

# Health & Safety Policy

For the attention of:	All Staff
Produced by:	Health & Safety Manager
Approved by:	Board of Governors
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## **Our Mission**

To provide opportunities for all our learners to thrive and achieve in life and work.

## **Our Values**

- We will make respect our Golden Rule
- We will try to stand out in everything we do
- We will not be afraid to innovate even if we risk failure
- We will learn something new every day
- We will persevere until we get it right
- We will celebrate our achievements
- We will champion our students
- We will always have high expectations
- We will be responsive and enterprising
- We will work together and in partnership with our communities and businesses
- We will never forget that we are accountable to the students, communities and businesses that we serve
- We will be responsible stewards of public money

## **HEALTH AND SAFETY POLICY**

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## INTRODUCTION

The Health and Safety at Work etc. Act 1974 places a legal duty on East Berkshire College to prepare and, as often as may be appropriate, revise a written health and safety policy and to bring this and any subsequent revisions to the notice of all its employees.

The Safety Policy for the College contains details of the College's policy on health safety and welfare at work of its learners, employees and other persons who may be affected by the College's activities.

As required by the HSW Act, the document addresses three key areas:-

- Part I contains the statement of intent. Signed and dated by the Principal and the Chair of the Board of Governors, this states our commitment to consider safety and health in all aspects of College activity.
- Part II contains the management organisation for carrying out the Policy. This Part details the specific responsibilities of key roles. As the College moves forward in fulfilling its vision, organisational changes that have occurred since the previous Policy review are reflected here.
- Part III contains the arrangements in place to ensure the responsibilities are discharged in practice, and that all statutory duties applicable to College activity are addressed. This Part lists some of the main arrangements, and refers to further procedures or policies, and where they are located.

## **HEALTH AND SAFETY POLICY STATEMENT**

Health and Safety is a major consideration in all aspects of East Berkshire College's activities.

In line with the College Strategic Plan, and in recognition of statutory duties, we aim to ensure a robust safety management system exists so that learners, employees and others affected by College activities remain healthy and safe.

This Safety Policy applies to all areas where College activity takes place and locations for which the College is responsible. This includes campus sites, outreach centres, and other sites where we undertake teaching. We also acknowledge our responsibilities in connection with students placed with employers, students undertaking off site activities and students undertaking learning as part of our partner arrangements.

In particular, the College will ensure,

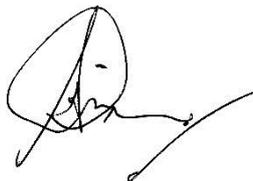
- a) that all places under its control are maintained in a safe condition without risk to health and safety, and that access to and exit from workplaces are safe and without risk;
- b) that a safe and healthy working environment is provided, with adequate facilities and arrangements for employees' and learners' welfare;
- c) that hazards arising from the use, handling, storage and transportation of articles and substances used in connection with work are adequately controlled; and
- d) that plant and systems of work are safe and without risk to health.
- e) that information, instruction, training and supervision is provided, so that learners and employees undertake their activities and responsibilities in a safe way.

The College would remind its employees of their legal duties under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations to take care of their own health and safety and that of their fellow employees and learners and to co-operate with the College to enable this policy to be successfully implemented.

This statement forms Part I of the College Safety Policy. It is communicated via Health and Safety Notice boards, and is included in the Safety Policy on the college intranet.

