



Health and Safety Policy

Name of Policy	Health and Safety Policy
Approved by	Popeth Cymraeg Board of Directors
Date Approved	February 6th 2020
Date of review	In line with Coleg Cambria's review timetabling

This policy was formally adopted on : February 6th 2020

A handwritten signature in black ink, appearing to read 'Alun Jones'.

Alun Heddwyn Jones
Chairman of Popeth Cymraeg Directors

A handwritten signature in black ink, appearing to read 'Ioan Talfryn'.

Ioan Talfryn
Chief Executive of Popeth Cymraeg



Popeth Cymraeg is committed to achieving, so far as is reasonably practicable, the best standards of health, safety and wellbeing for all employees, learners and others who may be affected by the activities of the Institution. In addition to complying strictly with health and safety legislation, the Institution will promote excellent standards of health, safety and wellbeing management and strive for continuous improvement in health, safety and wellbeing performance.

The Institution will ensure that employees and learners work in a safe, healthy and supportive environment and will operate an integrated, structured and documented system of health, safety and wellbeing management. This will include:

1. Ensuring that all systems of work and risks are assessed, suitable control measures identified and introduced, and regular reviews conducted to measure performance and ensure compliance with legislative and Institution standards. Support activities to ensure staff wellbeing and the safeguarding of learners.
2. Providing the necessary information, instruction, training and supervision to ensure that all employees are adequately trained and made responsible in their area of control for safe working practices and for a safe working environment in compliance with legal requirements and Institution standards.
3. Ensuring that all plant and equipment are suitable for safe operation and appropriate Personal Protective Equipment is available and used, where this has been identified as a control measure.
4. Providing, as necessary, safe access and egress to all Institution premises and provide suitable and sufficient welfare facilities for all employees, learners, contractors and visitors which take account of individual needs.
5. Establishing and maintain emergency procedures for all Institution premises, ensuring that the procedures are sufficient and well known.
6. Ensuring that effective monitoring arrangements, in the form of audits, inspections, reviews, reports, trend analysis are in place to monitor and measure health & safety standards to confirm legal standards are met and wherever possible seek to improve on those standards.
7. Effective response to, and investigation of accidents, incidents and near misses, to establish root causes and take reasonable actions to prevent re-occurrence.
8. Ensuring accurate records and all necessary documentation is in place to meet legal and Institution requirements.
9. Regularly consulting, involving and communicating with employees, learners and unions in Health and Safety matters.
10. Encouraging all employees, learners, contractors and visitors to contribute towards the development of a positive safety culture by influencing behaviour and supporting a pro-active attitude towards health & safety.
11. Maintaining and supporting an effective Health & Safety Committee and other processes to allow and encourage full and effective consultation on all aspects of health, safety & wellbeing.
12. Providing adequate resources to achieve the above.

The health and safety arrangements within the Institution will be reviewed annually to reflect any changes in policy, objectives, circumstances or working practices.