

**HEALTH AND SAFETY POLICY**

**Introduction**

Health & Safety is a fundamental consideration for all parties.

There is both a legal and professional responsibility to ensure understanding and application of health and safety principles at all times.

This Health & Safety policy sets out the standards and principles for Oaklands College, referred to as College hereafter

It is important that all staff familiarise themselves with the contents and ensure that they refer to it when appropriate.

If staff are in any doubt over the application or requirements at any time they must ensure that issues are discussed with their Head of Department or a senior member of staff.

Staff should: -

* Ensure they understand the contents of this document and when to apply them.
* Look out for their own safety first and ensure they do not put themselves at risk.
* Ensure that they understand what is required of them and compliance with the company’s policies.

There are appointed First Aiders across the College. Please see Health and Safety Website for list.

Every member of staff across the College is a Fire Warden.

**ORGANISATION- Roles and Responsibilities**

**Introduction**

The person with overall responsibility for the Health & Safety Policy for the College is the Principal. The Principal is also responsible for ensuring the implementation of the Health & Safety Policy.

**Employers and employees Requirements**

Employer’s requirements and obligations are founded under the Health & Safety at Work etc. Act at Sections 2 and 3. Section 2(1) of the Act states ‘It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.’

Section 3(1) of the Act states ‘It shall be the duty of every employer to conduct his undertaking is such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.’

Members of staff also have responsibilities to co-operate in meeting statutory duties under the Health and Safety at Work etc. Act and to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts and omissions.

Section 7 of the Act advises that ‘it shall be the duty of every employee while at work: -

* To take reasonable care for health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
* As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.’

**Responsibilities of the Corporation**

The Corporation, including the Principal as Chief Executive, has overall responsibility for Health and Safety within the College. The Corporation will, as a responsible employer, make every endeavour to meet its legal obligations under the Health and Safety at Work Act and to specific regulations made under the Act. To ensure, in as far as is reasonably practicable, the health and safety of its employees and the general public. The Corporation will receive reports from the Principal on the effectiveness of this policy.

**Responsibilities of the Principal**

The Principal is accountable to the Board for ensuring the implementation and management of Health and Safety and the annual review of the policy.

**Responsibilities of Senior Leadership Team**

The Senior Leadership Team is responsible to the Principal for oversight and management of Health and Safety throughout the College to include:

a) Reporting to the Principal on health and safety matters

b) Overseeing the implementation and management of the Health and Safety Policy

c) Keeping the Principal informed of developments which may affect the College’s responsibilities in respect of health and safety

The Senior Leadership Team will be assisted in the above tasks on a day to day basis by both managers to whom he/she will delegate the necessary authority to obtain information and investigate working practices on his/her behalf.

**The Campus Facilities Manager**

Is responsible for:

1. Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure.
2. Ensuring any building works comply with building regulations, fire regulations and construction design management.
3. Ensuring, as far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner.
4. Convening safety committee meetings as required by the Health and Safety at Work Act 1974
5. To advise the Principal on statutory and technical matters relating to health and safety.
6. To liaise closely with a range of individuals including local managers, Estates personnel, contractors, enforcement agencies inspectors and staff safety representatives etc. in ensuring implementation of Health and Safety policies and procedures;
7. To carry out regular audits of all Health and Safety management systems, policies and procedures;
8. To ensure that relevant managers are aware of their responsibilities to advise contractors employed by the College of their obligations and duties and of the College’s requirements with regards to health and safety;
9. To ensure that all College Health and Safety records are registered and properly maintained, kept up-to- date and actioned where necessary and that they together with all appropriate reports and assessments are kept and are readily available;
10. To ensure that relevant managers are aware of their responsibilities for the health and safety aspects of tenders, including safe methods of work, relevant code of practice and a commitment to comply with College Health and Safety procedure;
11. To liaise with relevant managers to ensure that at tender/planning stages adequate provision and arrangement are made for welfare, first aid, personal protective equipment, barriers, signage and other items designed for accident and loss prevention;
12. To ensure where appropriate risk assessments and safe systems of work, at onset and during the works, are provided by contractors undertaking work involving high risk, fire risk or of a hazardous nature;
13. To ensure that all risk assessments are undertaken for all significant tasks by contractors, staff or students and method statements are established;
14. To have comprehensive understanding of the requirements laid down under the Health and Safety at Work Act 1974, regulations made thereunder and any other statutory regulations and ensure they are observed;
15. Should any statutory notice (improvement/prohibition) be served on the college by any enforcement authority, to report it to Chief operating officer immediately;
16. To set a personal example by following all rules and regulations when on site;
17. To maintain adequate and up-to-dated information on relevant law and on safety management practice;
18. To attend training courses as appropriate to keep abreast of changes;
19. To promote awareness of health and safety issues and a positive health and safety culture within the college

