

# Health and Safety Policy

# HSPP.001

## Procedure description:

The aim of the College's Health and Safety Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, students and any other persons on premises used by the College who might be affected by its activities. The aim is to provide the safest and healthiest possible conditions for all concerned. The College is committed to the prevention of injury and ill health and continuous improvement in health and safety management and performance.

Whilst the overall responsibility for health and safety rests at the highest management level, individuals at all level must accept responsibility for carrying out the policy. The Health and Safety Policy is communicated to all persons within the control of the College with the intent that they are made aware of their individual health and safety responsibilities.

## Appendices:

- Terms of Reference of Health and Safety Committee
- Health and Safety Organisation Structure

## Links to other policies / procedures:

- **HSPP.001a** Risk Assessment Procedure
- **HSPP.001b** Risk Assessment Form with notes
- **HSPP.001c** Risk Assessment Form
- **HSPP.001d** Lone Worker Procedure
- **HSPP.001e** Risk Assessment Maternity (Students)
- **HSPP.001f** Closure Procedure
- **HSPP.001g** Accident and Emergency Procedure
- **HSPP.002** Health and Safety Inspection, Observation and Audit Procedure
- **HSPP.002a** Audit Plan
- **HSPP.002b** Audit Calendar
- **HSPP.002c** Health and Safety Inspection Form
- **HSPP.002di** Health and Safety Observation Questionnaire 1
- **HSPP.002dii** Health and Safety Observation Questionnaire 2
- **HSPP.002diii** Health and Safety Observation Questionnaire 3
- **HSPP.002e** Internal Audit Report
- **HSPP.003** Provision & Use of Work Equipment (PUWER) Policy
- **HSPP.003a** Local Exhaust Ventilation Procedure
- **HSPP.004** Personal Protective Equipment Policy
- **HSPP.005** Display Screen Equipment (DSE) Policy
- **HSPP.006** COSHH Policy
- **HSPP.007** Electrical Safety Policy

- **HSPP.008** First Aid Policy
- **HSPP.008a** Accident Investigation and Reporting Procedure
- **HSPP.008b** Near Miss / Incident Report Form
- **HSPP.008c** Procedure for Dealing with a Person who has Self Harmed
- **HSPP.008d** Procedure for Cleaning Up Body Fluids
- **HSPP.009** Manual Handling Policy
- **HSPP.010** Driver and Vehicle Maintenance Policy
- **HSPP.010a** Driver Checklist
- **HSPP.010b** Pickup Driver Checklist
- **HSPP.011** Suspicious Packages Policy
- **HSPP.012** Search and Confiscation Policy
- **HSPP.012a** Search Record
- **HSPP.012b** Restraint and Use of Force Policy
- **HSPP.014** Permit to Work System

- Bullying and Harassment Policy
- Business Continuity Policy
- Disclosure, Barring & Verification checks for Staff and Students
- Drug and Substance Abuse Policy
- Educational Visits Policy
- Health & Wellbeing Strategy
- Safeguarding Children and Vulnerable Adults Policy and Procedures
- Management of Incidents Procedure
- Minibus Booking Procedure
- Smoking Policy
- Stress Management Policy
- Visitor Policy
- Work Experience within Study Programme Policy and Work Experience Handbook
- Work Related Learning Strategy

Formal Review Cycle:	<b>Annual</b>		
Latest Formal Review (month/year):	<b>11/2018</b>	Next Formal Review Due (month/year):	<b>11/2019</b>
Policy Owner:	<b>Health and Safety Manager</b>		
Impact Assessed by:	<b>MW</b>	Impact Assessment Date:	<b>09/2014</b>

**APPROVAL REQUIRED:**

SMT Y/N	<b>Y</b>	SMT Date approved:	<b>06-11-2018</b>		
Governor Y/N	<b>Y</b>	Committee:	<b>Compliance</b>	Governor Date approved:	<b>13-11-2018</b>

**PUBLICATION:**

Website Y/N	<b>Y</b>	Intranet Y/N	<b>Y</b>	Student VLE Y/N	<b>Y</b>	Other:	
Area/s of Staff Intranet:	<b>Health and Safety</b>						

## 1.0 Executive Summary

The Health and Safety Policy outlines the College's commitment to comply with health and safety legal requirements in relation to the specific nature and scale of risks and hazards, to ensure safe operation of the College and, in conjunction with the College's Health and Wellbeing Strategy, the health of all individuals. The policy outlines specific responsibilities of the College as the employer, along with its employees and students, together with the general organisation of health and safety and arrangements within the College to include the framework for setting and reviewing health and safety standards in order for the College to deliver its responsibilities in line with health and safety legislation, guidelines and good practice and continuous improvement.

