

Health & Safety Policy

POLICY / DOCUMENT PURPOSE STATEMENT

The purpose of this policy is to highlight the college's responsibility with regards to health & safety. The policy also highlights the college's responsibility and also individual's responsibility with regards to the managing and reporting of potential health & safety issues.

APPLICATION

The policy applies to all individuals accessing the college.

INTERPRETATION

Further guidance on the use or interpretation of this policy may be obtained from the Head of Business Infrastructure.

LINKS WITH OTHER POLICIES / DOCUMENTS

Estates Policy,
Estate and Sustainable Development Strategy
Fire Emergency Plan
Notifiable Infectious Disease Policy
Fircroft College Adverse Weather Guidance
Conference Policy May 2018

Version number	3
Owner / Area	Andy Gazey/ Operations
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Ratified / Authorised by	08/02/2023 (Operations Committee)
Equality Impact completed	12/01/2022





FIRCROFT COLLEGE

HEALTH AND SAFETY POLICY STATEMENT

Fircroft College is committed to fulfilling both the moral responsibilities and the legal obligations arising from common and statute law in respect of the health, safety and welfare at work of its employees and others.

At Fircroft College the Governing Body has the overall responsibility of ensuring that all of the College premises and working practices are safe and do not pose any risks to the safety and health of employees, students, contractors, members of the public or other parties who may be affected by the conduct of the College's activities.

In practice the Principal & CEO will ensure through the Head of Business Infrastructure that the appropriate Health and Safety measures are in place. All College Managers are responsible for health and safety in their respective areas. All employees are required to take reasonable care for the health and safety of themselves and others who may be affected by their activities or omissions; comply with measures in place for the purposes of health and safety; not to interfere or misuse anything provided for the purposes of health and safety or welfare; and to report hazards or hazardous situations.

Fircroft College will so far as is reasonably practicable:

- Provide and maintain a safe place of work, safe machinery and equipment and safe and healthy working environments;
- Ensure that there is safe access to and from the work place;
- Provide adequate information, instructions, training and supervision as is necessary to ensure that employees and others are provided with a safe and healthy working environment;
- Ensure that hazards are identified and risk assessed and recorded appropriately and that adequate protective or preventative measures are implemented;
- Provide health monitoring to employees where it is considered appropriate;
- Provide local policies and procedures and maintain safe methods and systems of work;
- Ensure that arrangements for the use, handling, storage and transport of articles and substances for use at work are safe and without risks to health;
- Prevent accidents, incidents and ill-health by ensuring best practice is part of normal day to day working activities;
- Ensure that adequate resources are available for health and safety related matters;
- Ensure adequate consultation takes place with employees;
- Ensure that health and safety concerns are considered when developing and changing business activities;