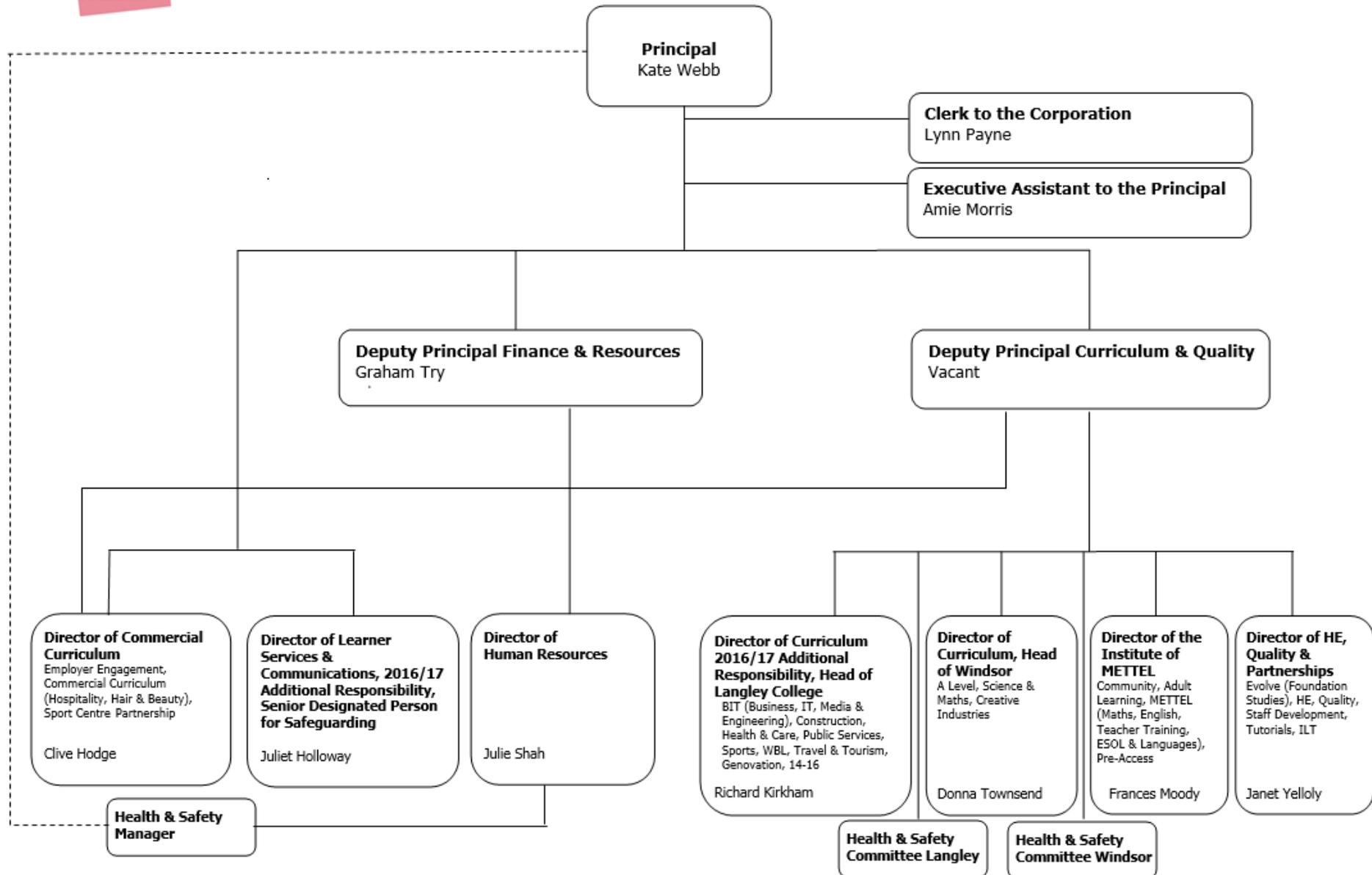


**Kate Webb**  
Principal



**Tony Dixon**  
Chair of Board of Governors

## SMT Curriculum Management Structure 2016-17



## **2.1 RESPONSIBILITIES OF THE GOVERNORS**

As a corporate body, the Governors have the overall responsibility for ensuring;

- (a) The health and safety at work of college employees; and learners or other persons who may be affected by College activities, or the condition of the facilities on its premises,
- (b) The College's health and safety policy includes the organisation and arrangements for its effective implementation,
- (c) The health and safety policy and policy statement are reviewed regularly and in any event not less than once a calendar year,
- (d) Resources are made available
  - (i) to fulfil statutory requirements and prevent risk of injury to learners and employees,
  - (ii) to provide for improvements in the health, safety and welfare at work of its learners and employees,
  - (iii) to set strategies for developing employees' health and well-being.

The Health and Safety Manager prepares and submits an annual progress report for the Governors. One Board member, acting as the lead Health & Safety Governor, attends and receives Minutes from Safety Committee meetings.

## **2.2 RESPONSIBILITIES OF THE PRINCIPAL**

The Principal is ultimately responsible to the Governors for the implementation of the College's health and safety policy. The Principal will;

- (a) Receive recommendations for the development of the College's health and safety policy and procedures from the Health and Safety Manager,
- (b) Oversee that appropriate responsibilities for health and safety are properly assigned and accepted at all levels,
- (c) Ensure that the Senior Management Team, Head of Teaching & Learning, Associate Directors; and Support Managers fulfil their Health and Safety responsibilities,
- (d) Determine the strategy and resources for the promotion of health and safety and personal wellbeing amongst the College learners and employees and make recommendations to the Board of Governors,
- (e) Ensure health and safety performance is monitored and a safe learning environment is provided for the learners,
- (f) Ensure that this policy is revised annually and the subsequent revisions are brought to the attention of the College employees.