The policy is reviewed annually to ensure it remains current, relevant and appropriate.

## 2.0 Context

Health and Safety at Work Act (HASAWA) 1974  
Management of Health and Safety at Work Regulations (Amended) 1999  
Work Place (Health, Safety & Welfare) Regulations 1992  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
Control of Substances Hazardous to Health (COSHH)  
Provision and Use of Work Equipment Regulations (PUWER)  
Health and Safety Executive  
Environmental Health

## 3.0 General Policy Statement

- 3.1 The College regards the management of health and safety as an integral part of its business and as a management priority. The aim of the Health & Safety Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, students and any other persons on premises or in locations used by the College who may be affected by its activities. The aim, in conjunction with the College's Health and Wellbeing Strategy, is to provide the safest and healthiest possible conditions for all concerned. The College is committed to the prevention of injury and ill health and continual improvement in health and safety management and performance.

In pursuit of this policy, the College will endeavour to:

- 3.1.1 Comply with all relevant health and safety legislation as a baseline standard and any other requirements in relation to specific hazards, with particular regard to current best practice, and safety systems of work
- 3.1.2 Provide a safe and secure working and learning environment with suitable and adequate welfare facilities
- 3.1.3 Provide suitable and sufficient health and safety time and resources in order to maintain high standards of health and safety
- 3.1.4 Ensure plant, equipment and systems of work are safe and without risk to health
- 3.1.5 Make arrangements for the safe use, handling, storage, transport and disposal of articles and substances
- 3.1.6 Provide a cohesive management system to manage risks and hazards effectively and prevent injury or ill health
- 3.1.7 Set, record, monitor and review health and safety objectives, operational methods and systems by a process of continuous improvement in order to maintain high standards of health and safety management and performance
- 3.1.8 Ensure that all employees and students of the College are given sufficient information, training and supervision as is necessary to enable them to carry out their duties and tasks effectively and safely.

- 3.2 Integral to the success of the policy is a partnership approach with staff, students and other representative bodies in order to develop a culture supportive of health and safety. As a learning organisation the College will actively promote the correct attitude towards health and safety as an essential and integral part of the education and training process. Students, through a quality learning experience, will gain an understanding of the importance of health and safety, understand the processes of hazard identification, assessment of risks and the principles of control.

The health and safety arrangements to meet the above objectives and the implementation of this policy are detailed separately, and are supported by more detailed health and safety policies and procedures.



Signed  
David Mabbitt  
Chair of Governing Body

Date: 24.07.19



Signed  
Joanne Sherrington  
Interim Principal

Date 27.07.19

Approved by the Compliance Committee of the Governing Board at its meeting on 13 November 2018.

## 4.0 Health and Safety Arrangements

The objectives of the Health and Safety Policy are fundamental to the safe operation of the College. The Governing Body, Principal and Senior Management are responsible for ensuring that the requirements of this policy are achieved. Adequate resources will be provided including time and money so that legal obligations are met.

Management and staff are responsible for implementing the specific arrangements made under this policy.

Line Managers and Heads of School assume responsibility for the health and safety of their specific work areas and activities.

Senior Managers oversee the health and safety arrangements within their areas of responsibility and, where appropriate, support the Health and Safety Manager to carry out regular health and safety audits.

The Health and Safety Manager is the College's health and safety specialist, offering advice and guidance to management and staff, reporting to the Vice Principal – Finance and Resources, who chairs the Health and Safety Committee.

The Vice Principal - Finance and Resources carries out the lead Senior Management role in overseeing health and safety standards in line with OHSAS 18001. The Vice Principal - Finance and Resources reports to the Principal who reports to the Governing Board.

The Health and Safety Committee is comprised of health and safety representatives from a range of areas of the College. It monitors health and safety activities to ensure effective health and safety policies and procedures are in place, examines, reports, audits and makes recommendations for improvement to the Senior Management Team. Regular health and safety reports are submitted to the Compliance Committee of the Governing Board.

