



# Health & Safety Policy

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# Health and Safety Policy

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## **Executive Summary**

The College has health and safety responsibilities placed upon it by UK health and safety legislation requiring that arrangements are in place to ensure, so far as is reasonably practicable, the health, safety, and welfare of all of its employees, students and visitors whilst in College or participating in College-organised activities.

The College is committed to compliance with health and safety legislation and has in place risk management procedures enabling the provision of safe working and learning environments and has in place suitable arrangements to control its health and safety risks.

The College risk management procedures set out to encourage a common sense and practical approach to managing health and safety which should be part of the everyday process of running the organisation and an integral part workplace behaviours and attitudes. The College does not consider health and safety to be a stand-alone procedure.

Based on guidance from the Health and Safety Executive – Successful Health and Safety Management (HSG65) the following arrangements form the basis for the College Health & Safety Policy:

### **1. PLAN:**

The College has determined and agreed a health and safety policy which is based on an assessment of its current risk management arrangements and areas where the College is aiming for further improvement. We have identified what is to be achieved and who is responsible for taking the appropriate actions to achieve the aims of the policy document. How the College performs against the aims of this Policy will be measured and will take into account fire and other unplanned emergency situations that may occur and that will need to be managed effectively. The overall plan is flexible so as to allow for change and takes account of all current legal requirements applicable to the College.

### **2. DO:**

We have identified all known hazards that may cause harm and have assessed the risk of that harm occurring, who might be harmed as a result, and to what extent they may be harmed. This risk assessment process is under constant review to ensure that the control measures implemented are sufficient to manage the risk level

identified and we have determined how all identified risks will be managed, prioritising the bigger risks.

The plan will be delivered to all employees so that they are aware of what actions are required to manage risks so as to enable them, by way of positive attitudes to health and safety management, to support the College in its aims.

The College has also identified and implemented a number of protective and preventative control measures in order to enable the management of risks and, to support all of these arrangements the College provides the correct tools and equipment for all planned activities whilst also providing training, instruction and supervision to employees and to students so as to provide a level of competence that enables them to work safely.

### **3. CHECK:**

The plan, the control measures, and the outcomes of our actions, are under regular review in order to enable us to make sure our plan is being implemented and is effective in all areas of the College. We are assessing our risks on an on-going basis by way of inspections and audits procedures to determine if the risks are being well managed and controlled and if we are achieving the aims of our plan.

### **4. ACT:**

From the information received from our inspections and audits, the review of risks and of the protective and preventative control measures, from information received when accidents and incidents have occurred and have been investigated and reported on, plus the on-going involvement and consultation with our employees, we can identify areas where control measures may not be as effective as they should be and can take steps to improve control measures so as to reduce the future risk and we will, as part of this learning process, revisit and review our plans, policy documents, guidance information and risk assessments to identify areas where further or revised control measures are required.

## **2.0: Health & Safety Policy Statement**

### **Overarching Policy**

The College will ensure, so far as is reasonably practicable, that its arrangements for the Health, Safety, and Wellbeing of its staff students, visitors, and persons who may be affected by its activities are compliant with the duties placed on it by the Health and Safety at Work Etc. Act 1974.

### **Policy Framework**

The College recognises and accepts its responsibilities as “the employer” as specified in the Health and Safety at Work Etc. Act 1974 and in all supporting health and safety legislation relevant to its activities. The College will seek, so far as is reasonably practicable, and within the resources available, to ensure the health, safety, and welfare of all employees, students, visitors and others who are directly or indirectly affected by the activities of the College.

The College also recognises the requirement to comply with all relevant health and safety legislation so as to promote good standards of health, safety and wellbeing management. In particular the College will continue to promote the “Safe Learner” concept as an integral part of its curriculum delivery.

