

## Health and Safety Policy and Procedure

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## Health and Safety Policy and Procedure

### 1. Introduction / purpose of policy

The purpose 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.
- 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.
- Engendering a learning culture amongst staff and students of the importance of Health and Safety in their roles at College and beyond.
- Craven College recognises its responsibilities as 'the Employer' as specified in Health and Safety at Work etc. Act 1974 and in all subsequent legislation and directives that impinge on the activities of the College.
- Throughout this policy any reference to students includes all learners of the College including, but not limited to, 16–19-year-olds, adults, apprentices, higher education students and commercial clients.

### 2. Key Principles

The College will seek to ensure, as far as reasonably practicable, the health, safety and welfare of all employees, students, volunteers, contractors and members of the public who are directly affected by the activities of the College.

The College will fulfil its duties by:

- Providing adequate control of the Health and Safety risks arising from our work activities
- Consulting with our employees on matters affecting their Health and Safety
- Providing and maintaining safe premises, plant and equipment
- Seeking to ensure safe handling and use of substances
- Providing adequate supervision, information, and instruction for employees and students
- Committing to provide adequate resources to Health and Safety
- Seeking to ensure that employees are competent to do their tasks, and to give them adequate training
- Working to prevent accidents and cases of work-related ill health
- Operating an “open door policy” at all levels regarding reporting issues or concerns on Health and Safety matters
- Reviewing and revising this policy as necessary at regular intervals and at least annually
- Committing to set Health and Safety objectives and improvement plans to drive continual improvement in performance.

### **3. Responsibility**

The promotion of Health and Safety is a team effort. Each member of the College is regarded as part of the team that is to be responsible for achieving a safe working environment. Specific responsibilities lie as follows:

- On behalf of the Governing Body, the Principal and CEO lead the team.
- Senior Leadership Team members promoting the importance of high standards required for Health and Safety and supporting managers in ensuring this in place
- Managers overseeing Health and Safety and taking responsibility for their specific work areas and activities
- All staff, students, contractors and visitors being responsible for their own personal health and safety as well as those who may be affected by their acts or omissions
- The Head of Facilities and Health & Safety the College’s health and safety specialist to offer advice and guidance to all staff, who will work with managers to ensure a safe and compliant environment across all sites.

It is intended that this policy, and the teamwork it promotes, should enable the College community to work in partnership to achieve a safe working environment where hazards are controlled, risks to the Health, Safety and Welfare of staff and others are reduced to a minimum and the safeguarding of students is maintained at all times

### **4. Legislation**

Legislation associated with this policy is as follows:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

## Health and Safety Procedure

### 1. Introduction

Craven College is committed to Health and Safety. The following procedures detail how the objectives of the Health and Safety Policy will be met and identifies:

1. Key Processes
2. Roles and Responsibilities
3. Objectives
4. Communication
5. Implementation
6. Monitoring
7. Reporting
8. Assessment of Impact
9. Continuous Improvement
10. Associated Documentation

### 2. Key Processes

The key processes surrounding the Health and Safety Policy are:

- Education of all staff, students and contractors of their responsibilities to health and safety
- Ensuring adequate training is provided to all staff, students and contractors with regards to health and safety
- Ensuring risk assessments of activities occurring within the College are conducted thoroughly and all measures followed
- Implementing and operating effective reporting and investigation of health and safety incidents

- Engendering a learning and improvement culture from health and safety incidents to deliver continuous improvement.

### 3. Roles and Responsibilities

Everyone in the college or on college activities staff, students, contractors and members of the public is responsible for achieving safe conditions and must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. They must always act responsibly and if they have any concerns about Health and Safety, they must raise them immediately with whoever is in control of the activity.

Specific details of each party with the College responsible for Health and Safety are outlined below:

- a) The Corporation - The College Corporation has ultimate responsibility to make sure that all College premises and working practices are safe and as far as reasonably practicable without risk to the Health and Safety of staff, students, contractors and members of the public.

