



Brockenhurst College

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**Health, Safety & Welfare**

**Health and Safety  
Policy and Guidance**

# HEALTH AND SAFETY POLICY AND GUIDANCE

<b>Contents</b>	<b>Page No.</b>
1. Health and Safety Policy Statement	3
2. General Policy Objectives	4
3. Responsibilities for Implementing the Health and Safety Policy	4
4. Specific Responsibilities	8
5. Penalties	14
6. Communication and Consultation	15
7. Risk Assessment	15
8. Safe Plant and Equipment	16
9. Handling of Substances with Significant Risk	17
10. Information, Instruction and Supervision and Staff Competency	18
11. Accidents, Injuries and Work Related Illness	19
12. Emergency Procedures Including Evacuation	19
13. Monitoring and Review	20
14. Application of this Policy	20

## Appendices

Appendix 1	Management Chain – Delegation of Functions	21
Appendix 2	Health and Safety Committee – Terms of Reference	22
Appendix 3	Key Areas Covered by Specific Procedures	24
Appendix 4	General College Safety Arrangements	25
Appendix 5	Premises Safety Arrangements	28

## HEALTH AND SAFETY POLICY STATEMENT

### Overarching Policy

The aim of Brockenhurst College's Policy on Health and Safety is to establish working practices which comply with all Health and Safety legislation and do not put at risk the health, safety and welfare of members of the College community or the general public.

### Key Principles

The Health and Safety at Work etc. Act (1974) places duties in respect of Health and Safety on employers and employees, and on each person who has, to any extent, control over College premises. The Management of Health and Safety Regulations (1999) extend these duties in various respects. The College will comply with Health and Safety legislation in all aspects of its business. The Appendices to this Policy Statement give details of the roles and responsibilities of all those involved in its implementation and the specific systems and procedures pertaining to various aspects of College life. Both these and the Policy Statement itself will be made available to all staff, both full-time and part-time, and will be subject to continuous review by the College Health and Safety Committee. Failure on the part of staff and students to comply with agreed Policy and procedures will be a disciplinary issue. Where either the Policy or associated procedures need to be revised, such revisions will be brought to the attention of all relevant employees.

### Policy Framework

In accordance with the overarching Policy Statement the College is committed to protecting the health, safety and wellbeing of staff, learners, contractors and visitors - and will strive for continuous improvement in health, safety and environmental performance. The College operates an integrated, structured and documented system of health, safety and environmental management which includes:

- undertaking appropriate reviews and assessments of its health, safety and environmental performance, measuring progress, managing risk, and ensuring compliance with legislative standards
- ensuring staff are fully competent to perform the tasks allocated to them by careful recruitment, on-going staff development and the provision of appropriate resources
- promoting staff and learner awareness of health, safety and environmental issues through competent management, good communication, and the provision of information
- ensuring that contractors are competent and comply with health, safety and environmental standards and adopt best practice, in compliance with this Policy
- designing and maintaining its premises, structures and equipment so as to minimise the risks associated with their construction, maintenance and use
- providing effective responses to, and investigation of accidents, incidents and near misses, to establish root causes and take reasonable actions to prevent reoccurrence

The College will provide information to, and ensure appropriate consultation with, Health and Safety Representatives on matters relevant to the Health and Safety Policy and will discuss and exchange ideas relating to health, safety and the environment with staff and where appropriate, with learners.

Signed:



Principal

Date: 20.10.22

Signed:



Chairperson (Board of Corporation)

Date: 20.10.22

## 2 General Policy Objectives

In addition with complying strictly with current health, safety and environmental legislation, the College promotes good standards of health, safety and environmental management and promotes the 'safe learner' concept, as an integral part of curriculum delivery. The College will need the support of all their employees in order to achieve the objectives of the Health and Safety Policy. There will be employer/employee consultation on Health and Safety matters and individuals will be consulted before allocating particular Health and Safety functions. This Policy seeks to reinforce the overall risk management procedures operated throughout the College to minimise and manage all potential risks including the possibility of non-compliance with relevant legislation. All aspects of safety relating to students, staff, visitors and contractors must be at the forefront of all procedures approved throughout the College.

In seeking to meet its legal and moral obligations the College will:

- implement and maintain an effective and properly resourced Health and Safety management system
- establish and maintain a healthy and safe working environment throughout the College
- establish and maintain healthy and safe working practices and procedures among all staff, students, visitors and contractors including the maintenance of appropriate group sizes and adequate levels of supervision at all College sites
- identify clear management responsibilities for the dissemination, updating and implementation of Health and Safety Policy and associated procedures
- ensure that established procedures are followed in the event of an emergency or accidental injury or fire
- ensure that established procedures for reporting accidents and monitoring records are regularly updated and reviewed in order to reduce accidents
- provide all employees with the necessary information, training, instruction and supervision in order that they may work safely and to ensure competence in their ability to fulfil their role in a safe manner
- ensure that safe working practices and procedures are taught to students as part of the curriculum (*not as an isolated topic*) and that all regulations are observed
- develop and encourage safety consciousness and responsible attitudes towards safety throughout the College
- establish and maintain procedures to identify hazards and assess risks and the means of controlling such risks
- maintain and provide a safe working environment which includes safe plant and appropriate means of handling substances in accordance with current legislation
- monitor the effectiveness of this Policy in achieving these objectives

## 3 Responsibilities for Implementing the Health and Safety Policy

### Management Structure

Appendix A outlines the management chain with delegations of functions at Brockenhurst College. As members of staff leave, join, or roles change, then the structure will be altered accordingly and staff updated with the new structure.

### Management Responsibilities

The Management of Health and Safety at Work Regulations (1999), place specific duties on management to ensure that Health and Safety is managed correctly in terms of assessment, monitoring, planning, reviewing and training. Health and Safety responsibilities are incorporated into the current management structure. The following paragraphs outline the responsibilities placed on the College Management.

### **Risk Assessments (Regulation 3)**

Risk assessments are required under Regulation 3 and should be carried out for all activities and work areas. A “suitable and sufficient” assessment should be made of risks to College employees and of risk to people not in the College’s employment, for example, learners and visitors.

Heads of Curriculum and Professional Services Managers are responsible for ensuring that all activities, events and work areas are covered by suitable and sufficient risk assessments. Most risk assessments will be kept in Departments for specific activities. Heads of Curriculum and Professional Services Managers should discuss risk assessments with staff at meetings under the Health and Safety standing agenda item, and minutes reflect assessments required, those completed, actions completed and review of assessments.

### **Health Surveillance (Regulation 5)**

In addition to health surveillance required under the Control of Substances Hazardous to Health Regulations (2002) (COSHH) there may be other work activities which may give rise to adverse health conditions or identifiable diseases. Health surveillance is designed to detect these as early as possible so as to prevent risks to College employees. Individual records will be kept regarding health surveillance. The Departmental risk assessments should identify any health surveillance needs of individuals and ensure that these needs are brought to the attention of the College Health and Safety Partner.

### **Health & Safety Assistance (Regulation 6)**

The Senior Management Team (SMT) must appoint one or more competent person(s) to assist in meeting the requirement of Health and Safety legislation. This (these) person(s) need not be qualified but sufficient training, experience and knowledge is required. SMT must ensure that those they appoint to assist them with Health and Safety measures are competent to carry out whatever tasks they are assigned and given adequate information and support. The College’s competent person is the Health and Safety Partner. SMT are responsible for ensuring that the correct expertise exists within the current staff and managers must make themselves aware of where expertise is available in the College, so that they may draw on their assistance effectively and efficiently.

### **Procedures for Serious and Imminent Danger (Regulation 7)**

The SMT is responsible for providing suitable procedures in respect of cases of serious and imminent danger for those employed in using the College or its services. There must be sufficient numbers of competent persons nominated to implement the emergency procedures - where these involve evacuation from a building or buildings. Where it is necessary to restrict access to an area on Health and Safety grounds, SMT must ensure that employees do not gain access unless suitably trained for the prevailing circumstances. Procedures must allow for those exposed to serious or imminent danger to stop working and reach a place of safety and prevent them from returning whilst such a situation exists.

