



*A dynamic College for aspiring communities*

# Health and Safety Policy



# HEALTH AND SAFETY POLICY PART ONE

## 1. CONTEXT

- 1.1 The policy supports the standards and practices identified in the College's Strategic Plan. It identifies the College's commitment to fulfilling the requirements of the Health and Safety at Work etc Act 1974 and supporting legislation.

### **Supplementary Documentation/Links to other key policies, procedures and guides.**

## 1.2 INTERNAL

- a) College Charter.
- b) College Mission and Key Statements.
- c) College Strategic Plan.
- d) College Policies and Procedures.
- e) Codes, Charters, Service Level Agreements.

## 1.3 EXTERNAL

Common Inspection Framework reference:-

- a) Health and Safety at Work etc Act 1974.
- b) Legislation e.g. Management of Health and Safety at Work Regulations 1999.
- c) Government Initiatives and White Papers.
- d) Common Inspection Framework.
- e) Learning and Skills Councils Safe Learner Concept.

## 1.4 IMPLEMENTATION

- a) It is the responsibility of the Chief Executive as the Monitoring Officer to ensure the creation, dissemination, implementation, monitoring, review and evaluation of this policy.
- b) The Health and Safety Department is responsible for the dissemination and implementation of each policy and procedure.

- c) Curriculum and Business Support Managers and Co-ordinators are responsible for supporting staff in the implementation of policies and procedures. Programme and Course Teams are expected to reflect the policy's purpose, principles and procedures in their own strategies.

# STATEMENT OF INTENT

## 1. RESPONSIBILITIES

- 1.1 Overall responsibility for Safety, Health and Welfare with the College is vested in me by virtue of my appointment as Chief Executive. The policy statement reflects the importance that I attach to protecting the Health, Safety and Welfare of all employees in my area of responsibility and of all other persons who may be affected by their activities.
- 1.2 It is my intention that the College will conduct its activities to avoid damage to the environment and to provide all personnel with, so far as is reasonably practicable:-
- a) The provision and maintenance of safe places of work with safe access and egress, safe facilities, safe equipment and safe systems of work.
  - b) Arrangements for ensuring safety in the use, handling, storage and transport of objects and substances.
  - c) Sufficient information, instruction, training and supervision to enable employees and others to undertake their work/training safely and without risks to their health and safety.
  - d) A safe and healthy working environment with adequate facilities for welfare.
  - e) Effective employer/employee consultation procedures in accordance with current Regulations and specific consultation with persons allocated health and safety functions.
  - f) Obtaining expert advice necessary to determine specific risks to health and safety that might arise and the precautions required to eliminating, reducing or controlling them.
- 1.3 It is essential that all persons play their part in ensuring the health and safety of all those who are affected by the College activities. College employees will therefore take steps to meet their responsibilities with particular attention being given to:-
- a) The care of themselves and others, including students and visitors.
  - b) Co-operating with the Governors or the Chief Executive on any matters necessary to ensure that their statutory duties are complied with.
  - c) Observing safety instructions, College procedures, codes of practice and safe systems of work.

Signed ..... Date .....	Signed ..... Date .....
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Chief Executive	Chair of the Governors
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# **HEALTH AND SAFETY POLICY PART TWO**

## **ORGANISATION AND RESPONSIBILITIES**

### **1. CHIEF EXECUTIVE**

1.1 The Chief Executive is responsible for all health and safety matters within the College. On behalf of the College, the Chief Executive will:-

- a) Provide a facility which can ensure the provision of a suitable and sufficient assessment of the health and safety risks to which employees, learners and visitors of the College may be exposed.
- b) Appoint competent persons to assist in undertaking the measures necessary to comply with the College's statutory regulations.
- c) Allocate budget needs sufficient to ensure that the College can meet statutory requirements and College procedures.
- d) Chair the College Health and Safety Committee and formally report its findings to the Board of Governors.
- e) Monitor Senior Managers to ensure they are complying with the College Health and Safety Policy.
- f) Liaise with Health and Safety enforcement agencies when they visit the College.
- g) Instigate appropriate disciplinary action where staff are in breach of the College Health and Safety Policy and Health and Safety Regulations.