The Corporation accepts the guidance provided by the Health and Safety Executive and Institute of Directors regarding the roles and responsibilities of directors. The Corporation will appoint one of their number to be "Health and Safety Governor" (the Principal and CEO assumes this role). In addition, the Corporation may appoint a member to act as an additional Health and Safety link governor.

Within the ultimate responsibility above the Corporation acknowledges the risk to all persons at College from any national or international health concerns or any other evolving contagions and is resolute in implementing, as a minimum, the controls recommended by the NHS and Public Health England. This will not prevent or inhibit the Corporation where they believe it necessary in fulfilling their duty of care, from putting in place additional, more stringent controls, for the safeguarding of staff, students, contractors or members of the public.

- b) The Principal and CEO, on behalf of the Corporation, will seek to ensure the College estate is effectively safe and managed and as far as is reasonably practicable the College Health and Safety Policy is observed and subjected to regular review.

The Principal and CEO will, with the help and support of the Senior Leadership Team (SLT) and the Facilities Manager as far as reasonably practicable, to manage the College so that:

- The working environment of all employees, students and members of the public is safe and any potential risks are identified and effectively controlled
- All staff can discharge their duties with proper regard to Health and Safety
- Maintenance of premises, plant and implementation of safe working practices are assessed and improved to the appropriate standards as necessary
- All persons who may be affected by the College's activities, are not unduly exposed to risks to their Health and Safety
- Arrangements are in place to enable the safe use, handling, storage and transportation of articles and substances for use at work.

c) Senior Leadership Team and Managers - All members of SLT and Managers will assist the Principal and CEO in fulfilling the requirements of this policy. Leaders, at all levels, are responsible for Health and Safety within the area of their management. They will, with the help and assistance of colleagues within their area:

- Arrange for all College inspections and where appropriate daily checks of their area of responsibility to be undertaken and actions to be followed through promptly
- Make arrangements to act upon Health and Safety matters, especially those highlighted following audits and inspections, and ensure that Health and Safety is fully discussed at team meetings
- Where appropriate seek to ensure the arrangements for the premises and equipment to be appropriately maintained and improved as necessary are in place and records kept accordingly
- Consider Health and Safety in all purchases and acquisitions of equipment, and to ensure that appropriate safety instructions and training are in place before such equipment is used
- Comply with the College policy on Health and Safety, carry out suitable and sufficient risk assessments and ensure that these are reviewed, at least, annually as appropriate
- Promote personal responsibility and effort on the part of everyone to avoid and prevent health hazards and injuries to themselves and to others who may be affected by their acts or omissions
- Cooperate on all Health and Safety issues so that the College can comply with its duties, requirements and statutory obligations.

d) Head of Facilities and Health & Safety - The Head of Facilities and Health & Safety will lead, coordinate and provide advice and support for Health and Safety practice and policy in the College as a whole reporting to the Deputy Principal & CEO. They will:

- Guide and provide advice and assurance to managers in creating a healthy and safe environment
- Identify the need for and provide training, instruction and information on Health and Safety issues
- Actively promote the principles of good Health and Safety management so that they are applied to all activities undertaken by the College including activities such as events, travel and off-site activities
- Attend and advise the Health and Safety Committee and other cross college groups on matters relating to health and safety, provide support on all matters of occupational health and safety
- Undertake regular audits, oversee and coordinate annual inspections, and related action plans and have the authority for enforcement including maintenance of the College's ISO45001 accreditation
- Maintain appropriate records relating to Health and Safety and monitor compliance with control measures through audit/inspections acting appropriately to reduce risk at all times
- Monitor Health and Safety performance, compliance through the monitoring of KPIs including statistics/details of incidents, details of RIDDOR incidents, follow up action plans from incidents and progress against them, trend analysis of incidents by nature/department, progress against risk assessment audit plans and progress against statutory testing compliance.