The secretary to the Health and Safety Committee ensures that health and safety meeting agendas, minutes and reports are forwarded to committee members in advance of meetings and that minutes are published on the staff intranet and distributed to appropriate parties.

All employees have a statutory duty under the HASAWA 1974 to ensure the safety of themselves and others affected by their actions. Employees are encouraged to be proactive on health and safety issues as part of the continuous improvement process and development of the health and safety culture of the College.

All new employees receive a health and safety induction with the College and are expected to read and familiarise themselves with the Health and Safety Policy and associated procedures, and carry out their defined responsibilities in line with relevant health and safety related policies which are located on the staff intranet.

All new students to the College are briefed on health and safety during their induction programme, including aspects of general health and safety as well as matters relating to their particular area of study.

The College will provide appropriate training and competent health and safety advice and guidance via the Health and Safety Manager.

The development and update of health and safety policies and procedures and the submission of relevant health and safety reports is the responsibility of the Health and Safety Manager. The Health and Safety Manager, as Lead Auditor, is responsible for the delivery of effective health and safety audits in line with OHSAS 1800, ensuring legal compliance.

All health and safety related policies, procedures and essential documentation are published on the staff intranet.

## 5.0 Responsibilities

Whilst the overall responsibility for health and safety rests at the highest management level, all individuals at every level have a legal responsibility to comply with the policy.

5.1 The College expects its **employees and students** to:

- Act responsibly at all times to ensure their own health and safety and wellbeing and that of others
- Adhere to all health and safety procedures, rules, regulations and instructions, co-operating with any provision made by the College towards achieving policy objectives and complying with statutory duties
- Report all accidents and near misses in accordance with College procedures
- Inform the Line Manager / tutor of all potential health and safety hazards or unsafe practices as soon as possible, in particular those which are of serious or imminent danger
- Inform the Line Manager / tutor of any shortcomings that are identified in the College health and safety arrangements
- Know and apply the procedures in respect of fire, first aid and other emergencies
- Attend relevant health and safety training sessions organised by the College for benefit of all parties, and act in accordance with the requirements
- Co-operate with College management / tutors to enable them to carry out their health and safety responsibilities and in improving standards of health and safety and developing health and safety initiatives.
- Assist management / tutors in their duty to implement policy, by recognising that achievement of policy objectives is a mutual responsibility for the College and all of its employees and students
- Exercise good standards of housekeeping and cleanliness
- Wear appropriate protective clothing, observe standards of dress and use appropriate equipment consistent with safety and / or hygiene and in line with PUWER
- Use and not wilfully misuse, neglect or interfere with any resources, in particular those provided for reasons of health and safety
- Carry out any specific responsibility which has been delegated.

5.2 The **Governing Board**, as the employer, has clear duties under the Health and Safety at Work Act 1974 (HASAWA). Each board member has an individual role in providing health and safety leadership. It is ultimately the responsibility of the Governing Board to ensure that the Health and Safety Policy of the College is implemented. The Act also obliges the Board to have arrangements in place for effective planning, organisation, control, monitoring and regular review of health and safety provision. The Health and Safety Policy will be reviewed annually in conjunction with the Health and Safety Committee and forwarded to the Compliance Committee of the Governing Board for endorsement.

5.3 The **Senior Management Team** has a lead role in the responsibility for ensuring, so far as is reasonably practicable, the health and safety and welfare at work for all its employees and students. Designated members of the Senior Management team will be responsible for auditing areas of the College to ensure compliance.

5.4 **Line Managers** are responsible for:

- Complying with the requirements of the HASAWA 1974 and for ensuring that staff carry out their duties in respect of health and safety
- Taking appropriate action on matters of safety observed or referred to them by members of staff
- Taking disciplinary action against staff or students who breach safety regulations, in conjunction with the Director of Human Resources or Vice Principal - Curriculum and Quality, under the guidance of the Health and Safety Manager
- Carrying out and recording risk assessments within their own area of work, to include the environment, equipment and work practices. These should be monitored and regularly reviewed and updated where necessary for the protection of employees or other people who may be affected
- Ensuring the provision and use of necessary Personal Protective Equipment (PPE) and clothing
- Ensuring adequate First Aid provision based on risk assessment, at all sites during normal College hours
- Ensuring all students and staff are aware of the fire procedures and fire assembly points in relation to relevant College buildings and adhere to fire drills

