



<b>Policy Name and Number:</b>	Health and Safety Policy - 08
<b>Version Number:</b>	2
<b>Approval date:</b>	16.12.2024
<b>SLT Lead:</b>	Senior Lead, MIS, Estates and IT
<b>a. Responsible Person for policy review:</b> <b>b. Responsible Manager for policy implementation (if different):</b>	Director of Estates  Head of Health and Safety
<b>How does the policy link to the Strategic Plan Aims and Themes:</b> <b>Aims:</b> 1. <i>Outstanding Teaching, Learning and Assessment</i> 2. <i>Beneficial Partnerships</i> 3. <i>Sustainable SMART Campuses</i> 4. <i>Inclusive, Thriving Community</i> 5. <i>Financial Sustainability</i> <b>Themes:</b> a. <i>Sustainability and the environment</i> b. <i>Happiness and wellbeing</i> c. <i>Digital transformation</i> d. <i>Equality, diversity and inclusion</i>	<b>Themes:</b> <ul style="list-style-type: none"> <li>Sustainability and the Environment</li> <li>Happiness and wellbeing of our College community</li> </ul>
<b>a. Related Policies and Procedures:</b> <b>b. Related Legislation:</b>	<b>Related Policies and Procedures:</b> See <b>Appendix 1</b>  <b>Related Legislation:</b> See <b>Appendix 2</b>
<b>Consultation Process:</b>  <i>eg, FRCP / CPSE / HR / SPBD / SLT</i>	FRCP – via email circulation SLT – 5 November 2024 H&S Committee – 6 November 2024 EIC – 15 November 2024
<b>Approving Authority:</b>	SLT Approval <input checked="" type="checkbox"/> Corporation/Committee Approval <input checked="" type="checkbox"/>
<b>Policy Review Frequency:</b>	Annually
<b>Effective Date:</b>	November 2024
<b>Date of Next Revision:</b>	July 2025
<b>Scope:</b> <i>(Describe what and to whom the policy applies, and any exemptions. i.e. staff, students, stakeholders, visitors, volunteers, contractors)</i>	<b>Applicable to:</b> Staff, Students, Stakeholders, Visitors, Volunteers, Contractors <b>Scope:</b> To identify and mitigate workplace hazards, we will implement regular safety training and education for all employees, establish clear protocols for emergency situations, and conduct routine maintenance and inspection of equipment and facilities. We will also ensure adherence to relevant health and safety regulations standards and adopt a systematic approach for reporting and investigating accidents and incidents. Additionally, this policy promotes a culture of

	safety through continuous improvement practices, employee engagement, and regular health and wellness programs to support the overall well-being of our workforce.
<b>Policy classification:</b>	<b>Public</b> (website): <input type="checkbox"/>  <b>Internal:</b> SharePoint <input checked="" type="checkbox"/> Governor Portal <input type="checkbox"/> Canvas <input type="checkbox"/>

## 1. Introduction/Statement of Intent

Oaklands College delivers education that has a transformational impact on its learners and wider community. The value of our mission is underpinned by its integrity and ensuring that we pursue this with the highest regard for health and safety is a vital component of our commitment to our staff and student community. We expect staff, students, visitors, contractors and others who work at the College to share this commitment.

We will ensure the health and safety of all persons who may be affected by our activities across all campus locations and activities through:

- Consulting with our staff and engaging with students and visitors to facilitate the safety and occupational health of their working environment.
- Providing, managing and maintaining an overall environment at our campuses and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled. The overall environment includes maintaining safe buildings, infrastructure, plant and equipment and the safe handling storage and use of articles and substances.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise physical and psychological risks for all activities undertaken by the College and ensuring that appropriate control measures and emergency procedures are in place.
- Providing and promoting safe systems of work, information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.

We will promote a positive health and safety culture for all our activities. Where there are no existing College policies or guidance, we expect our staff, students and contractors to implement the highest standards and to comply with relevant legislation and best practice standards.

Where buildings are shared between more than one Department and/or external organisations, we expect that all users to co-operate closely with the College and to establish clear lines of responsibility for health and safety that ensure a safe environment for all, and to formalise any appropriate arrangements for these purposes.

The Senior Leadership of the College are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the College. Annual occupational health and safety objectives will be set with a view to continually improving our safety culture and performance

We expect every member of the College to share the Senior Leadership's commitment to this policy and to work together to achieve it.