### **Information for Employees (Regulation 8)**

All managers must provide employees with appropriate information on the risks to their Health and Safety as identified by risk assessments and the measures which have been taken to control these risks. All managers must also provide information to employees on serious and imminent danger procedures. All managers must inform employees of the competent persons who will assist the College in such circumstances. The above information must also be made available to learners, part-time lecturers, casual staff, fixed term contract staff and employees of other employers sharing the same premises. Where language problems exist, the use of translation facilities and/or pictographic signs should be considered.

### **Co-operation and Co-ordination between Employers (Regulation 9)**

Where two or more employers share a work-space within the College, they should co-operate on Health and Safety issues, College Management will inform other employers in the College of any risk to their employees arising from College activities. A contractor or delivering supplier is regarded as sharing a workplace, even if only for a short time, for the purpose of this Regulation.

### **Employees from External Organisation working on College Premises (*Regulation 10*)**

College Management must provide appropriate information on Health and Safety issues to the employees of other employers working within the College. These may be contract cleaners, maintenance staff or electricians etc.

### **Capability and Training (*Regulation 11*)**

SMT will ensure the provision of suitable Health and Safety training for College staff. When Management entrust tasks to an employee, they must take into account his/her capabilities with regard to Health and Safety. The College will provide Health and Safety training:

- upon recruitment (*for example, Health and Safety induction training*)
- when employees change their job or responsibilities within the organisation
- when new equipment or technology is introduced
- when systems of work change

All staff must successfully complete the College Online Health and Safety Training course (provided via The Director of Quality and Learning and available on the College Intranet) within their first week of employment (and any updates as and when released by the College). It is the responsibility of line managers to ensure that all new employees complete the Induction Checklist (available on the Safety Site) within the first week of their employment. This training must include (but is not limited to) reading the Health and Safety Policy, Departmental risk assessments and ensuring all new employees are briefed on emergency procedures and all health and safety aspects pertinent to their specific role.

Staff with management responsibilities will be given the appropriate training allocated by College HR Department. It is the responsibility of line managers to ensure that all staff within their area complete the required training.

Refresher training will be provided where appropriate, taking account of any changes in circumstances. Training will normally be carried out during working hours and managers must release employees from normal College duties to undertake training. Advice on suitable training courses and providers can be obtained from the Safety Office.

### **Learner Safety Inductions**

All learners must receive a Learner Health and Safety Induction which is delivered at the start of each academic year. For the majority of learners this Induction can be completed as part of the Passport to Study.

For short courses it is the responsibility of the Course Tutors to provide a Health and Safety briefing at the start of the first session. Records of training completed must be kept by the Tutor and a copy forward to the Safety Office.

A more specific Health and Safety Induction is to be delivered to students in certain working areas (e.g. kitchens, laboratories, machine shops, workshops etc.) to ensure that they are informed of area specific hazards, risks and controls.

Each time a student is introduced to a new hazardous activity (including the use of hazardous substances), it is the responsibility of the lecturer to ensure that all the hazards and control measures are explained to them. The lecturer must be confident that the student has understood the risks before they are permitted to commence the activity. It is the responsibility of the lecturer to ensure that all student inductions are recorded and kept on file.

### **Temporary Workers (*Regulation 13*)**

Temporary workers (*and their employers*) must be informed of any special skills, qualifications or requirements that are needed to enable them to carry out their tasks safely and with minimal risk to Health and Safety. The responsibility for providing this information falls to the Director of Curriculum.

## **Record Keeping**

Where records are required to be kept by College management, these may be held in either written or electronic form but should be readily available for inspection. Assessments carried out which refer to other assessments (*for example; COSHH*), must be clearly identified and cross-referenced to enable easy and efficient use of information. Departmental specific assessments and procedures will be readily available to all relevant persons in that area. Health and Safety records should be kept for a minimum of 7 years. The Health and Safety Partner can advise further on retention of documentation as required.

## **Employee Responsibilities**

Health and Safety must be owned by all College employees and everyone must be committed to ensuring continuous improvement in the provision of a safe, healthy and supportive environment. Staff must not ignore hazards but strive to make safe any situations they identify as unsafe. Staff must demonstrate best practice at all times and set a good example to students and visitors. Should any employee be found to be negligent and in any serious breaches of their Health and Safety duties, disciplinary action will be taken against them.

Health and Safety duties are included in job descriptions which form part of contracts of employment and the employer will ensure that employees receive adequate training in order to comply with this Regulation. The Health and Safety at Work etc. Act (1974) and the Management of Health and Safety at Work Regulations (1999) place particular duties on College employees. These include:

- employees shall take reasonable care for their own Health and Safety and that of others who may be affected by their work activity
- employees should use correctly all work items provided by their employer, in accordance with their training and the instructions they receive to enable them to use the items safely
- employees have a strict responsibility to co-operate with the College in the fulfilment of any duty which the College may have as an employer
- employees must notify any shortcomings in the Health and Safety arrangements even when no immediate danger exists  
employees have a legal duty to report defects in procedures, defects in Personal Protective Equipment (*PPE*) and to store and inspect PPE as instructed
- no employee of the College shall intentionally or recklessly misuse or interfere with any provision made by the College for the purpose of improving Health and Safety

## **Responsibilities of People not in the College's Employment**

People not in the College's employment, for example, learners or visitors, also have a duty to co-operate with Management with regard to Health and Safety matters and to take reasonable care of themselves and others. The College shall ensure they are provided with sufficient information and training to perform activities with minimal risk to their Health and Safety.

## **Policy on Smoking/Use of Electronic vaping devices**

In consideration of people's health, all College premises are designated as non-smoking (*including e-cigarettes*), with the exception of designated smoking shelters at some sites. Full details relating to smoking at College can be found in the **College Smoking Policy and Procedures**.

## **Health and Safety Monitoring and Auditing**

The College recognises its statutory duty to effectively monitor and review its Health and Safety provision and management systems. On a day to day basis, all Managers should monitor Health and Safety and safe practice, and where necessary take/ensure remedial actions. Formal review is undertaken via annual performance monitoring.

## **4 Specific Responsibilities for Health and Safety**

Health and Safety is the responsibility of all the staff and students. Whilst the ultimate responsibility for these matters lies with the Board of Governors, the Principal and the College

SMT, all those that work or study at or visit the College have a legal responsibility to take reasonable care of themselves and others.

Managerial staff have a specific responsibility for matters within their control and have a duty to ensure that health, safety and environmental issues are given the fullest consideration at all times. The particular responsibilities and duties of individuals and groups are defined below.

**NB These definitions do not remove the responsibility of every member of the College for their own Health and Safety and that of their colleagues.**

### **The Board of Governors**

Ultimately the responsibility for Health and Safety in the College rests with the Board of Governors. There is a commitment to provide a strong and active leadership from the top, with a visible, active commitment from the Board. The Corporation will ensure that there is an integration of good Health and Safety management with all business decisions. In addition, they will ensure there are sufficient resources allocated within the College budget to allow for the effective implementation of the Health and Safety Policy and all related procedures. It is envisaged that the Link Governor for Health and Safety would be a member co-opted or a full member of the Employment and Personnel Committee. As employers, the Board of Governors ensure that management responsibility for Health and Safety is clearly designated. They have a duty to consult employees on matters of Health and Safety and to make provision for the appointment of union and non-union of Safety Representatives. The Corporation will ensure that the College's Safety Policy and Procedures are kept up-to-date and that arrangements are in place to ensure all staff and students are aware of and comply with its contents. The Board will ensure that the Policy contains vigorous and comprehensive systems for inspection, monitoring and modifying Health and Safety arrangements and equal opportunity issues within the College.

### **The Principal**

The Principal has overall responsibility for the Safety Policy and arrangements throughout the College and should:

- a) make regular reports on safety matters to the Corporation
- b) budget for Health and Safety matters

### **The Vice Principal, Director of Finance/Health and Safety Officer**

The Vice Principal, Director of Finance, who is the Health and Safety Officer, is responsible to the Principal for the management of the College Health and Safety Policy. He/she will periodically appraise the effectiveness of the Policy to ensure its relevance and scope, through an annual review carried out by the Health and Safety Committee and will ensure that, through appropriate delegation of authority, it is properly implemented.

