

# Health and Safety Policy

Revision number	20232710
Approved by RPHR	15 November 2023
Review Date	May 2025
Policy owned by	Executive Finance Director

## **1. Introduction**

- This policy applies to staff, students, visitors, agency workers, contractors and any other persons who may from time to time be on college premises, or involved in college external activities.

## **2. Policy Statement**

- The College is committed to ensuring that work and learning takes place in safe, healthy and supportive environments, which meet the needs of students and staff.
- The overall responsibility for Health and Safety rests with the Principal. However, it is the duty of all staff, students and other users of the College to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions on site or on the business of the College; and as regards any duty or requirement imposed on the College under any of the relevant statutory provisions, to co-operate with the College so far as is necessary to enable that duty or requirement to be performed or complied with.
- This policy will operate in conjunction with the Health and Safety Procedures.
- The College will, through risk assessments, monitoring and other procedural activities, comply with all relevant legislation including the following:
  - The Health and Safety at Work Act 1974
  - Display Screen Equipment (DSE) Regulations
  - Manual Handling Operations Regulations
  - Electricity at Work Regulations/ Portable Appliance Testing
  - Control of Substances Hazardous to Health (COSHH) Regulations
  - Provision and Use of Work Equipment Regulations
  - Environmental Protection Act 1990
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - Fire Safety Regulatory Reform Order 2006
  - Food Safety Act 1990
  - The government's counter-terrorism strategy, CONTEST
  - Work at Height Regulations 2005
  - Confined Spaces Regulations 1997
  - The Personal Protective Equipment Regulations 2002
  - Personal Protective Equipment at Work Regulations 1992 (as amended)
- The College will appoint an appropriately qualified Health and Safety Officer to oversee compliance with all aspects of this Policy and relevant legislation.
- The College will operate a Health and Safety and Safeguarding Committee to consider Health and Safety and Safeguarding matters in accordance with the Committee's Terms of Reference given at Appendix A.
- The College will ensure that:
  - plant, equipment and systems of work are safe and without risks to health;
  - there is safe practice in connection with the use, handling, storage and transport of articles and substances;
  - protective equipment is provided as is necessary for the health and safety at work of employees and students;
  - information, instruction, training and supervision are provided as is necessary to ensure the health and safety at work of employees and students and visitors;
  - there are arrangements for taking any other measures in the interests of health and safety that may arise from time to time; and that
  - Staff set high standards of health and safety by personal example.

### **3. Accident reporting**

- All accidents must be reported to the Estates Manager without delay. It is the legal responsibility of an injured employee to report any accident in the College Accident /Dangerous Occurrence Book which is kept at main reception.
- Other hazards, near misses and accidents involving damage to property should also be reported to the Estates Manager and the appropriate action taken.
- Accident statistics and 'near misses' will be reported to the Governing Body through the annual Health & Safety Report.
- The Estates Manager will notify the Health and Safety Executive (HSE) of any RIDDOR (Reporting of injuries, diseases and dangerous occurrences) that arise.

### **4. First-Aid**

- The College will appoint and train First Aid Officers.
- The College will provide first-aid equipment for the use of First Aid Officers.
- First aid treatment will only be given by appointed First Aid Officers.
- Staff or students seeking help should, wherever possible, make their way to Reception where a First Aid Officer will be called.

### **5. Fire safety**

- Fire alarms will be tested weekly during term-time and evacuation drills held at least once a term and details recorded.

### **6. Health and Safety induction and training**

- All new staff will receive training as part of the induction process, and refresher training for all current staff will be provided regularly. Temporary or agency workers will receive a prospectus on arrival and the relevant Head of Service / Director of Faculty will ensure they are informed about the College's H&S arrangements.

### **7. Contractors**

- Contractors must never undertake any work in any Department without first obtaining the permission of the Estates Manager or Head of Service / Director of Faculty. On first arrival at the College contractors must complete the temporary H&S induction provided by the Estates Manager.

### **8. Work experience placements**

- Before students are placed with an employer assurance must be sought that the following standards are met:
  - i) Students are supervised.
  - ii) All students and trainees are issued with any necessary protective clothing and equipment.
  - iii) Employer Placement Providers have the relevant Health and Safety policies as required by the Health and Safety at Work Act 1974.