Signed  
Peter Thompson  
Chair of the Corporation

Signed  
Andrew Slade  
Principal & CEO

**November 2024**

## **2. College Vision, Mission, KPIs and Objectives**

Oaklands College's vision is to be a sustainable educational trailblazer inspiring our learners and our wider community to achieve their fullest potential in a changing world, with a particular focus on maintaining a safe and healthy environment. Our vision is to be the College of choice and to empower learners to reach their full potential. The Health and Safety Policy supports these goals in several ways

### **2.1 The Mission**

To prepare every learner for work, a rewarding career, and life's opportunities by creating a caring, accessible, inclusive and thriving College community committed to fairness, health and success. We aim to achieve this while prioritising the physical and mental health and safety of all students, staff and visitors.

### **2.2 Student Centred Approach**

The College's commitment to putting learners first extends to its health and safety practices. By maintaining a safe and healthy environment, the College ensures students personal knowledge growth without undue concerns about their wellbeing.

### **2.3 Accessibility and Inclusivity**

Oaklands College aims to provide "equal access to learners at all stages of their lives". This commitment is reflected in health and safety measures that accommodate diverse needs, ensuring all students can participate fully in their education regardless of physical abilities or health conditions.

### **2.4 Ambitious Learning Environment**

The College strives to be ambitious for our learners at all ages and stages of their learning. A robust health and safety policy contributes to this by creating an environment where students feel secure to take on challenges and push their boundaries safely.

### **2.5 Holistic Development**

Oaklands College offers more than a qualification, providing the wider knowledge, experience and skill development. Health and safety education can be integrated into this holistic approach, teaching students valuable life skills about risk assessments and personal safety that extend beyond their academic studies.

### **2.6 Community Responsiveness**

The curriculum at Oaklands is responsive to both individual ambitions of learners and the needs of the communities we serve. Similarly, the Health and Safety Policy can be tailored to address specific risks or concerns relevant to the local community, demonstrating the College's commitment to being a responsible community partner.

### **2.7 Continuous Improvement**

The Health and Safety Policy is regularly reviewed and at least annually updated to address new challenges and incorporate best practices in safety management

### 3. Purpose/Policy Statement

The purpose of the Health and Safety Policy statement at Oaklands College is to ensure the health and safety of staff, students and visitors, which is deemed essential to the college's success. The policy aims to provide a safe environment, prevent accidents, comply with legal requirements and promote a positive health and safety culture through communication and consultation. It also involves setting targets for continuous improvement and ensuring adequate resources are available to support health and safety measures.

### 4. Implementation/Communication/Training

4.1 Oaklands College is committed to maintaining the highest standards of health and safety. We ensure a safe environment through:

- (a) Consulting with staff and engaging with students and visitors.
- (b) Providing, managing and maintaining safe environments.

#### 4.2 Implementation and Communication

We will communicate safety protocols through safety policies and procedures, training programmes, ongoing safety management and students and staff engagement via training and team meetings on a termly basis.

#### 4.3 Training

We offer comprehensive training programs, with specific modules designed to improve safety skills. All staff are required to complete number of mandatory training modules with some staff also having role specific mandatory training in addition,

#### 4.4 Link to Strategic Plan

Our policy aligns with our strategic goals to encourage a safe learning environment. It illustrates how these measures support our mission for academic excellence and well-being.

#### 4.5 Our Key Health & Safety objectives include:

- Consultation and Engagement
- Actively consulting with staff and engaging students and visitors to support their health and safety.
- Maintaining campuses that are safe and healthy, with appropriate risk management.
- Conducting thorough risk assessments to minimise physical and psychological risks.
- Promoting safe working practices through information, training and supervision.
- Encouraging a positive Safety Culture
- Create a culture that prioritises health and safety across all activities.

### 5. Monitoring Impact

The Health and Safety Committee will monitor the impact of the Health & Safety Policy. The Health & Safety Team will conduct reviews and inspections and analyse incident and compliance data to learn lessons and improve performance. The Health & Safety

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Working Group will review training programs, emergency procedures. This approach ensures a safe work environment and promotes a culture of continuous improvement and proactive risk management.