- Provide updates through regular reports to the Principal and CEO, SLT and the Corporation
- Advise on the completeness of risk assessments and appropriate control measures and make arrangements for appropriate checks and follow up.

e) All Employees - The promotion of Health and Safety is a team effort. Each member of the College is regarded as part of the team that is to be responsible for achieving a safe working environment as such all employees will:

- Be an active member of the College team promoting a safe working environment including the development and application of risk assessments for all activities they undertake within the College
- Cooperate with supervisors and managers on Health and Safety matters, including the investigation of any incident
- Not interfere with anything provided to safeguard Health and Safety
- Take reasonable care of their own Health and Safety and the Health and Safety of others who may be affected by their acts or omissions
- Comply with all College health and safety rules and policy and undertake appropriate training as required
- Use Personal Protection Equipment (PPE) when required to do so
- Encourage the reporting of all accidents, near misses, incidents or Health and Safety concerns to ensure action can be taken and improvements made.

f) Students – Whilst not part of the College students must have an awareness of Health and Safety in the College and:

- Follow all safety rules and instructions issued by College staff and work safely at all times
- Not interfere with anything provided to safeguard Health and Safety
- Take reasonable care of their own Health and Safety and the Health and Safety of others who may be affected by their acts or omissions
- Comply with all College health and safety rules and policy
- Use Personal Protection Equipment (PPE) when required to do so
- Encourage the reporting of all accidents, near misses, incidents or Health and Safety concerns to ensure action can be taken and improvements made.
- The College supports the integration of Health and Safety practices into curriculum delivery. Through our management of the learning environment, both within the College and in the workplace and the quality of the learning experience, students should:
  - Gain an understanding of the importance of Health and Safety
  - Understand how hazards are identified, risks are assessed and the principles of control measures
  - Develop a set of safe behaviours, so that they play an active part in the learning process and acquire practical, transferable skills from their experience.
  - These aims will be achieved by promoting Health and Safety as part of learning programmes and through training and development plans for staff. Systems will be in place to identify and reduce risks to their lowest practicable levels. Regular monitoring and checks will be in place across the College and Health and Safety improvement actions will be incorporated into College plans.

g) Members of the public – Whilst not regular visitor's members of the public must:

- Be issued with College fire evacuation instructions on arrival
- Are expected to follow any safety instructions of College staff, to follow the requirements of safety signs, and not to enter any prohibited area without the permission and presence of a member of the College staff.

h) Contractors – Again, whilst not regular visitor's contractors must:

- Be issued with College fire evacuation instructions and be provided with an annual Health and Safety induction when they arrive on site and before commencing work
- Carry out a risk assessment for their activities and prepare method statements for any activities which require it and provide these to the relevant member of the college staff, before commencing work
- Undertaken work in accordance with the submitted method statement or if change is required work should cease until a revised method statement has been submitted
- Carry out a job specific risk assessment before commencing work.

#### 4. Objectives

The College will seek to ensure as far as reasonably practicable that appropriate policy and procedures are in place which:

- Actively promote the health and safety and welfare of employees, students, contractors and members of the public
- Seek to support the safeguarding of young people and vulnerable adults.
- Actively promote the safe learning in a safe working environment
- Seek to ensure, the safety of students, staff, contractors and members of the public at the College
- Provide appropriate Health and Safety inductions and training to staff, students and contractors, where necessary establish and maintain healthy and safe working procedures and promote the observance of all Health and Safety regulations through appropriate information, training and supervision
- Develop and maintain a sense of Health and Safety awareness and responsibility from all staff
- Consult regularly with staff to ensure the achievement of the aims of this policy through the Health and Safety Committee and other appropriate groups
- Monitor the effectiveness of this policy in order to achieve and maintain appropriate standards of Health and Safety
- Encourage the active interest of all staff, students, contractors and members of the public in the Health and Safety of themselves and others
- Actively monitor through audits and inspections the effectiveness of Health and Safety management and systems
- Aim to further reduce Health and Safety incidents and near misses by a process of continuous improvement
- Establish improvement targets and monitor progress
- Promote the development of students' understanding of hazard, risk and control.

