

Health, Safety and Welfare Policy

Date Approved:	19/08/2024	Approved By:	Head of Centre		
Next Review Due Date:	19/08/2025	Manual ID Number:	BSA 012	Version No:	2
Author and Responsible Manager:	Commercial Training Manager				
Applicable to:	Staff and Students				
Publication:	Staff SharePoint and Website				

Document Control

Version	Date	Author	Notes on Revisions

Contents

Section	Section Title	Page Number
1	Statement of Intent	3
2	Organisation of Health and Safety	4
3	Arrangements for Implementation 3.1. Business Planning and Policy Implementation 3.2. Accident Reporting 3.3. Auditing and Reviewing Performance	7
4	Linked Policies and Procedures	8

1. Statement of Intent

Blackpool Skills Academy (BSA) recognizes and accepts its legal responsibilities for health and safety as detailed in the Health and Safety at Work Act 1974. It is the policy of BSA to develop and ensure a safe, healthy and supportive environment for all employees, students and visitors.

The training group is fully committed to the policy and regards it as having the highest priority and will ensure that all reasonable steps are taken to achieve and maintain such an environment. BSA is committed to achieving a measurable and progressive improvement in health and safety performance, with legal requirements establishing a minimum acceptable level.

The objectives of the Health and Safety Policy are to:

- Implement and maintain an effective and properly resourced health and safety management system
- Promote standards of health, safety and welfare that comply with the provisions and requirements of the Health and Safety at Work Act and all other relevant statutory provisions and approved codes of practice
- Define health and safety responsibilities for staff, students and visitors
- Promote a positive health and safety culture within the Centre
- Provide and maintain a safe, healthy and supportive working and learning environment
- Ensure that safe systems of work are in place to ensure the safety of staff, students and others who may be affected by BSA's activities
- Consult with staff on matters affecting health and safety
- Ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Monitor and regularly review health and safety performance
- Review this policy annually and revise as is necessary

2. Organisation of Health and Safety

Overall responsibility for health and safety for BSA is that of the Board of Directors. The day-to-day responsibility for ensuring this policy is implemented is delegated to the Head of Centre

To comply with the Board of Directors statement of intent BSA responsibilities have been assigned as follows:

Board of Directors

The Board of Directors have the following responsibilities to ensure:

- a. A clear written policy statement is developed which promotes a positive health and safety culture within the training centre
- b. Effective monitoring of health and safety
- c. They receive annual reports on health and safety
- d. Ensure that adequate resources are available to support BSA's health and safety commitments

Head of Centre

The Head of the Centre has the overall responsibility for the Health and Safety Policy and is accountable to the Board of Directors for ensuring the operation of services BSA provide complies with all health and safety law. The Head of the Centre is responsible for ensuring that all statutory requirements are adhered to and for reviewing the effectiveness of the Policy. The Head of Centre will:

- a. Provide an annual health and safety performance report to the Board of Directors annually
- b. Promote a positive health and safety culture, encouraging positive attitudes to health and wellbeing among staff and students
- c. Ensure that appropriate priority is given to health and safety in all BSA's strategic planning
- d. Ensure that risk assessments are carried out and complied with for the premises, all areas of activity within the training Centre and for students with additional needs or criminal records and that controls are implemented to reduce the risks so far as is reasonably practicable
- e. Ensure that all staff complete a health and safety induction within their first six weeks and complete yearly updates
- f. Ensure the regular mandatory inspection of fixed plant e.g. boilers, fixed wiring, fire alarm systems, emergency lighting systems etc. takes place

Health and Safety Officer

The Health and Safety Officer is the competent person as required by regulation who is responsible for the day-to-day health and safety arrangements.

The Health and Safety Officer will:

- a. Provide, record, monitor and report on a programme of health and safety inspections throughout the training Centre each year and prioritise these in relation to risk
- b. Undertake a programme of health and safety inspections covering all aspects of compliance including use of machinery, hazardous substances, trips and falls, risk assessments, working at heights etc. and sample as necessary
- c. Ensure that staff are adequately instructed in and welfare matters and that they comply with arrangements
- d. To advise the Head of Centre of situations or activities which are potentially hazardous to the health and safety of staff, students, and visitors
- e. To advise the Head of Centre of relevant changes in health and safety legislation
- f. Carry out and record regular health and safety risk assessments across the centre to include equipment and furniture etc.
- g. Ensure that all educational trips are subject to adequate risk assessment consistent with BSA's visit and trips procedure
- h. Ensure that students are effectively supervised
- i. Ensure that everyone complies with the use of personal, protective clothing where required to do so

Tutors and Other Staff

All staff are expected to:

- a. Exercise effective supervision of their students, to ensure that students are aware of health and safety procedures that are relevant to them
- b. Give clear health and safety instructions and warnings to students when necessary
- c. Must always follow safe working practices and procedures
- d. Supervise the correct usage of PPE where a risk assessment has identified a requirement
- e. Make recommendations to the Health and Safety Officer on health and safety equipment and on additions or necessary improvements to tools, equipment and/or machinery
- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education
- g. Report all accidents, near misses or dangerous occurrences and defects to the Head of Centre

