

Health and Safety Policy

Lead: Diane Henry	Status: Approved
Version: 1	Date of Version: Sep 2019
Approving Body: Governors	Supersedes: Health and Safety Policy
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Equality analysis tool¹

1.	Is the policy relevant to the public sector equality duty?	No
2.	Have any concerns previously been raised about this policy or practice?	No
3.	Is likely to result in discrimination against a protected group?	No
4.	Does this policy positively contribute to the participation of under-represented groups in the College's activities?	No

Version Control

Version	Date	Change(s)

Access

Location	Address/Link
Sharepoint	
Service Centre	
Document Centre	

Communication

Medium	Audience
All exchange user e-mail	All College staff on College network and disseminated by managers for those not on the network.

¹ If the answer to any of these questions is yes, please complete the Screening Template provided and include as an Appendix to your policy.

Wakefield College

Health and Safety Policy

Statement of Intent

Wakefield College promotes a modern and dynamic learning environment for students and workplace for staff. We have a diverse risk profile and operate across a range of different locations.

The College is committed to achieving progressive improvement in health and safety performance, leading to the achievement of the highest standards for the health, safety and welfare of its staff, students, partners, members of public and others involved and affected by its activities.

The responsibility for ensuring a safe workplace or work activity rests with those who manage, supervise or control its activities; however, everyone must take responsibility for their own safety and that of others. Therefore, the College expects staff, students, visitors, contractors to share in the delivery of this policy by exercising responsibility and care in the prevention of injury and ill health to themselves and others who may be affected by their acts or omissions.

Signature of Principal

Dated:

1 Policy

- 1.1 This policy meets the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This legislation makes provision of securing the health, safety and welfare of persons at work and protecting others against risks to health and safety arising from the activities of persons at work.
- 1.2 Wakefield College will ensure as far as is reasonably practicable the health, safety and welfare of all employees, students and members of the public who use or have cause to work on the premises for the which the College is responsible. The College will also assume responsibility for staff and students who, when engaged in College activities, are not on College premises nor on those controlled by a third party.
- 1.3 All work undertaken or supervised by staff of the College will be undertaken to ensure in so far as is reasonably practicable, that the health and safety of the public is not at risk
- 1.4 The College will ensure that as far as is reasonably practicable and in accordance with legal obligations and standards to provide;
- Premises, plant, equipment and systems of work maintained and that are safe and do not involve risk to health
 - Provide and maintain safe premises, safe access and egress, safe equipment and safe systems of work
 - Proper facilities, equipment and protective clothing for the safe use, transport, handling and storage of articles and substances
 - Communicate and consult with staff on all matters which could affect their health and safety at work in order to develop a proactive safety culture
 - To ensure safe handling, storage and use of substances
 - Risk management systems are in place to prevent work-related injury, accidents and ill health
 - Information, instruction, training and supervision that is necessary to ensure the health and safety at work of employees
 - Welfare facilities that are appropriate to the situation's requirements
 - Encourage staff to set high standards of health and safety by personal example, in order that students leaving the College take with them the mind-set which accepts good health and safety practice as normal

- 1.5 The College will provide any safety equipment which may be required by statutory regulations for the use of all persons who may be required to use such equipment
- 1.6 In respect of those persons, other than College staff, who are lawfully occupied on College business, the College will provide so far as is reasonably practicable:
- A working environment without risk to health and safety
 - Welfare facilities that are appropriate to the situation's requirements
 - Adequate arrangements for consultation on measures for ensuring health and safety at work
 - Information, instruction, training and supervision that is necessary to ensure the health and safety at work of all relevant persons
- 1.7 The College is committed to minimising the risks to health and safety through the process of risk assessments and risk control. Risk assessments identifying risks to health and safety and corresponding control measures will receive immediate attention in accordance with the relevant College policies. Managers are responsible for ensuring that no work shall be permitted to start unless the risks from that work have been assessed and adequately controlled

2 Organisation

The following section details how the College is organised for the management of health and safety by the establishment of responsibilities, accountabilities, duties and relationships which are designed to promote a positive health and safety culture.

It will aim to ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors. This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties regarding the management of health and safety to individuals or groups.

The Board of Governors and the Principal have overall responsibility for the health, safety and welfare for all College staff, students and visitors. Ensuring that activities undertaken by the College during its operation do not expose persons not in its employment to risks arising from such actions.

2.1 **Board of Governors**

Collective responsibility for health, safety and welfare rests with the College Board of Governors with lead responsibility delegated to the College Principal

Ensure that the Principal takes all necessary action and implements and manages effective procedures to satisfy all requirements set out in this policy

Ensuring that the College allocates enough resources in terms of staff, training and funds to fulfil its legal obligations and the standards set out in this policy.