- Monitoring and analysis of accidents occurring in their area/s in order to reduce or eliminate risks and hazards for continuous improvement
- Ensuring that all staff, students and all persons working in their area of the College are aware of their health and safety obligations
- Identifying training needs in conjunction with the Staff and Professional Development Manager and HoS and ensuring provision of health and safety information to members of staff
- Ensuring that staff are appropriately qualified and competent to carry out high risk activities
- Seeking relevant advice and guidance on health and safety matters as necessary from the Health and Safety Manager
- Ensuring that staff are given adequate information and supervision to carry out their jobs safely and that students have been fully advised of health and safety precautions in relation to their area of study.

5.5 The main responsibilities of the **Health and Safety Manager** are to:

- Advise and guide management and staff on health and safety issues in compliance with the HASAWA 1974 and Management of Health and Safety at Work Regulations (Amended) 1999 and other legal requirements
- Develop adequate Health and Safety Policies, Procedures and arrangements, including an effective accident reporting system, and risk assessment procedures, in order to achieve a cohesive, documented health and safety management system
- Set, monitor and review health and safety objectives for continuous improvement in health and safety management and performance, in conjunction with the SAR and QIP
- Act as Lead Auditor to assure compliance with OHSAS18001 standards
- Deliver health and safety inductions to all staff and ensure that all staff, students and all persons working under the control of the College are aware of their health and safety obligations
- Deliver a range of relevant health and safety training and instruction in line with the needs of the College
- Investigate thoroughly all accidents and dangerous occurrences, maintain records and report appropriate accidents to the Health and Safety Executive (HSE) in line with RIDDOR regulations
- Approve Health and Safety arrangements of provision sub-contractors and make appropriate recommendations
- Ensure information about accidents is consistently monitored and analysed, and ensure that appropriate action is taken and recorded as result
- Maintain up to date and accurate details of all health and safety occurrences and issues, documenting communications, actions taken and recommendations for improvement
- Maintain a close link with relevant external bodies (e.g. the Skills Funding Agency, Education Funding Agency, HSE and AoC) in order to keep up-to-date with relevant changes in legislation and current good practice
- Seek external advice where expert knowledge is required or there is an effect on the community, e.g. Primary Care Trust in the case of an epidemic
- Participate in activities in support of the College's Environmental and Sustainable Development Strategy
- Provide interim and annual Health and Safety report to the Finance, Resources and Investment Committee of the Governing Board via the Vice Principal – Finance and Resources.

5.6 **Tutors / Assessor Associate tutors / Instructors** must:

- Be fully conversant with health and safety procedures and exercise effective supervision of students in relation to health and safety to include procedures for fire, first aid and other emergencies
- Be fully conversant with risk assessments in relation to work activities, ensuring students are fully aware of risks and hazards and work safely to prevent injury and illness
- Give clear oral and written health and safety instructions and warnings to students as necessary to ensure their safety
- Supervise students as required and ensure the correct staff ratio to students is in place for relevant activities
- Ensure the use of Personal Protective Equipment (PPE) and guards where necessary
- Make recommendations to the Line Manager / Head of School on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery

- Report any defects on equipment and machinery immediately to the Line Manager / Head of School and remove from operation if necessary
- Integrate all relevant aspects of health and safety into the teaching process and, where necessary, provide additional input on specific health and safety aspects, in line with curriculum requirements
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the College and/or used without authorisation
- Ensure the rules on no eating and drinking in class are enforced and good standards of housekeeping are maintained
- Check classrooms regularly for potential hazards and report any observed issues to the Facilities Manager
- Report all accidents, defects and dangerous occurrences (including near misses) to the Line Manager / Head of School and Health and Safety Manager.

## 5.7 Duties of all **Employees**

All employees have a statutory duty under the HASAWA 1974 to ensure the safety of themselves and others affected by their actions. Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and wellbeing of themselves and other both by what they do and don't do
- Observe all instructions on health and safety issued by the College
- Act in accordance with any specific health and safety training received
- Report all accidents and near misses in accordance with College procedures
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment should ensure that the health and safety implications of such work or purchases are considered.

