



HAMAR PROFESSIONAL COLLEGE
PROFESSIONAL TRAINING HUB

HAMAR PROFESSIONAL COLLEGE
HEALTH & SAFETY POLICY

2020



STATEMENT

Hamar Professional College aims to be a good employer and to carry out its work in a way which will achieve the highest possible standard of health and safety for its employees, members, service users, volunteers and members of the public.

Hamar Professional College regards the successful management of health and safety as equal to all its other activities. All levels of management, including the Board of Directors, the CEO and the Officers consider it to be as important as our service provision and quality standards.

The co-operation of all employees, volunteers and operatives is vital for the promotion of health and safety within Hamar Professional College. This will involve safety inspections, training and contributing to risk assessments.

Hamar Professional College intends to comply with all legal statutory requirements and Codes of Practice. In particular it will: -

- Carry out an assessment of risks to all employees, volunteers, and operatives whilst at work.
- Provide and maintain safe working conditions and equipment.
- Provide instruction, information, training, and supervision.
- Provide suitable protective equipment where necessary.
- Provide adequate resources, as determined by the risk assessment.
- Ensure that all employees, volunteers, and operatives are aware of, understand and follow Hamar Professional College's health and safety policy.
- Appoint a competent Hamar Professional College representative to assist with health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members and staff.
- Always provide access to adequate first aid facilities and telephone
- Report any injuries or accidents sustained during any Hamar Professional College activity or whilst on the Hamar Professional College premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness



SAFETY GUIDELINES

Each employee and volunteer has a duty to co-operate by:

- Using the protective equipment provided.
- Adhering to the Hamar Professional College's rules.
- Reporting incidents or hazards which could lead to injury or death.
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or don't do.
- Co-operate with Hamar Professional College on health and safety issues.
- Do not interfere with or misuse anything provided for your own health, safety, or welfare.

ORGANISATION AND RESPONSIBILITIES REGARDING IMPLEMENTATION

Board of Directors will be collectively responsible for Health and Safety at Hamar Professional College.

The CEO shall make sure that Health and Safety Policy be implemented throughout the organization.

Officers in the implementation of the policy shall carry out these exercises:-

- Supervision
- Training
- Equipment maintenance
- Accident reports

All Other Employees and Volunteers:

- Report defects.
- Use protective equipment.
- Adhere to HPC' rules.

Health and Safety Arrangements

All employees, members, volunteers, and visitors to the organisation **MUST** sign in and out at the reception in accordance with Safety Requirements.



Training

Employees, operatives, and volunteers in Hamar Professional College will receive training to enable them to understand and adhere to Hamar Professional College's policy and procedure.

First Aid

Each workplace has a first aid box. In the event of an accident, call the First Aider. Do not move the injured person until examined by the First Aider. It is the responsibility of the officers to keep First Aid boxes well stocked, with recommended materials.

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