



## 1. Introduction

C-TAC is committed to providing a safe and healthy environment for all its students, staff, and visitors. This Health, Safety, and Welfare Policy outlines our approach to managing health and safety risks, ensuring well-being, and complying with relevant legislation. We carry out our operations in conjunction with The Safety, Health and Welfare at Work Act 2005 as amended. A safety statement exists and is viewable.

## 2. Purpose

The purpose of this policy is to:

- Ensure a safe learning and working environment.
- Promote health and safety awareness among all stakeholders.
- Comply with all applicable health and safety laws and regulations.

## 3. Scope

This policy applies to all activities and operations of C-TAC, including classrooms, offices, and any other facilities used by the organization.

## 4. Principles of Health and Safety

- **Risk Management:** Identify, assess, and mitigate health and safety risks.
- **Training and Awareness:** Provide regular health and safety training to all staff and students.
- **Continuous Improvement:** Regularly review and improve health and safety practices.



## 5. Roles and Responsibilities

### 5.1 Management

- Ensure that health and safety policies and procedures are implemented and adhered to.
- Provide necessary resources to support health and safety initiatives.

### 5.2 Health and Safety Officer

- Oversee the implementation of health and safety policies.
- Conduct regular health and safety audits and risk assessments.

### 5.3 Staff and Faculty

- Comply with health and safety procedures and report any concerns.
- Participate in health and safety training.

### 5.4 Students

- Follow all health and safety instructions and guidelines.
- Report any unsafe conditions or incidents.

## 6. Health and Safety Procedures

- **Emergency Procedures:** Establish and communicate clear procedures for emergencies, such as fire, evacuation, and first aid.
- **Incident Reporting:** Implement a system for reporting and recording health and safety incidents.
- **Facility Safety:** Ensure that all facilities comply with health and safety standards.



## **7. Welfare Considerations**

- Provide access to welfare facilities such as restrooms and drinking water.
- Support mental health and well-being through accessible resources and support services.

## **8. Compliance and Monitoring**

- Regularly monitor compliance with health and safety legislation and best practices.
- Address any non-compliance issues promptly and effectively.

## **9. Policy Review and Update**

- Review this policy annually or as necessary to ensure it remains effective and compliant with current laws and standards.
- Update the policy to reflect any changes in legislation, best practices, or organisational needs.