## 5.8 The **Facilities Manager** is responsible for:

- The general upkeep of College buildings and planned maintenance
- Maintenance of safe standards of work, including the provision of PPE where appropriate, in line with health and safety regulations
- Maintenance of a high standard of hygiene and housekeeping in communal areas such as hall ways, entrances, toilets etc.
- Maintenance and regular testing of fire alarms, emergency lighting and fire equipment in line with legal guidelines
- Maintenance of exit / escape routes and signage
- The testing, inspection and maintenance of electrical equipment
- The supervision of contractors undertaking works under the Permit to Work system e.g. hot work.
- The fleet of College leased vehicles, ensuring along with the hire company that the vehicles are in a safe and roadworthy condition.

## 5.9 **Obligations of Contractors**

When College premises are used for purposes not under the direction of the Principal then, **subject to the explicit agreement of Craven College**, the Health and Safety Manager, in conjunction with the Facilities Manager, must ensure that the principal person in charge of the contractual activities will have responsibility for safe practices in the areas under their control. The responsible person in charge will ensure that:

- All contractors who work on College premises identify and control any risk arising from their activities and inform the Facilities Manager or Health and Safety Manager of any risks that may affect the staff, students and visitors
- All contractors must be aware of the College's Health and Safety Policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## 5.10 Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standard of dress consistent with safety and / or hygiene and in line with the College's Personal Protective Equipment (PPE) Policy
- Observe all the health and safety rules of the College and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with any resources, in particular those provided for health and safety reasons.

## 6.0 Health and Safety Procedures

### 6.1 Introduction

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements. This list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the College. More detailed policies and written procedures for a number of these areas, as noted at the front of this policy, are also available and can be viewed and downloaded from the staff intranet or are maintained by the Health and Safety Manager.

#### 6.1.1 Accident and Incident Reporting

All accidents, incidents and near misses / dangerous occurrences must be reported as promptly as possible to the Health and Safety Manager in line with the College's accident reporting procedures. Also any student accident or illness that requires the attendance of an ambulance will be logged on the CPOMS system to ensure that there is a follow up with the student's family.

Significant accidents as defined in RIDDOR will be reported to the HSE by the Health and Safety Manager. Accidents are recorded, monitored and analysed with appropriate actions put in place as necessary to prevent re-occurrence wherever practicable.

#### 6.1.2 Accident Investigation

All accidents, however small, should be investigated and the findings recorded. The investigation should be carried out by the Line Manager of the area and, where appropriate, in conjunction with the Health and Safety Manager.

During, or upon completion of the investigation, a risk assessment should be carried out or the existing risk assessment amended to avoid reoccurrence of the accident.

#### 6.1.3 Behaviour Management

All staff must be familiar with the College Staff code of Conduct and Bullying and Harassment policies along with the Student Code of Conduct. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with College policy and procedures.

#### 6.1.4 COSHH

Wherever possible the College will reduce the risks caused by hazardous substances by purchasing non-hazardous or low risk substances. Where this is not possible, training and suitable PPE will be provided based on a risk assessment. Procedures will be put in place as required to monitor risks to health, e.g. testing for dermatitis, and for the safe handling and storage of hazardous substances. For further information, see the COSHH Policy available on the staff intranet.

#### 6.1.5 Display Screen Assessment

The Health and Safety Manager offers support in arranging DSE assessments for relevant staff who regularly use laptops or desktop PCs, advising on specific work adjustments where appropriate. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces. For further information, see the Display Screen Equipment Policy available on the Staff intranet.

#### 6.1.6 Electrical Equipment

The Facilities Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the tutor.

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away to be either repaired or disposed of within the Waste Electrical Equipment (WEE) regulations.

Staff must ensure that all electrical equipment brought on College premises from other sources eg on loan or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff and students may bring laptops and other portable IT equipment into College and, as with mobile phones, may plug them into sockets for use or re-charging. Staff and students bringing personal items or equipment into College must ensure that the item, including the cable, is not mechanically damaged and that the plug is correctly wired and fused. Staff are reminded that they must not bring other electrical equipment for use in the College without the permission of the Head of School / Line Manager and it must not be used until it has been PAT tested.

