

CLIQUE

C O L L E G E

Health & Safety Policy Statement



2024
TO
2025



01622 206009



www.cliquecollege.com

CLIQUE College Health and Safety Policy Statement

At CLIQUE College, the health, safety, and well-being of our students, staff, and visitors are of utmost importance. We are committed to fostering a safe environment where everyone can participate in our programs and activities with confidence. While we encourage active participation, we prioritise the safety of each individual above all else.

To support our commitment to health and safety, CLIQUE College is dedicated to the following:

College Responsibilities:

1. Regular Risk Assessments:

- Conduct regular, documented risk assessments of our premises and all college-related activities.
- Identify potential hazards and implement appropriate control measures to mitigate all risks identified.

2. Safe Environment:

- Establish and maintain a safe environment for all members by implementing health and safety measures identified through risk assessments.
- Continuously review and update safety procedures to address new risks and ensure ongoing safety.

3. Training and Development:

- Provide appropriate and ongoing training for all members, ensuring they are aware of their responsibilities and the college's health and safety policies.
- Regularly assess the individual abilities, maturity, and development of members to tailor training and safety measures accordingly.

4. Policy Awareness and Compliance:

- Ensure that all members are informed about, understand, and adhere to the college's health and safety policy.
- Regularly communicate updates and reinforce the importance of compliance with safety protocols.

5. Operating Procedures:

- Establish and maintain clear Normal Operating Procedures and Emergency Operating Procedures that are known and understood by all.
- Conduct regular drills and training sessions to ensure preparedness for emergencies.

6. First Aid and Emergency Response:

- Provide access to adequate first aid facilities, including trained and qualified first aiders, at all times.
- Ensure that emergency contact information and procedures are easily accessible and known to all staff and students.

7. Incident Reporting:

- Promptly report and document any injuries, accidents, or near-misses that occur during college activities or on the college premises.
- Investigate incidents to identify causes and implement corrective actions to prevent future occurrences.

8. Policy Review and Monitoring:

- Regularly review the health and safety policy to ensure its effectiveness and relevance.
- Monitor the implementation of safety measures and make necessary adjustments to continuously improve safety standards.

Staff Responsibilities:

As a member of CLIQUE College staff, you have a duty to:

1. Personal Responsibility:

- Take reasonable care for your own health and safety, as well as the safety of others who may be affected by your actions or omissions.
- Stay informed about safety procedures and participate in training and safety initiatives.

2. Cooperation:

- Actively cooperate with the college in adhering to health and safety policies and procedures.
- Report any hazards, unsafe conditions, or safety concerns to the College Health and Safety Officer.

3. Proper Use of Equipment:

- Use all equipment provided by the college correctly and in accordance with safety guidelines.
- Ensure that safety equipment is maintained and used properly, without tampering or misuse.

Health and Safety Contacts:

- **College Health and Safety Officer:**

- Site Manager – Scott Ramsay, Sandra Ramsay, Aimee Worth

- **First Aid Facilities:**

- **Location:** MAIN FIRST AID KIT Downstairs Office, with smaller kits in the CLIQUE Office.

- **Emergency Contact:**

- **Location of Telephones:** College Main Office, Mobile Phones.

- **Qualified First Aiders:**

1. Sandra Ramsay
2. Aimee Worth
3. Ebony Clarke
4. Tanya Foy

- **Freelance Tutors:**

- All freelance tutors are required to provide details of any first aid training they have completed.
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Review Date: August 2024