## **6. Health and Safety Arrangements**

### **6.1 Management of Health and Safety**

- (a) General risk assessments for all the College sites are reviewed annually or after any significant changes are made, complying with Regulation 3 of the Management of Health & Safety at Work Regulations 1999.
- (b) Detailed risk assessments covering specific areas of College operations and special events are carried out, reviewed and revised as necessary, and in any case annually.
- (c) The Head of Health and Safety is the competent person to advise on compliance in the College. The College Management Team take the essential measures to comply with the requirements placed upon them by relevant health and safety regulations, in accordance with regulation 7 of the Management of Health & Safety at Work Regulations 1999.
- (d) Safety inspections are carried out in all areas of the College. The inspection sheets are forwarded to the relevant manager so that any remedial action necessary can be promptly undertaken.
- (e) Internal health & safety audits are carried out, covering all areas of College operations annually and reported through the Health & Safety Committee for lessons learned.
- (f) Safety considerations are embedded into the lesson planning process and an assessment of the health and safety aspects of lessons are an integral part of the lesson observations. Feedback from lesson observations to the Quality Team is passed on to the College Safety Advisor where appropriate.
- (g) Arrangements for the management of health and safety are audited on a regular basis by the external Auditors and by Insurers.
- (h) College staff are supported and encouraged to undertake training in any health and safety training the College sees appropriate.

### **6.2 Responsibilities of First Aiders in the workplace**

Designated First Aiders are key personnel responsible for first aid compliance, with their key duties including:

- (a) Our First Aiders must quickly and calmly evaluate the safety of the environment, identify hazards, and determine the number of casualties, if any.
- (b) Provide immediate care, including, as appropriate, administering Cardiopulmonary Resuscitation (CPR), using an Automated External Defibrillator (AED), stopping bleeding and treating minor injuries until professional help arrives.
- (c) Our First Aiders reassure casualties and relay crucial information to emergency services.
- (d) Document incidents accurately for legal and procedural purposes and to report on lessons learned and any necessary changes.



### 6.3 Accident Reporting

- (a) All accidents, incidents or near misses should be reported immediately to a supervisor or designated safety officer.
- (b) Complete an accident report form detailing the incident, including time, location and any injuries sustained.
- (c) Conduct a thorough investigation to determine the cause and prevent future occurrences.
- (d) Contribute to implementing corrective actions and monitor their effectiveness.
- (e) Ensure all staff are trained in reporting procedures and understand the importance of timely reporting.

### 6.4 Consultations

The College will conduct its health and safety activities in accordance with the Health and Safety Policy and associated arrangements. The chain of responsibility for health and safety matters within the College will be through the normal management structure and as outlined in this policy.

The College implements the following arrangements for consultation with staff and stakeholders:

#### 6.4.1 Consultation with Staff

The **Corporation**, through the governing body sub-committee the Estates & Infrastructure and Committee (EIC), will receive reports and monitor Health and Safety matters.

The **Health and Safety Committee** will meet at least once per term and report to the Senior Leadership Team Meeting and Senior Management Team Meeting. Union safety representatives are invited to attend the Committee as a representative of employees in accordance with the Safety Representatives and Safety Committees regulations 1977.

This Committee will oversee the implementation of the College's Health and Safety Policy and monitor its effectiveness and advise on necessary amendments and/or additions to the Policy in response to altering legal requirements and changing circumstances within the College. The Health and Safety Committee will receive reports from the Working Group and managers with responsibility for health and safety to monitor how it is meeting its legal obligations under the Health and Safety at Work Act (to include both internal and external audit reports).

All health and safety procedures will be reviewed by the Health and Safety Committee annually or sooner if prompted by external factors such as legislative changes, new or revised Approved Codes of Practice, guidance and internal factors such as audit findings, accidents, work related ill health and organisational changes etc.

The Committee will consider and review summary accident / incident / near miss reports, monthly health and safety monitoring reports, safety audit reports and related action plans and monitor improvements including lessons learned.



Policy and procedural documents and forms (new or revised) will be made available to all staff via the Intranet as soon as they are adopted. It is the responsibility of all managers to be aware of the College Health and Safety Policy and procedural documents and to ensure that their staff (permanent or temporary) are able to access relevant health and safety documents.

The **Health and Safety Working Group** will provide reports to the Health and Safety Committee. The Health and Safety Working Group oversees and improves the health and safety practices within the College. Their responsibilities include developing and reviewing the health and safety policies and procedures, investigating accidents, incidents and near misses and recommending and implementing safety improvements whilst promoting a culture of safety awareness amongst all employees.