### **2. KEY HEALTH AND SAFETY PERSONNEL**

#### **2.1 THE HEALTH AND SAFETY DEPARTMENT**

- a) The Health and Safety Department is to act as the Chief Executive's advisor. The team has the duty of assisting departments and employees in meeting their various responsibilities for health and safety. The Health and Safety Department has direct access to the Chief Executive on these matters. The Health and Safety Department is also to:-
  - i. Collate the instructions and procedures that will constitute the detailed arrangements for safety throughout the College.

- ii. Ensure the effective planning, organisation, control, monitoring, review and auditing of the College Health and Safety provision.
- iii. Monitor all workplace and Fire Risk Assessments for the College.
- iv. Submit Health and Safety reports where appropriate and where required.
- v. Organise and manage the various levels of safety audits and inspections carried out within the College.
- vi. Ensure that all reportable injuries diseases and dangerous occurrences as identified in RIDDOR are reported, formally investigated and any improvement in preventative measures are identified and advised upon.
- vii. Monitor and report accidents as required to the Health and Safety Executive and Learning and Skills Council.
- viii. Ensure safety training is undertaken by all staff to increase awareness as required to fulfil our statutory obligations.
- ix. Instigate inspection procedures for all protective equipment used in the College.
- x. Report to the Chief Executive on any matters which require their input in ensuring the effective health and safety of employees, learners, visitors and others.

## 2.2 MANAGERS AND SUPERVISORS

- a) The responsibilities of managers within the College shall be to:-
  - i. Read and understand the College's Health and Safety Policy and to ensure that its provisions are being effectively carried out and maintained.
  - ii. Bring the provisions of this policy, to the attention of all employees and students under their control.
  - iii. Inspect machinery, equipment and structures regularly and to ensure that any defects discovered are made safe and reported to the appropriate department/persons.
  - iv. Prevent access by employees or other persons to any defective machinery, equipment or structures until the faults have been rectified.

- v. Ensure that employees and students are adequately instructed and supervised in the safe operation of equipment and machinery. In the case of any new operations, processes or machinery being introduced, they must ensure full training and appropriate documentation is in place.
- vi. Ensure that any areas of the College under their control, to which the general public or visitors may have access, are maintained to ensure the health and safety of those persons.
- vii. Arrange for the reporting of all accidents/incidents and near misses to the Health and Safety Department.
- viii. Departments to carry out local accident investigation.
- ix. Ensure all health and safety statutory documents are kept and made available when required.
- x. To ensure all employees in their areas receive the mandatory health and safety training.
- xi. Ensure that adequate first aid facilities are available and adequately maintained.
- xii. Ensure that no unnecessary risks are taken by employees in pursuance of their duties.
- xiii. Always work within the frame work of health and safety and promote a positive safety culture.
- xiv. To update, review and maintain health and safety related documents e.g. risk assessments.

## 2.3 TUTORs

Tutors are responsible for ensuring the health and safety of their students while under their supervision including any organised out of College activities. Risk Assessments for these activities are to include all necessary precautions to protect the students and members of the public. Staff will be provided with the necessary training to assist them with their Risk Assessments.

## 2.4 INDIVIDUALS

Employees are responsible for their own safety, the safety of other employees and of visitors and learners to their place of work. They are required to co-operate with all other employees in keeping the workplace healthy and safe. If employees have any difficulty with compliance they are requested to contact their Line Manager immediately.

## 2.5 STUDENT HEALTH, WELFARE AND SAFETY DEPARTMENT

- a) The Student Health, Welfare and Safety Co-ordinator's role is to promote a safe environment for students. The purpose of the role is to contribute to student and College success by providing a supportive service, working with others, which will provide a secure framework for a safe learning experience.

The Health, Welfare and Safety Co-ordinator will also support students to recognise and develop a culture which encourages, supports and protects students within the College environment and within the wider community.