### **2.3 RESPONSIBILITIES OF THE SENIOR MANAGEMENT TEAM**

The SMT will be responsible to the Principal and the Board of Governors for overseeing that health and safety functions within their area of responsibility are clearly assigned and fulfilled.

They will take an active role in assisting the Principal in the continuous development of a positive health and safety culture, and in the effective implementation of health and safety procedures within their respective areas.

### **2.4 DEPUTY PRINCIPAL (CURRICULUM & QUALITY)**

The Directors of Curriculum, Heads of Campus (Langley and Windsor) are responsible for implementing this policy within Langley and Windsor campus. In particular the Heads of Campus will;

- (a) Ensure Heads of Teaching and Learning, Senior Lecturers and Associate Directors prepare and implement the necessary safety procedures for their area of work,
- (b) Bring these and any subsequent revisions to the attention of their staff and learners,
- (c) Co-ordinate campus wide health and safety issues,
- (d) Give and receive such assistance and information as is required by the Health and Safety Manager to ensure effective implementation of this policy.

### **2.5 RESPONSIBILITIES OF THE DIRECTOR OF HUMAN RESOURCES**

The Director of Human Resources is the nominated Director with responsibility for health and safety and will be responsible to the Principal for;

- (a) Making recommendations on health and safety policy and practice,
- (b) Monitoring progress on health and safety performance,
- (c) Revising the policy and bringing subsequent revisions to the attention of College employees,
- (d) Agreeing a framework for staff training and development on health and safety,
- (e) Facilitating consultation with the trade union representatives,
- (f) Overseeing the contract for the provision of Occupational Health Services and bringing these facilities to the attention of employees.

## 2.6 RESPONSIBILITIES OF THE HEALTH AND SAFETY MANAGER

The Health and Safety Manager will;

- (a) Advise on the interpretation of legal requirements and measures necessary to ensure that the College meets its legal responsibilities,
- (b) Carry out annual reviews of this policy and associated documentation and bring the changes to the attention of the Principal,
- (c) Develop policies and standards and communicate these as appropriate,
- (d) Develop the requirements for safe systems of work (including permit to work systems) and all aspects of accident prevention,
- (e) Lead at a corporate level liaison with trade union representatives on health and safety matters and facilitate the Health and Safety Committee,
- (f) Advise and assist Directors, Heads of Schools and Support Managers on the development and implementation of a risk assessment strategy. This will include developing a framework for self-assessment and monitoring health and safety performance,
- (g) Advise on emergency planning measures to facilitate safety of staff and learners and business continuity in the event of emergencies,
- (h) Work closely with the Estates Manager and IT department to ensure College buildings are maintained in a safe condition,
- (i) In conjunction with the Director of HE, Quality & Partnerships, devise and implement a College wide health and safety training programme,
- (j) Maintain copies of relevant regulations, standards and other advisory literature and disseminate these to employees as appropriate,
- (k) Plan and implement an audit programme for the College,
- (l) Maintain accident records and report the findings of accident analysis to the Principal and the Health and Safety Committee. Report accidents to the HSE and the SFA/EFA within the set time frame,
- (m) Liaise with external bodies such as the SFA, EFA, Health and Safety Executive, and Association of Colleges,
- (n) Assist Managers in assessing priorities and formulating proposals for improvements in health & safety performance,
- (o) Prepare annual progress report for the Principal for submission to the Senior Management Team and the Board of Governors.

## **2.7 RESPONSIBILITIES OF DIRECTORS/SUPPORT MANAGERS**

Each Director /Support Manager is responsible for;

