



Safety Policy

Prepared by:

Mrs. Reena Nagda

November 2020

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1.Importance

It is necessary to provide a safe and secure environment to the stakeholders visiting the campus. It is necessary to have a safety policy to ensure all the employees feel safe and secure and are able to work without any concerns or any reservations. It is also necessary for the students to feel safe and secure in the college premises and being able to study without any fear and reservations.

2.Purpose and objectives

The general objectives within the scope and regulations of Safety Policy are:

- i. To secure the health, safety and welfare of employees and students at work.
- ii. To protect people other than employees at work against risks to their health and safety arising out of work activities.
- iii. To control the storing and use of explosive or highly flammable or otherwise dangerous substances and generally prevent people from unlawfully having and using such substances.
- iv. To identify hazards at workplace and carry out risk assessments and introduce such control measures as necessary
- v. To ensure all equipment for which the college is responsible is in good and safe working order, and adequately protected.
- vi. Continuous development of safety awareness amongst staff, students and other supervising adults.
- vii. To conduct structural and electrical audit of the building every 5 years and carry out any necessary repairs suggested in the audit.

3.Scope of the policy

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

As appropriate, the college will consider the risk to safety involved in:

- Dealing with physical hazards
- Contractors in colleges
- Workplace arrangements, including maintenance.
- Industrial Visits
- Work experience arrangements
- Violence to staff.
- College security
- Letting of college premises to outside bodies.
- Students with special needs
- Any other site specific issue (laboratories, ground, toilets).

4. Rules, guidelines and regulations relevant to this policy

General safety guidelines are issued by government and local municipality. Such rules are applicable to the institution.

5. Key aspects of Policy

5.1 Control

Ensuring that the safety requirements are implemented throughout the college by all employees and that training is regularly conducted. Monitoring and review of health and safety will be carried out by the Safety, Vigilance and Discipline Committee. This document will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

5.2 Safety, Vigilance and Discipline Committee

The committee has overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the Committee, senior leadership and College Management Board Meetings.

In the discharge of its duties, the Committee in consultation with the Principal shall:

- Regularly review health and safety arrangements (at least quarterly) and implement new arrangements where necessary.
- Ensure that the site and premises are maintained in a safe condition.
- Prioritise action on health and safety matters where resources are required from the college's budget, seek further advice where necessary and ensure that action is taken.
- Promote high standards of health and safety within the college.
- Actively monitor health and safety matters within the college including health and safety inspection reports and accident reports.
- Periodically assess the effectiveness of this policy.
- Identify and evaluate all risks relating to accidents, health and college-sponsored activities.
- Seek specialist advice on health and safety matters where appropriate.
- Ensure that all staff and students are, as necessary, provided with the training and information to ensure that they carry out their duties and activities in a responsible and safety-conscious manner.
- Ensure that periodic safety checks on the premises and grounds are carried out by properly qualified persons.
- The chairman of the committee shall liaise with the registrar of the college to ensure staff health and safety training needs and arrange for them to be implemented.
- Ensure the implementation of safe working practices and procedures throughout the college, including the keeping of a Health and Safety Logbook by the Health and Safety Officer.
- Identify any training needs of staff and students, in particular in first aid.
- Ensure that all staff receive training at the start of each academic year.
- Conduct periodic safety drills, once every term

5.3 Responsibilities of the Principal

The Principal shall be responsible for the day-to-day management of health and safety matters in the college in accordance with this health and safety policy and for ensuring the health and safety arrangements are carried out in practice. In particular, the

Principal shall ensure that risk assessments are made and a record of all the college's work activities, including those off-site, which could constitute a significant risk to the health and safety of employees and other persons is maintained

5.4 Responsibilities of All Members of Staff

All staff shall familiarise themselves with the safety policy/regulations laid down by the Principal and in particular:

- Ensure that such regulations are applied effectively by both staff and students in general.
- Take reasonable care for the health and safety of themselves and that of others who may be affected by their actions.
- Report to their Departmental Head or the Health and Safety Officer situations which may present a serious or imminent danger
- Report any concerns of abuse of students to the Counsellor.
- Use the correct equipment and tools for the job and ensure that it is safe.
- Ensure that dangerous substances are correctly used, stored and labelled.
- Report to the Health and Safety Officer any hazards they may discover.
- Take an active interest in promoting health and safety, including suggesting ways of reducing risks.'