The Campus facilities manager shall have 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.

**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 work. In particular managers shall 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 are established and maintained.

c) Any health and safety problems are resolved, as far as they are able to do so, 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) Suitable and sufficient risk assessments are conducted and adequate control measures implemented.

g) All staff and students are given an appropriate health and safety induction.

h) Requirements for information, instruction, training and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health, safety and welfare of all staff, students and others affected.

I) All staff and students are encouraged to contribute positively to their own health, safety and welfare.

j) All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment.

**Health and Safety Advisor**

Is responsible for:

1. Acting as the focal point for day to day references on health and safety and giving advice or indicating sources of advice.
2. Monitoring standards of health and safety matters when required.
3. Obtaining specialist advice on health and safety matters when required.
4. Monitoring, producing statistics, investigating and taking action where appropriate and keeping records of accidents and hazardous situations.
5. Assisting Heads of Department where necessary, reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).
6. Developing, implementing and reviewing health and safety arrangements in consultation with appropriate employee and management representatives.
7. Monitoring compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice.
8. Managing first aid provision throughout the College.
9. Advising on appropriate training and development to ensure compliance with the Act.
10. Managing the provision and maintenance of firefighting equipment.
11. Reviewing and effecting procedures to be followed in the event of serious and imminent danger.
12. Ensuring, as far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner.
13. Convening safety committee meetings as required by the Health and Safety at Work Act 1974.
14. To have comprehensive understanding of the requirements laid down under the Health and Safety at Work Act 1974, regulations made thereunder and any other statutory regulations and ensure they are observed;
15. Should any statutory notice (improvement/prohibition) be served on the college by any enforcement authority, to report it to Chief operating officer immediately;
16. To set a personal example by following all rules and regulations when on site;
17. To maintain adequate and up-to-dated information on relevant law and on safety management practice;
18. To attending training courses as appropriate to keep abreast changes;
19. To identify and co-ordinate Health and safety training provision for college staff;
20. To promote awareness of health and safety issues and a positive health and safety culture within the college;
21. To remove employee or contractors from site who fail to consider the safety wellbeing of themselves and others and ensure that written notification if forwarded to the appropriate company through the recognised channels;
22. To arrange issue as apporiate any permit appertaining to the activity of the college;
23. To ensure all statutory requirements are being fulfilled by the college;
24. To ensure that all plant and equipment brought onto the college by contractors is in safe working condition with all approirate certification.
25. To ensure that risk assessment and COSHH assessments for estate operations are updated on regular basis.
26. To ensure all departments follow their risk assessments.

The Health and Safety Advisor shall have 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.

**Responsibilities of Estates Staff**

1. To understand and fully act upon the college Health and Safety Policy;
2. 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
3. To ensure that all accidents and dangerous occurrences are promptly reported in accordance with legislative and College procedures;
4. To follow procedures for working with approved contactors, and to ensure no unauthorised personnel are allowed to work on the college premises;
5. 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;
6. 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;
7. In liaison with co-workers to ensure all sites are maintained in a clean and tidy state and to ensure that all plant rooms are adequately lit and have all rubbish removed to prevent the risk of fire;
8. To co-operate fully with the college H&S manager or other external consultants appointed by the college and act promptly upon any authorised instructions;
9. To remove employees or contractors from site fail to consider the safety and wellbeing of themselves and others and ensure that written notification is forwarded to Estate managers for forwarding to the appropriate company through recognized channels;
10. To ensure the correct operation as appropriate of any permits appertaining to the activity of the college;
11. To ensure that all plant and equipment brought onto the college by contractors is in safe working condition;
12. To carry out risk assessment and COSHH assessments for estate operations as required;
13. To set a personal example by following all rules and regulations when on site.
14. To ensure all statutory requirements are being fulfilled by the college.

