



MARLBOROUGH COLLEGE MALAYSIA

HEALTH AND SAFETY POLICY

Statement of Intent

The Council is committed to managing health and safety in a way that is accountable and progressive. Our governance responsibilities require us to ensure that the College provides a safe and healthy working environment for our staff and pupils and it is the intention of Council to provide the resources required to achieve this aim.

The Council, through the Master, will ensure that the College has a management system in place that will work towards compliance with the UK Health and Safety at Work Act, whilst recognising the constraints of being able to achieve this in Malaysia. A positive health and safety culture will be encouraged both to protect the health and safety of staff, pupils and visitors and as an example to our pupils of how to actively value others as themselves.

The activities of Marlborough College Malaysia shall be conducted within the requirements of the relevant health and safety legislation in Malaysia. All staff will be encouraged to follow best working practices and to support contractors and visitors in fully engaging with our health and safety culture.

In particular attention will be paid to the provision of:

- A safe and healthy working environment;
- Safe premises, equipment and work practices;
- Adequate information, instruction, training and supervision in relation to health and safety issues for both staff and pupils;
- The positive wellbeing of staff and pupils;
- Adequate consultation with staff and pupils in relation to health and safety issues.

This policy will be reviewed annually or if matters are brought to Council's attention that require alterations to be made.

Responsibilities

The Council

The Council has overall responsibility for ensuring that this policy is implemented, monitored and reviewed effectively.

The Master and the Bursar

- Overall responsibility for setting the Policy and for ensuring that it is implemented throughout the College.
- Providing sufficient resources to meet the requirements of this Policy.
- Reviewing the College's health and safety performance annually and ensuring that any changes that need to be made to the College's health and safety management system are made.
- Setting a good personal example to staff and pupils.

Health and Safety Committee

The Committee is the forum for discussion of health and safety matters and for consultation with representatives of College employees, and is chaired by the Director of Estates.

The Director of Estates

The Director of Estates is the Fire Officer and is responsible for overseeing the management of fire safety for each building, in conjunction with the HoDs/HMs.

The Director of Estates is also the Health and Safety Manager

- Advising the College on complying with health and safety law.
- Giving day-to-day advice and guidance on all aspects of health and safety to College management and employees.
- Providing the Bursar and the Health and Safety Committee with regular reports on the implementation of this Policy and its effectiveness in controlling health and safety risks.

The Trips Co-ordinator

The Trips Co-ordinator is the College's nominated 'Educational Visits Co-ordinator' and shall ensure that all trips away from the College comply with the relevant legislation and guidance.

Heads of Academic Departments (HoDs) and Housemasters/mistresses (HMs)

- Promoting and maintaining an effective health and safety culture within their department or House.
- Having a working knowledge of this policy and how it should be implemented in their area of responsibility.
- Ensuring all significant risks within the department are assessed and that appropriate control measures are identified and implemented.
- Ensuring that all staff and pupils receive adequate information, instruction, training and supervision to carry out their work or studies without risk to health, safety or welfare.
- Ensuring that all staff and pupils are aware of and follow the appropriate College and departmental health and safety procedures.

Heads of Support Departments

- Promoting and maintaining an effective health and safety culture within their

department.

- Ensuring all significant risks within the department are assessed and that appropriate control measures are identified and implemented.
- Ensuring that all staff and contractors receive adequate information, instruction, training and supervision to carry out their work without risk to health, safety or welfare.
- Ensuring that all staff, contractors and visitors are aware of and follow the appropriate College and departmental health and safety procedures.

All College Staff

- Taking reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operating with the College in its efforts to comply with the law.
- Considering health and safety as an integral part of their role.
- Setting a good example to both their colleagues and to pupils.
- Informing their Head of Department of any health and safety matters that require attention.

Tunku Ali Redhauddin Tuanku Muhriz, Chairman of Council

Policy Date: August 2016

Review Date: August 2017