

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b>		Glasgow Colleges' Regional Board
Jim Godfrey, Interim Executive Director		<b>has overall and final responsibility for health and safety</b>
Jim Godfrey, Interim Executive Director		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Jim Godfrey, Interim Executive Director	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments will be reviewed when working patterns or conditions change.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Janie McCusker, GCRB and Jim Godfrey, Interim Executive Director	Effective objective setting through regular meetings and performance appraisal processes. Resources for training and development of staff/board members are allocated within the GCRB Budget.
Engage and consult with employees on day-to-day health and safety conditions	Jim Godfrey, Interim Executive Director	Staff routinely consulted on health and safety matters as they arise but also on a regular basis at Executive team meetings.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Jim Godfrey, Interim Executive Director	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time by City of Glasgow College. GCRB staff are responsible for the safe evacuation of visitors within the GCRB offices at the time of an evacuation.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Jim Godfrey, Interim Executive Director	Toilets, washing facilities and drinking water provided. City of Glasgow College has systems in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)		Date:	28 October 2019
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You should review your policy if you think it might no longer be valid, e.g. if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	GCRB Office
First-aid box is located:	Held by nominated First Aider contactable via reception at City of Glasgow College
Accident book is located:	GCRB Office