

HEALTH AND SAFETY POLICY

Health and safety policy

1. Context

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

1.2 Internal

- a) Strategic objectives.
- b) College mission, vision and values.
- c) College business plan.

1.3 External

- a) Health and Safety at Work etc. Act 1974.
- b) Legislation e.g. Management of Health and Safety at Work Regulations.
- c) Government initiatives and white papers.
- d) Skills Funding Agency.
- e) Ofsted.

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 Director: IT, Estates & Learning Resources is responsible for the dissemination and implementation of health and safety policies and procedures.
- c) The Executive team, Assistant Principals, Heads of Service, Heads of Schools, curriculum and business support managers and programme area leaders are responsible for supporting staff in the implementation of policies and procedures. Programme, course and support teams are expected to reflect the policy's purpose, principles and procedures in their own strategies.

Health and safety policy

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, members of public, contractors 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 and resources needs sufficient to ensure that the college can meet statutory requirements and college procedures.
- d) Attend the college health and safety committee and formally report to the Corporation board.
- 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. Director: IT, Estates & Learning Resources

The director is chair of the health and safety committee and acts on behalf of the chief executive in all matters relating to the health and safety of the college.

3. Key Health and Safety personnel

3.1 The Health and Safety provision

- a) The health and safety manager will support the Director of IT, Estates & Learning Resources who acts as the chief executive's advisor. So far as is reasonably practicable, the manager will support departments/schools and employees in meeting their various responsibilities for health and safety. Where necessary, the Director for IT, Estates & Learning Resources will commission competent advice and support from external consultant(s).

Under the direction of the Director for IT, Estates & Learning Resources, the manager, so far as is reasonably practicable, and within their resources, will:

- i. Advise, write and collate the instruction 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 workplace risk assessments and fire safety management procedures for the college.
- iv. Submit health and safety reports and statistics 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 (Reporting of injuries, diseases and dangerous occurrences) are reported to Health and Safety Executive (HSE), formally investigated and any improvement in preventative measures are identified and advised upon..
- vii. Monitor and report accidents / dangerous occurrences as required to the Health and Safety Executive and reported fatalities to the skills funding agency.
- viii. Monitor inspection procedures for all protective equipment used in the college.
- ix. Report to the Chief Executive via the Director: IT, Estates & Learning Resources on any matters which require their input in ensuring the effective health and safety of employees, learners, visitors, contractors and members of the public.

3.2 Managers, team leaders and supervisors

- a) The responsibilities of managers, team leaders and supervisors within the college shall be to:-
 - i. Read and understand the college's health and safety policy and supporting guidance documents 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 learners 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 faults have been rectified.
- v. Ensure that employees and learners 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 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 health and safety.
- viii. Ensure all health and safety statutory documents are kept and made available when required.
- ix. To ensure all employees in their areas receive the mandatory and role specific health and safety training as sourced and identified by Health and Safety / People Development.
- x. Ensure that adequate first aid facilities are available and adequately maintained.
- xi. Ensure that no unnecessary risks are taken by employees in pursuance of their duties.
- xii. Always work within the frame work of health and safety and promote a positive safety culture
- xiii. To update, review and maintain health and safety related documents e.g. risk assessments.

3.3 Tutors / specialists

Tutors / specialists are responsible for ensuring the health, safety and welfare of their learners 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 learners and members of the public. Risk assessments should also be completed for any learners with medical conditions to protect the learner.

Staff will be provided with the necessary training to assist them with their risk assessments as sourced by People Development. If required additional training is available from Health and Safety.

Tutors / specialists have a responsibility to ensure the relevant health and safety policies and procedures are communicated clearly to learners and supported where necessary. Any instances of persistent non-compliance will be escalated upwards for management action.

3.4 Employees

Employees are responsible for their own safety and welfare, the safety of other employees, 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.

3.5 Student Welfare Team

- a) The Head of Service for Welfare, Intervention and Wellbeing, Student Welfare Manager, Wellbeing Manager and Welfare, Intervention and Wellbeing Team roles are to promote a safe environment for learners. The purposes of these roles are to contribute to learner and college success by providing a supportive service, working with others, which will provide a secure framework for a safe learning performance.
- b) The team will:-
- i. Assist student integration and behaviour management within the curriculum.
 - ii. Provide and organise all responsible support to learners with personal problems affecting their potential to continue and achieve, referring onto appropriate agencies if required.
 - iii. Develop relationships between learners, tutors and the support functions, encouraging dialogue and feedback.
 - iv. Up skill and develop other staff to participate effectively in learner 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. Assist in the implementation of disciplinary investigation and other sanction systems.
 - ix. Promote a health, welfare and safeguarding culture within vision west Nottinghamshire College.
 - x. Keep up to date with new legislation, procedures and techniques.

3.6 Learners

- a) The learner is responsible for their personal health, safety and welfare and of others who may be affected by their acts or omissions and therefore must comply with college rules and procedures. Persistent non-compliance can result in disciplinary action.

b) Additionally, the learner will:-

- i. Observe standards of dress and behaviour appropriate to the working situation.
- ii. Heed warning 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 handbooks, code of conduct and other college information provided to support the learners.

Note: learners with any learning difficulties or disabilities will be under the care and supervision of a member of college staff and/ or support worker at appropriate times. All elements of the health and safety policy apply to these learners and must be interpreted and used to ensure that they are adequately monitored while at college.

3.7 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 relevant 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 with the health and safety department. Any employee who wishes to submit an agenda item may do so via health and safety.

3.8 Employee representatives

- a) The college recognises a number of trade unions, each of which has the right to appoint safety representatives
- b) The college as the employer is fully supportive of the representatives' rights under the said regulations.

3.9 Communications

The direct involvement of all employees and learners 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. Health and safety will be represented at employee council meetings by Director: IT, Estates and Learning Resources, and will usually be available on a day to day basis. Health and safety have an open door policy and can be contacted in a variety of ways.

3.10 Staff meetings

Health and safety is to be a standing agenda item for individual team meetings.

4 Chief executive

The arrangements for implementing this policy are detailed in the health and safety manual. The health and safety manual is an extension and integral part of this health and safety policy. Copies of the manual are available on staffnet.

Policy control

Policy Title:	Health and safety policy
Issuing Authority:	College Executive
Issuing Department:	IT, Estates & Learning Resources
Monitoring Authority:	Health and Safety Committee
Monitoring Officer:	Chief Executive

Targets for continuous improvement:

- a) Monitoring of this health and safety policy and associated guidance documents through JCNP 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 – ealth and safety executive, ESFA and internal auditors.