#### 5. Communication

The following principles are fundamental to the communication of the Health and Safety Policy:

- Health and Safety Policy will be published on a standardised template

- Health and Safety Policy will be reviewed by the Health and Safety Committee, before being escalated to the SLT for approval as well as the relevant unions
- Health and Safety Policy will be referred to the Finance, Resources and Investment Committee for ratification
- The audience for this policy is all staff, students and contractors as their day-to-day activities are the key drivers of health and safety risks in the College. The importance of this is highlighted through new starter inductions (staff and students), annual training and activity specific risk assessments, briefings and PPE requirements
- The Health and Safety Policy should be presented on all communication platforms internal and external to ensure all relevant parties can access its content.

## 6. Implementation

The implementation of the Health and Safety Policy within the College will be carried out through:

### a) Information, instruction and supervision

- The Health and Safety Law poster is displayed in the entrance to all College sites
- Health and Safety advice is available from the Head of Facilities and Health & Safety
- Supervision of young workers, trainees and students must be undertaken by appropriate competent staff and monitored by the relevant manager
- The relevant manager is responsible for ensuring as far as reasonably practicable that everyone working in locations under their control is given the relevant Health and Safety information.

### b) Competency for tasks and training

- Induction training for all new employees will be organised by a combination of the Staff Development Team, Head of Facilities and Health & Safety and the Human Resources Team
- Induction for students will be carried out by tutors and the Student Services team and appropriate returns are to be made to record this
- All contractors engaged by the College to undertake contracts will receive a Health and Safety induction with appropriate safety training, arranged by the Head of Facilities and Health & Safety and/or Facilities Staff, prior to the commencement of their work
- Mandatory annual training update for all staff provided via e-learning platform
- Specific job-related training e.g., use of machinery, must be completed by all staff and students before using equipment or carrying out tasks for the first time. Records such as those required by PUWER 98 must be kept by the designated manager, checked by the Head of Department and audited by the Head of Facilities and Health & Safety

### c) Accidents, first aid and work-related ill health

- The College will provide adequate first aid equipment and facilities for employees and others if they become ill or are injured whilst at work. Details of first aid facilities are at reception and in each building

- The College will ensure the provision of appropriately qualified first aiders, or procedures to obtain first aid treatment, is available during the time people are at work. The Head of Facilities and Health & Safety alongside the HR Department will manage this provision. The names of trained first aiders are at reception and in each building
- Staff and students requiring first aid assistance should report directly to the nearest staff member or to the Reception desk. All accidents and injuries at the College, however minor, should be reported to a trained first aider and reported in the Accident Book online using the First Aid Reporting application
- All near misses, accidents and cases of work-related ill health are to be recorded in the Health and Safety System (Evolve) held on the College network
- An accident is defined as an unplanned event that results in injury or ill health (even damage to equipment and property).
- A near miss is defined as an event not causing harm but has the potential to cause injury or ill-health.
- The Head of Facilities and Health & Safety is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

## 7. Monitoring

Monitoring of Health and Safety procedures will be carried out through:

### a) Day to day monitoring

- The College will check its working conditions and ensure safe working practices are being followed. The Head of Facilities and Health & Safety will arrange to carry out appropriate audits and inspections of College areas as determined by the degree of risk within an area
- Managers must arrange periodic inspections of their workplace recording actions in line with policy as well as conducting regular walk-throughs to check Health and Safety compliance, this will be checked by HOD's
- The Head of Facilities and Health & Safety is responsible for investigating accidents and work-related causes of sickness absences
- The Head of Facilities and Health & Safety will work with appropriate managers to act on investigation findings to prevent a re-occurrence with escalation to the Deputy Principal for action if improvements are not realised
- Unannounced inspections and spot checks will be conducted by the Facilities Manager and findings shared with the Heads of Curriculum Area, Senior Leaders and reported to the Health and Safety Committee
- The Head of Facilities and Health & Safety will arrange for appropriate monitoring of the environment with regard to dust, fume and noise as required by regulations.