- (a) Where appropriate, producing for their area of responsibility a written statement of local arrangements and bringing this to the attention of relevant staff and learners,
- (b) Including health and safety performance in the agenda of their team meetings so that problems are identified and actions taken,
- (c) Carrying out risk assessments and taking appropriate action to remove potential hazards or reduce the level of risk. This is with the support of the Health and Safety Manager,
- (d) Where appropriate, including health and safety in the teaching material and providing adequate instruction and supervision to enable learners to carry out their work safely,
- (e) Keeping abreast of changes in the College's procedures and arrangements,
- (f) Receiving written reports from the Health and Safety Manager and to respond to these within the agreed time scale,
- (g) Monitoring the area under their control by carrying out local safety tours of their respective areas. This also includes responsibility for outreach centres where applicable,
- (h) Investigating accidents and near misses and taking steps to prevent recurrence. They must also report accidents to the Health and Safety Manager in accordance with the College procedures,
- (i) Ensuring their staff are aware of first aid arrangements,
- (j) Ensuring that equipment purchased by them meets the relevant BSI or EC standards, maintained in accordance with the manufacturer's instructions and staff and learners are trained and supervised to use the equipment without risk to their health and safety,
- (k) Assessing training needs of both new and existing employees and arranging for the relevant training and providing training records to the Professional Development team,
- (l) Ensuring that visitors to the School or Department are considered in local health and safety arrangements.

## **2.8 RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have a legal duty;

- To take reasonable care of their own health and safety and that of others, such as learners and colleagues, whilst at work,
- To assess health and safety risks affecting their learners and provide them with instructions and supervision to carry out their tasks safely,
- To seek advice from their manager when they are uncertain about the safety implications of the activities they organise for learners,
- To co-operate with their line manager to the extent that is necessary for them to fulfil their Health & Safety responsibilities,
- Not to interfere with or misuse items provided for health and safety,
- To use equipment or safety devices, in accordance with the training or instructions provided,
- To inform their line manager or the College Health and Safety Manager of situations, which they consider, to represent a danger to health and safety of themselves, learners or others,
- To report accident/incidents to their line manager immediately.

## **PART III - ARRANGEMENTS**

### **1. FIRE PRECAUTION MEASURES**

Fire precaution measures are co-ordinated for both Windsor and Langley sites by the Estates Manager, and the Health & Safety Manager.

These include arrangements for:

- fire risk assessment,
- evacuation,
- provision and maintenance of fire related equipment (emergency lighting, fire detection and extinguishers, fire alarm systems, fire signage),
- training,
- record keeping.

Evacuations are managed by the Estates Dept. Fire evacuation arrangements are detailed in separate procedures.

On non-College owned sites, arrangements of the site controller are followed.

### **2. FIRST AID ARRANGEMENTS**

The College has measures in place for provision of first aid support at Langley and Windsor Campus. These measures are detailed in a separate First Aid Procedures document.

### **3. ACCIDENTS PROCEDURES**

Arrangements for management of accidents and incidents that occur are detailed in the College Accidents Procedure, on the intranet.

### **4. HEALTH & SAFETY CONSULTATION**

The vehicle for consultation on matters relating to health and safety is the Safety Committee. Arrangements are contained within the College Consultation (Health & Safety) Arrangements Policy.

### **5. COMPETENT HEALTH & SAFETY SUPPORT**

The College has arrangements in place for competent safety support via a full time Health and Safety Manager based at the Langley campus.

### **6. SAFETY TRAINING**

Safety training needs are identified by Directors of Curriculum/Support Managers, the Health and Safety Manager and the Director of HE, Quality & Partnerships. All training records are kept centrally by the Director of HE, Quality & Partnerships. A separate Health & Safety Training Procedures document is in place.

## **7. OCCUPATIONAL HEALTH SUPPORT**

Arrangements are in place to provide occupational health support for all staff via an external organisation. This process is managed by the Director of Human Resources.

## **8. CONTRACTORS**

Arrangements are in place to ensure contractors are selected who are competent (i.e. have the appropriate skills, qualifications and experience for the work to be undertaken). Term contractors are appointed via Estates, who manage their activity with support from the Health and Safety Manager. A separate Contractors Policy is in place.

## **9. RISK ASSESSMENT**

A crucial part of a good safety management system is hazard identification and risk management to ensure adequate control. The College system for this is detailed in a separate document entitled Risk Assessment Procedures, located on the intranet.

## **10. VISITORS**

Visitors coming to College premises are greeted at Reception in both Langley and Windsor sites. The person(s) receiving the visitors are responsible for making sure they are aware of health and safety issues which may affect them. Arrangements in place are detailed in a separate Visitors Policy.

## **11. OTHER ARRANGEMENTS**

Where arrangements in respect of a particular type of workplace, machinery, equipment, material or other hazards, require a more detailed procedure to be developed, the necessary procedures are formulated at the Departmental level.

***All subject specific safety policies and procedures in support of this Policy are located on the College Intranet.***