Ensure that all papers submitted for approval include health and safety implications in their decision

Monitor health and safety performance through governor reports and annual health and safety report

The Board of Governors, advised by the Principal, will be responsible for the review of the Health & Safety Policy

2.2 **Principal**

The Principal has overall executive responsibility for securing effective and efficient implementation of all measures considered necessary to ensure compliance with the Health and Safety Policy, current legislation, approved codes of practice and College health and safety procedures. Specific duties relating to the implementation and monitoring of this policy and associated procedures may be delegated to appropriate College staff.

The Principal is accountable to the Board of Governors for the College's compliance with all statutory requirements and in order to manage this responsibility, authorised duties are delegated to Senior Managers.

Principal provides health and safety liaison between the Board of Governors and the Health & Safety Management Committee

The provision of adequate human and financial resources required to enable Curriculums and Service Areas to comply with the legislative requirements for health and safety

The College meets all statutory health and safety requirements

Ensure appropriate priority is given to health and safety in all College strategic planning

Ensure that the College has competent health and safety advice to meet with statutory requirements

Health and safety are integrated into the management structure and that health and safety objectives are an integral part of the overall College Strategic Business Plan

Ensure that health and safety provisions are extended to all property owned or leased by the College

Make and give effect to such arrangements as are appropriate for the co-operation of other employers who share College workplaces

2.3 **Executive Director Human Resources & Organisational Development**

Executive Director Human Resources & Organisational Development chairs the Health and Safety Management Committee meetings and provides feedback to the Principal

Ensuring that appropriate arrangements are planned and implemented for addressing the Occupational Health and Welfare needs of the Colleges employees and ensuring the effective management of sickness absence

Ensuring that adequate safety training is given to all employees at all levels and any mandatory training is monitored and reported through the Health & Safety Management Committee

Health and safety are included within the staff/management development programme

Ensure individual health and safety duties are included within job descriptions

Ensuring that all safety representatives receive adequate training.

Ensure that the College's human resources policies, procedures support the provision of a good working environment and supportive culture to the benefit of staff health and safety and the College

2.4 **Heads/ Deputy Heads of Curriculum/Service Area Managers/Managers**

The allocation of adequate resources in terms of time and finance for the management of health and safety within their area of responsibility.

Monitor that staff are provided with comprehensive and relevant information on:

- The risks to their health and safety as identified by risk assessments
- The preventative and protective measures to minimise risk
- Procedures relating to matters of serious and imminent danger

Ensuring their staff are aware of the policies, procedures and statutory requirements to be followed in their area of responsibility. Where applicable,

ensuring that all teaching and learning activities are safe and that all students are properly inducted and that risk assessments for all learning activities have been conducted.

Co-ordinate and monitor risk assessment management plans and ensure that action is taken to rectify any issues raised.

Require the managers reporting to them to account for effective health and safety practice for all staff and students in their areas of responsibility.

Identify and apply for appropriate training of staff in health and safety as identified through risk assessments and the appraisal process. Ensure that that managers and staff who are given specific health and safety roles are provided with appropriate training.

Take prompt action to correct any unsafe condition, practice or system.

Ensure that personal protective equipment is worn, maintained, kept in good condition and used where appropriate.

Ensure that adequate supervision is always available where required.

Ensure that lesson plans include any health and safety considerations and any risk assessment associated with the lesson.

Ensure that contractors they commission to undertake work for the College have suitable standards and arrangements for health and safety, and the contract is managed appropriately to make sure the work is done safely.

Ensure that all work equipment is maintained in safe condition and checked at appropriate intervals by competent persons.

Ensure that health and safety is an agenda item at departmental meetings.

Ensuring area representation on the relevant Campus Health & Safety Panel.

2.5 **Director of Estates/Estates Manager**

Maintenance of College buildings and grounds in a condition which, so far as is reasonably practicable, is without risk to health and safety.

Manage a programme of health and safety inspections throughout the College each year and prioritises these in relation to risk.

The control and co-ordination of, and co-operation with, contractors engaged by the College on Estates contracts to ensure, so far as is reasonably practicable, that their conduct does not present a risk to health and safety.

Arranging asbestos risk assessments, surveys and control across the College.

Arranging Legionella risk assessments, monitoring and control across the

College to comply with legislative requirements.

Ensure management systems are in place to monitor/ evidence statutory compliance in commercially owned premises not owned by the College but in which we place staff or students.

Monitoring the condition of the Colleges premises and services and undertaking a risk-based programme of maintenance and repair within available resources.