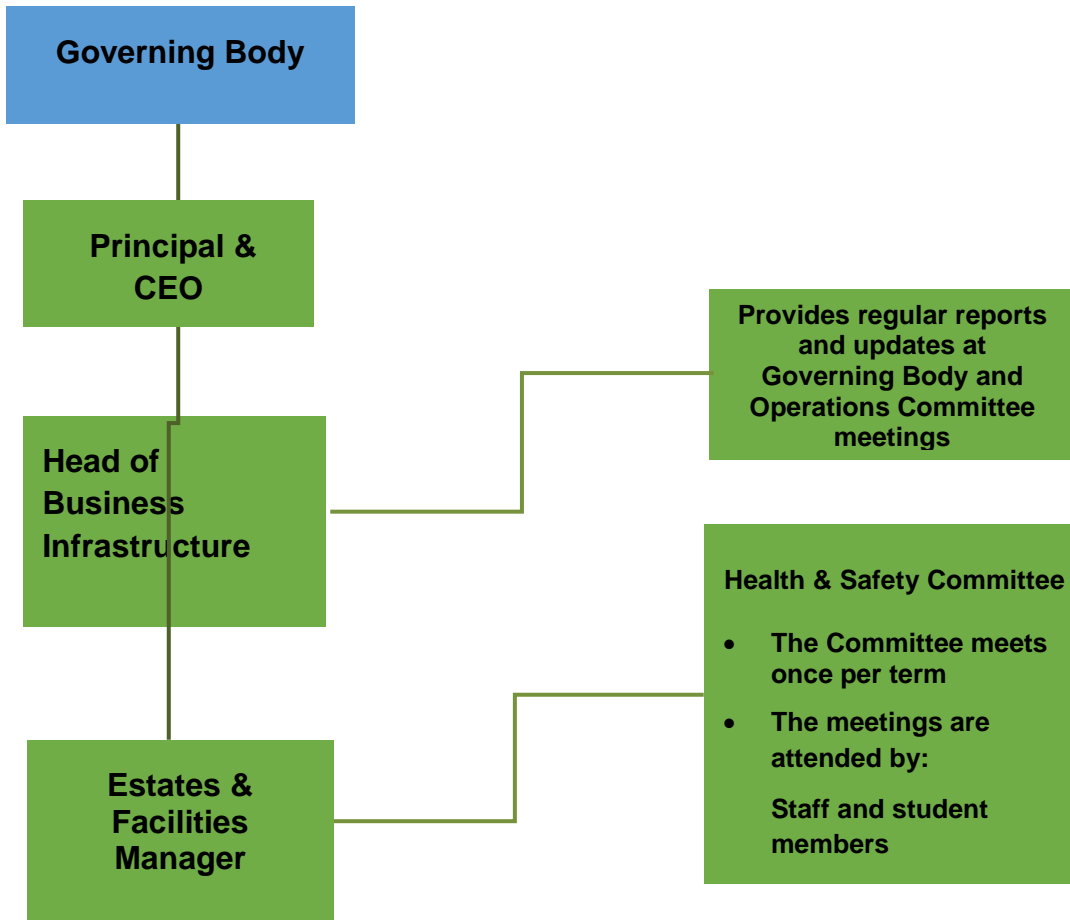


- Ensure co-operation and co-ordination with people working on behalf of the College, ensuring that they are competent and well informed about relevant health and safety matters to enable them to be safe in their activities;
- Ensure that all staff are responsible for health and safety standards in connection with our work activities;
- Promote a positive health and safety culture, raising awareness of health and safety and encouraging best practice throughout our organisation.

We will endeavour to manage the College's business activities so that people do not face unacceptable risks to their health and safety that may arise from the conduct of College business. Fircroft College is committed to continuous improvement and will review the policy and management systems at appropriate intervals to ensure that it continues to provide the basis for the highest standards of health and safety.

	Position	Approved by Governing Body
Signature		Date

Health and Safety Reporting Structure



Fircroft College

Health and Safety Responsibilities

1.1 Governing Body

The members of the Governing Body have overall responsibility for health and safety at the College and will:

- Ensure that health and safety policies and procedures are in place;
- Monitor health and safety data, including incident information, risk assessments, training etc.
- Ensure that health and safety management is audited.

1.2 Principal & CEO

The Principal & CEO has operational responsibility for health and safety at the College and will:

- Ensure that the necessary health and safety policies and procedures are in place;
- Appoint a competent person to assist with the management of health and safety at the College;
- Ensure that arrangements are in place for health and safety management, monitoring and review;
- Ensure the promotion of awareness of health and safety through all levels of staff and students.

1.3 Head of Business Infrastructure

The Head of BI has direct responsibility for ensuring the day-to-day implementation of this policy and will:

- Ensure that health and safety policies and procedures are in place;
- Ensure adequate funding is allocated for health and safety issues;
- Appoint a competent person to assist with the management of health and safety at the College;
- Ensure that managers carry out their health and safety duties;
- Ensure that arrangements are in place for health and safety monitoring and review;
- Report to the Governing Body on matters relating to health and safety and training.

