

## HEALTH, SAFETY AND ENVIRONMENTAL 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 damage to or loss of plant, property and harm to the environment.
- b) We are committed to complying with Health, Safety & Environmental Laws and regulations, 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, which will be designed to eliminate or control such risks in order to create and maintain a safe and healthy workplace and to minimise our impact upon the environment.

### 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 the environment.
- b) To formulate & maintain integrated Environmental and Health & Safety plans which safeguard our employees, learners and others affected by our activities and protect the environment.
- 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
  - Damage to plant
  - Damage to vehicles
- d) To reduce our environmental impact and their related costs, particularly:
  - Water Consumption
  - Energy Consumption
  - Fuel consumption and impact of fuel used in transportation
  - Waste to landfill
  - Recycling of waste
  - Pollution prevention
- e) To train employees adequately, to the extent their role demands, regarding Health, Safety and Environment working practices and related topics.

- f) To maintain and develop effective communication arrangements which inform our employees on relevant safety & environmental related matters.
- 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 or impacting on the environment.
- 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 manufacturing 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) The College Management team have prime responsibilities to ensure that environmental and health & safety matters are properly managed across respective college activities
- b) Deans, Learning Area Managers and all relevant educational or business development leads 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 responsibility for listening and following the advice and guidance provided by staff.

**Mark Jones**

**Principal**

**June 2019**

