

## Health and Safety Policy 2020

### 1. Purpose and Context

As part of providing a first-class environment for learning and employment, the College accords the highest priority to the health and safety of its staff, students and others who may be affected by its activities and utilise its facilities.

Ensuring health and safety is integral to all areas of the College's activities and facilities, with standards at least equivalent to those required by legislation.

Effective implementation of this policy document is crucial. This requires the commitment of all those within the College accepting and carrying out their individual and collective health and safety roles and responsibilities.

### 2. Scope

This policy applies to all activities and facilities considered to be wholly or partly under the College's control. It covers all members of staff, students and others involved with those activities and accessing those facilities.

### 3. Health and safety statements of intent

The College will:

- Take all reasonable care in the conduct of its activities and the provision of its facilities to ensure the safety, health and wellbeing of its members of staff, students and others who may be affected.
- Ensure the necessary resources are available, as far as is reasonably practicable, to deliver successful health and safety risk management.
- Provide and maintain clear structures to ensure appropriate levels of health and safety responsibility are assigned and are accepted across the College's community.
- Ensure the necessary systems and mechanisms secure effective dissemination and communication of, and consultation on, matters of health and safety.

### 4. Health and safety objectives

In successfully carrying out its statements of intent, the College will deliver and maintain its health and safety objectives of:

- Providing and maintaining a safe and healthy environment for all.
- Individual acceptance of, and commitment to, health and safety being integral to all activities.
- Ensuring the necessary information, instruction and training to competently carry out health and safety responsibilities.
- Fulfilling, as a minimum, its statutory and common law duties of care.
- Embedding and applying sensible health and safety risk management practices.

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### 5. Health and safety organisation and responsibilities - management and implementation

#### Governing Corporation

- The Corporation has ultimate responsibility for health and safety across the College.
- The Corporation (or delegated committee) has responsibility for ensuring an effective and up to date health and safety policy is in place.
- The Corporation (or delegated committee) will ensure the necessary resources are made available for the effective implementation of the policy.
- The Corporation (or delegated committee) is advised on matters of health, safety and wellbeing by the College's senior leadership team.

#### Principal

- Providing clear and visible leadership on health and safety.
- Ensuring, as far as is reasonably practicable, the health and safety of the College's staff, students and others affected by its activities.
- Appointing personnel to provide the necessary competent assistance and advice on matters of health and safety.
- Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health and safety.
- Providing final adjudication on health and safety matters where resolution cannot be achieved through consultation and cooperation.
- Ensuring the development and continued implementation of the College's health and safety policy.
- In the absence of the Principal, the Principal will delegate these responsibilities to a member of the senior leadership team.

#### Senior Assistant Principal – Curriculum Data, Estates and Planning

- Must be assured suitable and sufficient organisational and management arrangements are in place to locally deliver successful health and safety management as it relates to all:
  - a) Members of staff, students and others using its facilities or affected by its activities.
  - b) Teaching and support service activities.
  - c) Areas and facilities.
  - d) Teaching and support service equipment and materials used, or acquired for use.

#### Director of Estates

- Overall responsibility for implementing and monitoring health and safety.
- Provide independent specialist advice, assistance and support to the College on matters of health and safety as it relates to the College's activities and facilities.
- The continuing safe condition of premises, grounds, roads, internal and external circulation spaces, building fabric, equipment, facilities and services etc.
- The safe coupling of permanent and temporary equipment to the College's supply services.
- The statutory inspection and testing of relevant lifting equipment and pressure systems, and the maintenance of the associated registers and records.
- Acting as the 'Responsible person' for the College under the Fire Safety (Regulatory Reform) Order in respect of assessing the suitability, on-going inspection, testing and maintenance of:
  - a) Fire detection and warning systems.