The College will fulfil its health and safety duties by operating an integrated, structured, and documented system of health, safety, and welfare management which will include:

- Undertaking appropriate assessments of risks to health and safety arising from College activities, regularly reviewing and measuring performance, progress, and effectiveness of its risk management procedures, so as to provide adequate control of risks, and ensuring compliance with all relevant health and safety legislation;
- Consulting and collaborating with employees on matters affecting their safety and health and ensuring, by careful recruitment, ongoing staff development - including specialist training, and the provision of necessary resources, that employees are competent to carry out their tasks in a safe manner;
- Provision of resources and competent health and safety advice to enable the effective management of health and safety;
- Promoting good health and safety practice to staff and learner, increasing their awareness by provision of adequate training, instruction, information, and supervision;

- Providing premises that are safe and secure and that provide adequate and suitable facilities and arrangements for the safety, health, and welfare of employees and students whilst on College premises;
- Providing and maintaining equipment that is safe to use and fit for purpose;
- Providing training and resources to enable the safe handling, storage, transporting and use of hazardous substances
- Ensuring that contractors are competent and compliant with health and safety standards, best practice, health and safety legislation and the requirements of this policy
- Working to prevent accidents and cases of work-related ill-health

Whilst the Corporation and Principal and Chief Executive retain ultimate responsibility for health and safety matters, all managers, supervisors, employees, and students are required to ensure that procedures for enabling safe working practices are observed and complied with, and that they take reasonable care for the health and safety of themselves and other persons who may be affected by what they do.

It is intended that the above arrangements should enable management and staff to work in partnership positively to achieve a safe working environment where hazards are identified and managed, risks to the health and safety of staff and others are reduced to an acceptable level, safeguarding of staff and students is maintained at all times.

College health and safety policy can be found on the College intranet system D.A.V.E, all procedural documents are located within the Health and Safety Portal, or provided, on request, in hard copy format.

