

Policy Title: Health & Safety Policy and Procedure

Created By: Health and Safety Manager

Approved By: Corporation

Date of Approval: July 2021

Review Date: July 2022

Responsible Manager: Health and Safety Manager

Policy Category: Facilities

Related Policies: Safeguarding (Student)
Stress (Human Resources)

Policy Location: SharePoint Central Storage Library

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1. Aims

The College is committed to providing a safe and healthy environment in which to work and learn. The College accepts its responsibilities under the Health and Safety at Work etc, Act 1974 and subsequent regulations to provide and maintain a safe and healthy working and learning environment for all members of staff, learners, contractors and visitors who may be affected by its activities whilst on College premises and when undertaking College arranged activities elsewhere.

2. Policy Objectives

The College promotes risk education and awareness with health and safety being an integral part of all courses. A summary of key statutory health and safety responsibilities for the College, its staff and learners is displayed on the Health and Safety Law poster displayed in all its premises.

The College is committed to prioritising and promoting safeguarding and the protection of all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. A copy of the College's policies regarding Safeguarding and Equality are available on the College portal, website and VLE.

The College's strategic objective to continuously improve in all areas of its operation applies equally to health and safety (H&S). The College is committed to the reduction and control of workplace risks, and the minimisation of accidents, near misses, hazardous incidents and occupational ill-health. We adopt the principles within the Health and Safety Executive's (HSE) published guidance 'Managing for Health and Safety' (HSG65; 2013) to help achieve this.

3. General Statement of Policy

This Policy is intended to enable the Governors, management, staff and learners to work and learn together in partnership within a safe and healthy environment. It is supported by a series of Procedures which detail how the College will implement the Policy.

The College will consult with staff, management, Governors and Trade Union partners on H&S matters and will ensure appropriate information, instruction, training and supervision is provided for all College arranged activities to enable staff and learners to work safely and to develop risk awareness and a responsible health and safety culture within the College community.

This policy will be monitored regularly and will be reviewed annually.

4. Responsibilities for Health and Safety

The College will comply with all requirements of current health and safety legislation. The College has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its staff, learners and others who may be affected by its actions by providing and maintaining:

- A safe place of work, with safe access and exit (egress)
- Safe plant and systems of work
- Safe handling, storage, transport and use of (work) articles and substances
- A safe working environment with adequate welfare facilities
- Information, instruction, training and supervision as necessary

The Management Regulations give more detail on the above, and impose additional duties, including:

- Carrying out, recording and publicising risk assessments, so as to establish appropriate control measures;
- Establishing and giving effect to procedures for dealing with emergencies etc.

The College Corporation

The College Corporation is responsible for taking all reasonable measures in its power to ensure that a safe working and learning environment. The Corporation has delegated operational responsibility for health and safety matters to the Principal.

Responsibility: The Principal

The Principal is the member of the Corporation with the executive responsibility for health and safety and has responsibility for securing the effective management of health and safety in all College undertakings and activities. Acting through the Deputy Principal Finance and Resources and members of the Senior Management Team, the Principal will ensure that adequate arrangements exist for the implementation of the College's H&S Policy and for compliance with all applicable health and safety legislation.

Responsibility: Deputy Principal Finance and Resources

The Deputy Principal Finance and Resources has operational responsibility for health and safety and will ensure that effective organisation exists and that adequate resources are available to implement the H&S Policy. The Deputy Principal Finance and Resources, with the support of the H&S Officer, will periodically appraise the effectiveness of the Policy to ensure it continues to comply with current H&S legislation, Regulations and Approved Codes of Practice.