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- b) Fixed fire-fighting systems.
- c) Emergency lighting systems.
- d) Fire compartmentalisation and separation.
- o Managing the risks associated with any asbestos or asbestos containing materials present within the fabric or services of the College's buildings or grounds.
- o Managing the risks associated with legionella bacteria in the design, operation and maintenance of hot and cold water systems, air conditioning and similar systems.
- o Lead responsibility for ensuring the College successfully fulfils its role and areas of activity. Key areas of activity include:
  - a) Advising on, authoring and monitoring the content of the College's health and safety policy as part of ensuring the policy's continued effectiveness as it relates to the College's activities and facilities. Presenting any changes to the Health and Safety Committee as the first level of policy making.
  - b) Advising on, developing and delivering health and safety training and awareness both centrally or at the request of a specific curriculum area or support service.
  - c) Working individually or collectively with curriculum areas and support services by providing advice and assistance to ensure the successful management of health and safety within their areas of responsibility.
  - d) The periodic auditing of the health and safety management systems of curriculum and support services to ensure effectiveness, and provide advice and assistance in addressing areas for action identified by these audits.
  - e) Chairing the College's Health and Safety Committee.
  - f) Monitoring reported health and safety incidents and the resultant local follow up investigations, carrying out independent investigations where it is deemed necessary and providing the appropriate advice and assistance in implementing identified remedial actions.
  - g) The preparation of an annual report of the College's health and safety activity.
  - h) Liaison with the relevant regulatory and enforcing authorities on matters of health and safety.
  - i) The provision and maintenance of portable fire-fighting equipment, and the associated records.
- o In the event of becoming aware of a situation presenting a serious risk, the Director of Estates will immediately notify the relevant personnel, including senior leadership, to ensure the necessary corrective actions are taken.

### Health and Safety Coordinator

Lead responsibility for ensuring the College successfully fulfils its responsibilities in the key areas of activity as follows:

- o Advising on, authoring and monitoring the occupational health aspects of the College's health and safety policy to ensure continued effectiveness as they relate to the College's activities and facilities. The specific occupational health-led areas are:
  - a) Display screen equipment.
  - b) Safe workstations.
- o Liaison with the Human Resources team, as necessary.
- o Working collectively with the Human Resources team to maintain and promote optimal health and the prevention of occupational ill health.
- o Providing the necessary support to the College's Health and Safety Committee.
- o Monitoring formally reported incidents (for display screen equipment or workstations) resulting, or having the potential to result in work-related ill health, carrying out independent investigations

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where it is deemed necessary, and providing the appropriate advice and assistance in implementing resultant remedial actions.

- Liaison with the enforcing authorities and external agencies concerning display screen equipment or workstations.

### Non-occupational health key areas:

- In the event of becoming aware of a situation presenting a serious health and safety risk, immediately notify the relevant personnel, the Director of Estates, to ensure the necessary corrective actions are taken.
- Bringing to the attention of the relevant personnel health and safety information as it affects activities and facilities including:
  - a) New or revised health and safety policies.
  - b) Details of health and safety and occupational health training.
  - c) Providing a point of contact when following up on health and safety and occupational health matters.
- Being approached on health and safety matters on which they are able to assist by:
  - a) Clarifying the situation as it relates to the requirements of the College's health and safety policy or local health and safety procedures and arrangements.
  - b) Approaching the Colleges' Director of Estates for further guidance.
  - c) Assisting with approaches as part of local health and safety management systems e.g. risk assessment, active monitoring, consultation and communication.
- Support the Director of Estates in advising and ensuring compliance in the following compliance areas:
  - a) The examination and testing of pressure systems and lifting equipment, and the maintenance of associated records, as required by the specific legislation.
  - b) The provision and maintenance of fixed fire-fighting equipment installations and the associated records for this.
  - c) Maintaining up to date records in relation to asbestos containing materials and the management of these materials to ensure health and safety.
  - d) The monitoring and testing of water systems in relation to the legionella, and the maintaining of the associated records.
- Activities within individual curriculum or support services that may give rise to risk warranting specialist advice, in particular to meet specific regulatory requirements (e.g. ionising radiation).