2.6 **Health & Safety**

The provision of advice and guidance, to all levels of College staff as appropriate, on the statutory requirements relevant to the College's undertaking and on the measures necessary to comply with such requirements.

Developing, amending health and safety policies and procedures for approval by the College Health and Safety Committee.

Ensuring policies are kept up to date.

Ensuring the maintenance of statutory records and registers as required.

Monitoring health and safety performance, providing statistics and reports as required.

Liaising with external bodies and stakeholders.

Carry out accident investigations.

Identify any legislative changes that may affect the College and ensure the College management are fully briefed.

Provide a liaison point with trade union or staff representatives.

Advise management in the implementation of safe working practices.

The provision of, or procuring of, specialist services to carry out specific health and safety related work and functions.

Manage the fire evacuation/practice to comply with statutory requirements and implement remedial actions where required.

Ensure that all fire equipment is regularly inspected and serviced.

The provision, development and delivery of in-house health and safety courses.

2.7 All Staff

The Health and Safety at Work Act 1974 states that everyone has a duty and responsibility for safety.

Staff are required to carry out their duties in such a way as not to put at risk the health and safety of themselves or any other person.

Staff are required to co-operate in ensuring that all health and safety policies, agreed procedures, statutory requirements and codes of practice are observed.

No person will interfere with or recklessly use any safety equipment provided to comply with health and safety legislation. Disciplinary action may be taken against anyone who wilfully disregards such obligations.

Not undertake any task for which they have not been authorised and for which they have not been adequately trained.

College staff are required to comply with all instructions issued by the College in accordance with the agreed procedures relating to safety.

Staff should bring to notice any work situation which represents serious or imminent danger or any short coming in protection arrangements.

Notify their line manager if they have a disability or condition affecting health which may be caused by or made worse by work.

Adhere to the requirements of the risk assessment process and ensure they are aware that they have a legal duty to follow procedures issued by the College which are designed to protect their own and others health, safety and welfare.

Visually check all electrically operated items prior to using them or issuing them to another person to ensure there are no obvious defects.

Staff with responsibility for Students

Responsible for ensuring they comply with all health and safety legislation and must ensure risk assessments are completed before any activities are undertaken.

Equipment or machinery is fit for purpose, and prior to any activity it is checked that it is safe to use.

They must ensure the students they are responsible for are provided with the following: (**Note: in respect of any health and safety training a record should be maintained of the names of the students, date and student signature**)

- Relevant health and safety instruction, information, training and supervision
- Health and safety induction, including the emergency evacuation procedures, reporting of accidents
- Trained in the correct use and care of personal protective equipment
- Informed of who they need to report and health safety concerns to
- Provided with adequate information and training on the relevant hazards and risks of the activities and the control measures implemented
- Adequate supervision

2.8 **Students**

Take reasonable care for the health and safety of themselves and other persons who may be affected by the way in which they conduct themselves as part of their programme of study, including any work experience

Co-operate fully with staff in relation to health and safety to enable them to carry out their statutory duty

Report promptly to staff any situation, working practice or procedure which they know is potentially hazardous

Use correctly all personal protective equipment and/or clothing which may be specified for the task in accordance with the instruction/training provided

Students should familiarise themselves with the fire and emergency evacuation procedures and carry out the instructions given by staff enforcing the procedures

Promptly report any accident/ near miss or dangerous occurrence

Use machinery, plant or equipment or materials provided by the College only when authorised, trained and supervised by a staff member

Notify their tutor if they have a disability or condition affecting health which may be caused by or made worse by their course/activity

Comply with health and safety instructions, both verbal and written

Consume and dispose of food and drink only in designated areas

Not interfere with any items installed in the College for protection e.g. fire extinguishers or misuse or abuse other forms of safety equipment or personal protective equipment

Ensure all accidents/near misses are reported through the appropriate recording system

Undergo appropriate health and safety training

2.9 **Consultation with Unions, Staff and Student Representatives**

The College has a duty to consult with Unions and staff on any matters that affect health, safety and welfare at work. Consultations will be conducted through invitations to accompany health and safety tours/inspections and the Health and Safety Management Committee. Students are consulted with through their academic area and the relevant student forum.

2.10 **Visitors**

All other users of the College facilities, premises, equipment etc are required to comply with the requirements of the Health and Safety at Work Act 1974, Section 8, and to observe the safety rules and instructions given by appropriate members of staff enforcing the College Safety Policy and Smoking Policy including:

- Hirers of College Premises
- Students/Trainees from other organisations on placement or attending College under an officially recognised system
- Visitors on official business at the College
- Other visitors who attend by invitation i.e. Parents, Teachers, Employers etc
- Contractors and/or their employees
- Any member of the general public attending i.e. Open Days etc

The College has assessed the relative risks to the above and has made the necessary arrangements for informing such persons as to the nature of these risks and what procedures exist to reduce or eliminate such risks.

