



Queen Mary's College



Health and Safety Policy



Introduction

1. The Governing Body of Queen Mary's College, Basingstoke, recognises and accepts its responsibility as an employer to take all reasonable steps to secure the health and safety of staff, students, visitors and others using the College premises or participating in College-sponsored activities. It will ensure also, so far as is reasonably practicable, that the College's business is conducted in such a way that persons who are not in its employment but who may be affected by it, are not exposed to risks to their health and safety.
2. This Policy Statement and the College's Manual of Health and Safety Arrangements establish the basis for the prevention of accidents and the provision of safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body, through the Principal and the College's management structure, will monitor that all reasonable steps are taken to identify and reduce hazards to a minimum, and will ensure that the residual risks are controlled by the implementation of safe working practices as detailed in the College's Manual of Health and Safety Arrangements. All staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the College premises or while taking part in College - sponsored activities.

Health and Safety related practices will be reviewed at departmental and support team level and included in the annual self-assessment report for each function.

3. The College's Health and Safety Arrangements stored on the intranet contain the College's detailed procedures for health and safety, as well as other related guidance and information. All staff will be expected to be familiar with the arrangements and appropriate reference material referred therein will be reviewed from time to time as required; and all staff will be notified of any changes made to them.
4. Updated master copies of the Health and Safety arrangements are held on the College's intranet. Guidance for students on what to do in case of an accident is contained in the Student Guide.

Policy Objectives

5. The aim of the Governing Body of Queen Mary's College, through the Principal, is to provide and maintain, so far as is reasonably practicable, for staff, students, visitors and others using the College premises or participating in College-sponsored activities:
 - a safe place of work, including safe means of entry and exit;
 - a safe and healthy working and learning environment, taking into account all appropriate statutory requirements, codes of practice and guidance (whether statutory or advisory);