### b) Emergency procedures – fire and evacuation

- The Facilities Manager will ensure that fire risk assessment is undertaken, implemented and reviewed alongside the Head of Facilities and Health & Safety
- All personnel should familiarise themselves with the fire safety instructions, which are displayed on noticeboards and near fire exits in the College.
- The Facilities team will ensure regular checks on the fire alarm system, escape routes, fire doors, smoke doors, emergency lighting and fire extinguishers

- The fire alarm system, emergency lighting and fire extinguishers will be regularly maintained by an approved maintenance company:
- The Facilities Manager will ensure that fire evacuation practices for College buildings are undertaken. The Facilities Manager should be notified if there is anything (for example, impaired mobility) that might impede any person's evacuation in the event of a fire. In such circumstances a personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens.
- Records of all the above will be kept in the fire logbook.

**c) Emergency procedures – National Health Alerts**

- In the event of an epidemic or pandemic alert we will organise the College and provide advice on steps to be taken, in accordance with official guidance, to reduce the risk of infection at the College as far as possible. Any questions should be referred to the Head of Facilities and Health & Safety
- It is important for the health and safety of all persons that instructions issued in these circumstances are complied with by all people on site at the College.

**8. Reporting**

Reporting of Health and Safety is required at multiple levels to enable appropriate record keeping and actions for continuous improvement. This reporting will include:

- Recording of accidents, incidents or near misses as promptly as possible via the Evolve accident reporting system
- Any accident that requires the attendance of an ambulance for a student must be reported on CPOMS and a follow up with the student's family carried out
- Significant accidents defined in RIDDOR must be reported to the Health and Safety Executive – HSE, by the Head of Facilities and Health & Safety
- Reporting to the Health and Safety Committee as outlined in Appendix 1
- Reporting to the Finance, Resources and Investment Committee of accidents by type with details of any RIDDOR accidents and progress against follow up actions from the Health and Safety Committee.

**9. Assessment of Impact**

The Health and Safety Policy impacts all aspects of day-to-day College activity with many other specific areas of health and safety driven from it. The KPIs used in monitoring its impact include:

- Number of accidents in a rolling 12-month period
- Number of RIDDOR accidents in a rolling 12-month period
- Fire Evacuation completion
- Risk Assessment Audit completion
- ISO45001 accreditation

A comprehensive list of other policies and procedures impacted by this policy are outlined in section 11.

**10. Continuous Improvement**

Continuous improvement in Health and Safety is a priority for the College to ensure it continues to be a safe place to learn and work. The process of continuous improvement will be carried out by:

- Ensuring follow up reports and investigations are carried out into all incidents that occur across the College
- Recommendations for improvement are made following each incident with follow up audits of recommendation implementation being conducted

## 11. Associated Documentation

Other policies, procedures and forms linked to the Health and Safety Policy are:

- Business Continuity Policy
- Critical Incident Plan and associated Recovery Plans
- Fire Risk Assessments
- Risk Assessment Procedure and Forms
- Lone Worker Procedure
- Health and Safety Inspection, Observation and Audit Procedure
- Health and Safety Inspection Form
- Health and Safety Observation
- Near Miss / Incident Report Form
- Driver Checklist
- Search Record
- Permit to Work System
- Bullying and Harassment Policy
- Disclosure, Barring & Verification checks for Staff and Students
- Safeguarding Children and Vulnerable Adults Policy and Procedures

## Appendix 1 – Health and Safety Committee

### Purpose

The **purpose of the Health and Safety Committee** is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace, to assist the employer and make recommendations for change. The Committee will:

- Promote cooperation between divisions and departments on matters of Health and Safety
- Monitor existing Health and Safety arrangements and make appropriate recommendations
- Monitor and receive reviews of Health and Safety policy
- Assist in the development of Health and Safety
- Receive and consider reports submitted by the Facilities Manager and others
- Advise on appropriate Health and Safety training
- Meet once at least each half term
- Be part of the consultation process and assist in developing new policy and procedures

The terms of reference and membership of the committee are to be reviewed annually at the first meeting of the academic year.