### Teaching staff

Teaching staff have a level of responsibility for ensuring the health and safety of the students under their direction and supervision. This includes:

- Satisfying themselves health and safety risks arising from activities undertaken, and equipment, materials, facilities etc. used by their students have been addressed so far as is reasonably practicable.
- Ensuring that they and their students are fully aware of the risks to health and safety associated with the academic activities under their control, the protection and prevention measures in place and any relevant emergency procedures.

### Members of staff

All members of staff shall:

- Take reasonable care for their own health and safety, and that of others who may be affected by their actions or omissions whilst at work.

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- Cooperate with the College on matters of health and safety to assist the College in fulfilling its statutory and common law duties of care.
- Never intentionally misuse or recklessly interfere with anything provided in the interests of health and safety.
- Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their own or any other person's health and safety, including all incidents.
- Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

### Students

All students shall:

- Take reasonable care for their own health and safety, and that of others who may be affected by their actions or omissions whilst studying at the College.
- Cooperate with the College on matters of health and safety to assist the College in fulfilling its statutory and common law duties of care.
- Never intentionally misuse or recklessly interfere with anything provided in the interests of health and safety.
- Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their own or any other person's health and safety.
- Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

### Contractors

Contractors working for the College shall:

- Be responsible for ensuring the personnel they employ take reasonable care for their own health and safety, and that of others within the College who may be affected by the actions or omissions of the personnel they employ.
- Cooperate with the College on matters of health and safety to assist the College in fulfilling its statutory and common law duties of care.
- Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their health and safety, or that of any other person within the College.
- Abide by the College's health and safety policy and any procedures, as these relate to the activities under their control.

## 6. Health and safety organisation and responsibilities - consultation, cooperation and policy making

### Health and Safety Committee

The College shall have in place a Health and Safety Committee to promote and assist in securing good health and safety practices across the College. This committee should:

- Review the arrangements for ensuring the effective management of health and safety across the College.
- Develop and review the College's health and safety policy, making recommendations to the College's senior leadership team for approval as part of securing the policy's continued delivery and effectiveness.

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- Receive and analyse information relating to reported incidents, offering comment and recommendations where relevant.
- Review the outcomes of health and safety monitoring activities, and be assured of the completion of any actions arising from these.
- Monitor and review the adequacy and effectiveness of health and safety training.
- Be advised of current or planned areas of work, initiatives etc. with potential health and safety implications, contributing to approaches etc. to ensure the College's continued preparedness for these.
- The committee will make decisions within the powers delegated to it by the College's senior leadership team. Those decisions will be reported to the senior leadership team for its endorsement.
- The committee will fulfil the requirements of the Safety Representatives and Safety Committees Regulations 1977.

### Senior Leadership team

On behalf of the Governing Corporation, the senior leadership team is delegated the authority for presenting amendments to the College's health and safety policy, and will be informed of any associated approaches to ensuring health and safety throughout the College, once approved by the Health and Safety Committee. This policy will be submitted to the Corporation (or delegated committee) for final approval.

**Consultation and cooperation will be facilitated through team meetings, staff briefings and staff news.**

## 7. Risk assessment and management – Director of Estates supported by the Health and Safety Coordinator

### General

- Suitable and sufficient assessments will be in place for activities giving rise to significant risks to the health and safety of members of staff, students and others who could be affected.
- The resultant measures identified by these assessments to manage, including mitigation of, these risks will be implemented.
- Monitoring mechanisms will ensure the risk management measures are in place and remain valid.
- The key findings will be communicated to members of staff, students and others to who the respective assessments relate, including their roles and responsibilities in successfully delivering the risk management measures.
- Risk assessments will be subject to necessary reviews to confirm, and where appropriate revised to ensure, continuing validity. The College's electronic records and document management system will be utilised for risk assessments (Smartlog).