Students

Students are required to:

- a. Take all reasonable care for Health and Safety of themselves and all other persons who may be affected by their acts or omissions
- b. Co-operate with BSA staff in order that any statutory requirements may be fully carried out
- c. Comply with all safety instructions issued by staff with responsibilities for supervision
- d. Report defects and dangers
- e. Always behave in an orderly manner
- f. Not misuse any item provided by BSA in the interests of Health and Safety

Visitors/Contractors

Visitors/Contractors are required to:

- a. Take all reasonable care for Health and Safety of themselves and all other persons who may be affected by their acts or omissions
- b. Co-operate with BSA staff in order that any statutory requirements may be fully carried out
- c. Comply with all safety instructions issued by BSA; ensure that they are familiar with the emergency evacuation procedure, safe route, and nearest fire exit
- d. Report defects and dangers
- e. Always behave in an orderly manner
- f. Not misuse any item provided by BSA in the interests of Health and Safety
- g. Contractors and Visitors are required to sign in and out at reception and will receive a visitors' badge. Contractors when signing out must confirm that they have BSA premises in a safe condition

Consultation with Employees

Consultation is a two-way process between the employers and the employees where you: - Talk to each other about health and safety matters – Listen to their concerns and raise your concerns – seek and share views and information, and – consider what each of the workers say before the employer decides. Investigate potential hazards and dangerous occurrences at the workplace, Complaints by an employee relating to health, safety, and welfare at work, and examine causes of workplace accidents. Employers must consult and inspect the workplace. Represent employees dealing with health and safety inspectors.

Consultation is required when identifying hazards, assessing risks, and deciding on measures to control those risks. Workers and their health and safety representatives may need access to information such as technical guidance about workplace hazards.

Maintenance of plant and equipment

Maintenance of plant and equipment is carried out to prevent problems arising, to put faults right, and to ensure that equipment is working effectively. Maintenance may be part of a planned programme or may have to be carried out at short notice after a breakdown. Preventive maintenance is the systematic care and protection of tools, equipment, machines, and vehicles to keep them in a safe, usable condition, that limits downtime and extends productivity. We must always be aware that maintenance tasks themselves are potentially hazardous and can result in injury.

Routine maintenance is designed to help keep equipment, machines, and buildings operating optimally. If a particular piece of equipment needs lubrication, it may work at a slower rate and reduce the efficiency of an entire line.

Performing routine inspections allows you to see and repair small damages before they become a big problem. Documenting these inspections and small repairs helps you keep track of all the maintenance work that your equipment has undertaken, ensuring that each machine is in tip-top shape before putting them to work.

Safe Handling and use of substances.

3. Arrangements for Implementation

BSA's arrangements for ensuring the implementation of good health and safety practice are contained within this section of the Policy. Associated guidance documents support this policy and outline important health and safety matters and actions that managers and employees must take to ensure statutory compliance

3.1 Business Planning and Policy Implementation

Responsible managers are required to establish and maintain local planning and implementation strategies for Health, Safety and Welfare matters in accordance with the established College business planning mechanisms. These must address Health, Safety and Welfare matters in all respects where there is a significant foreseeable risk of harm or loss arising. They must seek to promote a positive Health, Safety and Welfare culture by setting priorities, performance standards and realistic timescales for action, whilst allocating the necessary resources to achieve objectives.

3.2 Accident Reporting

Accident: an event that results in injury or ill health

Incident: all other events or dangerous occurrence that take place that do not cause injury or ill health to a person (including fire, building/structural collapse, or disturbance of asbestos).

Near Miss: an event not causing harm but has the potential to cause injury or ill health.

Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). BSA aim to keep accidents to a minimum and will carry out detailed analysis of the number and type of accidents, and near misses occurring within the BSA's area of responsibility to ensure trends are identified and remedial steps are put in place to prevent reoccurrence. All accidents, incidents and near misses will be investigated in line with procedures to prevent recurrence. Where an accident, incident or near miss requires reporting to the Health and Safety Executive (HSE) under RIDDOR, this report must only be submitted by the Health & Safety Officer.

3.3 Auditing and Reviewing Performance

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The day-to-day reviewing of performance, on the other hand, is a routine responsibility of line management. The Health and Safety Committee members may be requested to carry out some health and safety performance reviews. The Health and Safety Officer will carry out annual reviews of health and safety documentation and procedures to ensure that we are performing to the appropriate standard. The Health and Safety Officer will also produce an Annual Report for submission via BSA's Health and Safety Committee.

4. Linked Policies and Procedures

Health and Safety is a consideration within every policy and procedure that is produced and managed by BSA either through specific direction within the policy or procedure or through consideration within the accompanying impact assessment.

- Complaints Policy and Procedure
- Manual Handling Procedure
- Risk Assessment Procedure
- Fire Prevention Policy and Procedure