

**Title: Health & Safety Policy 2024/ 25**

**Type:** Policy

**Purpose:** To inform staff, students and visitors of our Health & Safety Policy. The policy is designed to outline the College’s general approach and management of Health & Safety and explain key responsibilities within the organisation.

**Scope:** This policy applies to staff, students and visitors.

**Responsibility:** The Director of Estates has overall responsibility for the Policy. The Health and Safety Manager is responsible for monitoring this policy.

**Note: Legal Context** Health & Safety at Work Act 1974  
Management of Health & Safety at work Regulations 1999 (Reg 5 in particular)

**Publication:**

**Staff Hub/Intranet:** Y

**Website:** Y

**Student Hub:** Y

Author	Date Created	Approved By	Last Reviewed	Next Review Date
Lieu Nguyen	Nov 2011	Corporation	July 2024	July 2025

# HEALTH AND SAFETY POLICY

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**A. HEALTH AND SAFETY POLICY STATEMENT**

In pursuit of excellence in all its undertakings, the Corporation recognises and is committed to ensuring the health, safety and welfare of all its employees, learners, visitors and others who may be affected by its activities.

The Corporation recognises and accepts these duties and wishes to promote the “safe learner “concept as laid down by the Education and Skills Funding Agency (ESFA). The Corporation's policy is to achieve and maintain high standards of health, safety and welfare that comply fully with the Health and Safety at Work Act 1974 and related legislation.

To meet its responsibilities for health and safety, the Corporation will take appropriate steps, which include arrangements for:

- Preventing accidents and cases of work related ill health;
- The management of hazards and assessment of risks and agreed control measures;
- Promoting safety awareness and developing a positive health and safety culture in the College;
- Making available sufficient information, instruction, training and supervision to enable all employees and learners to avoid hazards and contribute actively to their own health and safety at work;
- Implementing emergency procedures, including evacuation in cases of fire or other significant incidents;
- Maintaining the College's premises in a condition that is safe and managing associated risks;
- Ensuring effective consultation with employees on health and safety matters; and
- Providing appropriate Personal Protective Equipment, Safe Plant and Equipment; and
- Publish the health and safety policy statement and keep it annually under review and revised where necessary.

Although a prime responsibility for health and safety is placed on the employer, staff are reminded that they have duties under the health and safety legislation to co-operate with the employer and to take reasonable care for the health and safety of themselves and others.

This policy statement will be communicated to all employees by publication on the College Website and staff hub and a copy will be made available to any employee for inspection via their department.



Signed: .....

**Rebecca Gater**  
**Principal & Chief Executive**

19/11/2024

Date: .....

## **B. HEALTH AND SAFETY POLICY**

### **1. Organisation for carrying out the policy**

#### Corporation

The Corporation accepts full responsibility for health and safety in the College. It will seek to ensure, through the Principal, that the policy statement and any supporting arrangement is widely available and effectively implemented by all managers and staff.

The Corporation will nominate a governor whose function will be to report to the Board on Health and Safety matters. Responsibility regarding health and safety management will remain with all Governors.

### **2. Responsibilities**

#### Principal

The Principal, with assistance from the College Management Team (CMT), is responsible for the safe functioning of all College activities. The Deputy Principal & CFO has executive responsibility for Health and Safety. The Director of Estates has designated responsibility for health and safety matters. The Principal will ensure arrangements to:

- Monitor the effectiveness of the health and safety policy in connection with the work of the College and report annually to the Corporation;
- Consult with managers responsible for health and safety matters;
- Ensure that members of the CMT and other managers understand their health and safety responsibilities and encourage the effective management of health and safety in the College;
- Promote the active participation and co-operation of all managers and staff in implementing the health and safety policy; and
- Take steps to ensure that consideration is given to the health and safety implications of changes in college policies, systems and the curriculum.