## 6.5 Information, Instruction, Training, Supervision

- (a) The Health & Safety Law poster is displayed at the main entrances to the College.
- (b) Health and safety advice is available from the Head of Health and Safety.
- (c) Supervision of young workers or trainees will be arranged by the heads of departments and managers in whose area the trainees are placed.
- (d) All new staff are given health and safety training as part of the induction process administered by Human Resources. This will involve general matters such as first aid provision and emergency evacuation procedures.
- (e) All staff participate in the College Performance Appraisal review process and Performance Appraisal reviews will identify ongoing health and safety training and refresher training requirements.

This Health and Safety Policy should be read in conjunction with other Oaklands College policies and procedures which make up the remainder of the College's Health and Safety arrangements:

### Documents

- Display Screen Equipment Self-Assessment
- First Aid Risk Assessment
- Inspection Report Form
- Risk Assessment
- Risk Matrix Model
- Fire Evacuation Policy

## 7. Organisation – Roles and Responsibilities

### 7.1 Responsibilities of the Corporation

The Corporation, including the Principal as Chief Executive, have overall responsibility for health and safety within the College. The Corporation will, as a responsible employer, make every endeavor to meet its legal obligations under the Health and Safety at Work Act and associated regulations and ensure, in as far as is reasonably practicable, the health and safety of its employees, students and the general public.

The Corporation will appoint a link Governor for health and safety, who will actively support and scrutinize all matters pertaining to this policy. Governance of Health & Safety will also be through the Estates and Infrastructure Committee who will receive updates from the H&S committee.

The Governing Body have responsibility to ensure that:

- (a) A clear written Policy Statement is developed which promotes the correct attitude/behaviors to support a positive safety culture within the College.
- (b) Responsibilities for Health, Safety and Welfare are allocated to individuals, and they are informed of these responsibilities.
- (c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- (d) Procedures are developed which comply with legislative requirements, identify the hazards and assess the risk that staff and students may be exposed to.
- (e) Suitable control measures to control risks are implemented.
- (f) Allocation of suitable resources to develop and implement safe systems of work.
- (g) The Health and Safety Policy and performance is reviewed annually
- (h) Compliance with health and safety regulations.
- (i) Overseeing that RIDDOR reporting is completed in a timely manner and monitored through the Health & Safety Committee.

## 7.2 Responsibilities of the Principal & CEO

The Principal and CEO recognises that they hold the ultimate responsibility for all matters relating to the College's legal obligation to protect the health, safety and welfare of its staff and others who may be affected by its business activities.

The Principal and CEO is accountable to the Corporation for ensuring the implementation and management of health and safety and the annual review of the Policy.

The following describes the organisational arrangements adopted by the Principal and CEO through which health & safety responsibilities are delegated.

The Principal and CEO is delegated overall responsibility by the Corporation for: -

- (a) Compliance with health and safety regulations including the:
  - Health and safety at Work Act 1974
  - Safety Representative and Safety Committee Regulations 1977, together with the related guidance notes, Code of Practice on Safety Representatives and Code of Practice on Time Off for the Training of Safety Representatives.
  - Health and Safety (Consultation with Employees) Regulations 1996.
  - Provide appropriate training and updates where required to enable staff to meet their health and safety obligations and to ensure the effectiveness of the training is evaluated.
- (b) Providing clear and visible leadership on health and safety.

- (c) Ensuring, so far as is reasonably practicable, the health, safety of the College's members of staff, students and others affected by its activities.
- (d) Appointing personnel to provide the necessary competent assistance and advice on matters of health and safety.
- (e) Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health and safety.
- (f) Ensuring a suitable health and safety management planning process is place and that adequate resources are provided for health and safety management.
- (g) Ensuring that health and safety is integrated into all College practices, so that it is considered in College decision-making and planning;
- (h) Ensuring a suitable degree of delegation of responsibilities whilst maintaining an appropriate degree of active governance, monitoring and review by the Board.
- (i) Ensuring the development and continued improvement of the College's Health and Safety Policy.