- b) The Student Health, Welfare and Safety Co-ordinator will:-
- i. Assist student integration and behaviour management within the curriculum.
  - ii. Provide and organise all responsible support to students with personal problems affecting their potential to continue and achieve, referring onto appropriate agencies if required.
  - iii. Develop relationships between students, tutors and the support functions, encouraging dialogue and feedback.
  - iv. Up skill and develop other staff to participate effectively in student behaviour management.
  - v. Produce reports and to analyse activities and achievements.
  - vi. Liaise with appropriate external agencies, e.g. police, health and specialist units.
  - vii. Conduct focus groups and other feedback/communications activities.
  - viii. Implement disciplinary investigations and other sanction systems.
  - ix. Promote health and safety within West Nottinghamshire College.

- x. To keep up to date with new legislation, procedures and techniques.

## 2.6 STUDENTS

- a) The student is responsible for their personal safety and that of others who may be affected by their actions and therefore must comply with College rules and procedures.
- b) Additionally, the learner will:-
  - i. Observe standards of dress and behaviour appropriate to the working situation.
  - ii. Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
  - iii. Not wilfully misuse, neglect or damage things provided for safety.
  - iv. Observe rules highlighted in the Student Diary and Handbooks.

**Note:** Students with Special Learning Difficulties and Disabilities will be under the care and supervision of a member of College staff and/or support worker at all time. All elements of the Health and Safety Policy apply to these students and must be interpreted and used to ensure that they are adequately monitored while at College.

## 2.7 HEALTH AND SAFETY COMMITTEE

The College has formed a single Health and Safety Committee, which serves all the College sites. The membership and functions of the Health and Safety Committee have been devised in consultation with College staff and Student Union Representatives. Co-opted members will be invited when an agenda item requires expert input.

Forthcoming agenda items and previous minutes of meeting are displayed on Staffnet and copies kept in the Health and Safety Department. Any employee who wishes to submit an agenda item may do so via the Health and Safety Department.

## 2.8 EMPLOYEE REPRESENTATIVES

- a) The College recognises a number of trade unions, each of which has the right to appoint safety representatives.

- b) The College employers are fully supportive of the representatives' rights under the said Regulations.

## 2.9 **COMMUNICATIONS**

The direct involvement of all employees and students is fully encouraged for the improvement of the College health and safety provision. Any hazards or defects, which may lead to risk and/or danger, must be reported and any suggestions to improve the health and safety environment of the College are welcomed. The Health and Safety Department have a regular presence at Learner Voice and the Employee Council Meetings and are available on a day to day basis.

## 2.10 **STAFF MEETINGS**

Health and Safety is to be a standing agenda item for staff meetings including, Operational Planning Committee and individual team meetings.

# POLICY CONTROL

**Policy Title:** HEALTHY AND SAFETY AT WORK POLICY

**Issuing Authority:** College Executive

**Issuing Department:** Health and Safety

**Monitoring Authority:** Health and Safety Committee

**Monitoring Officer:** Chief Executive

**Targets for Continuous Improvement:**

- a) All policies are to be issued, reviewed and appropriately amended and updated by January 2011.
- b) Monitoring of all policy targets through Quality Improvement Plan (QIP) to take place.

**Monitoring, Review and Evaluation:**

This policy will be monitored and reviewed through:-

- a) Health and Safety Committee.
- b) Health and Safety Audits/Inspections.

Internally – Health and Safety Department, Curriculum and Business Support Managers.

Externally – LSC, External Verifiers.

<b>Dates of Review:</b>	
<b>Issue Date:</b>	
<b>First Review:</b>	

# HEALTH AND SAFETY POLICY PART THREE

## ARRANGEMENTS

### 1. INTRODUCTION

- 1.1 The following supporting documents give detailed guidance for ensuring health and safety. There may be other local rules/Code of Practice/Safe Systems of Works that apply to certain work areas and these should be used in conjunction with the said guidance.

**See: Section 1 - Introduction**

### 2. HEALTH AND SAFETY POLICY STATEMENT

- 2.1 The Corporation of West Nottinghamshire College, the Employer, has issued this Health and Safety at Work Policy Statement. The Policy is in compliance with requirements of the Health and Safety at Work etc Act 1974.