**NB Only those College staff approved as “Competent Persons” by the College’s Health and Safety Manager should carry out work, however minor, on any electrical item or circuit. This includes the wiring/changing of plugs or fuses. Each Competent Person will have clearly defined levels of permissible activity according to their role, experience / qualifications and as approved by the Health and Safety Manager.**

For further information, see the Electrical Safety Policy available on the staff intranet.

#### 6.1.7 Educational Visits

All educational visits must be planned and organised in line with College policies and procedures. The Educational Visits Policy and Procedure is available on the staff intranet and the process is managed online through the Evolve system.

#### 6.1.8 Fire Evacuation

Fire Drills for each building will be held at least once per term. All staff, students and visitors must participate in fire drills and follow the correct procedures.

Fire evacuation procedures are specific to each building and can be found posted on the wall of all classrooms, workshops and offices. It is the responsibility of all staff and students to be aware of what to do in the event of an emergency.

- Instruction of Duty Managers and Fire Wardens must be followed at all times
- No one should re-enter a building while the alarms are sounding
- No one should re-enter a building until permission has been given by the Duty Manager
- Responsibility for individual visitors and their evacuation lies with the member of staff being visited
- Everyone should remain at the designated assembly point, until the 'all clear' instruction is given.

For further information, see Emergency Procedures available on the staff intranet.

#### 6.1.9 **Fire Precautions**

The Facilities Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting
- The maintenance and inspection of the fire-fighting equipment
- The maintenance of exit / escape routes and signage.

#### 6.1.10 **First-Aid and Supporting Students with Medical Needs**

There are trained First Aiders on duty across the College.

The First Aid Policy and Procedure is available on the staff intranet with details of individual and organisational responsibilities.

Any student who is identified as requiring additional support due to a pre-existing medical condition will be interviewed by staff and, with their consent, a risk assessment or medical care plan will be drawn up and shared with the appropriate people.

All relevant teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Heads of School must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Managing Medicines:

- Students should only bring in a daily dose of prescribed medicines and take responsibility for their safe keeping
- If, as part of a risk assessment or care plan, the safe storage of medication is required, then the College will provide this
- Where necessary, the College will arrange for specific training of identified staff in the administration of emergency medications eg for anaphylaxis.

#### 6.1.11 **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities staff may be regular lone workers but tutors and other staff may also work in isolated classrooms/offices after normal College hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

Wherever possible staff should avoid working alone in isolated parts of College buildings, especially outside normal working hours or during College holidays.

Staff who carry out off site visits should call into their office or have their office call them back to check they have returned safely. Staff should inform their office of their daily itinerary.

The Lone Worker Procedure is available on the staff intranet, together with a Personal Safety leaflet providing useful tips to remain safe.

For further information, see Lone Worker Policy available on the staff intranet.

#### 6.1.12 **Manual Handling**

The College will ensure that any significant manual handling tasks are risk assessed and that these tasks are eliminated where possible.

Staff should only carry out manual handling if they have been trained to do so and a risk assessment is in place.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves and must seek assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment without the correct training and supervision.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

For further information, see Manual Handling Policy available on the staff intranet.

#### 6.1.13 **Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in risk assessments, this should be provided. It is the College's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Line Manager.

For further information, see the PPE Policy available on the staff intranet.

#### 6.1.14 **PUWER**

All equipment must be serviced and maintained in line with the Provision and Use of Work Equipment (PUWER) regulations 1998.

It is the responsibility of the Head of School/Line Manager to ensure this takes place and that all appropriate records are kept.

All faulty equipment must be taken out of use and reported to the Head of School / Line Manager. Staff must not attempt to repair equipment themselves unless they are competent to do so and this has been approved by the Health and Safety Manager.

For further information, see the PUWER Policy available on the staff intranet.

#### 6.1.15 **Suspicious Packages**

The College has a Suspicious Packages Policy which has been written with the aim of protecting the College's staff, students, visitors and property from serious harm and damage, and includes procedures for dealing with the delivery of a suspicious package or the warning that one has been sent.

For further information, see the Suspicious Packages Policy available on the staff intranet.

#### 6.1.16 **Permit to Work**

Craven College operates a system to control any contractors who carry out work on the College's buildings, premises or sites which may increase the risk to the safety of other users of the site/s.

For further information, see Permit to Work System available on the staff intranet.