### **7.3 Responsibilities of the Senior Lead for Health and Safety and the Senior Leadership Team**

7.3.1 The Senior Leader for Health and Safety is responsible to the Principal and CEO for oversight and management of Health and Safety throughout the College to include:

- (a) Reporting to the Principal and CEO on health and safety matters.
- (b) Overseeing the review, implementation, monitoring and management of the Health and Safety Policy.
- (c) Keeping the Principal and CEO informed of developments which may affect the College's responsibilities in respect of health and safety.
- (d) Ensuring an effective meeting structure is in place with clear roles and responsibilities for the effective oversight of Health and Safety and the reporting to SLT and the Corporation,
- (e) Ensuring appropriate procedures, effective monitoring and assessment is in place for all Health and safety requirements, such as estates compliance checks, COSHH and risk assessments.
- (f) Ensuring that emergency procedures are in place and are tested on a regular basis.
- (g) Liaising with The Executive Director of Culture and People to ensure that the appropriate training is in place, monitored and reviewed to ensure people are trained appropriately.
- (h) The need to ensure that, when appropriate, relevant external interested parties are consulted about pertinent occupational health.

7.3.2 The Senior Leadership Team is responsible to the Principal and CEO and, where delegated to the Senior Leader responsible for Health and Safety, for oversight and management of Health and Safety throughout the College to include:

- (a) reporting to the lead Senior Lead for health and safety and the Principal and CEO on health and safety matters.
- (b) Overseeing the implementation and management of the Health and Safety Policy.
- (c) Keeping the Principal and CEO informed of developments which may affect the College's responsibilities in respect of health and safety.
- (d) Ensuring compliance with Health and Safety requirements including risk assessments, COSHH assessments, PEEPs production, mandatory and required training are carried out by their teams. As well as the monitoring the implementation of control measures and safe systems of work.
- (e) Ensuring all facilities used whether rooms or outside spaces are tidy and unhindered spaces that allow for safe and compliant learning and working.

The Senior Leadership Team will be assisted in the above tasks on a day-to-day basis by staff to whom the necessary authority will be delegated.

#### 7.4 Responsibilities of the Director of Estates:

The Director of Estates is responsible to the Senior Leader responsible for Health and Safety and the Principal and CEO for the management of health and safety throughout the College. Acting as the main point of contact for all estates Management Health and Safety Policies to include:

- (a) Leading the implementation of the health and safety management procedures and planning process.
- (b) Maintaining appropriate systems to have live feedback on the compliance across the College with Health and Safety requirements including risk assessments, COSHH assessments, PEEPs production, mandatory and required training are carried out by their teams. As well as the monitoring the implementation of control measures and safe systems of work.
- (c) Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure.
- (d) Ensuring the continuing safe condition of premises, grounds, roads, internal and external circulation spaces, building fabric, equipment, facilities and services as far as is reasonably practicable.
- (e) Implementing health and safety management by establishing safe systems of work, measures to identify eliminate or reduce risks and by ensuring employee's and contractor's competencies. Implementing an effective and appropriate Risk Assessment and Method Statement (RAMS) is in place for all contractors and inform them of any changes that affects their occupational health and safety.
- (f) Ensuring that a current fire risk assessment is in place and that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation, adequate provision of appropriately trained

staff to support emergency evacuations and that fire safety equipment is adequately maintained and tested).

- (g) Ensuring compliance portable and fixed electrical equipment, legislation for the management of asbestos containing material at all premises, legionella controls and other compliance areas.
- (h) Advising the Senior Leader responsible for Health and Safety and the Principal and CEO on statutory and technical matters relating to health and safety.
- (i) Ensuring regular audits of all health and safety management systems, policies and procedures are undertaken.
- (j) To promote awareness of health and safety issues and a positive health and safety culture within the College.

#### **7.5 Responsibilities of the Senior Management Team (SMT)**

The SMT is responsible for implementing the requirements of this Policy and the effective management of health and safety in their areas of responsibility. Managers shall, working with their teams, ensure that in their area of work:

- (a) All staff and students are aware of, understand and implement the Health and Safety Policy and associated arrangements.
- (b) A safe place of work and safe systems is established and maintained.
- (c) Any health and safety problems are resolved, referring to the Health and Safety Advisor for advice and further assistance if necessary.
- (d) Appropriate health and safety records are kept and maintained.
- (e) Regular safety inspections are conducted with remedial actions undertaken in a timely manner.
- (f) Ensuring compliance with Health and Safety requirements including risk assessments, COSHH assessments, PEEPs production, in their areas. As well as the monitoring the implementation of control measures and safe systems of work.
- (g) Ensuring all facilities used whether rooms or outside spaces are tidy and unhindered spaces that allow for safe and compliant learning and working.
- (h) All staff and students are given an appropriate health and safety induction.
- (i) Requirements for information, instruction, mandatory and other training and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health and safety of all staff, students and others affected.
- (j) All staff and students are encouraged to contribute positively to their own health and safety.
- (k) All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment.