Chair of the Board of Governors

Principal and Chief Executive




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Elizabeth Sipierye

Denise Brown

September 2023

September 2023

### 3.0: Organisation & Responsibilities

#### 3.1 Roles and Responsibilities

#### Organisational Responsibilities for the Implementation of the Health and Safety Policy

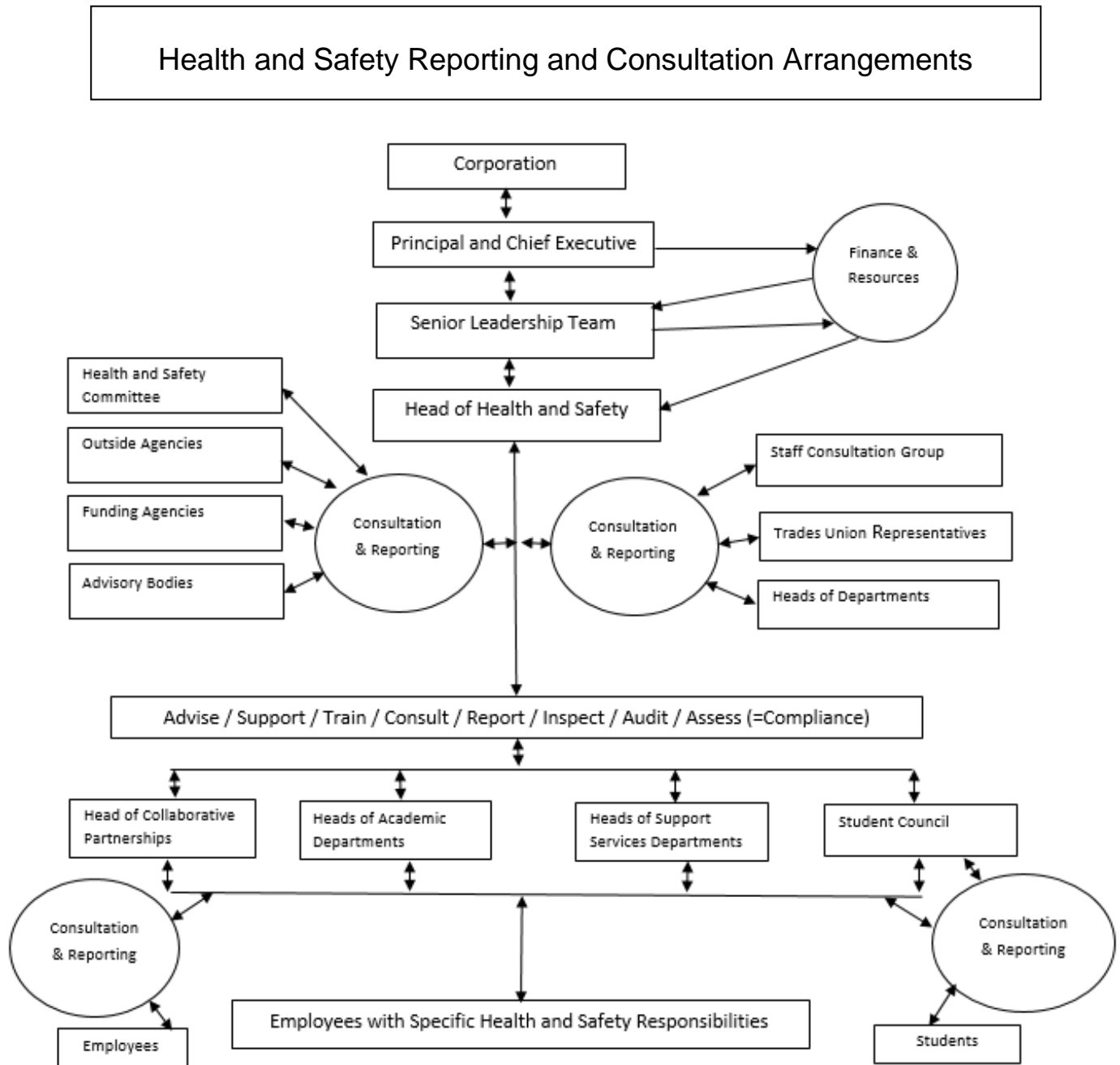
In effect there are three levels of responsibilities for the managing of health and safety, these are:

Persons / Roles Responsible	Responsibilities
<b>1A. The College Corporation:</b> Board of Governors	<ul style="list-style-type: none"> <li>• Ultimate responsibility (ownership) for health, safety, and welfare</li> </ul>
<b>1B. Senior Leadership Team:</b> Principal & Chief Executive	<ul style="list-style-type: none"> <li>• Management of health and safety on behalf of the Corporation</li> </ul>
<b>1C. Senior Leadership Team:</b> Principal and Chief Executive Deputy Principal of Curriculum and Quality Chief Operating Officer	<ul style="list-style-type: none"> <li>• Provision and allocation of resources to enable procedures and arrangements for managing health, safety, and welfare</li> </ul>
<b>2. Heads of Departments, Deputy Heads / Managers</b>	<ul style="list-style-type: none"> <li>• Implementing Health and Safety Policy and supporting the strategic development of health and safety within their areas of responsibility;</li> <li>• Day to day management of health and safety in their areas of responsibility</li> </ul>
<b>3. First Line Managers, Supervisors, Campus Managers</b>	<ul style="list-style-type: none"> <li>• Implementing Health and Safety Policy and supporting the strategic development of health and safety within their areas of responsibility;</li> <li>• Compliance with all relevant College health and safety policies and procedures</li> </ul>
<b>Supporting Arrangements</b>	
<b>Head of Health &amp; Safety Health and Safety Advisers</b>	<ul style="list-style-type: none"> <li>• To assist the three levels of health and safety management (above) and to monitor effectiveness of control procedures</li> </ul>

### 3.2 Reporting and Consultation Chart

The diagram (below) shows:

- the reporting structure for implementing the Policy and the Health & Safety Plan,
- the various means of consulting and communicating across College and with external agencies,



### 3.3 Health and Safety Responsibilities – an Overview

All employees have Health & Safety responsibilities and these must be understood in order to ensure that the College Policy is implemented effectively (See Appendix 1 for full list of job-specific responsibilities).