*(Note: Appendix 1 Flowchart has been removed to improve accessibility of the policy)*

#### College Management Team (CMT)

The CMT will be responsible to the Principal for:

- The facilitation and assistance with the implementation of the health and safety policy within their areas of responsibility;
- Arranging for the dissemination of the relevant information on policies, procedures and systems in connection with the health and safety arrangements within their areas of responsibility;
- Co-coordinating the preparation, review and communicate of risk assessments for activities, educational visits and events within their areas of responsibility;
- Identifying and implementing the training needs of their staff in connection with health and safety;
- Designating competent persons to carry out all statutorily required examinations and tests of specialist equipment in areas of vocational curriculum;

- Ensuring management health and safety inspections are carried out and actions implemented in line with college procedures;
- Ensuring that staff, for which they are responsible, are aware of the high priority the College gives to health and safety matters; and
- Seeking advice on health and safety from the Director of Estates and the Health and Safety Manager.

### Deputy Principal & CFO

The Deputy Principal & CFO will be responsible to the Principal for:

- Ensuring that sufficient and suitable resources are made available to enable the implementation of the Health and Safety Policy;
- The general oversight of health and safety management in the College; and
- Members of the executive team with responsibility for Health and Safety.

### Director of Estates

The Principal's responsibility for day-to-day management of health and safety will be delegated to the Director of Estates who will be supported and assisted by the Health & Safety Manager. The Director of Estates will:

- Facilitate and assist with the implementation of the health and safety policy;
- Advise the Principal and CMT on the measures necessary to comply with statutory requirements and to deal with any issues related to health and safety;
- Chair the Health and Safety Committee;
- Monitor, with the assistance of the Health and Safety Manager, the effectiveness of the health and safety policy and report to the CMT and other managers as appropriate;
- Ensure, with the Health & Safety Manager, that the policy guidance and procedures is in place for the effective management of health and safety within the College;
- Be responsible for the oversight of health and safety arrangements in connection with maintenance and building work at college premises;
- Ensure that contractors undertaking building and maintenance work have suitable health and safety policies and procedures in place and comply with the College's health and safety procedures for contractors;
- Ensure that fixed electrical and gas installations, pressure systems, lifting equipment and other fixed equipment are inspected by a competent person as required by the relevant regulations and that appropriate records are maintained;
- Arrange the monitoring of testing and inspection of the College water supply in relation to Legionella Testing requirements under L8 Approved code of Practice 4<sup>th</sup> Edition.
- Ensure that the College fulfils its responsibilities in relation to Regulatory Reform (Fire Safety) order 2005.
- Arrange the inspection and testing of general portable electrical equipment and maintain appropriate registers;

- Ensure that the College fulfils its responsibilities under the Construction (Design and Management) Regulations and any other relevant legislation;
- Ensure the College fulfils its responsibilities under the control of Asbestos Regulations 2012.
- Organise regular College health and safety inspections with the Health and Safety Manager and prioritise and approve the action required;
- Periodically review emergency procedures with the Health and Safety Manager including fire and first aid; and
- Co-ordinate, in conjunction with the Health and Safety Manager and the appropriate managers, the disposal of hazardous waste;

### **Health and Safety Manager**

The Health and Safety Manager will:

- Advise and assist the Director of Estates on current, new and pending legislation;
- Advise all managers, supervisors and staff of their responsibility for health and safety, and implementing the Health and Safety Policy and on the standards the College expects for health and safety;
- Advise managers, supervisors and staff on the completion of the appropriate risk assessments in accordance with the Management of Health and Safety at Work Regulations, the Control of Substances Hazardous to Health Regulations, and other relevant regulations and maintain a central register of completed assessments;
- Disseminate the content and results develop and organise inspection programmes and monitor that approved recommendations are implemented;
- Co-ordinate, in conjunction with the Vice Principal HR & Student Services, and other managers, the training of staff on health and safety matters;
- Check that records of health and safety training are maintained;
- Monitor that competent person designated by College management carry out all statutorily required examinations and tests of equipment and that records are kept available for inspection;
- Ensure that records of fire drills and fire alarm testing are maintained and monitor the records for each Campus;
- Ensure that records are kept of all reported accidents, incidents and near misses' reportable injuries and dangerous occurrences, for their statutory reporting to the Health and Safety Executive and other relevant bodies (i.e. ESFA);
- Report and keep records of reportable injuries and dangerous occurrences under RIDDOR 2013 and other relevant bodies (ESFA);
- Investigate where appropriate, any accident or incident and report the findings and necessary remedial action accordingly;
- Oversee the implementation of first aid arrangements and procedures;

- To prepare and co-ordinate the College Health and Safety Plan and produce performance indicators and statistical data for consideration of the CMT; and the Health and Safety Committee.
- Review periodically the fire evacuation procedures at the appropriate site and maintain records of fire drills and fire alarm testing.