**See: Section 2 – Health and Safety Policy Statement**

### 3. HEALTH AND SAFETY POLICY

- 3.1 The Policy supports the standards and practices identified in the College's Strategic Plan. It identifies the College's commitment to fulfilling the requirements of the Health and Safety Work etc Act 1974 and supporting legislation.

**See: Section 3 – Health and Safety Policy**

### 4. ACCIDENT REPORTING INCLUDING RIDDOR

- 4.1 West Nottinghamshire College is committed to ensuring that employees and students are kept as safe as possible whilst undertaking any task on behalf of the College.
- 4.2 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which requires employers to report certain work-related accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE).

**See: Section 4 – Accident Reporting (including RIDDOR) Guidance**

**See: Page 6 – Appendix 1 – Notifiable Injuries**

## **5. ASBESTOS**

5.1 The College has a duty to ensure that an asbestos register has been complied and is made available as required. All records are kept and managed by the Estates Department.

**See: Section 5 – Asbestos Guidance**

## **6. CONTRACTORS**

6.1 The College has a duty to ensure the health and safety of contractors employed on site. Contractors themselves have a duty to ensure the safety of themselves through their own acts or omissions to anyone near or coming into the contact with their activities.

**See: Section 6 – Contractors Guidance**

**See: Page 3 – Appendix 2 - Contractors Code of Practice**

## **7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

7.1 The College acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposures to staff, students and visitors of substances hazardous to health is prevented or at the least controlled within statutory limits.

**See: Section 7 - Control of Substances Hazardous to Health Guidance**

## **8. DISPLAY SCREEN EQUIPMENT**

8.1 DSE is defined as any alphanumeric or graphic display screen, regardless of the process involved but is mainly focussed on PCs.

8.2 A 'User' means an employee who habitually uses display screen equipment for the purposes of an employer's undertaking as a significant part of their normal work (DSE Regulations 1).

8.3 All registered users are to complete a DSE 2 Form and an assessment will be undertaken if deemed necessary. These assessments are to be carried out every two years or on change of personnel or work location.

8.4 The College will pay for a DSE Eye test and the cost of lenses for glasses for DSE use only.

**See: Section 8 - Display Screen Equipment Guidance**

## **9. ELECTRICITY**

9.1 The Estates Department is responsible for ensuring all electrical installations whether fixed, temporary or portable are safe for their intended use.

It is the Managers responsibility to advise all students and staff members that they should ensure that no equipment is brought into the workplace unless tested by trained assessors and any faults identified are reported.

**See: Section 9 – Electricity Guidance**

## **10. FIRE**

### **10.1 FIRE EVACUATION**

The Estates Manager has the responsibility of co-ordinating the Fire Risk Assessment on behalf of the College showing places of high risk and consequential precautions. Line Managers are to ensure that their procedures for evacuation in the case of fire are properly understood and operated by their staff and students.

### **10.2 FIRE WARDENS**

The Health and Safety Department are to ensure that there are sufficient numbers of Fire Wardens in all areas. Contact People Development if any further Fire Wardens are required.

- a) Numbers It is desirable that a number of staff be trained as Fire Wardens.
- b) Training People Development will arrange for Fire Warden training and attendees will remain valid for 3 years or on leaving the College.
- c) Notices The Health and Safety Department is to distribute the names of Fire Wardens.

**See: Section 10 – Fire Evacuation and Fire Wardens Guidance**

## **11. FIRST AID**

11.1 The College has a statutory duty to provide First Aid for its staff and a moral obligation to provide First Aid for visitors including students and members of the public.

11.2 The College will ensure that:-

- a) There are sufficient numbers of First Aid Qualified personnel and Appointed Persons.
- b) There are sufficient First Aid facilities.
- c) Staff are given sufficient information regarding the provision of First Aid.