<b>The Corporation (Board of Governors)</b>	Ultimate responsibility for: <ul style="list-style-type: none"><li>• College compliance with the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005, all relevant health and safety legislation,</li><li>• setting health and safety objectives and strategy,</li><li>• ensuring that the Corporation decisions reflect their health and safety intentions,</li><li>• setting out health and safety responsibilities at Corporation level.</li></ul>
<b>Principal &amp; Chief Executive</b>	Responsible for: <ul style="list-style-type: none"><li>• achieving objectives of the Health and Safety Policy on behalf of the Corporation,</li><li>• reviewing the progress of the Corporation health and safety objectives and strategy</li><li>• setting out health and safety responsibilities at SLT level,</li><li>• approval of health and safety-related policies,</li><li>• authorisation and provision of resources to support the management of health and safety at the College</li></ul>
<b>Chief Operating Officer</b>	Responsible for: <ul style="list-style-type: none"><li>• strategic development of health and safety within the College in accordance with the requirements of the Corporation,</li><li>• enabling of procedures and arrangements for managing health and safety to achieve health and safety objectives and strategy</li><li>• management of enabling resources, ensuring arrangements are in place to support effective management of health and safety throughout the College, including access to competent health and safety advice,</li><li>• review and implementation of health and safety-related policies,</li></ul>

	<ul style="list-style-type: none"> <li>• involvement of employees, learners, or their representatives, in decisions which affect their health, safety or welfare, via consultation process,</li> <li>• provision of safe and healthy environments for working and learning,</li> </ul>
<b>Head of Health &amp; Safety</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• monitoring of day to day systems and arrangements for managing all health and safety matters relating to College premises and activities, identifying where effective control systems are not in place;</li> <li>• reporting of control systems failures or weaknesses to the SLT</li> <li>• monitoring and advising on compliance with all relevant UK Health and Safety legislation, HSE codes of practice, specific standards, and with contractual health and safety requirements of funding providers;</li> <li>• maintaining an up to date library of health and safety legislation and guidance</li> </ul>
<b>Head of Estates</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• implementing Health and Safety Policy across College and supporting the SLT in strategic development of health and safety within the College,</li> <li>• supporting the Head of Health and Safety by dealing with facilities defects which are likely to compromise the health and safety of staff, learners, and visitors,</li> <li>• maintaining and monitoring arrangements for engagement of only competent contractors for College contracts.</li> </ul>
<b>Heads of Academic Departments &amp; Heads of Support Staff Teams</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• implementing the Health and Safety Policy and supporting the development of health and safety strategies within their areas of responsibility;</li> <li>• day to day management of health and safety in their areas of responsibility</li> </ul>

<b>All Staff</b>	Responsible for <ul style="list-style-type: none"> <li>the safety of themselves and others who may be affected by what they do,</li> <li>maintaining a safe working environment,</li> <li>following safe working practices as required by health and safety legislation and the College health and safety policy.</li> </ul>
<b>Academic Staff (<i>in addition to above "All Staff" responsibilities</i>)</b>	Responsible for <ul style="list-style-type: none"> <li>actively encouraging students to be safe learners;</li> <li>implementing all safety control measures so as to ensure, so far as is reasonably possible, the health and safety of all learners and all who might be affected by their activities.</li> </ul>
<b>Learners</b>	Responsible for: <ul style="list-style-type: none"> <li>the safety of themselves and others who may be affected by what they do</li> <li>being safe learners.</li> </ul>
<b>Non-Employees (Contractors) working on College premises and visitors</b>	Responsible for: <ul style="list-style-type: none"> <li>the safety of themselves and of others who may be affected by their actions or omissions</li> <li>compliance with College safety arrangements and health and safety legislation when on College premises and when carrying out activities on behalf of the College.</li> </ul>

Specific health and safety responsibilities are detailed in Appendix 40.1.