*The Vice Principal, Director of Finance/Health and Safety Officer will:*

- be responsible for the overall co-ordination of College Health and Safety matters and will assume the responsibilities outlined above in the absence of the Principal
- be the nominated Fire Safety Officer for the College. Emergency evacuation practices and the recording of practice details will be the responsibility of the Health and Safety Officer and in conjunction with the Health and Safety Partner, he/she will co-ordinate training and the provision of Fire Wardens and Emergency Evacuation Supervisors
- will have oversight of the College Health and Safety Committee
- will report all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reportable incidents to the HSE, in conjunction with the Health and Safety Partner, who will do so in his absence

### **Assistant Principals and Heads of Curriculum**

All Senior staff have overall day-to-day responsibility for an operational area of the College and must ensure the implementation and operation of the College Health and Safety Policy within their area of responsibility.



*The Assistant Principals and Heads of Curriculum will:*

- ensure that their staff are aware of their responsibilities for Health and Safety, and support them in the carrying out of those duties
- ensure that the College Health and Safety Policy is observed by staff and students in their area
- nominate staff to be responsible for specific areas of their sections
- ensure that all working areas for which they are responsible are safe environments, and that all equipment is properly maintained and tested
- ensure that risk assessments, including manual handling, noise, visual display units, lone working and COSHH, are carried out and that appropriate control measures are identified and taken
- ensure that adequate and appropriate personal protective equipment is made available, and that it is properly used
- liaise with the Health and Safety Partner on all aspects of Health and Safety as required/appropriate
- ensure that their staff are suitably trained in Health and Safety measures appropriate to their duties, including work experience, apprenticeships, off-site activities and hazardous pursuits
- ensure that programmes of study include appropriate Health and Safety content that is relevant to curriculum and current legal requirements
- liaise with the Estates Manager to ensure the safe installation of fixed equipment
- ensure that agreed accident instructions and reporting procedures are implemented and adhered to
- ensure that regular safety audits and inspections are carried out within Divisions and that hazards identified are eliminated or controlled
- ensure that all equipment that is likely to pose a risk is inspected and maintained at regular intervals and that such action is recorded e.g. portable electrical appliances, pressure vessels, steps/ladders
- ensure that there are adequate and appropriate Health and Safety procedures in place for offsite curriculum delivery, for example in a workplace environment (*NVQ's/Work Based Learning/Teacher Training*)
- maintain adequate, up-to-date and secure Health and Safety records, as relevant and appropriate and ensure these records are made available as required for audit purposes
- ensure that departmental and cross College Health and Safety issues/updates are discussed at Team Meetings as a standing item on agendas and are covered in the annual Self-Assessment Review (*SAR*) process

**The College Health and Safety Partner**

*The College Health and Safety Partner will:*

- raise the profile of health, safety and welfare by regularly reviewing and updating the College health, safety and welfare staff and student pages
- raise the profile of the Health and Safety Committee by regularly auditing and updating the Health and Safety notice boards in all Centres
- visit all College Departments and Centres to provide Health and Safety advice and to inspect/audit safety provision and procedures as required
- deliver in house staff Health and Safety training and updates or identify relevant training courses for staff as required
- assist Heads of Curriculum in carrying out Section Health and Safety checks and Departmental risk assessments
- carry out generic and specialist risk assessments (*new and expectant mothers, stress, lone working etc.*) and report findings as required
- complete workstation and display screen equipment (*DSE*) assessments as requested and report findings as required
- ensure that emergency evacuation routes and fire notices are maintained to acceptable standards

- arrange for the completion and dissemination of specialist Asbestos and Fire risk assessments as required
- liaise with local Fire Service, Ambulance, Police, Transport Police, County Council and external safety professionals such as the College appointed Fire, Asbestos and Legionella Consultants as required/appropriate to maintain effective working relationships and develop partnership working
- advise the Health and Safety Officer as appropriate, providing relevant reports and updates as required
- develop and run educational Health and Safety events and campaigns for students and staff as required and relevant e.g. Drive Safe, All-Ways Safe etc.
- develop and up-date educational Health and Safety resources as required that are suitable for use across the curriculum for students and staff and are in keeping with legislative requirements etc.
- in conjunction with the Health and Safety Officer co-ordinate and evaluate fire evacuations, deliver training as required and assist with the identification of Fire Wardens and Emergency Evacuation Supervisors
- investigate all reported work related accidents and provide updated reports including analysis of causation factors and remedial actions etc.
- in the absence of the Health and Safety Officer or at his direction report all RIDDOR incidents to the HSE
- assist and advise with work experience and apprenticeship Health and Safety Policy and Procedures as required
- maintain adequate, up-to-date and secure Health and Safety records, as relevant and appropriate and ensure these records are made available as required for audit purposes

### **The Health and Safety Committee**

The Health and Safety Committee will form the main basis for formal consultation on Health and Safety matters with staff and student representatives as appropriate. The Health and Safety Committee will comprise equal representation from Management and the recognised Trade Unions together with nominated members from College Departments and such ex-officio members as are agreed by the Committee.

It will meet at least once per term and will report to the SMT. Minutes of the meetings will be posted on the Health and Safety notice board in each centre, on the health, safety and welfare page on e.brock and will be available from Trade Union safety representatives.

#### *The Committee will:*

- promote communication and co-operation between employers and employees in instigating, developing and carrying out measures to ensure Health and Safety at work
- advise the Principal and SMT on all matters relating to health, safety and welfare in the College
- draw up and monitor systems and procedures in respect of College Health and Safety issues
- receive reports from Heads of Curriculum, the Health and Safety Partner and recognised Trade Union Safety Representatives and other competent persons, and advise on appropriate action
- liaise with the Health and Safety Partner and other relevant personnel to ensure the provision of appropriate Health and Safety training for all College staff
- carry out inspections of specific workplace areas by nominated Committee members when necessary
- monitor the reporting of accidents, procedures and records

### **The Estates Manager**

The Estates Manager has direct responsibility for the management of all the College sites and premises in accordance with the relevant Acts, Health and Safety legislation and the Occupiers Liability Acts. In particular, responsibilities under the Workplace (Health, Safety and

Welfare) Regulations 1982. This includes fire precautions, maintenance and repair of buildings and maintenance contracts.

*The Estates Manager will:*

- ensure that all caretaking, cleaning and associated operations are carried out in accordance with statutory requirements and safe working practices
- receive reports of any defects observed in the fabric of the premises or its fixed installations, and determine appropriate action
- oversee, in consultation with Heads of Curriculum, Professional Services Managers, the Health and Safety Partner, the College Fire, Asbestos and Legionella Consultants, as required to oversee the siting and installation of fixed equipment and services, with particular reference to Health and Safety concerns
- ensure the provision and maintenance of adequate and appropriate fire-fighting equipment, notices and instructions throughout the College
- maintain adequate, up-to-date and secure Health and Safety records, as relevant and appropriate and ensure these records are made available as required for audit purposes
- carry out generic risk assessments and report findings as required
- arrange for the completion and dissemination of specialist (*Asbestos, Legionnaires, Fire etc.*) risk assessments and reports as required
- liaise with College Fire Safety, Asbestos Consultants and the Health and Safety Partner prior to changes to building structure, layout and usage etc. to ensure that all legislative fire safety and Health and Safety requirements are complied with
- be responsible for testing fire alarms and emergency lighting installations, and ensure that approved signage identifying fire exits and routes is displayed as required in appropriate College locations
- be responsible for liaison with all contractors on site, and ensure that they comply with the College's Health and Safety Policies and Procedures