1.4 All College Team Leaders and Managers

All College Team Leaders and Managers have responsibility in their areas to ensure that any requirements relating to their areas of responsibility are fully complied with, including (but not limited to):

- Assisting with Risk Assessments

- Safe use of electrical switches and circuits
- Necessary information, instruction, training and supervision for staff
- Accident/incident reporting and initial investigation

In particular, this means that they will:

- **Stop** any work immediately when there is a threat to life or where there is a likelihood of injury or property damage until the threat is removed and a safe working method arranged;
- Ensure employees and students (as necessary) receive the appropriate information, training, instruction, supervision, safety equipment and clothing for them to carry out their tasks safely;
- Ensure all new entrants are properly inducted into the organisation, including an awareness of all precautions and procedures applicable to the job and the emergency procedures;
- Ensure that no person is permitted to work on any kind of machinery or hazardous task unless they have been properly and fully instructed;
- Keep workplace conditions under constant review and take necessary measures, so far as is reasonably practicable, to remove hazards and control risks;
- Ensure all work equipment is safe, well maintained; that testing of equipment in their area of control is up to date; and all inspections and tests are fully documented in up to date records;
- Ensure adequate allocation of funds for health and safety issues within the areas of their responsibility for any specialist needs;
- Ensure allocation of appropriate staff to carry out work in connection with this policy within their area of control;
- Ensure hazards are reported and effectively dealt with;
- Work closely with the Estates & Facilities Manager to promote safe working practices and maintain a safe and healthy working and learning environment;
- Keep their line manager informed and report training requirements, dangerous practices, accidents and 'near miss' incidents and complete and forward the appropriate written reports as necessary;
- Ensure that relevant health and safety information is displayed in the areas of their responsibility, i.e. risk assessments, fire action notices and room layout diagrams (where appropriate);
- Ensure that accidents and incidents are promptly reported and where staff are off work for over 7 consecutive days or with a significant or major injury this information is passed onto the Estates & Facilities Manager;
- Ensure that all staff are aware of the location of all fire-fighting equipment and alarm call points in the Area and are familiar with its effective use;

- Ensure staff awareness of the need for a Personal Emergency Evacuation Plan (PEEP) for any relevant staff, students or visitors.

1.5 Estates & Facilities Manager

The Estates & Facilities Manager is responsible for the following specific aspects as well as those responsibilities outlined above in 1.4:

- Inspecting the College buildings with regards to required maintenance and repairs;
- Ensuring that equipment has been subject to appropriate maintenance, testing and inspection including the periodic testing and inspection of portable electrical appliances (PAT);
- Ensuring that arrangements are in place for the servicing and maintenance of fire precautions, such as the fire alarm systems, emergency lighting systems, door closures and hold open devices etc.;
- Ensuring that trained first aiders are in place throughout College opening hours and that details of those on duty are displayed within the College.
- Arranging for fire extinguishers to be serviced and maintained;
- Ensuring that staff complete display screen equipment self-assessment forms and that these are reviewed and any issues that arise are appropriately referred or rectified;
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders;
- Ensuring that arrangements are in place for the servicing and maintenance of lifts in the buildings, mains gas systems and electrical installations;
- Liaising with contractors working on the College premises and ensuring their activities are controlled;
- Managing the hazard and maintenance reporting system;
- Keeping up to date with relevant legislative changes and communicating any relevant changes.

1.6 Chair and Deputy Chair of the Health & Safety Committee

The Estates & Facilities Manager is the Chair of the Health and Safety Committee, the colleges Head of BI acts as Deputy Chair. These roles have responsibility for the following specific aspects as well as those responsibilities outlined above in 1.4:

- Completion of risk assessments for public areas;
- Collation and monitoring of risk assessments/Personal Evacuation Plans;
- Carrying out of pregnancy assessments for staff and students and return to work assessments for staff and inclusive risk assessments for staff and high risk students;
- Carrying out/organising relevant Health and Safety training (including induction, training on risk assessments and for fire marshal's);
- Arranging fire drills, completing reports and highlighting any issues;

- Producing, reviewing and updating health and safety and fire policies and procedures;
- Recording and monitoring accident/incident/disease data and reporting under RIDDOR;
- Producing as appropriate, health and safety reports for Senior Management and other interested parties;
- Liaising with the Enforcing Authorities;
- Site visits/ inspections and internal audits;
- Answering health and safety related queries and providing advice;
- Ordering and supplying first aid stock;

1.7 Employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person and:

- To take reasonable care of the health and safety of themselves and others who may be affected by their acts (or omissions) at work;
- To co-operate with the employer and others to enable them to fulfil their legal duties, e.g. follow instructions, attend training, use safety equipment as instructed, follow procedures and systems of work etc.;
- Not to interfere or misuse anything provided for the purposes of health and safety or welfare;
- To report hazards and hazardous situations. Employees should also notify any shortcomings in the health and safety arrangements, even when no immediate danger exists, so that employers can take remedial action if required.
- To wear PPE (Personal Protective Equipment) clothing and equipment as required, when carrying out practical work
- Not to undertake any task for which they have not been authorised and for which they are not adequately trained;
- To familiarise themselves with the Health and Safety Policy.
- Understand that any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.