Responsibility: Senior Managers

Senior Managers have day-to-day responsibility for ensuring the H&S Policy is implemented within their areas of responsibility. With the assistance of their Management Teams and

support from the Health and Safety Officer, Senior Managers will ensure that within their areas of responsibility:

- The H&S Policy and all H&S procedures are implemented and all updates/revisions are communicated to their staff
- Risk assessments are carried out as required to manage College arranged activities and that staff and learners are made aware of the hazards of their work activities and the action to take when faced with those hazards. Staff and learners should not be asked to undertake a task before instruction on safe practice has been given
- Remedial action is taken on working conditions when below reasonable standards
- Information on H&S developments and changes is communicated to their staff
- Workplace safety and discipline is maintained, regular safety checks are undertaken and that tools and equipment are maintained and operated safely
- All untoward events including accidents, near misses, incidents, diseases, dangerous occurrences, incidents of abusive behaviour and near misses are reported to the appropriate person
- Appropriate hazard warning notices are displayed and good housekeeping practices are maintained
- Safety tours/audits are conducted regularly
- Ensure that matters not within their authority are notified to their Senior Manager
- Staff health and safety training needs are regularly reviewed and training arranged as required

Responsibility: Health and Safety Officers

The College has appointed Health & Safety professionals as competent persons to assist with health and safety matters. The H&S Officers will assist Senior Management and all staff on health and safety matters. Duties include, but are not limited to:

- Ensuring the college continues to comply with all relevant health and safety legislation, regulations and approved codes of practice, including the keeping of appropriate records
- Developing and reviewing College wide health and safety policies and procedures
- Providing reports to management on matters affecting health and safety as required
- Attending College Health and Safety Committee meetings and other health and safety meetings as required
- Managing and documenting all reports of injuries, diseases, dangerous occurrences, abusive behaviour and near misses relating to staff, learners, apprentices, contractors and visitors and informing the Health and Safety Executive of all reportable incidents;
- Liaising with HR on appropriate health and safety training for staff
- Maintaining an effective system of first aid provision and training in conjunction with HR
- Consulting with appointed safety representatives where requested
- Developing and improving the college emergency procedures, in both 'practice' and real situations

- Working with HR, the College Nurses, First Aiders and Evacuation Marshalls/Wardens, as well as other departments, to raise awareness of health and safety and maintain a safe and healthy environment for staff, learners and visitors
- liaising with specialist external staff whose work relates to health and safety e.g. Health and Safety Executive Inspectors

Responsibility: College Management

All College Managers are responsible for ensuring staff and learners receive adequate information, instruction and supervision to keep them safe while working or learning at College. Managers are to advise HR of any training needs identified for their staff. Managers should consult with their teams on all matters relating to health and safety, especially regarding hazard identification and risk assessment programmes, and in the development of detailed safe working procedures.

Responsibility: All Staff

All members of staff are responsible for:

- Taking care of the health and safety of themselves and of others who may be affected by their acts or omissions at work
- Not intentionally or recklessly interfering with or misuse anything provided in the interests of health, safety or welfare
- Reviewing and complying with all College health and safety arrangements, policies, procedures and safe working practices
- Co-operating with their manager in observing health and safety practices and be aware of personal responsibilities under health and safety legislation
- Reporting any safety issues to the H&S Officer or Facilities department as soon as possible in order that remedial action can be taken
- Ensuring they wear appropriate PPE where it has been identified by risk assessment as being required
- Undergoing health and safety training where it has been identified as being required
- Assisting in the risk assessment process when requested and where they have an understanding of the hazards of the activity being carried out and are able to identify the control measures needed to provide protection from harm
- Curriculum staff are responsible for ensuring their learners are made aware of health and safety arrangements at induction and that the information is repeated regularly throughout the academic year

Responsibility: All learners

All College learners should:

- Receive sufficient information and instruction at induction to college of health and safety arrangements from their lecturer/tutor
- Co-operate with college staff in observing health and safety matters
- Take reasonable care of health and safety of themselves and others
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- Report without delay to a member of college staff any safety problem noticed
- Report without delay any accident or incident, to a member of staff, who will then report it to the Health & Safety Manager Officer
- Comply with health and safety instructions and with established health and safety practices within the College

Responsibility: Visitors and Contractors to the College

Visitors to the College have a responsibility to take reasonable care for their own and others' health and safety during their visit. Visitors will be issued with an identification pass at Reception and must wear the pass at all times. Visitors should make themselves familiar with health and safety and emergency instructions on the reverse of the visitor badge.

Those visitors requiring special assistance during their visit should speak to the Receptionist who will assist.

Contractors will receive a copy of the College's Safety Handbook for Contractors and are required to comply with the Handbook. Contractors at the North Star campus are required to sign in at the Facilities office.