#### **Assistant Estates Manager/Electrical Maintenance Technician**

*The Assistant Estates Manager/Electrical Maintenance Technician will:*

- be responsible and accountable to the Estates Manager for all matters relating to health, safety and welfare within the sphere of his activity
- ensure he is familiar with the College Health and Safety Policy and that cleaning staff (*contractual*) are equally aware of any implications of the Policy as it affects their work activities (*e.g. storage arrangements materials, equipment and substances etc.*)
- report to the Estates Manager any defects or hazards that are brought to his attention
- report to the Health and Safety Officer and Health and Safety Partner any concerns regarding Health and Safety arrangements for weekend/summer short courses
- be responsible for ensuring that staff under his control are adequately informed, instructed and trained in using all relevant equipment before actual use
- inform the Estates Manager whenever contractors are due to enter the College to undertake maintenance, service or works contract
- be responsible for ensuring the servicing/maintenance of College vehicles e.g. minibuses
- ensure familiarity with and adhere to the College Health and Safety Policy and all procedures relevant to his/her work activities
- assist in the updating of College Electrical Safety Policy and Procedures as required
- be responsible and accountable to the Estates Manager for all matters relating to health, safety and welfare within the sphere of his activity
- report to the Estates Manager any defects or hazards that are brought to his/her notice
- carry out generic risk assessments and report findings as required
- report to the Health and Safety Officer any concerns regarding electrical installations, PAT Testing and/or electrical Health and Safety arrangements
- be responsible for ensuring that staff under his/her control are adequately informed, instructed and trained in using all relevant equipment before actual use
- inform the Estates Manager whenever contractors are due to enter the College to undertake maintenance, service or works contract

- be responsible for ensuring the servicing/maintenance of College Portable Appliances – PAT Testing
- maintain adequate, up-to-date and secure Health and Safety records, as relevant and appropriate and ensure these records are made available as required for audit purposes

### **The Learning Hub Manager**

*The Learning Hub Manager will:*

- ensure that all staff and students are aware of what is expected of them when working in the Learning Hub
- provide clear guidelines on Hub procedures and practices and give instruction and training where necessary
- maintain a section within the Hub specific to Health and Safety matters

### **Hard Brock Café, MJ's and Highwood Nursery Kitchen Managers**

*The Hard Brock Café, MJ's and Highwood Nursery Kitchen Managers will:*

- ensure familiarity with and adhere to the College Health and Safety Policy and all procedures relevant to his/her work activity
- update Departmental policies and procedures using relevant Health and Safety guidance as required
- be familiar with and adhere to the requirements identified in the Food Safety Act (1990) and The Food Safety (*General Food Hygiene*) Regulations (1995)
- maintain adequate, up-to-date and secure Hazard Analysis Critical Control Point (*HACCP*) and safety records, as relevant and appropriate and ensure these records are made available as required for audit purposes
- ensure that all kitchen staff are instructed and informed to work in accordance with this document
- inform the Estates Manager and the Health and Safety Partner of any potential safety hazards and/or defects
- ensure that new entrants/employees or part-time assistants are aware of Health and Safety practices and procedures in the kitchen and are trained to an adequate level prior to commencing work activities
- ensure that departmental risk assessments and annual safety checks are completed and recorded

### **The College Nurse**

*The College Nurse will:*

- co-ordinate the provision of advice, help and support members of staff across the College or students, with health conditions or related problems
- take a lead in health education initiatives for the general student and staff population
- stock and maintain the Health Information Centre/First Aid Room
- assist in maintaining and monitoring first aid equipment (*including Other Centres*)

### **Personal Tutors**

*Personal Tutors will:*

- advise students of relevant College Health and Safety Policies and Procedures and the consequences of non-compliance with said Policies and Procedures
- ensure students are aware of the College student health, safety and welfare page and how to access it
- encourage students to attend educational Health and Safety campaigns
- help to promote student Health and Safety education using resources provided by Health and Safety Partner and other professional bodies

### **Other Centre Managers/Area Organisers**

*The Other Centre Managers/Area Organisers will:*

- update Departmental policies and procedures using relevant Health and Safety guidance as required
- ensure that staff and Tutors are aware of their responsibilities for Health and Safety and provide support in carrying out those duties

- ensure the College Health and Safety Policy and relevant Health and Safety requirements are observed by staff, students, contractors and visitors
- liaise with the Health and Safety Partner as necessary and assist as required with College Health and Safety inspections, audits and spot checks etc. as and when required
- ensure that any defect in the fabric of the Centre is reported to the Estates Manager
- report any Health and Safety defect or hazard involving College equipment to the Estates Manager, the Health and Safety Partner and site technicians. Discontinue use of equipment immediately pending investigation, repair or replacement and if required isolate area to prevent unauthorized access
- ensure that accidents are recorded and reported at the earliest opportunity through the established procedures
- ensure students are given safety instructions concerning the use of equipment and handling of materials, including hazardous materials prior to activities commencing
- ensure that emergency evacuation notices are displayed in all rooms, and that regular training and evacuation drills take place and records are kept accordingly
- ensure that all fire doors and fire-fighting equipment are maintained and accessible
- ensure that first aid boxes are stocked, regularly checked and accessible
- ensure that Departmental risk assessments and annual safety checks are completed and recorded
- ensure that Centre and cross College Health and Safety issues/updates are discussed at Team Meetings as a standing item on agenda and are covered in annual SAR
- maintain adequate, up-to-date and secure Health and Safety records, as relevant and appropriate and ensure these records are made available as required for audit purposes

### **All College Staff**

College Staff are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work regulations 1999 as summarised below.

#### *College staff will:*

- take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts and omissions and co-operate with their employer on matters of Health and Safety
- familiarise themselves with the College Health and Safety Policy and all relevant departmental policies and procedures
- ensure that all necessary safety precautions are taken in using equipment and in handling materials in accordance with COSHH regulations, ensure that any potentially hazardous materials with which they are in contact are used, stored and disposed of in accordance with safe procedures
- exercise due caution in the manual handling of goods and equipment
- report any defect/hazard involving equipment immediately to Helpdesk and their Head of Curriculum and discontinue the use of such equipment pending investigation or repair
- report any defect in the fabric of College buildings or the College sites to the Estates Manager directly or via their Head of Curriculum and/or Assistant Principals or Professional Services Managers.
- report all accidents, injuries or dangerous occurrences at the earliest possible opportunity through the established reporting procedure
- ensure that appropriate personal protective equipment is used where necessary by themselves and by students in their charge
- ensure students in their charge have safety instructions concerning the use of equipment and handling of materials and processes prior to work activities commencing
- ensure that students are aware of and comply with the College procedures for Emergency Evacuation and check that appropriate notices are displayed

- report all College related Health and Safety concerns to the Health and Safety Officer, Health and Safety Partner, Heads of Curriculum, Assistant Principals or Professional Services Managers as appropriate
- complete Health and Safety training and undertake regular updates as required e.g. first aid, display screen equipment, fire safety, lone working etc.
- assist with Departmental risk assessments and annual safety checks
- liaise with the Health and Safety Partner as necessary and assist with all College Health and Safety inspections, audits and spot checks etc. as and when required

### **Students**

It is the responsibility of each individual student to take reasonable care of his/her own Health and Safety and not to act in a manner that places others in danger. *In particular students will:*

- comply with all College safety regulations and procedures, and obey all instructions given to them by members of staff in the interests of Health and Safety
- dress appropriately to comply with the Health and Safety requirements of College workplaces or activities, and provide or wear any protective clothing or equipment specified by the lecturer in charge
- report any hazard immediately to the member of staff in charge
- report all accidents immediately to the member of staff in charge
- not deface, interfere with or remove anything provided for safety, such as first aid equipment or fire extinguisher

The College will provide a Health and Safety Induction and area/subject specific Health and Safety induction where appropriate to ensure that students are aware of their Health and Safety responsibilities.

### **Visitors, Contractors and Delivery Personnel**

*Any persons visiting or working on any of the College premises will:*

- observe the rules and regulations set down in the College Health and Safety Policy and associated procedures
- report to Reception, sign in and receive either a visitors or contractors badge so the College is aware who is on site in the event of any evacuation

Contractors engaged in work on College premises must report to the Estates Manager prior to commencing work activities, and will be expected to operate in compliance with all Health and Safety legislation and College safety procedures and requirements.