## 7.6 Responsibilities of Head of Health and Safety

The Head of Health and Safety is responsible for advising the Senior Leader responsible for Health and Safety, the Director of Estates and the Principal and CEO and Senior Leadership Team on health and safety matters including:

- (a) Acting as the focal point for day-to-day references on health and safety and giving advice or indicating sources of advice.
- (b) Acting as the competent person advising the College of the measures, they need to take to comply with the requirements placed upon them by relevant health and safety regulations, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- (c) Monitoring standards of health and safety matters when required.
- (d) Obtaining specialist advice on health and safety matters when required.
- (e) Monitoring, producing statistics, investigating and taking action where appropriate and keeping records of accidents, near misses and hazardous situations.
- (f) Assisting Heads of Department where necessary, in reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).
- (g) Developing, implementing and reviewing health and safety arrangements in consultation with appropriate employee and management representatives.
- (h) Monitoring compliance with Health and Safety regulations and other relevant legislation and associated codes of practice.
- (i) Managing first aid provision throughout the College.
- (j) Advising on appropriate training and development to ensure compliance Health and Safety regulations.
- (k) Overseeing the provision and maintenance of firefighting equipment.
- (l) Reviewing and effecting procedures to be followed in the event of serious and imminent danger.
- (m) Ensuring, as far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner.
- (n) Convening Working Group meetings and reporting to the Committee as is required by the Health and Safety at Work Act 1974.
- (o) Managing any actions by any enforcement authority, and immediately reporting it to the Senior Leader responsible for Health and Safety, Director of Estates and the Principal and CEO.
- (p) Maintaining adequate and up-to-dated information on relevant law and on safety management practice.
- (q) Identifying and co-ordinating health and safety training provision for College staff and working with Human Resources on reporting metrics for compliance.

- (r) Promoting awareness of health and safety issues and a positive health and safety culture within the College; include effective and up-to-date risk assessments are completed, COSHH assessments and labelling is maintained, PEEPs are up to date, and all other compliance areas are monitored to ensure the College is meeting its health and safety obligations.
- (s) Removing employees or contractors from site who fail to consider the safety or wellbeing of themselves and others and ensure that written notification is forwarded to the appropriate company.
- (t) Liaising with Senior Leadership Team and Senior Management Team in identifying whether statutory requirements are being fulfilled by the College.

The Head of Health and Safety has the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Strategic Leadership Team.

## 7.7 Responsibilities of Estates Staff

- (a) To understand and fully act upon the College Health and Safety Policy.
- (b) To ensure that the operations under his/her control are conducted in accordance with the relevant regulations, approved code of practice and College procedures following the appropriate risk assessment and safe system of work.
- (c) To ensure that all accidents, near misses and dangerous occurrences are promptly reported in accordance with legislative and College procedures.
- (d) To follow procedures for working with approved contractors, and to ensure no unauthorised personnel are allowed to work on the College premises.
- (e) To ensure that contractors follow the College health and safety site regulations and about specific hazards likely to affect their area of activity as far as reasonably practicable.
- (f) To ensure that adequate first aid facilities are provided for contractors and that the rules imposed by the College with regards to health and safety (e.g. smoking, emergency evacuation arrangements) are brought to the attention of all contractors.
- (g) In liaison with co-workers to ensure all sites are maintained in a clean and tidy condition and to ensure that all plant rooms are adequately lit and have all rubbish removed to prevent the risk of fire.
- (h) To co-operate fully with the college Head of Health and Safety or other external consultants appointed by the College and act promptly upon any authorised instructions.
- (i) To remove from site employees or contractors who fail to consider the safety and wellbeing of themselves and others and ensure that written notification is forwarded to Director of Estates for forwarding to the appropriate company.
- (j) To ensure the correct operation as appropriate of any permits appertaining to the activity of the College.



- (k) To ensure that all plant and equipment brought onto the College by contractors is in safe working condition.
- (l) To carry out risk assessment and COSHH assessments for estate operations as required.
- (m) To set a personal example by following all rules and regulations when on site.
- (n) To ensure all statutory requirements are being fulfilled by the College.