Responsibility: Health and Safety Committee

The H&S Committee meets regularly throughout the academic year. Its broad remit is "to advise and assist the college management in implementing their responsibilities by reviewing and monitoring all measures taken to ensure the health, safety and welfare of the college community."

Its membership comprises the Principal (Chairperson), members of SLT, Health & Safety Officer, Facilities Manager, Union Safety Representatives, and a Student Representative where possible.

The College Nurses, First Aiders and Evacuation Wardens are also invited to attend to raise topical issues or provide guidance. Staff or Learners can raise concerns with the Health & Safety Officers at any time, in person or via email.

A copy of previous minutes is available from the H&S Officers.

Trade Union Safety Representatives and Non-Union Representatives

The College will consult with Health and Safety Representatives from the recognised unions in matters relating to health and safety. Representatives will be invited to all Health and Safety Committee meetings.

The College will consult on health and safety matters with an appointed representative of staff who do not belong to a trade union where a representative has been appointed.

5. Arrangements for Health and Safety

Risk Assessments

Risk assessments for work activities are carried out and recorded formally. These include work activities, the working environment itself, work with display screen equipment, manual handling tasks, working with ionising radiation, working at height, hazardous substances, work having a risk to personal safety, the work of new and expectant mothers and any other tasks or activities where an assessment is indicated by regulation or the level of risk. Identified control measures are implemented as identified on the assessment.

Incident Reporting

All untoward events i.e. incidents, accidents, near misses, diseases, dangerous occurrences, fire incidents, verbal and physical abuse, security incidents and near misses relating to staff, students, contractors and visitors are reported and documented. The Health and Safety Officer is responsible for reporting any incidents falling within the RIDDOR Regulations. Where necessary incidents, accidents and near misses are investigated as appropriate and any remedial action indicated is introduced.

Fire

The College has undertaken a fire risk assessment. The assessment is reviewed regularly or after any major rebuilding/remodelling works.

Staff receive fire safety training on induction and regularly thereafter and a record of the training is kept including dates of refresher training.

Fire-fighting equipment is inspected as required by legislation and the equipment is annotated to this effect. Emergency evacuation practices are conducted at least annually. Fire alarms are tested weekly and escape and fire door openings are checked weekly.

First Aid

Sufficient trained first aiders have been appointed. HR arrange and record all training. First aid kits are maintained and stocked appropriately by first aiders.

Equipment

All equipment is regularly serviced and maintained as indicated by the manufacturer and tested as required by statute. Equipment tested includes portable electrical appliances on a frequency dependent upon the type of equipment and the environment it's used in, fixed wire testing 5 yearly, gas appliances annually, passenger lifts, vehicle lifts, chains, slings and hoists, pressure systems and local exhaust ventilation as required to comply with legislation. This list is not exhaustive and will depend on the type of work being undertaken in a particular area.

Radiators are guarded where required, window restrictors affixed where necessary, hot water supplies regulated by thermostatic mixing valves where necessary, and glazing is inspected regularly with damaged items replaced as soon as possible.

Stress

The College has a current Stress Policy in place and details can be found on the portal under Policies.

Stress Risk Assessments can be undertaken by the Health & Safety Officer for staff experiencing issues. This is formally recorded and a copy kept on their HR file retained under GDPR guidelines. 'Risk Tool' is used by HR/Health & Safety Officer to undertake early intervention.

The College operates an Employee Assistance Programme. This provides information, advice, guidance and services covering a range of personal and work related issues. HR provide all staff with details of this programme when they join.

Mental Health and Wellbeing

The College aims to promote positive mental health for every member of staff and learner through the use of appropriate signposting to external support services through the Human Resources department as well as by the provision of a student counselling service and other pastoral support mechanisms.

Safeguarding Learners

The College has a statutory and moral duty to safeguard and promote the welfare of all children, young people and vulnerable adults attending the College.

College Objectives

- To provide a safe environment for children, young people and vulnerable adults to learn and develop in
- To identify people who are experiencing, or likely to experience significant harm, or are at risk of being drawn into radicalisation/terrorism
- To provide support and take appropriate action, with the objective of producing positive outcomes for the affected learner(s) through both internal and external support mechanisms

- To safeguard through the curriculum and pastoral support and by the promotion of a college ethos where students feel secure, valued and listened to.