All the above have a statutory responsibility to comply with all health and safety requirements identified by the College to ensure their health and safety whilst using College facilities or when affected by College activities.

3 **Arrangements**

The College's health and safety plan aims to ensure that suitable and sufficient management arrangements, risk control measures and workplace precautions are designed and in place.

All staff on commencement of employment undertake department specific inductions following a Corporate induction.

Mandatory on-line health and safety training for all staff which is reported via Health and Safety Management Committee.

3.1 **Health & Safety Management Committee**

The College's Health & Safety Management Committee will meet on a quarterly basis. This Committee is accountable to the Principal and the Board of Governors and the Committee exists in accordance with Section 2 of the Health and Safety at Work Act 1974.

The duties of this Committee will include;

- Promote a positive health and safety culture
- Monitoring and reviewing accident /near miss data and make recommendations for corrective action
- Approve new, updated health and safety policies/procedures
- Monitor the adequacy of health and safety communication across College

3.2 **Health & Safety Campus Panel**

The Health & Safety Campus Panel will deal with all matters and issues concerned with health and safety of the campuses, students and staff working in association with the College's Health and Safety Management Committee.

The Chair of the Campus Health and safety Panel will represent the Campus on the Health and Safety Management Committee to promote interaction and communication between the committees.

3.2.1 Fig. membership of health and safety meeting groups



- 3.3 To ensure that the organisational hazards effecting Wakefield College are properly managed the following policies and procedures below have been approved by the Health and Safety Management Committee:

Accident & First Aid Policy	Asbestos Policy
Alcohol, Drugs and Smoking Policy for Staff	Alcohol, Drugs and Smoking Policy for Students
Control of Contractors Policy	Control of Substances Hazardous to Health Policy
Display Screen Equipment Policy	Electrical Safety Procedures
Emergency Evacuation Procedures	Fire Safety Policy
Infection Control Policy	Lone Working Policy
Managing Stress at Work Policy	Manual Handling Policy
Medical Needs Policy	Near Miss Guidance
New and Expectant Mothers Policy	Noise at Work Policy
Personal Protective Equipment Policy	Provision and Use of Work Equipment
Radioactive Substances Policy	Risk Assessment Policy
Safeguarding Policy	Smoking Policy
Vehicles Policy	Work Placement Procedures
Vibration Policy	

4. Measuring, Review and Auditing

This section outlines the measuring and review process the College will adopt to monitor health and safety performance, ensuring that improvement can be judged and resources allocated to where they can provide optimum impact.

4.1 College Inspections

All managers and staff are encouraged to be alert to health, safety and welfare issues on a daily basis and take action immediately when hazards are identified. Prior to allowing students into classrooms or other areas of activity the staff

member conducting the lesson should visually check that all appears safe. This is especially important in areas of higher risk such as workshops or sports area.

Formal inspections of College premises will take place each term involving the Health & Safety Officer, Union Safety representatives. Reports will be issued and discussed at relevant Campus Panel Health & Safety meetings.

4.2 **Reactive Monitoring**

4.2.1 Recording and reporting of accidents, incidents and near misses

The College will monitor all reported accidents/incidents/near misses and report to relevant Campus Health & Safety Panel and Health & Safety Management Committee.

4.2.2 **Occupational Health**

The College provides an Occupational Health Service to assess and assist staff with health and work-related problems and undertake statutory health surveillance. The monitoring of work-related sickness and ill health will be undertaken by HR, the Health & Safety Officer will assist in any work adaptations equipment required.

4.2.3 **Accident investigations**

The College will review all accidents, incidents and near misses and investigate as and when required.

4.2.4 **Unscheduled external visits**

These can be from the Health and Safety Executive, Environmental Health Officer or the Fire Service, in most cases they would be accompanied by a member of the Estates team and either a verbal or written report would be issued. Feedback and the actions taken would be feedback via Campus Panel and Health and Safety Management Committee

4.3 **Annual Report**

The Board of Governors will receive and consider a College annual report presented by the Principal. The content of the report will include but not be limited to the following items:

- Summary report covering accidents, incidents and matters reported to the relevant authorities
- Summary of the policies, procedures that have been approved during the last academic year
- Summary of contact with enforcement authorities
- Progress report on action plan and the schedule for the upcoming academic year