## **5 Penalties**

### **Employees**

The Board of the Corporation, whilst seeking to persuade all its employees to recognise the importance of a safe and healthy working environment, understands that it is necessary to maintain a penalties procedure for blatant and reckless breaches of this Policy by its employees. Blatant and reckless disregard for Health and Safety in the College may be considered as gross misconduct and the College, as employer, may consider that dismissal of the employee is appropriate. The College will abide by its Disciplinary Procedure in cases of blatant and reckless disregard for Health and Safety.

### **Enforcement of Health and Safety by the Health and Safety Executive**

The Health and Safety Executive (HSE) are responsible for the enforcement of Health and Safety Legislation in the College. HSE Inspectors have a number of powers. Full details of Inspector's powers, Improvement Notices, Prohibition Notices, Prosecution and Penalties are

available from the College Health and Safety Partner. It should be noted that employees may be prosecuted together with the College, if they have been involved in an offence. An act or omission by an employee which is apparently condoned by Line Manager, Head of Curriculum/Professional Services Managers or Assistant Principals or the SMT (*for example; failure to take corrective action*) will make the College and/or Line Manager, Head of Curriculum/Professional Services Managers or Assistant Principals and/or SMT liable for prosecution. In the event of the College being prosecuted, the Board of the Corporation would be named on the summons.

## **6 Communication and Consultation**

Appropriate channels exist within Brockenhurst College to enable effective communication regarding issues of Health and Safety to be conveyed to all College staff. Health and Safety is a standing agenda item at Departmental meetings. SMT will receive a regular report of Health and Safety issues within the College. An annual Health and Safety Report is made to the College Corporation. All members of College staff are made aware of their lines of communication. The College will ensure that the channels are available and adequate.

### **The Safety Representatives and Safety Committee Regulations, 1977**

The Safety Representatives and Safety Committee Regulations 1977 concern safety representatives appointed in accordance with Section 2(4) of the 1974 Act and covers:

- a) described cases in which recognised Trade Unions may appoint safety representatives from amongst the employees
- b) prescribed functions of safety representatives

Section 2(b) of the above Act requires employers to consult with Safety Representatives with a view to the making and maintenance of arrangements which will enable them and their employees to co-operate effectively in promoting and developing measures to ensure the Health and Safety at work of employees and in checking the effectiveness of such measures.

### **The Consultation with Employees Regulations 1996**

These Regulations require employers to consult with employees on all matters which may affect their Health and Safety. The employer must ensure that all employees are represented. A decision involving work equipment processes or organisation could have Health and Safety consequences for employees. Before making that decision employers must allow time:

- a) to provide the employees, or their elected representatives, with information about what is proposed
- b) to give employees, or their elected representatives, an opportunity to express their views about the matter in the light of that information
- c) for the employer to take account of any response from employees or their elected representatives

## **7 Risk Assessment**

The overall responsibility for ensuring appropriate risk assessments are in place lies with the Principal. The Principal has delegated the day to day responsibilities of the administration of Health and Safety to designated staff. Risk assessments are the responsibility of SMT, Assistant Principals, Centre Managers, the Health and Safety Partner and Heads of Curriculum/Professional Services Managers or designated deputies with appropriate experience, skills and training to enable them to effectively complete a risk assessment.

SMT, Assistant Principals, Centre Managers and Heads of Curriculum/Professional Services Managers are responsible for ensuring that their staff and learners are covered by suitable and sufficient risk assessments for the jobs and activities they are undertaking.

SMT, Assistant Principals, Centre Managers, the Health and Safety Partner, Heads of Curriculum/Professional Services Managers, Safeguarding Team members or designated deputies are responsible for ensuring Health and Safety control are appropriate and approved. Where hazards and associated risks cannot be removed or controlled, issues have not been resolved or expenditure is in excess of budgets then SMT and the Health and Safety Committee will be consulted and involved in the process.

### **Review**

Risk assessments will be reviewed following the College process.

- Low risk – every 5 years
- Medium risk – every 3 years
- High risk – annually

In the event of an incident, an activity/area/staff/learner, legislative update or other significant change risk assessments will be reviewed and update as required. Where risk assessments are reviewed and updated these will be communicated to all relevant personnel. The findings of risk assessments will be communicated to all relevant staff, visitors, learners and contractors as appropriate. Copies of completed assessments are held in Departments and electronic copies are available in the Departmental Health and Safety, Risk Assessment Section of the staff Health, Safety and Welfare page on e.brock. A relevant proportion of risk assessments will be audited annually by the Health and Safety Partner.

### **Safeguarding**

Young/Vulnerable persons are assessed individually to take account of inexperience, lack of awareness of risks, immaturity and other personal issues. This will ensure that learners can be appropriately supervised and have adequate controls in place for the work/activities they are to undertake. This will include the completion of individual Emergency Medical Care Plans (*EMCP's*) Personal Emergency Evacuation Plans (*PEEP's*) and Learner Management Plans (*LMP's*). Where safeguarding concerns have an impact on a learner being able to commence or complete study an immediate referral must be made to the Safeguarding Team to enable the required assessments to be completed and controls put in place.

Full details relating to risk management procedures can be found in the College Risk Management Policy and Procedures.

## **8 Safe Plant and Equipment**

Overall and final responsibility for plant, equipment and buildings belongs to the Health and Safety Officer. Day to day responsibility for ensuring this Policy is put into practice is delegated to the Estates Manager who is responsible for ensuring effective maintenance procedures are drawn up. Where the plant is for general use (*heating/boilers etc.*) the Estates Manager has responsibility for its assessment. Where plant is specifically purchased by a Curriculum Area then the department becomes responsible for the day to day safety of the equipment. All plant and equipment must be assessed before being used by staff, learners, visitors or contractors. This is the responsibility of the Directors of Curriculum.

The Safety Officer and the Health and Safety Partner in conjunction with the Estates Manager and relevant Departments have a responsibility to ensure Health and Safety standards are maintained. Welfare facilities, governed by the Workplace (*Health, Safety and Welfare Regulations*) will be at least to a minimum standard for places of work and this will include ensuring there is a clean and wholesome supply of water.

Where certain equipment needs to have any inspections or tests undertaken by a competent person these checks will be recorded in a log (*examples are boilers, lifting gear, vehicles and portable electrical appliances*). This is the responsibility of the Estates Manager and the Health and Safety Officer.

New equipment and plant will be the responsibility of the relevant Centre Managers, Estates Manager or Heads of Curriculum who are responsible for the primary users of such equipment.



New or re-designed workplaces/work equipment will be assessed by Estates Manager, relevant Heads of Curriculum in liaison with the College Health and Safety Partner, prior to them being used or occupied. Servicing and Maintenance of such equipment will be undertaken by the Estates Department

Any problems found should be reported to the Estates Manager using the Helpdesk facility. Responsibility for resolutions will be assigned to a relevant Centre Managers, Estates Manager, Site Team or Head of Curriculum. Where the relevant Centre Manager, Estates Manager, Site Team or Head Curriculum cannot resolve the issues or where it involves facilities or buildings this will be referred to SMT for review.

## **9 Handling of Substances with Significant Risk**

As the nominated persons Centre Managers, Estates Manager or Heads of Curriculum/Department have overall responsibility for Health and Safety of hazardous substances and materials. Centre Managers, Estates Manager, Site Team or Heads of Curriculum/Professional Services Managers will need to ensure that they keep fully informed of Health and Safety matters related to their curriculum area and are fully competent in their areas of responsibility for Health and Safety. Whilst the overall control of Health and Safety is given to the Vice Principal Director of Finance, it is important to note that Centre Managers, the Estates Manager and Heads of Curriculum/Professional Services Managers are responsible for their own departments. They have specific responsibilities for Health and Safety which are included in their job descriptions. In the case of the Board of Governors or the Health and Safety Committee it is included in their terms of reference.

The College will ensure competent persons who undertake Health and Safety duties are supplied with adequate training and resources to enable them to do their job properly. Centre Managers, the Estates Manager or Heads of Curriculum/Professional Services Managers will be responsible for ensuring that COSHH assessments are undertaken by competent staff in accordance with the College and other associated codes of practice. They are also responsible for ensuring there are adequate resources available to undertake the assessment and appropriate recommended controls are in place and used.