5.5 Responsibilities of Department Heads Including Staff Responsible for Particular Areas of Health and Safety Concern

College heads of department shall be directly responsible to the Principal and take support of the Health and Safety Officer for the implementation and operation of the college's health and safety policy within their relevant departments and/or areas of responsibility. As part of their day-to-day responsibilities, they shall ensure that:

- Safe methods of working exist and are implemented throughout their departments.
- Staff, students and others under their jurisdiction are instructed as necessary in safe working practices.
- All equipment for which they are responsible is in good and safe working order, and adequately protected.

- Toxic, hazardous or other dangerous substances for which they are responsible are correctly used, stored and labelled; and
- Health and safety hazards are reported to the Health and Safety Officer.

5.6 Responsibilities of students

The students are expected:

- To behave in a safe and responsible manner and to be conscious of the health and safety of their classmates.
- To dress in a safe and sensible manner.
- To observe all safety rules of the college and in particular the instructions of their teachers.

5.7 Responsibilities of Parents

All parents are expected to familiarise themselves with the Health and Safety Policy of the college and to ensure that they and their children conduct themselves in a manner consistent with it. All parents must in particular make the college authorities aware of any special medical needs of their children; and to provide appropriate medication as required.

5.8 Emergency Procedures

Emergency procedures shall be carried out from time to time.

- It is the duty of all members of staff to familiarise themselves with college's fire and other emergency procedures, including evacuation drills which should be practiced regularly (one per term). If in doubt about such procedures, they should consult their superiors. Failure to follow the policy is a disciplinary offence.
- The Principal is responsible for drawing up, implementing and reviewing fire and emergency procedures at the beginning of each academic year, for ensuring that fire escapes are clearly marked and that evacuation instructions are posted prominently around the premises.

5.9 Arrangements for Health and Safety

- The Chairman of Health and Safety Committee shall be a member of staff with special responsibility for health and safety matters and shall be appointed at the beginning of the academic year for a duration of two years by the Principal or designated deputy.
- The name of the Officer shall be notified to all members of staff and to the management at the start of each academic year.
- Smoking is prohibited in the college and the college grounds.
- No form of violence will be accepted on the college premises.
- Those persons hiring any part of the college shall be responsible for ensuring the health and safety of all those attending their event and for the protection of the buildings and grounds against damage.

5.10 Monitoring and Review

Monitoring

- The Principal shall receive a written report from the Health and Safety Committee after the Safety, Vigilance and Discipline Committee meeting. This report shall be brief and shall summarise the observations on risk assessment carried out and shall make recommendations for improvement of health and safety. All Health and Safety information shall be shared in a timely fashion with the college Development Committee and the management.

Review

- This policy statement will be reviewed annually, or whenever necessary to take account of changed circumstances, and update, modify or amend it as necessary to ensure the health, safety and welfare of the staff and students.

6. Committees for policy implementation

The committees are constituted by Principal and will be in office for 2 years. The committee will meet at least once in every quarter.

- Safety, Vigilance and Discipline Committee

- Cleanliness Committee
- Purchase Committee

Committees would be responsible for implementing the policy and procedures as well as for proposing budgets and monitoring & controlling actual expenditure against the budget.

7. Impact of the policy on processes

The processes will be streamlined to ensure the safety of the staff and the students. This policy is linked to the following processes:

- D1. Procurement & Maintenance
- D7. Cleanliness and Canteen
- F6. Human Resource Management and Staff welfare
- F7. Ease of working during pandemic situation