### 3.4 Health and Safety Committee

The Health and Safety Committee is a vehicle for reporting and for consultation. Meeting termly and made up of representatives from across College the Committee has a number of responsibilities detailed in its Terms of Reference. The Committee actively encourages participation from its members as part of the consultation and communication process.

The Committee receives information on the current status of the risk management process including the reporting on areas of concern or where control measures may be ineffective as identified by:

- Accident and injury reports,
- Near miss reports
- Inspection reports (internal and external)

- Audit reports (internal and external reports on health and safety and food hygiene matters)
- Accident and incident investigation reports
- Risk assessment
- Changes to H&S legislation that may have affected / will affect the College H&S management procedures and where changes are required / have been required and implemented
- Matters relating to staff health and welfare that are managed by Human Resources Department
- Requirement for College policy updates because of recent legislation changes or failings in current safety control measures
- Lack of appropriate training of staff which adversely affects staff competence, putting them and others at risk

Committee representatives are invited to submit ideas, raise concerns, and submit reports on health and safety-related items where they consider investigation or improvement action is required.

The Committee encourages participation and cooperation in the consultation process where issues that may affect the safety of staff, and students, are to be discussed.

### **3.5 Departmental Meetings**

The Health and Safety Team is actively engaged in consultation, communication, and discussion with departments across College, in particular those in higher risk areas. Discussion will cover, for example:

- Safety and maintenance of equipment
- Training requirements
- Safety systems failures
- Accident and incident levels
- Accident investigation feedback
- New processes, procedures, technology

### **3.6 Projects Management**

Part of the consultation process involves the Health and Safety Department in discussion and consultation with the College's Project Managers, and their appointed Architects, and Designers of large projects such as new builds and major refurbishment of existing buildings, the design of which may have safety implications for our staff and students.

### **3.7 Arrangements and Procedures**

The management arrangements for health and safety within this overarching policy are detailed within each sub section. The strategy documents can be found on the Health and Safety Library Drive – Health and Safety Policy Folder.

### 3.8

## Arrangements and Procedures

### Procedural Documents

	Personal Health and Wellbeing
4.0	Smoking at Work
5.0	Misuse of Drugs and Alcohol
6.0	Notification of Pregnancy
7.0	First Aid
	Working Procedures
8.0	H&S Training
9.0	Fire Prevention and Protection
10.0	Personal Emergency Evacuation Plans
11.0	Procedure for Serious and Imminent Danger
12.0	Lifting Operations & Lifting Equipment
13.0	Lone Working
14.0	Electricity at Work
15.0	Control of Substances Hazardous to Health COSHH
16.0	Provision and Use of Work Equipment PUWER
17.0	Permits to Work
18.0	Noise at Work
19.0	Control of Vibration
20.0	Personal Protective Equipment PPE
21.0	Display Screen Equipment
22.0	Contractors
23.0	Building Exterior / Common parts
24.0	Working at Height
25.0	Mobile Plant
26.0	Provision and Use of Electrical Equipment

27.0	Pressure Systems
28.0	Safe Use of Ladders
29.0	Working on Roofs
30.0	Legionella
31.0	Asbestos
	Health and Safety Management
32.0	Monitoring Review of Health and Safety Practices
33.0	Accident / Incident Reporting & Investigating
34.0	Health Surveillance
35.0	Risk Assessments
36.0	Manual Handling Risks
37.0	Health & Safety Notices
38.0	Management of Stress in the Workplace
39.0	Audits and Inspections
40.0	Appendices
40.1	Specific Responsibilities for Health and Safety
40.2	Health and Safety Committee: Terms of Reference
40.3	Health and Safety Plan