Centre Managers, the Estates Manager or Heads of Curriculum/Professional Services Managers, staff and students will be responsible for ensuring that new materials are assessed before use and that they are familiar with the procedures for controlling the risks as far as is reasonably practicable. The Health and Safety Partner will review failures in procedures or controls and assist in making appropriate changes where required. COSHH assessments will be reviewed annually or when the work activity or process changes, whichever is the soonest - This will be the responsibility of the Centre Managers, the Estates Manager or Heads of Curriculum/Professional Services Managers

It is important that responsibilities are clearly set out by Directors, Centre Managers, Estates Manager or Heads of Curriculum/Department. This will make sure that if there are any Health and Safety concerns, these can be reported to the right person, so they can be dealt with promptly. The disposal of waste both hazardous and non-hazardous substances will be undertaken in accordance with the College Environmental Policy and Procedures.

Full details relating to COSHH can be found in the **College COSHH Policy and Procedures**, the **College Clinical Waste Policy and Procedures** and the **College Environmental and Sustainability Policy and Procedures**.

## **10 Information, Instruction, Supervision and Staff Competency**

The College has overall responsibility for the provision of relevant Health and Safety information. The minimum information that has to be displayed is the Health and Safety Law Poster which is displayed in all premises on the designated Health and Safety Notice Board.

Competent Health and Safety Advice is available to all staff and learners through the Safety Office.

Ensuring that staff and learners are adequately informed, instructed and trained is the responsibility of the Principal. The day to day responsibility to put this into practice is delegated to the SMT, Assistant Principals, Centre Managers, the Health and Safety Partner, Heads of Curriculum/Department Heads, Safeguarding Team members and/or designated deputies. To ensure that appropriate Health and Safety standards are maintained staff, learners, visitors and contractors also have responsibility for their own safety. This includes providing appropriate supervision of young/vulnerable persons. The standards of assessment to ensure that learners are matched to appropriate workplaces are laid out in the College Policy and Procedures for Work Experience.

All staff and learners will be given appropriate Health and Safety training relevant to their job and/or course of study. This training will be combined with general information about College Policies and Procedures. The basics of induction training will include accident/incident procedures, fire safety, emergency evacuation and first aid procedures. Induction training will be co-ordinated for all staff and learners by SMT, Assistant Principals, Centre Managers, the Health and Safety Partner and the Assistant Principal, Learning and Quality. Full induction of full-time staff is undertaken at the start of employment or as soon as possible afterwards. A reduced induction programme is available for part-time staff. All learners will receive an appropriate level of induction and these sessions will be scheduled annually.

SMT, Assistant Principals, Heads of Curriculum/Department Heads and Centre Managers, will ensure that all staff under their control are provided with appropriate training for the activities they are to undertake, in line with their job description. This will include any specialist training and assessment. The Human Resources (HR) Manager is responsible for ensuring that personal training records for all staff are kept up-to-date. HR in conjunction with the Assistant Principal, Learning and Quality will review training and arrange induction training as required. They will also monitor the quality and content of such training.

A satisfactory level of specific Health and Safety training is considered to be of fundamental importance if all staff are to be able to identify hazards and be made aware of risks involved in their place of work and the precautions to be observed and to develop Health and Safety education within the curriculum.

Five main areas of training will be followed:

1. The training of all staff in emergency procedures relevant to their job role
2. The training of lecturers in their duties and responsibilities to other employees as well as learners and to develop Health and Safety education
3. The training of support staff and technician staff in their duties and responsibilities and in the correct use and maintenance of equipment
4. The training in work procedures for staff who may be exposed to special dangers e.g. site supervisors and laboratory staff
5. The training of learners in their respective areas of learning

Health and Safety courses which aim to make all staff more conscious of the need for Health and Safety will be made available by the College and identified as part of the process of Self-Assessment and Annual Review and Development.

## **11 Accidents, Injuries and Work-Related Illness**

The requirements of staff to be trained in emergency first aid and fire actions is initially identified by the Safety Department in conjunction with Senior Management Team, Assistant Principals, Heads of Curriculum/Department, Centre Managers and the Health and Safety

Committee as appropriate. Day to day accident and incident reporting is the responsibility of the Senior Management Team, Assistant Principals, Heads of Curriculum/Department, and Centre Managers in conjunction with the Safety Office.

First Aid procedures and actions in the event of an emergency are displayed around all College premises. Appropriate first aid staff, resources and facilities are available at each Centre and provision is based on the results of a comprehensive first aid audit. College first aiders are responsible for ensuring that first aid resources in their own areas of responsibility are kept accessible, up-to-date and in good order. All accidents and incidents should be reported initially to the Health and Safety Partner via the relevant form which can be accessed on the staff health, safety and welfare page on e.brock.

In the event of an emergency on Main Site there is a designated emergency number that can be called to summon assistance. This number is ext. 200 and is available during normal College opening hours. Out of hours and weekends the number is automatically transferred to the Duty Site Officers emergency mobile phone.

The Health and Safety Partner is responsible for reviewing all accidents and incidents and where appropriate liaising with the SMT, Assistant Principals, Heads of Curriculum/Departments and Centre Managers to ensure appropriate actions are taken. RIDDOR types of accidents/incidents will be reported by the Health and Safety Officer or Partner and where the incident has involved a learner then the EFA will also be notified by the Health and Safety Officer or Partner. Accident investigations will be carried out by the Health and Safety Partner in conjunction with the relevant Assistant Principals, Heads of Curriculum/Department, Centre Managers and or other relevant personnel as appropriate.

### **Health Surveillance**

HR is responsible for ensuring that statutory checks on staff are undertaken as required. Health surveillance for staff can be arranged by HR. This surveillance will be done, where required by law and on an individual basis as issues arise and in compliance with the Disability Discrimination Act. This will be monitored by HR and it is the responsibility of the HR Manager to keep all confidential records created in a safe and secure place.

All divisional meetings will have health, safety and welfare as an agenda item and all concerns raised must be reported to the Health and Safety Partner for further investigation as appropriate. To supplement the normal systems, all College staff have access to a free employee counselling and support service via a confidential helpline.

Full details relating to first aid, accident investigation, RIDDOR and stress management can be found in the **College First Aid Policy and Procedures**, the **College Accident Investigation and Reporting Policy and Procedures** and the **College Stress Management Policy and Procedures**.

## **12 Emergency Procedures Including Evacuation**

The Health and Safety Officer is responsible for ensuring that the Fire Risk Assessments, Emergency Action Plans and Critical Incident Procedures are all implemented and reviewed on a regular basis.

The Fire Risk Assessments are carried out by competent persons (*Fire Safe Solutions*) who have drafted action plans to rectify issues found as part of an audit. The Health and Safety Officer in conjunction with the Estates Manager and Health and Safety Partner prioritise corrective actions in an annual plan.

Evacuation guidance is displayed in key areas around each College building. If the Fire Alarm sounds in any of the College buildings the procedure is to evacuate, assemble in designated points and await further instruction from Senior Management, Site Officers, Health and Safety Partner, Emergency Services and/or Centre Managers.

Escape routes are regularly checked by Fire Wardens, Site Officers and Centre Managers. The overall assessment of fire extinguishers and fire warning systems is the responsibility of the Estates Manager. Alarm systems are tested weekly by Site Officers and/or Centre Managers. Evacuation drills are conducted at least once a term and the Health and Safety Partner is responsible for reviewing all fires, drills and procedures to ensure appropriate actions are taken. This includes liaising with staff, Fire Wardens, Evacuation Supervisors and Health and Safety Committee members to gain feedback as to effectiveness of procedures and any issues encountered during an evacuation.

Full details relating to emergency procedures can be found in the **College Fire Policy and Procedures** and the **College Critical Incident Policy and Procedures**.