#### **7.8 Responsibilities of Technicians**

- (a) To understand fully and act in accordance with the College's Health and Safety Policy and directory as it relates to their area of work.
- (b) To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved code of practice and College procedures following the appropriate risk assessment and safe system of work.
- (c) To undertake activities and follow instructions as advised by Head of Health and Safety or Head of Department to enable the College to comply with all relevant Health and Safety legislation.
- (d) To ensure that all accidents, incidents, near miss and dangerous occurrences, are immediately reported in accordance with the College procedures.
- (e) To work jointly with the College's estates staff, Head of Health and Safety and external consultants in implementing health and safety procedures.
- (f) To report to their line manager or Head of Health and Safety any employees or contractors who fail to consider the safety and well-being of themselves and others while on site.
- (g) To set a personal example by following all rules and regulations when on site.
- (h) To ensure all first aid boxes are update and checked monthly within their area.
- (i) To ensure all that risk assessments and COSHH assessments for their department are updated on a regular basis.

#### **7.9 Responsibilities of Administrative staff**

- (a) To understand fully and act upon the College's Health and Safety Policy as it relates to their area of work.
- (b) To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved code of practice and College procedures following the appropriate risk assessment and safe system of work.
- (c) To co-operate fully with College's estate staff, Head of Health and Safety and external consultants and to act promptly upon any instructions.
- (d) To report to their line manager or Head of Health and Safety any employees or contractors who fail to consider the safety and well-being of themselves and others while on site.
- (e) To advise the Head of Health and Safety of any need to update risk assessments relating to their area of work.

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- (f) To set a personal example by following all rules and regulations when on site.
- (g) To ensure that all students within their area of responsibility are aware of and act upon safety procedures and instructions.
- (h) To ensure all first aid boxes are up to date and checked monthly within their area.

#### 7.10 All Employees

All employees, whether permanent or temporary, are expected to:

- (a) Report incidents and ensure they are documented properly.
- (b) Ensure any injured person receives immediate care from a First Aider
- (c) Report full details of the incident using the online accident, incident and near miss form.
- (d) Be conversant with the evacuation and first-aid emergency procedures and apply them as required.
- (e) Know the specific control measures to be adopted in their own area of work and ensure they are applied.
- (f) Be conversant with and comply with the Health and Safety Policy and associated arrangements.
- (g) Follow any safe systems of work in place.
- (h) Check that all required risk assessments are in place and readily available before undertaking any work-related activities, whether on College premises or elsewhere.
- (i) Ensure that all accidents, near misses and dangerous occurrences are promptly reported in accordance with legislative and College procedures.
- (j) Ensure that all portable electrical equipment in use carries a valid test sticker.
- (k) Bring to the attention of the appropriate line manager concerns over matters affecting health and safety.
- (l) Observe standards of dress and hygiene consistent with health and safety.
- (m) Exercise good standards of housekeeping and cleanliness consistent with health and safety.
- (n) Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- (o) Co-operate with other staff in promoting improved safety measures in the College and comply with instructions given by their line manager in relation to health and safety.
- (p) Employees should report incidents they witness or experience to the appropriate person.

### 7.11 Responsibilities of Lecturers / Teachers

In addition to the responsibilities listed for all Staff, lecturers / teachers are expected to:

- (a) Ensure that all students through the quality of their learning experience.
- (b) Gain an understanding of the importance of health and safety.
- (c) Understand how hazards are identified, risks are assessed and the principles of control measures.
- (d) Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- (e) Exercise effective supervision of their students.
- (f) Ensure students follow evacuation procedures when required.
- (g) Be aware of the College first aid procedures in relation to students.
- (h) Ensure activity/area specific risk assessments and control measures are understood and applied by all students.
- (i) Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the student's understanding.
- (j) Give clear instructions and warnings to students as often as is necessary (notices, posters and handouts are not enough).
- (k) Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.
- (l) Ensure all visitors to the College sign in and out at reception and wear appropriate visitors' badges for the duration of their visit.

### 7.12 Students

All students are expected to:

- (a) Exercise personal responsibility for the safety of themselves and their colleagues.
- (b) Observe standards of dress consistent with safety and hygiene.
- (c) Follow the instructions of staff in relation to safety and particularly in the use of tools, machines and apparatus.
- (d) Obey all the safety rules of the College and in particular the instructions of staff given in an emergency.
- (e) Use and not wilfully abuse, neglect or interfere with things provided for their safety.
- (f) Comply with the Health and Safety Policy and associated arrangements, in particular those relating to smoking, alcohol and drugs.