### Specific regulatory requirements

- The following are areas where specific regulatory requirements exist (but are not limited to) for risk assessment relevant across the College:
  - a) Fire safety.
  - b) Display screen equipment.
  - c) Manual handling.
  - d) Work at height.
  - e) Noise at work.

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- f) Hazardous substances.
- g) Young persons at work.
- h) New and expectant mothers.
- These regulatory requirements will be fulfilled through considering the risks as part of existing assessments or assessments that focus specifically on the area of risk.

### **Personal Protective Clothing and Equipment (PPE, non-Covid related)**

Processes will be in place for:

- Issuing of new and replacement PPE.
- Inspection and maintenance of PPE, reporting any defects and obtaining replacements.
- Storage of PPE.
- Training and awareness for, and resultant monitoring of, members of staff, researchers and students to ensure PPE is used correctly and remains an effective risk management measure.

### **Provision, use and maintenance of teaching or work equipment**

- Where such equipment presents significant risks to health and safety, or has the potential to, mechanisms will be in place to assess these risks and implement the necessary management measures ahead of, or during, that equipment's introduction.
- Any lifting equipment or equipment delivering or storing contents under pressure will be notified to the Director of Estates to determine whether the respective statutory requirements for inspection and maintenance, thorough examination and testing apply and ensure resultant implementation in accordance with guidance/regulation.
- Members of staff, students and others, where relevant, will receive the necessary information, instruction, training, awareness and supervision to ensure continuing competent use of the respective equipment.
- Equipment will be subject to appropriate inspection and maintenance, the frequency and extent determined by any statutory requirements or risk assessment and management processes.
- Processes will be in place for:
  - a) Inspection, maintenance, examination and testing of equipment, including the reporting and rectification of any defects.
  - b) Training and awareness for members of staff, students and others in the safe use of equipment, and the resultant monitoring to ensure continuing application of that training and awareness.

### **Health and safety information, instruction, training and awareness**

- Members of staff and students will receive the necessary levels of health and safety information, instruction, training and awareness to enable competency in carrying out their work and study-related activities.
- New members of staff will receive a health and safety induction within two weeks of commencing employment and key information (e.g. emergency procedures) is conveyed on their first day.
- New students will receive suitable and sufficient health and safety inductions at the earliest opportunities on commencement of their studies.
- The College's electronic records and document management system will be used for the retention of health and safety training-related documentation (e.g. attendance lists, session content) where such training has been self-organised or delivered.



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### Young persons and vulnerable adults

For the purposes of this policy the following definitions apply:

- Young person 'Anyone under the age 18'.
- Vulnerable adult 'An individual aged 18 or over who may be unable to take care of him or herself, or unable to protect him or herself from significant harm'.

### Emergency care situations

Where an employee seeks to bring a young person or vulnerable adult onto campus because alternative care arrangements are not possible, it must be considered only as a last resort and nothing more than a temporary arrangement. In such instances, authorisation must be granted by a member of the senior leadership team and supervision will be the responsibility of the employee. Young persons and vulnerable adults will be prohibited access to:

- Science and laboratory or workshop environments.
- Other areas where the senior leadership team member deems it appropriate due to the health and safety risks within (e.g. from powered machinery, hazardous substances).

### At work (including work experience and placement schemes)

Where young persons or vulnerable adults are employed, or engaged on work experience or placement schemes, local procedures and arrangements will ensure:

- Relevant risk assessments, and resultant risk management measures, take account of the young persons or vulnerable adults.
- Mechanisms are in place for those young persons or vulnerable adults to receive the necessary health and safety information, instruction, training and supervision.
- For work experience and placement schemes the necessary health and safety information will be communicated to the third parties with whom the respective schemes have been organised.

For further information, see the Work Experience policy.

### Organised events on campus

- Where a curriculum area or support service proposes to host or participate in any event involving young persons or vulnerable adults, authorisation must be granted by the respective senior leadership team member.
- Through assessment the health and safety risks associated with the proposed event, along with the arrangements required to manage those risks, will be established to determine the event's viability. Where the event goes ahead the identified risk management measures will be in place.
- Those responsible for organising these events are responsible for ensuring the required insurance cover will be in place.