### **13 Monitoring and Review**

The operation of the Health and Safety Policy will be monitored by the following means:

- regular assessment of risk/hazards through systematic audit of safety practices and procedures by managers
- regular assessment of accident and untoward incident reports
- sickness absence due to health problems caused by potential work-related issues
- regular reports of safety training and staff attendance
- this Policy has been developed in the light of current guidance and legislation pertaining to issues which are continuously under review
- the Health and Safety Committee will monitor performance through a regular reporting mechanism at each meeting

### **14 Application of this Policy**

- This Policy applies to all staff of the College as well as temporary staff and volunteers
- Contracts for contractors and other service providers will reflect the need for staff to adhere to this Policy and to be proficient in acceptable safety techniques at all times

## THE MANAGEMENT CHAIN - DELEGATION OF FUNCTIONS

### Stage (1)

#### Principal/Vice and Assistant Principals

- Take overall responsibility for Health and Safety matters in the College and maintain required records accordingly
- Liaise with Governors, relevant outside agencies and College Health and Safety Partner on Policy requirements, reviews and/or updates
- Have oversight of the College Health and Safety Committee

### Stage (2)

#### Middle Managers

- Take day to day responsibility for Health and Safety matters in the Section and maintain required records accordingly
- Draw up Departmental policies and procedures (*using relevant Health and Safety guidance and liaise with Health and Safety Partner to define arrangements*)
- Ensure that departmental risk assessments and annual formal Health and Safety checks are completed and recorded
- Nominate Departmental Health and Safety Representative/s
- Arrange for staff to be informed/trained on relevant Health and Safety matters as required
- Ensure that Health and Safety Policies and Procedures are adhered to in the Section

### Stage (3)

#### Lecturers, Support and Professional Services Staff, Contracted Suppliers

- Check classroom/work area, equipment and resources are safe and used appropriately
- Ensure safe procedures are followed
- Ensure personal protective equipment is used when required
- Report all Health and Safety concerns/defects
- Carry out special tasks (*e.g. First Aid, Fire Warden*)
- Complete departmental risk assessments and Health and Safety checks as required

## HEALTH AND SAFETY COMMITTEE

### TERMS OF REFERENCE

MEMBERSHIP	
<b>Ex Officio Membership</b>	Vice Principal/Director of Finance ( <i>Health &amp; Safety Officer</i> ) - <i>Chair</i>  Health and Safety Partner ( <i>Competent Person</i> ) Governor Representative for Health and Safety College Nurse Estates Manager HR Representative Senior Technician
<b>Nominated Membership</b>	1 UCU Representative 1 ATL Representative 1 UNISON Representative 1 Other Centre Representative
<b>Co-opted Membership</b>	Staff with particular expertise will be co-opted on to the Committee by agreement.

**TERM OF OFFICE** - 2 Years

**QUORUM** - No business shall be transacted unless 40% of the members are present.

**STATUS** - The Committee is a standing committee reporting to the Planning and Advisory Board. It meets at least once each term.

#### VISION

Our vision is to promote a positive Health and Safety culture in which staff and students are encouraged to think and act in a safe manner at all times beforehand so that accidents and incidents can be prevented from happening wherever possible. The primary objective of the Committee is to monitor health, safety and welfare issues across College and to propose solutions to Management to address any issues arising.

We believe that implementing Health and Safety measures does not have to be expensive, time consuming or complicated; nor does it necessarily stifle innovation or enterprise. In fact, we believe that safer and more efficient working practices can often save money and, more importantly, they can improve the health, safety and well-being of staff and students. The College recognises the value of consulting with others to ensure a culture of good Health and Safety practices is promoted across all College Departments. In accordance with The Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (*Consultation with Employees*) Regulations 1996, the College has developed a Health and Safety Committee to work in partnership with trade union appointed representatives, Managers and key College staff.

#### TERMS OF REFERENCE

- to discuss, recommend and promote ways of raising awareness of good health, safety and welfare practices amongst staff and learners by continuous development and implementation of improvements to Health and Safety arrangements across College
- to ensure effective communication of Health and Safety information
- to assess and propose changes to the Health and Safety provision across College to ensure compliance with current legislation and funding bodies' contractual requirements

- to advise the Principal and Senior Management Team (SMT) on all matters relating to health, safety and welfare in the College and in particular Health and Safety management issues and unresolved significant risks
- to discuss, recommend and monitor Health and Safety training for staff and students
- to develop, monitor and review Departmental Health and Safety performance indicators, monitoring the effectiveness of Departmental health, safety and welfare arrangements and making recommendations as appropriate
- to assist the Health and Safety Partner in auditing, inspection and investigation as required
- to review and, where necessary, act on reports from Trade Union Safety Representatives, external agencies such as the Health and Safety Executive, Fire and Rescue Service and Funding Bodies and advise on appropriate action
- to monitor and review accident, incident, near-miss, sickness records to be provided to the Governing Body and SMT
- to review and agree the annual Health and Safety report to the Governing Body

## MEETINGS

Statutory meetings shall be held at least once a term.

Additional meetings shall be called:

- a) by the Chair as he/she may deem necessary
- b) by a written request of 40% of the Members of the Committee

## AGENDA

Items for the Agenda should normally be submitted to the PA to the Vice Principal/Director of Finance at least ten days before the date of the meeting. The Agenda, with relevant Minutes shall normally be circulated to Committee Members at least FIVE working days prior to any meetings. A copy will also be posted in the staff room and on the Health, Safety and Welfare page of e.brock. The Chair has the discretion to accept other items and important business after the conclusion of the last item on the printed Agenda.

## MINUTES

Minutes of the proceedings of all Committee Meetings, including a list of names of members in attendance and the full record of decisions, shall be kept. Notes of the Meeting will be circulated to all members of the Committee, SMT members and where relevant the Planning and Advisory Board.

## SUB-COMMITTEES/WORKING PARTIES

### Definitions

- a) **Sub Committees**: A sub-committee can be appointed by the Committee for a particular purpose and would be responsible to and report directly to, the main Committee. Its Terms of Reference shall be decided by the Committee and its Members shall consist of persons appointed by the Committee.
- b) **Working Parties**: A Working Party would be appointed by the Committee to undertake a specific task, and would make a report to the Committee by a stipulated date to be determined by the Committee. After its final report, the Working Party would automatically be disbanded.

### Key Areas Covered by Specific Procedures

The College has adopted various Policies and Procedures which complement the aims and objectives of the Health and Safety Policy. These associated Policies and Procedures are listed in the table below. All Policies and Procedures are available on the College intranet pages. Policies can be found under Staff Links – Policies. Safety Procedures can be accessed via Staff Links – Health and Safety.

Health and Safety Policy and/or Procedure	Reference Number
Accident Investigation Procedure	1
Accident Reporting Procedure	2
Alcohol and Drugs Procedure	3
Asbestos Management Policy	4
Asbestos Management Arrangements	5
Assessment and Management of Health and Safety Risk Policy	6
Children at Work Procedure	7
Contractors Specification	8
Contractors – Selection and Management Policy	9
Control of Substances Hazardous to Health (COSHH) Procedure	10
Critical Incident Policy	11
Display Screen Equipment ( <i>Computers and Workstations</i> ) Procedure	12
Driving for Work Procedure	13
Duty Managers Health and Safety Procedure	14
Electrical Safety ( <i>including PAT testing</i> ) Procedure	15
Emergency Evacuation Procedure	16
Fire Safety Policy	17
First Aid Procedure	18
Homeworking Procedure	19
Infectious Diseases Procedure	20
Lone Working Policy	21
Manual Handling Procedure	22
Medical Equipment Management Procedure	23
New and Expectant Mothers Procedure	24
Off-Site Visits and Hazardous Pursuits Policy	25
Permits to Work Procedure	26
Personal, Intimate and Healthcare Procedure	27
Personal Protective Equipment (PPE) Procedure	28
Radiation Policy and Procedure	29
Restricted Access and Confined Spaces Policy	30
RIDDOR Procedure	31
Safety of Machinery and Work Equipment Procedure	32
Slips, Trips and Falls Procedure	33
Smoke Free Policy	34
Work Related Stress Management Policy	35
Supporting Learners and Staff with Specific Medical Conditions Policy ( <i>including control and use of medication</i> )	36
Travelling and Working Overseas – Health and Safety Procedure	37
Working at Height Procedure	38



## **GENERAL COLLEGE SAFETY ARRANGEMENTS**

Planning is the key to ensuring that the College's Health and Safety efforts are both effective and efficient. Planning for Health and Safety involves setting objectives, identifying hazards, assessing risks, implementing standards or performance and developing a positive Safety culture. Although every day brings different circumstances there are a number of issues central to the way the College manages Health, Safety and Welfare. Where possible the College plans in advance and has developed arrangements for the control of the risks that arise. Staff are advised of these arrangements at induction or during team and individual briefings. All staff are required to follow documented safe working procedures and to report hazards. The Safety Office monitors and reviews the operation of these arrangements making changes to the procedures where necessary.