1.8 Responsibilities of Students and Volunteers

Students and volunteers are required to:

- Co-operate with the tutors and staff in matters relating to health and safety;
- Comply with all health and safety procedures and instructions considering at all times their own safety and that of others;

- Be aware of, and comply with, relevant provisions of health and safety legislation relating to the work they are allocated;
- Report all accidents without delay to a tutor or member of staff;
- Report hazards, unsafe tools, equipment, machinery or any practice considered to be unsafe;
- Assist in good housekeeping in all of the rooms and areas that they use;
- Understand the safe operation of machinery and equipment with which they are working with or are asked to operate;
- When directed by a member of staff, consult Material Safety Data Sheets/COSHH Risk Assessments when using chemicals or proprietary substances;
- Wear PPE (Personal Protective Equipment) clothing and equipment as required, when carrying out practical work;
- Report to the member of staff in charge, any concerns or query on Health and Safety matters relating to any aspect of practical work, use of materials, equipment or machinery;

2. Health & Safety Committee

The College Health & Safety Committee is a cross college group established to review all aspects of health and safety affecting staff, students and visitors.

The specific functions of the Committee are to advise the Principal of any issue requiring attention regarding the standards of health, safety within the College. The Committee will receive reports from the Estates and Facilities Manager and other Committee members or external advisors as appropriate.

3. Health and Safety Arrangements

A list of current Health and Safety Policies and Procedures (and accompanying forms where applicable):

- The college will retain the following information from each contractor – held with each contractor file
 - H & S risk assessment
 - H & S policy
 - H & S method statement
- COSHH Procedure (Control of Substances Hazardous to Health) – book on site
- Covid-19 Risk Assessments and Continuity Plans.
- Display Screen Equipment Procedure (DSE)
 - Display Screen Equipment Self-Assessment Form – form available via Safety Zone in SharePoint.
- Risk Assessment Guidance
 - Risk Assessment Form - form available via Safety Zone in SharePoint.
- Staff Personal Safety procedure
- Offsite Working Arrangements Policy
- Prevent Guidance

- Safeguarding Policy and Procedure
- Bomb Threat Guidance and Checklist
- Fire Emergency Plan
- No Smoking Policy
- Notifiable & Infectious Disease Policy
- Personal Emergency Evacuation Plan (PEEP)
- Stress Statement

These will be regularly reviewed and updated as required. Additional Procedures will be implemented as they are required.

Other procedures in place that relate to Health and Safety include:

- Covid-19 Continuity Plan
- Disaster Management Plan
- IT Business Continuity Plan
- Educational Trips & Visits Risk Assessments
- Accident Reporting

4. Reporting Procedure

When reporting a Health & Safety incident or potential incident, please follow the following steps:

It is the responsibility of all visitors to find out who the on-duty fire marshal and first aiders are. Visitors can do this by checking the signing in sheets in reception.

If an incident occurs where there is risk to life or potential risk to life, employees & visitors should report this to either the Estates & Facilities Manager or the Head of Business Infrastructure in the first instance. They can do this via coming directly to them or via seeking assistance at reception.

If neither the Estates & Facilities Manager or Head of Business Infrastructure is on site, please notify a senior manager or manager as soon as possible.

If the incident occurs outside standard 9:00am-5:00pm Mon-Fri then please contact the duty manager.

If there is a relatively low-level incident or potential incident, please notify the on duty first aider who can assist you.

Post incident, a health & safety report will be completed and any injuries logged in the colleges first aid ledger. Lessons learnt will then be distributed to appropriate staff.

Any incidents of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation) should be reported to the Health and Safety Executive via the link [here](#).