



## Health and Safety Policy

2019-20

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## HEALTH AND SAFETY POLICY

### 1. ROLES AND RESPONSIBILITIES

#### 1.1 The Corporation

The Board of Corporation will adopt the principles and guidance set out in the Health and Safety Executive publication "Leading Health and Safety at Work".

The Corporation will discharge this responsibility by ensuring the Principal and Chief Executive has in place adequate measures to manage Health and Safety within the College and in particular by:

- approving the Health and Safety Policy and any revisions when made,
- the Audit Committee will receive reports from the Principal and Chief Executive as necessary and at least twice per year.

The Principal and Chief Executive will be the Board Member with specific responsibility for Health and Safety (as Health and Safety Director) in accordance with HSE guidance on directors' responsibilities.

An annual Health and Safety Report will normally be presented to the Corporation by the Deputy Principal Corporate Resources in the Autumn term. The report will include key information on health and safety management performance and achievement against the Health and Safety Management Plan. This will include accident and incident data, audit reports, compliance status with statutory requirements, emergency preparedness, health and safety related training, resources and a draft Health and Safety Management Plan for the following academic year.

#### 1.2 Health and Safety Committee

The Health and Safety Committee has the function of keeping measures taken, to ensure the health and safety at work of the employees, students and visitors, under review.

The key objectives of the Committee are to:

- promote the co-operation with employees of health and safety management
- advise the Principal and Chief Executive on necessary measures to ensure the health and safety of staff, students, contractors and visitors and compliance with the College's health and safety commitments

It is a statutory body comprising of College management and staff representatives as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

The Health and Safety Committee will meet at least termly, will have a standing agenda and minutes will be taken and recorded.

#### 1.3 Chain of Responsibility

The chain of responsibility for Health and Safety matters within the College will be as the normal management structure.



## **1.4 Principal and Chief Executive**

The Principal and Chief Executive is charged by the Corporation and has the responsibility to ensure the adequate management of Health and Safety within the College and to this effect the task is delegated to the Deputy Principal Corporate Resources.

## **1.5 Deputy Principal Corporate Resources**

The Deputy Principal Corporate Resources is responsible to the Principal and Chief Executive for the following:

- Chairing the College's Health and Safety Committee
- Ensuring the Board of Corporation receive regular reports on Health and Safety performance and to present the six monthly Health and Safety Reports
- Influencing the implementation of the College's Health and Safety Policy
- Ensuring the adequacy and effectiveness of the College's health and safety management system
- Ensuring that sufficient resources are made available to support the health and safety management and that the aims of the College as set out in the Statement of Intent are achieved

## **1.6 Director of Finance and Estates**

The Director of Finance and Estates will assist the Deputy Principal Corporate Resources in complying with the responsibilities shown above.

In addition to the common health and safety duties of managers, the Director of Finance and Estates has overall responsibility for ensuring:

- The College Estate is maintained in a safe state
- Routine and non-routine reports are provided by the Facilities and Site Services Manager and the Health & Safety Consultant on the status of statutory compliance and any significant health and safety matters which need addressing
- Health and safety guidance and support is available to all College curriculum areas and corporate resources

## **1.7 Facilities and Site Services Manager**

The Facilities and Site Services Manager will assist the Director of Finance and Estates in complying with the responsibilities shown above. In addition, they have day to day responsibility for all routine and non-routine operational and maintenance activities relevant to the estate and specifically for ensuring:

- Safe access and egress for the College
- Plant and equipment is adequately inspected and maintained
- All plant, equipment and fittings associated with utilities are maintained in a safe condition
- All fire alarm systems, fire- fighting equipment, emergency lighting, doors and emergency exits are inspected and maintained in accordance with statutory requirements
- Records of statutory inspections are kept and any remedial actions identified during statutory inspections are considered and implemented as necessary



- All College environments are maintained so as to be in a safe state for all College users
- Soft services are delivered in a safe and appropriate manner with due regard to the potential impact on all College users
- Building plans and operational and maintenance manuals are kept and readily available
- All Estates' staff are competent to undertake their duties
- All risk assessments relevant to Estates are documented and made available to relevant staff
- The activities of contractors engaged by Estates are controlled and monitored
- Resources are identified for managing potential risks in the service delivery
- Providing timely reports on compliance with statutory requirements and identifying and informing on any health and safety matters which need addressing

## **1.8 The Competent Health & Safety person (Consultant)**

The Director of Finance and Estates and the Facilities and Site Services Manager will be assisted in complying with their responsibilities and duties with support from the competent Health & Safety person (The Health & Safety Consultant). The Health and Safety Consultant will report directly to the Director of Finance and Estates and will:

- Have delegated authority to instruct on the immediate cessation of unsafe activities and implement actions to prevent re-occurrences
- Be the main source of health and safety advice and guidance
- Inform the Deputy Principal Corporate Resources and the Director of Finance and Estates and other College managers on health and safety legislation and on matters appertaining to the formulation, review and effectiveness of all policies relating to Health and Safety
- Establish and maintain the College's health and safety management system with the support of all College managers
- Have responsibility for monitoring the effectiveness of the College's health and safety management system and operational controls
- Provide routine health and safety reports on the health and safety management system and the annual health and safety management plan to the Deputy Principal Corporate Resources and the Director of Finance and Estates
- Provide advice and guidance on risk profiling of all learning areas and support services to ensure all significant risks associated with those activities and all College environments are identified
- Provide advice and guidance on the undertaking and documenting of risk assessments with the co-operation of all College managers
- Undertake audits and inspections of learning areas and support services to determine compliance with College health and safety policies and provide reports to relevant managers
- Be responsible for maintaining a register of the College's statutory and other requirements pertaining to health and safety
- Maintain records and provide statistics on accidents, incidents, near misses and occupational ill-health incidents
- Undertake appropriate investigations of accidents, incidents, near misses and occupational ill-health incidents and detail recommendations to prevent occurrences
- Deliver health and safety training as necessary or advise on training providers



- Facilitate/organise Health and Safety Committee meetings and liaise with trade Union Safety Representatives and employees' representatives as necessary

## **1.9 Head of Human Resources**

The Head of Human Resources will provide support to enable compliance with the College's Health and Safety Policy. This will include:

- providing induction material for new starters which includes health and safety information
- assisting in the management of welfare issues including occupation health referrals
- providing relevant sickness absence data
- providing employment related advice
- supporting and promoting safeguarding

## **1.10 Deputy Principal Curriculum and Quality**

The Deputy Principal Curriculum and Quality is responsible to the Principal and Chief Executive for ensuring that all teaching and learning is delivered in a safe manner.

## **1.11 Director of Curriculum**

The Director of Curriculum is responsible to the Deputy Principal Curriculum and Quality and will assist the Director of Curriculum in complying with their responsibilities as shown above.

They will be specifically responsible for ensuring:

- All teaching and learning is delivered in safe environments and by competent staff
- Appropriate health and safety operational arrangements and procedures are applied to their curriculum areas
- All significant health and safety risks are managed to a tolerable level of risk

## **1.12 Curriculum Heads**

Curriculum Heads will assist the Director of Curriculum in complying with their responsibilities as shown above.

In addition, Curriculum Heads will have specific responsibility for ensuring:

- All teaching areas are maintained in a safe state
- All teaching equipment is maintained in a safe condition
- Students are made aware of any significant risks associated with their course or specific activity and how they are mitigated
- Any health and safety concerns raised with them are adequately addressed
- Routine health and safety inspections of learning areas are undertaken and recorded



## **1.13 Teaching Staff**

All Teaching staff must ensure that students are safe whilst attending their classes. In addition to the general requirements of all staff, teaching staff will:

- Effectively supervise students
- Ensure the safe emergency evacuation of students
- Ensure personal emergency evacuation plans are completed and followed for relevant students
- Ensure first aid is administered by summoning a first aider as necessary
- Ensure that learning environments are in a safe condition for their particular class and activities
- Ensure that equipment provided for teaching is in a safe condition
- Ensure that risk assessments are complied with and that students are advised of the risks associated with activities and the requisite control measures which should be complied with
- Ensure that the capabilities and limitations of each student is known so that health and safety guidance and controls can be revised to ensure that a particular student is not at risk
- Set a good example around all health and safety matters

## **1.14 Technicians and Support staff**

In addition to the general requirements of all staff, Technicians and Assistants will:

- Ensure machinery, equipment and tools in their area of responsibility are in a safe condition for their use by themselves and students
- Ensure that learning areas are in a safe condition and any defects are reported to their line manager and the Facilities and Site Services Manager
- Ensure that all hazardous substances are stored, used and disposed of safely
- Ensure that risk assessments are complied with
- Under the instruction of teaching staff, assist teaching staff in supervising students

## **1.15 All Managers**

All managers have a general responsibility for the application of the College's policies and procedures in their work area and are responsible to their line manager for the effective health and safety management. To assist them with their responsibilities, and by agreement of their line manager, they may delegate safety matters to a member of their team, but this delegation does not relieve them from their responsibility for health and safety within the team.