### **Risk Assessment**

The College undertakes risk assessments of all identified hazards related to work undertaken by our staff. Wherever possible, identified risks are eliminated. Where this is not achievable the College implements suitable and sufficient control measures, based on the assessments, to reduce and manage, so far as is reasonably practicable, the risks to College personnel and others who could be affected. Risk assessments are reviewed periodically in keeping with the College Risk Assessment procedure and new work activities are risk assessed, as above. The results of risk assessments are made known to employees and are available for their reference on the Staff Health and Safety page. Risk assessments are reviewed and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

### **Defect Reporting**

To ensure the workplace is maintained in a safe state, regular inspections are carried out. Employees are encouraged to raise concerns through their managers or representatives. We also maintain a system whereby defects which may cause an accident can be reported via the online Helpdesk system. This system is checked on a daily basis and defects corrected on a priority basis.

### **Display Screen Equipment (DSE)**

The College provides standard equipment and users are given information about the correct adjustment of the workstation and the correct posture for using it. DSE assessments can be completed by individuals or requested via the Safety Partner. Where these assessments identify issues we work to resolve them or seek further advice. The College recognises its obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

### **Lone Working**

Staff may, as part of their duties, have to work alone for all or part of the working period. The College identifies the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place, the College identifies and implements systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers are notified of College arrangements for the management of lone working activities.

### **Manual Handling**

Employees are sometimes required to manually handle loads. Where possible the College seeks to eliminate the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where this is not possible the College provides work related training and instruction in manual handling techniques and instructs employees not to attempt to lift items beyond their capabilities.

### **Work at Height**

The College has made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible staff avoid work at height. When it cannot be avoided, assessments are undertaken to consider the risks to staff (and others). As part of the identified control measures the College ensures that staff are sufficiently trained and instructed to enable them to adequately plan, organise and carry out the work in a safe manner.

### **Young Persons**

If the College employs young people (under 18 years old) the hazards and associated risks with employing a young person are assessed and consulted to guide the measures to be implemented to ensure their health and safety at work. The College does not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision. Young people are closely supervised whilst at work. Where children under 16 take part in work experience programmes the College will prepare a specific job description and risk assessment in agreement with the local Education Authority.

### **New and Expectant Mothers**

Should any employees be new or expectant mothers the College takes steps to ensure their continued health and safety at work. The Safety Office assesses the individual and provides guidance as to measures to be considered and implemented. The Safety Office will undertake 'one to one' discussions and seek formal agreement, wherever possible, with the expectant or new mother and their relevant Line Manager to reduce their exposure to work related hazards.

### **First Aid**

The College provides suitable first aid arrangements for our employees whilst at work and any visitors who may be affected by our activities. The Safety Office has assessed the reasonable level of first aid provision required for our business and has made the appropriate arrangements.

### **Accidents, Accident Reporting and Investigation**

Employees are required to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented. The College understands its duties to report incidents under statutory regulations within the appropriate timescales.

### **Managing Temporary or Migrant Employees and Volunteers**

Temporary and migrant employees or volunteers are only employed if they have the specific skills and qualifications appropriate for their job. They receive induction training, using the induction training pack, including health and safety information and instructions and details of emergency and first aid procedures. HR check that employees who do not have English as their first language understand what they are told and the requirements of College procedures. If they are involved in safety critical tasks, the College will assess their abilities ensuring they have the competence and understanding to perform in the role and communicate clearly with colleagues.

### **Equipment**

The College strives to ensure that all equipment used in the course of College business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. Staff are provided with suitable and sufficient information and training to enable them to use work equipment safely. Staff must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding. Employees are given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They are required to report any defects or problems to their manager. It is College Policy that defective equipment will be withdrawn from use until repaired or replaced.

Where equipment such as lifting equipment is used staff are responsible to make the required arrangements for statutory examination at specified frequencies. All equipment used is logged and copies of inspections and maintenance records are held.

### **Purchasing**

When staff purchase or hire new work equipment and materials, considerations are given to the health and safety implications of its use. Staff are required to obtain the safest available equipment and substances. Staff must always obtain Safety Data Sheets for substances and similarly, technical data and instructions for work equipment. Staff are required to consider the hazard and risk data that is provided, and inform and train employees and students as necessary.

### **Occupational Road Safety**

The College seeks to ensure the safety of our employees whilst travelling by road in the course of College business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this the College ensures only authorised and appropriately licenced drivers, use vehicles for work purposes. The College ensures that all vehicles are adequately insured, inspected and maintained.

### **Hazardous Substances and Occupational Health**

In the course of business the College may use a number of potentially hazardous substances. Some are used in such small quantities that they present no risk to health unless deliberately misused. The College lists and assesses all chemicals and substances used. Where there are potential risks suitable control measures are implemented and clear instruction and information is provided to the staff and learners. Where horticultural chemicals and pesticides are used they are handled and used only by people trained in accordance with the requirements of the Food and Environmental Protection Act and following the DEFRA Code of Practice for Using Plant Protection Products.

### **Personal Protective Equipment**

The College provides appropriate PPE, with storage facilities and replacements free of charge for those staff that require it to undertake their job roles in a safe manner. Employees are required to use any PPE identified as necessary. They are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

### **Contractors**

When we employ contractors to work for the College they are required to comply with College health and safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed they are required to provide copies of their health and safety policy, insurance and risk assessments. The College is required to assess a contractor's ability to work safely and without risk to our staff and visitors. When arriving on site all contractors sign in and whilst working on College premises their adherence to College rules is frequently monitored.

### **Work Related Stress**

The College recognises that it has a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where an employee is showing signs of work related stress there are systems in place to discreetly monitor and assess individuals. Where appropriate the College seeks to provide the necessary occupational health assistance and counselling programmes. All employees have access to the Health Assured Employee Assistance Programme which is accessible 24 hours a day.

## **PREMISES MANAGEMENT - SAFETY ARRANGEMENTS**

### **Premises**

The Estates Department manages the College premises to provide a safe place of work. They maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated.

### **Electricity**

The fixed electrical systems used in College premises have been inspected, tested and certificated by a competent electrical contractor. Employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement. The Estates Department have also implemented a formal system for the more thorough inspection and electrical test of portable electrical equipment. An inventory is held in the Estates office of equipment and records of these inspections.

### **Gas**

Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer. The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

### **Asbestos**

The College has surveyed all areas of the premises under our control to establish the location and condition of any asbestos containing materials (ACM's). An asbestos management plan has been developed to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. The College checks annually to ensure the condition of any asbestos remaining in the premises is maintained. Contractors coming to work at the College are informed of the presence of any ACM's prior to commencing works.

### **Legionella**

The College has a duty to protect the health of its workforce and others who could be affected by College activities, from the risk of infection by Legionella from our hot water and cooling systems. The College is required to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures. The control measures are reviewed at least every 12 months and the relevant risk assessment every 2 years.

### **Waste**

The College has suitable arrangements in place for the collection and disposal of waste.

### **Permits to Work**

To protect the College workforce and others from risks to their health and safety the Estates Department operate a permit to work system for all high risk work activities such as:

- hot work on plant that has contained flammable or hazardous substances
- hot work anywhere on College premises because of the fire risk
- work on electrical distribution systems and high voltage installations

### **Construction**

The College recognises that as a client for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations. The Vice Principal, Director of Finance makes arrangements to comply with the College's legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.