



HS00_HEALTH & SAFETY POLICY

Category:	Health & Safety
Approved By:	Leadership Group
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Policy Owner:	H&S Manger

Doha College
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Health and Safety Policy Statement

Scope and Purpose

This policy meets the requirements of the UK's Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and it supports all relevant Health and Safety legislation.

Health and Safety is a key line management responsibility and the College is committed to ensuring that it is an integral part of the core management activity. The College is fully committed to the Policy, which outlines the College's support for the control of health and safety of staff, students, contractors and visitors on all the College's premises. The organisation and arrangements presently in force, underpinning the Policy, are provided via procedures laid out on the health and safety procedures of the College. These procedures are updated, as necessary, and reviewed at least annually.

Hard copies of this Policy and all health and safety procedures are available from the Health and Safety Manager

General Policy and Statement of Intent

The Board of Governors and the Principal accept their collective responsibility in providing health and safety leadership at the College and understand their duties under the Health and Safety at Work etc. Act (1974) and other related statutory provisions. The College aims to achieve the highest possible standards of awareness and attention to all matters of safety, health and welfare, at all levels of the organisation. The College will comply with all relevant legislation as a minimum and will adopt the nationally recognised "Safe Learner Concept" and where possible, to apply "Best Practice" guidelines. The College will also comply with any health & safety requirements of the State of Qatar.

The College acknowledges the legal responsibilities placed upon it and will encourage a high level of awareness of health and safety amongst its staff, learners, visitors and contractors. To this end the College, via the Board, will continue to make available suitable resources and competent technical health and safety support and advice, including training to ensure staff and students are supported, remain competent to fulfil their health and safety duties and understand their responsibilities. It is noted however staff, contractors and students are also responsible for their own safety and that of others.

The College is committed to achieving measurable, progressive improvements in health and safety performance and will regularly review the policy and procedures during the academic year and adhere to the "Safe Learner Concept" or better where reasonably practicable.

Dr Stefan Sommer
Principal

Date: _____

Mr Tim Bentley
Chair of Governors

Date: _____

Health and Safety Policy

Introduction

Doha College is an organisation operating in a country which does not have the same regulations on Health and Safety as the United Kingdom. It has a range of diverse activities, some of which have the potential to be hazardous, and operates on multiple sites, some permanent and some for single activities. The effects of an incident or a breach of health and safety regulations at the College or involving its staff or students could be very serious. It could have a devastating effect on the people involved as well as on the College's business. The potential costs in terms of lost research and damaged reputation are also significant.

The College is committed to giving health and safety the highest priority in all of its activities. This commitment to the health, safety and welfare of staff, students, visitors and contractors whilst they are at the College or carrying out its business is reflected in its Health and Safety Management System (HSMS). This system is modelled on good practice as described in the UK's Health and Safety Executive's guide Successful Health and Safety Management (HSG65) and the UK's "Safe Leaner Concept" and is designed to:

- a) Support and promote a positive health and safety culture across the College.
- b) Achieve effective communication on health and safety matters throughout the College,
- c) Control the inherent and work-related hazards,
- d) Ensure that the College's staff, students and contractors are competent in all health and safety-related aspects of their work, including in the use of control measures and emergency procedures.
- e) Ensure cooperation within the College and between it and the visitors, contractors, other employers and members of the public who share the workplace or may be affected by its activities.

Principles

The College is committed to giving health and safety the highest priority in all of its activities. The College's Health and Safety Management System has been developed in accordance with the following principles:

- a. The health and safety of staff, students and others are to be protected by implementing systems of work that minimise risks to health and safety.
- b. Health and safety duties, and the necessary authority and resources to discharge them, are delegated down the line management structure but responsibility remains with the person making the delegation.
- c. Those to whom health and safety duties have been delegated are accountable for ensuring that they are effectively discharged and, where this is not possible, for ensuring that work is not initiated or, where it is in progress, is suspended.
- d. Notwithstanding the above, members of staff, students and contractors are individually responsible for taking all reasonable precautions to ensure their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- e. The risks of all activities which may affect the health and safety of staff, students and others are to be assessed and appropriate control measures implemented.
- f. There must be effective arrangements for representation, consultation and communication with staff and students on health and safety matters.

- g. Staff, students and others affected by the College's activities must be provided with appropriate information, instruction, training and supervision to ensure they can achieve the level of competence necessary to work in a safe and healthy manner.
- h. Appropriate health and safety performance standards are to be set.
- i. Procedures are to be documented to provide for effective communication and for the monitoring of change.
- j. Regulation and compliance are to be based on systematic and regular audit, inspection and review.

The key elements of the Health and Safety Management System are:

- a) Policy.
- b) Organisation.
- c) Planning and Implementation.
- d) Measuring and Reviewing Performance.
- e) Auditing Performance.

Policy

General College Mission Statement

The vision of Doha College is to be recognised as one of the leading international schools in the world.