Every manager in the College will specifically:

- Have responsibility for ensuring staff (and where appropriate students) in their area of work understand and implement the College's policies and procedures
- Have responsibility for ensuring that safe working and learning environments are maintained
- Establish and maintain safe systems of work and working practices
- Resolve any health and safety issue reported to them and if necessary seek guidance from the Health and Safety Consultant. If issues are not resolved the manager must refer the issue to the Deputy Principal Corporate Resources



- Undertake and document safety tours and inspections of their areas
- Provide significant input into risk profiling for their area and ensure risk assessments are undertaken, documented and disseminated
- Ensure the identification and provision of sufficient information, instruction, training and supervision to enable other employees (and where appropriate students) to avoid hazards and contribute positively to their own Health and Safety at work
- Inform the Deputy Principal Corporate Resources of the need for resources to address necessary improvements or remedial actions in their area which cannot be funded from their budgets
- Co-operate with Trades Union Safety Representatives in providing access, information and consultation as necessary
- Familiarise themselves with emergency procedures and ensure that information is cascaded to all staff
- Ensure Personal Emergency Evacuation Plans (PEEPS) are completed as necessary and relevant staff or students are informed of them

## **1.16 All Staff**

All staff must comply with the College's Health and Safety Policy and specifically:

- Be familiar with and understand their role in emergency procedures including emergency evacuation, bomb threat and first aid
- To know the special safety measures, if any, relevant to their own area of work and to ensure they are applied
- To be familiar with and to comply with the College's Health and Safety Policy and other relevant health and safety policies and procedures
- To follow safe working practices personally and comply with hazard controls recorded in risk assessments
- Not to work in a manner which could put themselves, a member of staff or student at unnecessary risk
- Not to undertake a significant task or activity unless a risk assessment has been undertaken for it
- Not to undertake any task or activity in which they have not been trained
- Not to directly use any equipment which is unsafe or provide unsafe equipment to staff or students
- Not to misuse or interfere with items provided for health and safety
- To report all accidents, incident, near misses and unsafe situations in accordance with College's policy
- To attend health and safety training as instructed

## **1.17 Students**

All students must comply with relevant College health and safety policies and procedures. They must specifically:

- Undertake tasks in a safe manner as instructed and as guided by teaching staff
- Not to misuse any equipment or materials provided
- When necessary, wear personal protective equipment as provided by the College
- Inform their teacher/tutor of any medical or mental health condition which might put their health and safety at risk whilst engaged in College activities



- Comply with emergency evacuation procedures and follow instructions given by College staff
- Report any accident, incident or near miss in accordance with College procedures

## **1.18 Visitors**

All visitors must comply with College health and safety policies and procedures and specifically:

- Comply with emergency evacuation procedures and follow instructions given by College staff
- Report any accident, incident or near miss in accordance with College procedures

## **1.19 Contractors**

All contractors must comply with College health and safety policies and procedures and must:

- When requested, provide risk assessments and method statements to demonstrate how they will undertake their activities safely and to a tolerable level of risk
- Always work in a safe manner and comply with the details of any method statement, risk assessment or other documented safe systems of work
- Only undertake work which they are competent to undertake
- Where appropriate, comply with the College Permit to Work system

## **2 ARRANGEMENTS**

Specific arrangements are in place for the management of all health and safety topics relevant to the College and form part of the Health and Safety management system.

General key arrangements are shown below.

### **2.1 Training**

All new staff will receive an induction including key health and safety information within the first two weeks.

New training and refresher training needs will be identified by line managers during Performance Development Reviews, 1:1 and Team meetings in order for all staff to undertake their duties in a safe and competent manner and will be reviewed at least annually.

### **2.2 Consultation and Communication**

Formal consultation arrangements will include the provision of a Health and Safety Committee which meets at least termly. In the event of any urgent business arising additional emergency meetings of the Committee will be held.

Health and safety procedures and arrangements will be posted on the staff intranet and available to all staff.



Health & Safety information for students will be provided through Induction and the provision of a Health & Safety Handbook, which will be available on Moodle. Students will be consulted upon as necessary through the Student Union, Course Representatives, Student Governor and student forums.

## **2.3 Records and Document Control**

Health and safety related documents and records will be kept as necessary as detailed in the learning area or service area health and safety management system.

All accident, incident and near miss records will be kept by the Head of Estates and Health & Safety.

## **2.4 Emergency Procedures**

Emergency procedures will be in place and documented for all reasonably foreseeable situations including emergency evacuation, bomb threat and first aid.

## **2.5 Risk Assessment and Health and Safety Procedures**

The Risk Assessment Procedure sets out the requirements and responsibilities for the undertaking of risk assessments and the implementation of requisite controls including the dissemination of assessments.

## **2.6 Health and Safety Management Plan**

The Annual Health and Safety Management Plan sets out the necessary actions for the year to maintain compliance with the aims and objectives of the Health and Safety Policy and for compliance with statutory requirements.

## **2.7 Management Review of the Health and Safety Management System**

The effectiveness of the health and safety management system will be monitored and reviewed and reported upon termly at the Health and Safety Committee and to the College Executive. Monitoring and review will include but not limited to; accident, incident and near miss data, findings from audits and inspections, progress of the Annual Health and Safety Management Plan, training programmes and reports or visits from enforcing authorities.