affected by their actions and act with due consideration for the environment. In doing so, employees must bring to the attention of college management any unsafe practices or conditions that may impact on the safety of people or the environment.
- e) Employees and learners must use relevant safety devices or equipment provided and must not interfere with or misuse anything which is provided in the interest of the environment or health & safety. They must bring to the notice of their manager any matter which may cause a risk to health & safety or have an impact on the environment.
- f) Employees and learners are responsible for listening and following the advice and guidance provided by staff.

4. Promoting the Health, Safety and Environmental Policy

- a) Gower College Swansea will promote the Health, Safety & Environmental Policy to staff and stakeholders through the college website, intranet and for apprenticeship through Learner and Employer handbooks.
- b) All staff are required to maintain their understanding of awareness of health, safety and environmental matters.
- c) Managers are responsible for updating risk assessments in their areas and storing these on **Q:\Health & Safety All Staff\Departments** as well as promoting health and safety with their staff teams, learners and stakeholders including employers, where applicable.

5. Gaining Commitment to the Health, Safety and Environment Policy

- a) As a college all staff have a responsibility to implement our health, safety and environmental policy and safe working practices, as detailed in local risk assessments.
- b) For apprenticeship and courses with work placement; tutors and assessors are responsible for completing Health & Safety appraisal and monitoring of work placements. For apprenticeship this is through work based learning (WBL) approved processes. Managers are responsible for ensuring these are in place as reported during monthly meetings with WBL team.
- c) Commitment to Health, Safety and Environmental matters is discussed with our employers prior to apprenticeship start, as part of our placement appraisal and monitoring process, with prohibitions and action plans put in place as needed before apprentices are placed.
- d) Employer's, Apprentice's and the College/training provider's commitment to maintain a healthy and safe environment for apprentices is secured through the Commitment Statement (for English Apprenticeship Contract) or Apprenticeship Agreement (for Welsh Apprenticeship contract) prior to apprenticeship start.
- e) This includes reporting health and safety concerns, accidents, near misses and RIDDOR reportable events to their tutor/assessor or support staff, who escalate this to the WBL Designated Safeguarding Lead and the Health, Safety & Environmental Advisor for Work Based Learning Apprenticeship for investigation.
- f) Accident and incident investigation procedures will be implemented, including escalating reports to English Skills Funding Agency, Welsh Government and Health & Safety Executive as needed. This can result in a re-appraisal of the employer placement and removal of apprentices from that placement if deemed unsafe.

6. Staff Training to implement the Health, Safety and Environment Policy

- a) Staff receive Health & Safety awareness training as part of their induction and CPD processes.
- b) Assessors/tutors and staff undertaking Apprenticeship Placement Health & Safety Appraisal and monitoring, must complete internal training on this. Support and resources for this can be accessed via WBL Updates Team Health & Safety (WBL) channel.

Mark Jones



Principal



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