#### 6.1.17 **Risk Assessment**

It is the responsibility of all Directors, HoS and Line Managers to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the College and that these are available for reference on the College staff intranet and within the place or work.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

Please refer to the Educational Visits Policy and Procedures for details on risk assessments for off-site visits, both residential and day trips.

Risk assessments should be reviewed on an annual basis or after an accident or incident. The results of reviews should be reported to the Health and Safety Manager and the appropriate Line Manager should prioritise issues and assign resources to undertake remedial control measures where required.

All staff and students must receive appropriate training before using any machinery.

#### 6.1.18 **Severe Weather Conditions**

In the event of severe weather conditions, it is the responsibility of the Principal (or designate), in liaison with the Health and Safety Manager and relevant managers, to make a decision on the closure of the College on health and safety grounds. In the event of the decision to close, the College procedure will be followed for communication to all parties. See College Closure Procedure – Bad Weather on the staff intranet.

#### 6.1.19 **Smoking**

The College has a no smoking policy throughout the College premises, which includes electronic smoking devices, other than in designated smoking areas.

#### 6.1.20 **Staff Training and Development**

The Health and Safety Manager will liaise with the Staff and Professional Development Manager to develop the annual health and safety training plan in line with the needs of all staff, and for arranging any identified training.

A health and safety department induction is given to all new employees by the Line Manager on the first day of employment. New staff are informed about the College's main health and safety provisions ie action to be taken in the event of a fire, fire exits, smoking policy and knowledge of

first aid arrangements. A more formal health and safety induction is delivered to new staff by the Health and Safety Manager.

Training is also given to all key staff and staff with special health and safety responsibilities, such as the Duty Principals, Fire Wardens, Line Managers, First Aid staff and staff taking students on visits.

The College maintains a record of all staff who have been trained and the expiry dates of any mandatory health and safety training.

#### 6.1.21 **Stress Management**

Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Symptoms of stress include: problems sleeping, dietary problems, mood swings, lethargy, inability to concentrate, fatigue, emotionalism, chest pains, palpitations, sweating and racing heart. Staff that suffer from these symptoms are advised to consult their GP.

Staff who suffer from stress for reasons possibly connected with their workload, should approach their Line Manager, who will investigate the issue promptly, supported by the Director of Human Resources, and in confidence will make all reasonable efforts to reduce work related stress. Formal stress counselling may be arranged where appropriate.

Upon return to work from any period of stress-related illness, the College will take into account any medical advice and the needs of the College when determining duties and ascertaining whether a phasing in period is appropriate.

For further information, see the Stress Management Policy available on the staff intranet.

#### 6.1.22 **Transport**

The Facilities Manager oversees arrangements for the annual maintenance and MOT of College owned/leased vehicle/s.

Only trained authorised staff are permitted to drive leased buses on College business, with retraining every three years.

It is the responsibility of the drivers to ensure that the vehicle is clean and fuelled ready for the next user.

All drivers must complete the driver checklist before any trip.

All groups using the minibus must be accompanied by a second staff member / designated person who is responsible for the supervision of the students throughout the journey. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe condition to the Facilities Manager who will inform the hire company or Health and Safety Manager immediately as appropriate.

More details can be found in the College Driver Policy which is available on the staff intranet.

#### 6.1.23 **Visitors**

Under the provisions of the Health & Safety at Work Act 1974, the College has a duty of care to all visitors.

All visitors must sign in and be issued with a visitor ID badge. Staff must take responsibility for the safety of their visitors whilst on campus.

Staff who have invited visitors should make their visitors aware of any potential hazards to their health and safety within the area of the College they intend to visit.

Visitors are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work.

Full details can be found in the Visitor Policy which is available on the staff intranet.

#### 6.1.24 **Work Experience – Students**

See the staff intranet for full information relating to Work Experience.

For safety reasons, students must contact the College if they do not attend a placement.

## APPENDIX 1

**Health and Safety Committee**

Terms of Reference 2017-18

(To be reviewed annually)

**1. Constitution**

The role of the Health and Safety Committee is to ensure that effective Health and Safety Policy and Procedures are in place, to review procedures, to advise on progress, to receive and review inspection reports and make recommendations where appropriate. The Health and Safety Committee is responsible to the Principal via the Health and Safety Committee Chair, the Vice Principal Finance and Resources, who is a member of the Senior Management Team; and provides regular Health and Safety updates and an annual report and annual review of the College's Health and Safety Policy to the Governing Board.