**Responsibilities of Technicians**

1. To understand fully and act upon the College’s Health and Safety Policy and directory as it relates to their area of work;
2. 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;
3. To undertake activities and follow instructions as advised by Health and Safety advisor or Head of Department to enable the College to comply with all relevant Health and Safety legislation;
4. To ensure that all accidents, incidents, near miss and dangerous occurrences, whether involving personal injury or not are immediately reported in accordance with the College procedures;
5. To work jointly with the College’s estates staff, Health and Safety representative and external consultants in implementing health and safety procedures;
6. To report to their line manager or Health and Safety advisor any employees or contractors who fail to consider the safety and well-being of themselves and others while on site;
7. To set a personal example by following all rules and regulations when on site.
8. To ensure all first aid boxes are update and checked monthly within their area.
9. To ensure all that risk assessment and COSHH assessment for their department is updated on a regular basis.

**Responsibilities of Administrative staff.**

1. To understand fully and act upon the College’s Health and Safety Policy and directory as it relates to their area of work;
2. 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;
3. To co-operate fully with College’s estate staff, Health and Safety advisor and external consultants and to act promptly upon any instructions;
4. To report to their line manager or Health and Safety advisor any employees or contractors who fail to consider the safety and well-being of themselves and others while on site;
5. To advise the Health and Safety advisor of any need to update risk assessments relating to their area of work;
6. To set a personal example by following all rules and regulations when on site;
7. To ensure that all students within their area of responsibility are aware of and act upon safety procedures and instructions.
8. To ensure all first aid boxes are up to date and checked monthly within their area.

**All Employees**

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

a) Be conversant with the fire, evacuation and first-aid emergency procedures and apply them as required

b) Know the specific control measures to be adopted in their own area of work and ensure they are applied

c) Be conversant with and comply with the Health and Safety Policy and associated arrangements

d) Follow any safe systems of work in place

e) Check that all required risk assessments are in place and readily available before undertaking any work related activities, whether on College premises or elsewhere

f) Ensure that all portable electrical equipment in use carries a valid test sticker

g) Bring to the attention of the appropriate line manager concerns over matters affecting health and safety

h) Observe standards of dress and hygiene consistent with health and safety

i) Exercise good standards of housekeeping and cleanliness consistent with health and safety

j) Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others

k) 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

In addition to the responsibilities listed for All Staff, teachers are expected to:

a) Ensure that all students through the quality of their learning experience:

* Gain an understanding of the importance of health and safety.
* Understand how hazards are identified, risks are assessed and the principles of control measures.
* Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.

b) Exercise effective supervision of their students.

c) Ensure students follow evacuation procedures when required.

d) Be aware of the College first aid procedures in relation to students.

e) Ensure activity/area specific risk assessments and control measures are understood and applied by all students.

f) Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the student’s understanding.

g) Give clear instructions and warnings to students as often as is necessary (notices, posters and handouts are not enough).

h) Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.

j) Ensure all visitors to the college sign in and out at reception and wear appropriate visitors badges for the duration of their visit.

**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.

**Responsibilities of non-employees working on College Premises**

1. 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;
2. To observe and follow the College’s Health and Safety Policy where it applies;
3. To observe and follow all instructions given by person in charge;
4. 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.

**Health and Safety Arrangements**

#### Management of Health and Safety

* 1. General risk assessments for all the College sites are reviewed when any significant changes to college operations take place and, in any case, annually and revised as necessary in order to meet the requirements of Regulation 3 of the Management of Health & Safety at Work Regulations 1999.
  2. More 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.
  3. The College Safety Advisor is the competent person to advise the College Management 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 & Safety at Work Regulations 1999.
  4. 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.
  5. Internal Health & Safety audits are carried out, covering all areas of College operations annually.
  6. Risk Assessment is embedded into the lesson planning process and an assessment of the health & 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.
  7. Arrangements for the management of Health & Safety are audited on a regular basis by the external Auditors and by Insurers.
  8. College staff are supported and encouraged to undertake training in any health and safety training the College see appropriate.