For further information, see the events proforma.

### Overseas travel

Any overseas travel or activities will be prohibited where:

- The Foreign and Commonwealth Office advises against any travel to the intended country, or specific region within.
- Adequate insurance cannot be secured.

For further information, see the LOTC (Learning outside of the classroom) Educational Trips and Visits policy.



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### **Trips and visits to third party premises**

Fieldwork activities and visits to third party premises will be subject to suitable and sufficient risk assessment processes, the findings of these assessments fully communicated to those who will be undertaking the activities or visits.

For further information, see the LOtC (Learning outside of the classroom) Educational Trips and Visits policy.

### **Engagement and management of contractors**

- Contractors should only be appointed by the Estates, Finance or IT teams.
- Before engaging any contractor the College will be assured that contractor is competent in respect of both the carrying out of the requested works and the management of the associated health and safety risks. This will be via a completed proforma to Finance when placing an order to appoint a contractor.
- Contractors will have in place the relevant insurances whilst undertaking the respective works.
- All necessary health and safety information etc. will be issued to contractors ahead of and during the works for which they have been engaged.
- Contractors' health and safety performance will be monitored. Any issues or concerns raised will be formally followed up with the respective contractor by Directors of Estates, Finance or IT. Formal two-way feedback will take place where this is deemed appropriate.
- The Director of Estates will appoint any proposed contractor activity that includes:
  - a) Fixing into, or the alteration of, a building's fabric, whether internal or external.
  - b) Alterations to building service supplies or accessing plant rooms.
  - c) Breaking into, or excavating within, the campus grounds.
  - d) Impacting on campus pedestrian routes or roadways.

### **First aid**

- Adequate first aid arrangements will be in place for activities and facilities.
- First aid personnel will have received the necessary training and refresher training including, where appropriate, to ensure any qualifications are kept up to date.

### **Fire safety**

- Procedures will clearly identify those deemed a 'responsible person' for fire safety with regard to areas and matters for which they have control. Fire-specific or general risk assessments will consider the:
  - a) Arrangements for day-to-day fire safety management of activities.
  - b) Provision of information, instruction, training and supervision to members of staff, students and any other persons.
- Where appropriate the findings from the aforementioned risk assessments will be relayed to the Director of Estates to assist in fulfilling fire safety-related responsibilities.
- Appropriate evacuation procedures will be in place. These procedures will be communicated to all relevant personnel, including those assigned specific roles to assist in carrying out those procedures.
- Arrangements will be in place to ensure the continued safety of anyone with a disability that could adversely impact on their evacuation in the event of an emergency.



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### Incident reporting and investigation

- All staff will be aware of the importance of reporting incidents, irrespective of circumstances or outcomes and how to report incidents (Cedar ticket to Estates).
- The Health and Safety Coordinator is responsible for initially:
  - a) Receiving and appropriate distribution of individual reports submitted.
  - b) Follow up investigations and the implementation of any actions arising.
  - c) Coordination of the resultant information to bring local closure to individual reports.
- Actions arising from incident investigations will be monitored, as appropriate, to ensure implementation and continued effectiveness.

### 8. Review of Policy and communication

The Senior Leadership Team will review the policy and the Governing Corporation will approve the Policy, on recommendation from the Finance and Resources Committee. Once approved, the policy will be published on the College VLE (Moodle). The policy will be reviewed annually.

v.	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	March 2016	Mark Hirst	New policy to reflect the College’s statutory obligations	March 2017 Approved by SLT and Finance and Resources Committee	2020
2	June 2020	Julie Thomas (Gary Symms moving forward)	Updated policy to reflect the College’s statutory obligations and organisational structure and responsibilities	June 2020 Approved by SLT and the Finance and Resources Committee	June 2021