### Structure of Committee

The Committee will be chaired by the Vice Principal - Finance and Resources, who is a member of the Senior Leadership 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. If the Deputy Principal is absent from a meeting, a member of the SLT or other appropriate manager will act as Chair of the meeting.

This structure and flow of information is outlined in Annex A below showing the Health and Safety Committee within the Health and Safety organisational structure as well as the wider Risk Management Committee of the College.

The following College employees are standing members of this Health and Safety Committee:

- Vice Principal Finance and Resources
- Head of Human Resources/Human Resources Business Partner
- Head of Facilities and Health & Safety
- Head of Student Services
- Union Representative(s)
- Health and Safety Representatives from each area.

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

## Responsibilities

This Committee will:

- Ensure effective Health and Safety Policy and Procedures are in place and develop safe systems of work
- 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
- Give consideration of strategic issues impacting Health and Safety
- Review KPI's and statistics so that trends can be identified and action taken for improvement
- Consider accident investigations and near misses and ensure action is taken in line with recommendations including follow up activity
- Participate in Health and Safety quality audits, examine inspection reports and make recommendations for improvement
- Assess the effectiveness of staff health and safety training and note deficiencies and take action to correct
- Monitor College Risk Assessments ensuring these are up to date and fit for purpose
- Monitor College emergency procedures ensuring these are up to date and fit for purpose
- Monitor any required statutory testing ensuring these are up to date and fit for purpose
- Discuss and implement actions from any changes in the workplace that could affect the health, safety or wellbeing of employees
- Send the minutes of meetings with recommendations and determinations to the Principal via the Health and Safety Committee Chair and Senior Leadership Team
- Provide regular Health and Safety updates, an annual report and annual review of the College's Health and Safety Policy for the Governing Board
- Assist with the update of the College Business Continuity Plan (BCP) and provide guidance for recovery during an incident
- Monitor the health and safety management of contractors within the College.

Health and Safety Representatives from each department are here to support in the overall Health and Safety framework of the College. Their responsibilities include:

- Assist the Head of Facilities and Health & Safety and SLT to promote and raise standards of health and safety across the College in line with legal requirements, College procedures and best practice

- Assist the Head of Facilities and Health & Safety with College health and safety audits in specified areas, reporting on areas for improvement and following up recommendations with Line Managers
- Attend the Health and Safety Committee meetings
- Organise, through their Head of Department, Health and Safety Meetings at least twice a year in their area
- Feedback, through their Head of Department, the Minutes of the Health and Safety Committee to their area
- Feedback relevant concerns to the Health and Safety Committee
- Ensure that all risk assessments (created by their Head of Department or the college Head of Facilities and Health & Safety) for use in their area/department are up to date and stored in the central database
- Ensure that they are adequately trained and up to date.

## Reporting

This Group will report its activities to the SLT, Risk Management Group and Finance, Resources and Investment Committee of the Board in terms of the management of H&S risks.

This reporting will include:

- Statistics/details of incidents
- Specific details of RIDDOR incidents
- Follow up action plans from incidents and progress against them
- Trend analysis of incidents by nature/department
- Progress against risk assessment audit plans
- Progress against statutory testing compliance.

## Meetings

The Committee shall meet at least once a term with a standing agenda covering key aspects of the College operation (see below).

Any member of the College staff or a relevant expert from outside the College may be invited to attend meetings.

The agenda and minutes of Committee meetings shall be circulated to all members a week prior to the meeting.