**See: Section 11 - First Aid Guidance**

## **12. GENERAL WORKPLACE HEALTH AND SAFETY**

12.1 The workplace should be a safe and pleasant place of work and all employees and employers have a 'duty of care' to keep it as such. Many hazards are created within the working environment and there are a number of precautions to help prevent accidents happening.

**See: Section 12 – General Workplace Health and Safety Guidance**

## **13. LEGIONELLA**

13.1 The College has a duty to hold a written scheme of water testing across sites and act upon any adverse results. All records are kept and managed by the Estates Department.

**See: Section 13 – Legionella Guidance**

## **14. MANDATORY HEALTH AND SAFETY TRAINING**

People Development will make available mandatory health and safety training to all employees.

### **14.1 TRAINING**

- a) Induction
  - i All personnel joining the College are to undergo the induction package co-ordinated by Human Resources and People

Development. This includes general information on health and safety, supporting policies and a Health and Safety Handbook.

- b) Line Managers are to:-
  - i. Give personnel newly arrived, safety training on 'Safe Systems of Work' within their sections.
  - ii. Identify training needs for health and safety within their sections and arrange training through People Development.
  - iii. Maintain records of staff induction and training specific to health and safety in their departments.
- c) Validation
  - i. The Health and Safety Committee is to note deficiencies in safety training, it is to be discussed and suggestions for continuation training adopted.

**See: Section 14 – Mandatory Health and Safety Training Guidance**

## **15. MANUAL HANDLING**

- 15.1 Manual Handling is the transporting or supporting of a load including lifting, carrying, pushing, pulling moving etc by hand or body force.
- 15.2 Risk Assessments - Manual Handling Risk Assessments are to be carried out as required. They are to be used and accounted for as Risk Assessments.
- 15.3 Training - Correct methods of lifting and moving heavy items are to be taught by competent manual handling assessors.

**See: Section 15 - Manual Handling Guidance**

## **16. MUSCULOSKELETAL DISORDERS IN THE WORKPLACE**

- 16.1 The College will undertake to reduce to the lowest level reasonably practicable the risk to employees from developing work related MSDs:-
  - a) Carrying out suitable and sufficient assessments for activities which have the potential to give rise to the development of MSDs.
  - b) Reducing the risk of injury to any person to the lowest level reasonably practicable.

- c) Consulting, informing and training employees in safe working techniques will led to an understanding of what MSDs are.
- d) Supporting and assisting employees to re-integrate into the workplace after an absence as part of a structured rehabilitation programme.

**See: Section 16 – Musculoskeletal Disorders in the Workplace Guidance**

## **17. NOISE**

- 17.1 The College has a duty to safeguard employees, students and visitors from the risk of noise.
- 17.2 Employees have a duty to take care of their own health and safety and that of others whom their work may affect.
- 17.3 The College will take all reasonable steps to reduce noise levels as far as reasonably practicable.

**See: Section 17 – Noise Guidance**

## **18. OCCUPATIONAL HEALTH AND COUNSELLING SERVICES**

- 18.1 The College has an Occupational Health provision where individuals and Line Managers may liaise with Human Resources to book appointments with the Occupational Health Nurse.
- 18.2 The College also provides a confidential, comprehensive counselling service for all staff. Individuals can access this service by contacting the provider directly. Details are available from Human Resources, Occupational Health or can be downloaded from the Staffnet.
- 18.3 The College will undertake risk assessments to identify roles that require surveillance testing. This testing will be arranged and carried out by the Occupational Health Provider as and when required. Surveillance testing will include:-
  - a) Hand Arm Vibration (HAVs).
  - b) Audio.
  - c) Spirometry.
  - d) Lead.

- e) Dermatology.
- f) Fork Lift Truck Driving Medical.

18.4 Line Managers are also required to bring to the attention of the Health and Safety Department any concerns they may have for their staff.

**See: Section 18 – Occupational Health and Counselling Services Guidance**

## **19. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

19.1 Personal Protective Equipment means all equipment that is intended to be worn or held by a person at work and which affords protection against one or more risks to health and safety. This includes clothing designed to protect against adverse weather conditions. Excluded is ordinary working clothing e.g. Chef's overalls.