### 7.13 Responsibilities of contractors and non-employees working on College Premises

- (a) As defined by Section 7 of the Health and Safety at Work Act 1974 to take reasonable care of themselves and of others who may be affected by their acts or omissions.
- (b) Wear appropriate footwear and PPE as appropriate and detailed in any risk assessments
- (c) To observe and follow all instructions given by the person in charge.
- (d) To attend any briefing sessions on relevant hazard areas by the College's representative and act on this information in the responsible and appropriate manner.
- (e) It is the responsibility of the Contractor to submit and have approved by the Head of Health and Safety all RAMS and other necessary paperwork prior to commencement of any works on site.

### ACRONYMS and ABBREVIATIONS GLOSSARY

<b>AED</b>	Automated External Defibrillator. This is a portable device that diagnoses and threats life-threatening heart rhythms by delivering an electric shock.
<b>CPR</b>	Cardiopulmonary Resuscitation. The lifesaving technique used in emergencies when breathing or heartbeat stops, involving chest compressions and ventilations to restore blood flow and oxygen to vital organs.
<b>COSHH</b>	Control of Substances Hazardous to Health Regulations requires employers to control substances that can harm workers health.
<b>PEEPS</b>	Personal Emergency Evacuation Plans are personalised plans for individuals who need assistance during an emergency evacuation.
<b>PPE</b>	Personal Protective Equipment relates to equipment which is worn to minimise exposure to workplace hazards, including gloves, helmets, safety boots and eye protection.
<b>RAMS</b>	Risk Assessment Method Statements are documents outlining the hazards involved in a task and the measures to control them.
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations: Reporting requirements for workplace incidents.

## Appendix 1 – Related Policies and Procedures

- Display Screen Equipment Self-Assessment
- Display Screen Equipment Policy
- First Aid Risk Assessment
- Inspection Report Form
- Risk Assessment
- Acid Attack Procedure
- Asbestos Management Procedure
- Code of Safety Practice for Contractors
- COSHH – Control of Substances Hazardous to Health
- COSHH – Assessment form
- Dangerous Substances and Explosive Atmospheres Regulation Policy
- Driving for Work Policy/Own Vehicle Use Procedure
- Educational Visits and Trips Approval Procedure
- Electrical Safety Guidance
- Emergency Evacuation of an Exam Room Policy
- Environmental and Sustainability Policy
- First Aid at Work Policy
- Health and Safety Training Records
- Accident, Incident and Near Miss Reporting Forms
- Learned Process for Accidents, Incidents and Near Misses
- Legionella
- Guidelines for Lone Workers
- Mental Health and Wellbeing Policy
- Personal Protective Equipment (PPE)
- Reporting of Injuries, Diseases & Dangerous Occurrence Policy (RIDDOR)
- Risk Assessment Policy and Procedures
- Smoke-Free Procedure
- Staff Development Policy and Procedures
- Traffic Management Plan

## Appendix 2 – Related Legislation

- Health and Safety at Work Act 1974  
<https://www.hse.gov.uk/legislation/hswa.htm>
- Management of Health and Safety at Work Regulations 1999  
<https://www.hse.gov.uk/pubns/hsc13.pdf>
- Health and Safety (First Aid) Regulation 2013  
<https://www.hse.gov.uk/pubns/priced/74.pdf>
- Safety Representative and Safety Committee Regulations 1977  
<https://www.hse.gov.uk/involvement/hsrepresentatives.htm>
- Code of Practice on Safety Representatives and Code of Practice on Time Off for the Training of Safety Representatives.  
<https://www.hse.gov.uk/involvement/paidtimeoff.htm#:~:text=If%20you%20have%20union%2Dappointed,to%20carry%20out%20their%20functions.>
- Health and Safety (Consultation with Employees) Regulations 1996.  
<https://www.hse.gov.uk/pubns/indg232.htm>
- Electricity at Work Regulations 1998  
<https://www.hse.gov.uk/pubns/books/hsr25.htm>
- Provision and Use of Work Equipment Regulations 1998  
<https://www.hse.gov.uk/work-equipment-machinery/puwer.htm>