

# Health & Safety Policy

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

**Inspire ambition and make a positive difference to lives through learning.**

## Our Values

**Learners First** - placing the learner at the heart of all we do

**Community** - working collaboratively to achieve

**Empowering** - enabling all in a caring environment to achieve their full potential

**Excellence** - a culture of creativity, high expectations, ambition and aspiration

**Diversity** - celebrating diversity and inclusivity as a key to our success

**Integrity** - honesty, openness and trust at the heart of College life

**Respect** - showing fairness, courtesy and mutual respect

# Health & Safety Policy

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## INTRODUCTION

The Health and Safety at Work etc. Act 1974 places a legal duty on the 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 CEO and Group 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.

Safety arrangements in place at each College continue to remain in place post vesting date.

## **PART ONE**

### **HEALTH & SAFETY POLICY STATEMENT**

Health and Safety is a major consideration in all aspects of the 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 employees, learners, visitors and contractors 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 information, instruction, training and supervision is provided, so that learners and employees undertake their activities and responsibilities in a safe way.
- d) Continually improve our health and safety performance

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.

**Gillian May**  
CEO and Group Principal

**Angela Wellings**  
Chair of Board of Governors

## **PART TWO**

### **2.1 RESPONSIBILITIES OF THE GOVERNORS / CORPORATION**

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 Head of Health and Safety prepares and submits an annual progress report for the Governors. One or more Board members, acting as the lead Health & Safety Governors, attend and receive Minutes from Safety Committee meetings.

### **2.2 RESPONSIBILITIES OF THE GROUP PRINCIPAL**

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

- a) Receive recommendations for the development of the College's health and safety policy and procedures from the Head of Health and Safety,
- b) Oversee that appropriate responsibilities for health and safety are properly assigned and accepted at all levels,
- c) Ensure that the Senior Leadership Team 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 College employees.

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

The SLT will be responsible to the Group 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 Group 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 CAMPUS ARRANGEMENTS**

The Principal and Curriculum Assistant Principals are responsible for implementing this policy within each campus. In particular, they will;

- a) Ensure Directors and Managers 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 Head of Health and Safety to ensure effective implementation of this policy.

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

The Group Director Human Resources is the nominated Group Director with responsibility for health and safety and will be responsible to the Group 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 HEAD OF HEALTH & SAFETY

The Head of Health and Safety will;

- a) Advise on the interpretation of legal requirements and measures necessary to ensure that the College meets its legal responsibilities and compliance with regulation,
- b) Carry out annual reviews of this policy and associated documentation and bring the changes to the attention of the Group 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 Assistant Principals, Directors 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 Head of Estates and IT department to ensure College buildings are maintained in a safe condition,
- i) In conjunction with the Quality Department, 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 Group Principal and the Health and Safety Committee. Report accidents to the HSE within the set time frame,
- m) Liaise with external professional bodies and enforcing agencies such as the Health and Safety Executive, the Environment Agency, the Fire & Rescue Service and the Association of Colleges,
- n) Assist Managers in assessing priorities and formulating proposals for improvements in health & safety performance,
- o) Prepare termly and annual progress report for the Group Principal for submission to the Senior Leadership Team and the Board of Governors.



## 2.7 RESPONSIBILITIES OF ALL MANAGERS

Each 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) Co-operating with accident and incident investigations 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 Quality & Performance 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;

- a) To take reasonable care of their own health and safety and that of others, such as learners and colleagues, whilst at work,
- b) To assess health and safety risks affecting their learners and provide them with instructions and supervision to carry out their tasks safely,
- c) To seek advice from their manager when they are uncertain about the safety implications of the activities they organise for learners,

- d) To co-operate with their line manager to the extent that is necessary for them to fulfil their Health & Safety responsibilities,
- e) Not to interfere with or misuse items provided for health and safety,
- f) To use equipment or safety devices, in accordance with the training or instructions provided,
- g) 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,
- h) To report accident/incidents to their line manager immediately.
- i) Understanding their role during emergency procedures.

**All staff have the authority to immediately stop work on any activity that they consider is unsafe. No employee, at any level, is authorised to initiate or continue any activity that places themselves or others in danger. Any deliberate act or action will be viewed as a disciplinary matter to the potential level of gross misconduct.**

## **PART THREE**

### **3.0 SAFETY ARRANGEMENTS**

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

### **3.1 FIRE PRECAUTION MEASURES**

Fire precaution measures are co-ordinated for all sites by the Head of Estates, and the Head of Health & Safety.

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), fire 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.

### **3.2 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.

### **3.3 ACCIDENTS PROCEDURES**

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

### **3.4 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.

### **3.5 SAFETY TRAINING**

Safety training needs are identified by Directors, Managers and the Head of Health and Safety. All training records are kept centrally by the Quality Department. A separate Health & Safety Training Procedures document is in place.

### **3.6 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 Assistant Principal Human Resources.

### **3.7 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 Head of Health and Safety. A separate Contractors Policy is in place.

### **3.8 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,

### **3.9 VISITORS**

Visitors coming to College premises are greeted at Reception. 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.

### **3.10 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.