The College's Safeguarding Policy is available for further information.

6. Monitoring, Reviewing and Auditing

Monitoring, reviewing and auditing of this Policy is carried out in accordance with the guidance in HSG65 Successful Health & Safety Management and is intended to contribute to the college culture of continuous improvement.

Monitoring

Monitoring the College's Health & Safety performance and the effectiveness of the systems will be both **proactive** (aiming to improve risk controls and hence minimise the occurrence of accidents, incidents and occupational ill health) and **reactive** (intended to learn and apply the lessons from such events as do occur).

Proactive Monitoring

- Regular site inspections of hazards and risk control measures by Health & Safety Officer
- Identification of Health & Safety training requirements
- Regular reports to the Health & Safety Committee
- Facilities Helpdesk available on the College portal, for all staff to report Health & Safety issues related to the premises infrastructure
- Preventative maintenance programmes operated by Facilities team (including statutory inspections and testing by external contractors)
- Practicing of procedures (eg, emergency evacuation)
- Annual health and safety report, including accident, near miss and incident analysis, provided for the Governing Body
- Site inspections by H&S Representatives
- Routine observation by line managers of their staff's compliance with safe working procedures, risk control systems, etc

Reactive Monitoring

- Collation of accident and occupational ill health data of staff and learners for identification of any trends
- Conducting and reporting on accident/incident investigations;
- Effectiveness of reactive procedures (eg, first aid systems, emergency evacuation practices, etc.)
- Compliance with external audit requests (ie, Fire Service, Insurers)

Reviewing

The Policy is under continuous review by the Health & Safety Officer. The Policy is reviewed annually by staff, the Health and Safety Committee, Senior Management and the Corporation.

Relevant factors when considering amendments include:

- Findings from monitoring and audits
- Changes in legislation, official codes of practice/guidance etc
- Changes in the College's organisational structure
- Changes to premises
- Changes in the nature of College activities
- Benchmarking information from similar organisations
- Input from outside agencies, e.g. insurers, funders, auditors etc

Auditing

The College recognises its statutory duty to effectively monitor and review its H&S provision and management systems. On a day to day basis all managers monitor safety and safe practice and where necessary take any remedial action. Formal reviews are undertaken through auditing to verify effectiveness, identifying strengths and weaknesses, recommending potential improvements and confirming that the college complies with relevant health and safety legislation.

Auditing of Health & Safety and induction procedures are carried out during the academic year to check that these practices are being adhered to. This is done by communication with Curriculum Managers and the Health & Safety Officer in the form of emails, memos and questionnaires as well as feedback from staff.

Health and Safety practices and procedures are audited regularly as part of the College's internal audit process for the Assurance of Governance.

7. Version Control

Document Location

*This document if printed can only be considered up to date on the day that it was printed.
For a current version of this document please see the Central Storage Library.*

Revision History

Date of this Revision: Feb 2022

Date of next Revision: Jul 2022

Version	Date	Author	Change Description
1.0	July 21	Caroline Pooley	Document Created
1.1	Feb 22	Kat Armstrong	Template Update

Approvals

This document requires the following approvals:

Committee/Principalship	Date
Corporation	July 2021

Distribution

This document has been distributed to:

Title/External Organisation/All Staff	Date of Issue	Version
All Staff	Feb 2022	1.1

Impact Assessment

Assessment By:	Date:
Caroline Pooley	Jul 2021
If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.	
2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these? There could be an impact on staff and learners if they feel they have suffered any form of safety or health related issue.	
3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination,	

<p>advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?</p> <p>Safeguarding all staff and students and ensuring College Policies are adhered to; thus maintaining a safe environment for all groups.</p>	
<p>4. What evidence supports your judgement, eg, consultations, observations, expert opinions, quantitative, qualitative, surveys? If the evidence is in the form of an additional document, where is this stored?</p> <p>Health & Safety Executive (HSE) guidance and research from other colleges.</p> <p>Records are kept for all incidents and are stored in locked cabinets.</p>	