# **Consultations**

The College implements the following arrangements for consultation with staff.

**Consultation with Staff**

The Principal of the College shall

* + - 1. Meet the requirements of the 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;
      2. Meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996;
      3. Provide appropriate training and updates where required to enable staff to meet their health and safety obligations and to ensure the effectiveness of training is evaluated.

**Consultation with contractors and external interested bodies**

The Principal of the College recognise

1. The need to consult with contractors any changes that affects their occupational health and safety;
2. The need to ensure that, when appropriate, relevant external interested parties are consulted about pertinent occupational health;

The College Health & Safety Committee will meet at least once per term.

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 corporate monitoring of Health and Safety will be carried out through the Health and Safety Committee before being reported to the Senior Leadership and Management Team and Corporation.

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.

The Committee will oversee the implementation of the College’s Health and Safety Policy and monitor its effectiveness and to advise on necessary amendments and 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 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 or guidance or internal factors such as audit findings, accidents, work related ill health, organisational changes etc.

The Committee will consider and review Summary Accident / Incident Reports, Monthly Health & Safety Monitoring reports, safety audit reports and related action plans and monitor improvements.

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.

#### Information, Instruction, Training, Supervision

* 1. The Health & Safety Law poster is displayed at the main entrances to the college.
  2. Health & Safety advice is available from the Health and Safety Advisor.
  3. Supervision of young workers or trainees will be arranged by the managers in whose area the trainees are placed.
  4. All new staff are given Health & 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.
  5. All staff participate in the College Performance Appraisal review process and Annual Performance Appraisal reviews will identify ongoing Health & Safety training and refresher training requirements.

#### Plant and Equipment

* 1. Lifting Equipment

All lifting equipment is tested and examined by independent insurance engineers in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

* 1. Pressure Systems

All pressure systems are tested and examined by independent insurance engineers in accordance with the requirements of the Pressure Systems Safety Regulations 2000.

* 1. Local Exhaust Ventilation Systems

All College L.E.V. Systems are tested and examined by independent insurance engineers in accordance with the Control of Substances Hazardous to Health Regulations 2002.

* 1. Water Hygiene

Hot and cold water systems at all the college are tested for Legionella and maintained in a hygienic condition by Estates staff in accordance with HSE guidance document ‘HSG 70 Prevention or control of Legionellosis’.

Records of all the above inspections and tests are kept by the Campus Facilities Manager.

#### Control of Substances Hazardous to Health

* 1. The Control of Substances Hazardous to Health Regulations 2002 require the College as an employer to:
* Assess the risk to health and the precautions needed to protect health from substances used, stored or transported within the College.
* Implement appropriate measure to control any risk.
* Monitor the exposure of employees where necessary.
* Inform, instruct and train employees about the risks and the necessary control measures.
  1. In order to achieve compliance with the above, relevant Managers of Curriculum are required to:
  + Read the literature provided regarding COSHH.
  + Discuss this with the staff in your department.
  + Identify any substances which may be hazardous to health, and with the help of their technical staff and the College Safety Adviser if necessary, carry out a COSHH Assessment and keep a record of it on the standard form provided.
  + Inform staff and learners of any risks identified and the control measures to be taken.
  + Review, update and sign the assessment at least annually.

**Documents**

* Display Screen Equipment Self-Assessment
* First aid Risk Assessment
* Inspection report form
* Risk assessment
* Risk Matrix Model

This Health and Safety Policy should be read in conjunction with other Oaklands College policies and procedures.

**Related Policies and Procedures**

* Environmental and Sustainability policy
* First aid at work
* Code of safety practice for contractors
* Own vehicle use procedure
* Guidelines for lone workers
* Smoke Free procedure
* Asbestos Management procedure
* Fire safety policy
* Driving for work policy
* Traffic management plan
* Acid attack procedure
* Electrical Safety Guidance
* Display Screen equipment Policy
* Risk Assessment Policy and Procedures
* Reporting of Injuries Diseases & Dangerous Occurance Regulations Policy
* The Dangerous Sustances and Explosive Atmosheres Regulations Policy