- iv) Safety of premises, plant, equipment and practices are managed to meet legal requirements and steps are taken to monitor these standards on a regular basis and during the placement.
- v) Accidents are notified in accordance with the requirements of the Health and Safety Executive and a copy of report given to Estates Manager at the College.
- vi) Contractors, Sub-Contractors and Employer Placement Providers have insurance cover in accordance with the Employers [Compulsory Insurance] Act of 1969.
- vii) Health and Safety training is given to all students and appropriate literature issued.
- viii) If any employer placement does not match the criteria for Health and Safety as required by the Health and Safety at Work Act 1974 the College will not use that employer until these are complied with.
- ix) That the person in the workplace supervising a student on a work experience placement has been DBS checked for this purpose.

## **9. Smoking**

- In order to promote the health and safety of both students and staff, no smoking is permitted on site (including in vehicles) except in the designated 'Smoking Area'. Vaping is allowed within a wider area but not at entrances to, or within, buildings.

## **10. Medicines**

- All students should inform the College nurse of any on-going condition requiring medication. Prescribed and approved substances should only be brought onto the premises in accordance with the guidance of the prescribing doctor or, in the case of proprietary products, the instructions provided. Staff with underlying conditions requiring the self-administration of medication while at work should ensure that the Head of HR has been informed about their condition and the type of medication they are using. The Head of HR will use their discretion in deciding whether the First Aid team need to be confidentially advised of the condition.

## **11. Illegal substances, alcohol and 'legal highs'**

- No illegal substances, nor "legal highs", nor alcohol nor anyone under the influence of the same are allowed on the College site or offsite on College business.

## **12. Visitors**

- Visitors, including College Governors, to the College must sign in and out at Reception on arrival and departure and wear a visitor's lanyard at all times while on site. Their hosts are responsible for compliance with this and the general health, welfare and protection of visitors during their time on site. Students are not allowed to invite friends to any part of the College premises.
- Any visitor with a disability or mobility issues that may prevent them exiting buildings safely and in a timely fashion on activation of a fire alarm should inform the receptionist on arrival, or the college beforehand if attending a meeting or interview, in order that the appropriate arrangements can be made if required in an evacuation.

## **13. Asbestos**

- An asbestos register will be maintained by the College.

## **Health and Safety and Safeguarding Committee Constitution and Terms of Reference**

### **Constitution**

- The Committee shall be called the Health and Safety and Safeguarding Committee.
- The Committee's functions are advisory.
- The Committee is responsible to the Governors through the Principal.
- The Executive Finance Director shall chair the Committee.

The Committee will meet at least once per term.

Membership of the Committee should comprise:

- Executive Finance Director (Chair)
- Estates Manager (Deputy Chair)
- Head of Safeguarding (Designated Safeguarding Lead)
- Head of Human Resources
- Head of Support Services
- Faculty Director (Teaching)
- IT and Infrastructure Technical Manager
- Trade Unions: Representative(s) from the recognised trade unions
- Students: A member of the Students Union may be co-opted
- Co-opted individuals with specialist expertise as required.

Minutes of meetings will be produced and distributed to the College Management Team and committee members by the Estates Manager within 10 days of each meeting.

### **Terms of Reference**

- To establish and monitor Health & Safety standards in practice
- To develop Health & Safety procedures
- To promote awareness of Health & Safety and Safeguarding within the College
- To promote 'Safe Learner concept' within lesson planning
- To monitor accident reports and consider actions to reduce risk
- To risk assess proposed developments to the site
- To review Fire Drill Reports
- To monitor the effectiveness of Safeguarding policies and procedures in practice
- To identify any areas of concern relating to Safeguarding practice and to make recommendations for actions to address them
- To identify any aspects of concern relating to staff wellbeing and make recommendations for actions to mitigate these
- To ensure that staff are, and feel, adequately trained in safeguarding and are kept up to date with any changes in legislation or national developments in practice
- To learn lessons in terms of Safeguarding from local and national events and cases
- To identify any trends from Safeguarding issues and take appropriate action
- To ensure that the views on Safeguarding and Health and Safety of staff and learners are regularly sought in a range of different ways and that they feel the college is a safe place
- To act as champions for Safeguarding, Health and Safety and Wellbeing and to disseminate key information or changes in practice to all staff