19.2 PPE should be the last consideration in the hierarchy of controls designed to reduce risk in the workplace. If as the result of a risk assessment it is deemed a requirement then the College will pay for the necessary equipment.

**See: Section 19 - Personal Protective Equipment Guidance**

## **20. PROVISION AND USE OF WORK EQUIPMENT (PUWER)**

20.1 The Provision and Use of Work Equipment Regulations are made under the Health and Safety at Work Act 1974. The primary objective of West Nottinghamshire College is to ensure that work equipment should not result in health and safety risks, regardless of its age, condition or origin.

20.2 Only those personnel with sufficient training are allowed to use machinery and plant. Equipment must be checked for safety aspects before being brought into use.

**See: Section 20 - Provision and Use of Work Equipment Guidance**

## **21. RISK ASSESSMENT**

21.1 The College will comply with the Management of Health and Safety at Work Regulations by identifying the risk to employees and others who may be affected by their work. This will enable the college to identify the measures it needs in order to comply with the health and safety law.

**See: Section 21 - Risk Assessments Guidance**

## **22. SHARPS**

22.1 The College recognises there is a risk of sharps and will do everything practicably to protect from, remove and dispose of any sharps found on the premises.

22.2 Upon discovery of a 'Sharp' please report the whereabouts to the Duty Head who will arrange for its safe disposal. Employees should not remove the Sharp themselves.

**See: Section 22 – Sharps Guidance**

## **23. SMOKING**

23.1 The College is a non-smoking site, but there are permitted designated areas for smoking around the various sites. Smoking is also prohibited in all College vehicles.

**See: Section 23 – Smoking Guidance**

## **24. STRESS MANAGEMENT**

24.1 The College will endeavour to use good working practices and to identify sources of stress in the workplace. It will address areas of concern with the prime purpose of achieving a healthy workforce in which stress levels are as low as practicable.

**See: Section 24 – Stress Management Procedure**

## **25. USE OF COLLEGE VEHICLES**

25.1 It is the duty of all staff to comply with Road Traffic Regulations at Work. College vehicles are provided for specific College business purposes and personal use of College vehicles is prohibited. Parking is available across all sites in authorized areas only.

**See: Section 25 – Use of College Vehicles and Personal Vehicles for College Business Guidance**

## **26. VISITOR SAFETY INFORMATION**

26.1 West Nottinghamshire College is committed to ensuring that visitors are kept as safe as possible whilst at any of the College sites.

26.2 It is the responsibility of management to take the necessary steps to ensure that they minimise the risk(s) to the lowest practical level. The host must ensure that their visitor(s) are aware of the emergency evacuation procedure and informed of any alarm testing on that day.

**See: Section 26 – Visitor Safety Information Guidance**

## **27. WORKING AT HEIGHT**

27.1 The College recognises the duties placed upon itself and its employees to safely manage work at height to the extent that they control the work, not only of College employees but also of contractors. It also recognizes the duties placed on all employees to report any activity or defect relating to work at height which they know is likely to endanger their own safety or that of another person.

**See: Section 27 - Working at Height Guidance**

**See: Page 4 – Appendix 3 - Estates Core Procedures for Working at Heights**

## **28. ADVENTUROUS ACTIVITIES**

28.1 West Nottinghamshire College is committed to ensuring that employees, contractors, volunteers and learners are kept as safe as possible whilst undertaking adventurous activities inclusive of safe operation and its management.

**See: Section 28 - Adventurous Activities Policy**

**Canoeing and Kayaking Procedure**

**Gorge Walking Procedure**

**Hill Walking Procedure**

**Orienteering Procedure**

**Single Pitched Climbing and Abseiling Procedure**

**Team Building and Confidence Activities Procedure**

**Weaselling Procedure**

## **29. LEARNER TRIPS, VISITS AND OFF-SITE ACTIVITIES**

29.1 West Nottinghamshire College will endeavour to ensure safety of all persons whilst undertaking learner trips, visits and off-site activities.

**See: Section 29 – Learner Trips, Visits and Off-Site Activities**