The mission of Doha College is that it provides an inspiring and challenging learning environment which develops confidence, creativity and intellect, in order to enable every student to make a valued contribution to our global society.

The core values that it embraces are:

- Excellence and Achievement
- Respect and Integrity
- Commitment and Responsibility
- Challenge and Reward
- Fun and Enjoyment

The College's commitment to pursuing excellence in all its activities includes the management of health and safety across the College. This commitment is set out clearly in the Health and Safety Policy Statement, which is approved by the Governors and signed by the Principal.

Organisation

Organisational Structure

A key principle for the management of health and safety at the College is that health and safety duties and the necessary authority and resources to discharge them, are delegated down the line management structure as appropriate. To enable staff to carry out these responsibilities effectively the College's Health and Safety Management Structure includes arrangements for support and guidance, which are provided by the Health and Safety Manager.

The College's governing body carries the ultimate responsibility for health and safety at Doha College. It delegates the executive responsibility for the development and implementation of health and safety policy to the Principal, who in turn delegates responsibilities to the managers who report to him. Individual responsibilities for health and safety at every level in the College are detailed in the Health and Safety Responsibilities section. These responsibilities are used to inform individual job descriptions and are also employed by line managers for information, training, personal development and monitoring purposes.

The promotion of the Safe Learner and a positive health and safety culture across the College is led by the Health and Safety Manager who is responsible for raising the profile of health and safety and ensuring that the Governors and Leadership Group are made aware of the health and safety implications of all strategic and operational developments.

Heads of Department are responsible for ensuring the safe operation of their Department and for providing and maintaining an environment which secures the health, safety and welfare of their staff and students.

Local arrangements for health and safety also include the appointment and training of first aiders and fire marshals.

Specialist support and guidance is provided by the Health and Safety Manager who is responsible for advising the College on its statutory health and safety obligations, of the effect of new or amended legislation on the management of health and safety at the College, for the formulation of College policy on health and safety, the preparation of codes of practice and guidance and for carrying out inspections and audits across the College.

Health and Safety Committee Structure

The prime means for communication and consultation on health, safety and welfare issues between management and staff and student representatives is through the College's Health and Safety Committee. The objective of the committee is to promote the health and safety culture and to encourage discussion, understanding and consensus within the College about health, safety and welfare issues and their resolution.

The College's health and safety committee is chaired by the Health and Safety Manager and reports directly to the Leadership Group. Its membership includes representation from academic staff, support staff and the student body.

Communication

The Health and Safety Manager is responsible for communicating any issues which arise within Health and Safety such as safety alerts and arising issues. The manager is also responsible for:

- Promoting a health and safety culture, by improving awareness and understanding of the importance of health and safety by all those associated with the College.
- Publicising health and safety policies, procedures and guidance
- Promoting best practice in health and safety
- Providing accurate and timely health and safety management information.
- Championing health and safety initiatives and celebrate health and safety achievements.
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New and revised policies and procedures, once approved by the Leadership Group, are published on the College website and are promoted by various methods.

Ensuring Competence - Assessing Needs, Training and Review

Members of staff, students and contractors are individually responsible for taking all reasonable precautions to ensure their own health and safety and the health and safety of others who may be affected by their acts or omissions. This means that they must have, or acquire, the necessary skills, knowledge and understanding to make them competent in the health and safety aspects of their work or activities. Training is a major part of ensuring competency and can include courses, instruction, mentoring and counselling. Individual training requirements will vary according to a person's role and responsibilities. For example, the training requirements and knowledge for those

working in an office environment will be less than those working with hazardous substances in the Science Department.

It is important that staff ensure that students in their care are aware and trained in any applicable health and safety issues which apply within a learning environment and for ensuring that students work safely. Teachers must therefore ensure that their staff and students receive adequate training and instruction to enable them to carry out their activities safely and to understand the associated control measures and what to do if these fail.

Risk Management

The Health and Safety Risk Management Policy is a key element of the College's Safety Management System. Risk Assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated through the selection and design of facilities, equipment and processes. Where risks cannot be completely eliminated, they are minimised by the use of physical controls, systems of work and/ or personal protective equipment.

Risk Assessment

Risk assessment of health, safety and environmental hazards and the identification of the relevant control measures is a vital part of good business management. Each area must identify the hazards associated with its activities, assess the risks arising from them, and identify and implement appropriate control measures where these risks are significant. These risk assessments must be recorded and must be reviewed in the event of significant change to the workplace and/ or the activity, following an accident or incident, or when new legislation, information or guidance on the hazard is published.

Risk Registers.

Each area must keep a Health and Safety Risk Register, which details its significant risks and the control measures used to control them. The Health and Safety Manager will maintain a College-level Health and Safety Risk Register, which is derived from Departmental Risk Registers and the results of its own hazard surveys.