**2. Membership and quorum**

The following College employees are standing members of this Committee:

- Vice Principal Finance and Resources
- Director of Human Resources
- Health and Safety Manager
- Business/Reception Support Manager
- Health and Safety Representatives
- Facilities Manager
- UCU Representative
- Unison Representative
- Student Representative

Three members to be present including one SMT member for the group to be quorate.

**3. Chair**

The Chair of the Committee shall be appointed by the Principal and will normally be the Vice Principal Finance and Resources. If the Chair is absent from a meeting, a member of SMT or the Health and Safety Manager will act as Chair of the meeting.

**4. Meetings**

- i. The Committee shall meet at least once a term
- ii. There is a standing agenda covering key aspects of the College operation
- iii. Any member of the College staff or a relevant expert from outside the College may be invited to attend meetings.
- iv. The agenda and minutes of Committee meetings shall be circulated to all members a week prior to the meeting.

**5. Duties**

This Committee will:

- i. Promote and raise standards of health and safety across the College in line with legal requirements, College procedures and use best practice guidance issued by the HSE or other recognised body;
- ii. Consider strategic issues and allow day-to-day issues to be addressed in Departmental Health and Safety Meetings;
- iii. Ensure effective Health and Safety Policy and Procedures are in place and develop safe systems of work;
- iv. Consider key KPI's and statistics so that trends can be spotted and action taken for improvement;
- v. Consider accident investigations and near misses and ensure action is taken in line with recommendations;
- vi. Participate in Health and Safety quality audits, examine inspection reports and make recommendations for improvement;
- vii. Assess the effectiveness of staff health, safety and welfare training and note deficiencies and take action to correct;
- viii. Monitor College Risk Assessments ensuring these are up to date and fit for purpose;
- ix. Monitor College emergency procedures ensuring these are up to date and fit for purpose;
- x. Monitor any required statutory testing ensuring these are up to date and fit for purpose;
- xi. Discuss any changes in the workplace that could affect the health, safety or wellbeing of employees;
- xii. Monitor the progress of implementing any Health and Safety interventions;
- xiii. Send the minutes of meetings with recommendations and determinations to the Principal via the Health and Safety Committee Chair and Senior Management Team;
- xiv. Provide regular Health and Safety updates, an annual report and annual review of the College's Health and Safety Policy for the Governing Board;
- xv. Assist with the update of the College Business Continuity Plan (BCP) and provide guidance for recovery during an incident;
- xvi. Monitor the health and safety management of contractors within the College.

Health and Safety Representatives will:

- i. Assist the Health and Safety Manager and College Management to promote and raise standards of health and safety across the College in line with legal requirements, College procedures and best practice;
- ii. Assist the Health and Safety Manager with College health and safety audits in specified areas, reporting on areas for improvement and following up recommendations with Line Manager/s;
- iii. Attend the Health and Safety Committee meetings;
- iv. Organise Health and Safety Meetings at least twice a year in their area;
- v. Feedback the Minutes of the Health and Safety Committee to their area;
- vi. Feedback relevant concerns to the Health and Safety Committee;
- vii. Ensure that all risk assessment in their area are up to date and stored in the central database;
- viii. Ensure that they are adequately trained and that their training is up to date.

## **6. Authority**

The Committee is authorised by the Principal to:

- i. Investigate any activity within its terms of reference.

- ii. Seek any information it requires from other Committees and College employees, plus relevant information from subcontractors and other third parties.
- iii. Obtain external professional advice.

**7. Reporting**

- i. This Group will report its activities regularly to the SMT.
- ii. This Group will report to the Risk Management Group in terms of the management of H&S risks.
- iii. This Group will report to the FRI Committee of the Board.

<b>Created by:</b>	Joanne Sherrington, Vice Principal Finance and Resources
<b>Date</b>	May 2016
<b>Updated by:</b>	Joanne Sherrington, Vice Principal Finance and Resources
<b>Date updated:</b>	09 October 2017

## HEALTH AND SAFETY ORGANISATION STRUCTURE

The overall responsibility for health and safety in the College lies with the Board of Governors.

The day to day responsibility for ensuring that this policy is implemented is delegated to the College Principal