### Managers and Supervisors

Managers and supervisors are required to:

- Monitor the effectiveness of the health and safety policy on a day-to day basis and report periodically to the Director of Estates and the Health & Safety Manager;
- Ensure that their area of responsibility is managed for health and safety purposes according to the standards in the policy, to minimum statutory standards and to other appropriate standards that may be set by the College;
- Ensure that the staff for whom they are responsible understand the practical aspects of this policy and the various statutory requirements that apply within their areas of responsibility;
- Monitor, with the assistance of the Health and Safety Manager, the effectiveness of the health and safety policy and report to CMT and other managers as appropriate;
- Be responsible for ensuring that their staff are aware of the high priority that should be given to ensure a safe and healthy working and learning environment for themselves, other staff and students;
- Draw up, maintain, review and communicate the risk assessments for their areas required under the Management of Health and Safety at Work Regulations, and the Control of Substances Hazardous to Health Regulations, and draw up and implement Health and Safety Management Plans for their areas of work;
- Report any damage or defects in plant, machinery, equipment or buildings and take effective measures to deal with any related hazards;
- Report to the Health and Safety Manager any accidents, incidents, near misses, occupational ill health or damage for appropriate investigation;
- Nominate the appropriate members of staff to co-ordinate health and safety matters in their area of responsibility and carryout Health and safety Inspections;
- Ensure, where appropriate and in consultation with the Health and Safety Manager that any necessary supplementary policies are drawn up and implemented for their area of responsibility, particularly in connection with specialist teaching activities;
- Draw up, implement and maintain any necessary detailed arrangements or systems for safe working;
- Arrange and carry out health and safety inspections at least once per term, for their area of responsibility and implement agreed measures;
- Where appropriate, be responsible for ensuring that guarding, interlocking and other safety devices for machinery and equipment are checked and that records are kept available; and
- Maintain health and safety manuals and records for their areas of responsibility.

In addition, managers and supervisors with site responsibilities are responsible for the operational oversight of health and safety arrangements at the appropriate site.

Managers and supervisors are encouraged to seek advice and support in connection with their health and safety responsibilities from the Director of Estates and the Health and Safety Manager.

## Staff

All staff have duties and responsibilities in connection with health and safety at work and in particular:

- Under the Health and Safety at Work Act 1974:
  - i) It is the duty of every employee while at work:
    - To take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work; and
    - To co-operate with the employer or any other person so far as is necessary to enable the employer or other person to perform or comply with any relevant statutory duty or requirement.
  - ii) No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.
- Each employee must comply with the requirements of relevant health and safety legislation and of this policy statement and with college rules and arrangements for health and safety.
- Each employee must report all accidents, incidents, damage and occupational ill health to their immediate manager and as instructed in the Accidents and Incidents Reporting Policy and Procedures.
- Each employee must comply with their duties under the Management of Health & Safety at Work Regulations, by informing the appropriate College manager of:
  - Any work situation, which represents a serious and imminent danger to health and safety; and
  - Any shortcomings in the College's protection arrangements for health and safety.
- Each employee must wear and use any personal protective equipment and safety devices that are provided by the College for their protection; and
- Encourage students to learn and behave so that they avoid causing danger or injury to themselves, other students, staff or visitors.

### **3. Arrangements and Procedures**

The Corporation intends that this section of the policy statement should set out the arrangements for carrying out the functions described in section 2. The arrangements form part of this policy and are available separately through a range of supporting Policies and Procedures which are made available on the intranet. They will be kept under review at least every two years by the Deputy Principal & CFO and revised as necessary.

### **4. Health and Safety Committee**

The Health and Safety Committee is an integral part of the health and safety arrangements of the College at all of its sites. It has the role assigned to it by the Principal. It may make recommendations to CMT and these recommendations will be considered with the aim of reaching an acceptable decision.



The Committee Terms of Reference are reviewed at the first meeting of the academic year. The minutes are uploaded to the Hub when ready,

*End of Documentation*