

## HEALTH AND SAFETY POLICY

### Introduction

As part of providing a first-class environment for learning and employment, the College accords the highest priority to the health, safety and wellbeing of its members of staff, students and others who may be affected by its activities and who utilise its facilities.

Ensuring health, safety and wellbeing is integral to all areas of the College's activities and facilities and the College will apply standards that meet or exceed those required by legislation.

Effective implementation of this policy is crucial. This requires the commitment of all those within the College to accept and carry out their individual and collective health and safety roles and responsibilities.

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 of this policy 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.
- Consider their own safety and ensure they do not put themselves or others at risk.
- Ensure that they understand what is required of them and comply with the College's policies.

### Scope

This policy applies to all activities and facilities considered to be wholly or partly under the College's control. It covers all members of staff, students, and others involved with those activities and accessing those facilities.

## Contents

### **1.0 Health and safety statement of intent**

The College's commitment to health and safety, and the primary drivers for delivering this.

### **2.0 Health and Safety Organisation and responsibilities**

How the College is organised to deliver successful health and safety management, including lead responsibilities, mechanisms for consultation and policy making, and obtaining competent advice and assistance.

The current organisation chart is published on the college intranet.

### **3.0 Health and Safety Arrangements**

The arrangements for managing health, safety and wellbeing throughout the College.

## 1.0 Health and Safety Statement of Intent

Oaklands College pursues education that has a transformational impact on society. 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 by Andrew Slade

**June 2022**

## 2.0 ORGANISATION - Roles and Responsibilities

### Responsibilities of the Corporation

The Corporation, including the Principal as Chief Executive, has overall responsibility for Health, Safety and Wellbeing 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 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 Governor to lead Health, Safety and Wellbeing who will ensure adequate resources are available for the implementation of this policy and will lead the review of reports from the Principal on the effectiveness of this policy.

### Responsibilities of the Principal

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

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

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

### **Responsibilities of the 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;
- d) Ensuring risk assessments are carried out by their teams and monitoring the implementation of control measures / safe systems of work

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.

### **Responsibilities of the Director of Estates and Facilities:**

The Director of Estates and Facilities is responsible to the Principal for oversight and management of Health and Safety throughout the College to include:

- a) Leading the implementation of the health and safety management procedures and planning process
- b) Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure.
- c) Ensuring the continuing safe condition of premises, grounds, roads, internal and external circulation spaces, building fabric, equipment, facilities and services;
- d) 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
- e) Advising the Principal on statutory and technical matters relating to health and safety.
- f) Ensuring regular audits of all Health and Safety management systems, policies and procedures are undertaken;
- g) To promote awareness of health and safety issues and a positive health and safety culture within the college

### 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 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 and / or safe systems of work 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 wellbeing of all staff, students and others affected.
- i) All staff and students are encouraged to contribute positively to their own health, safety and wellbeing.
- j) All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment.

### Responsibilities of Health and Safety Adviser

The Health and Safety Adviser is responsible for advising the Principal and SLT on health safety and wellbeing 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 & 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 safety committee meetings as required by the Health and Safety at Work Act 1974.
- o) Managing any actions by any enforcement authority, and immediately reporting it to the Principal;
- 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;
- r) Promoting awareness of health and safety issues and a positive health and safety culture within the college;
- 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 SLT and SMT in identifying whether statutory requirements are being fulfilled by the college;

The Health and Safety Adviser 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.

### **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 contactors, 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 state 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 H&S adviser 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 Estate managers 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.

### Responsibilities of Technicians

- a) To understand fully and act upon 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 Health and Safety advisor 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, Health and Safety representatives and external consultants in implementing health and safety procedures;
- f) 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;
- 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.

### **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, Health and Safety advisor and external consultants and to act promptly upon any instructions;
- d) 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;
- e) To advise the Health and Safety advisor of any need to update risk assessments relating to their area of work;
- 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.

### **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 accidents, near misses and dangerous occurrences are promptly reported in accordance with legislative and College procedures;
- g) Ensure that all portable electrical equipment in use carries a valid test sticker
- h) Bring to the attention of the appropriate line manager concerns over matters affecting health and safety
- i) Observe standards of dress and hygiene consistent with health and safety
- j) Exercise good standards of housekeeping and cleanliness consistent with health and safety
- k) Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others
- l) 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

### **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:
  - 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 willfully 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 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) To observe and follow the College's Health and Safety Policy where it applies;
- 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.

## 3.0 Health and Safety Arrangements

### 3.1 Management of Health and Safety

- a) 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.
- b) 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.
- c) 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.
- 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.
- f) 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.
- g) Arrangements for the management of Health & 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 see appropriate.

### 3.2 Consultations

The College implements the following arrangements for consultation with staff.

#### 3.2.1 Consultation with Staff

The Principal of the College shall

- a) 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;
- b) Meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996;
- c) 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.

### 3.2.2 Consultation with contractors and external interested bodies

The Principal of the College recognise

- a) The need to consult with contractors any changes that affects their occupational health and safety;
- b) 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 / Near Miss 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.

### 3.3 Information, Instruction, Training, Supervision

- a) The Health & Safety Law poster is displayed at the main entrances to the college.

- b) Health & Safety advice is available from the Health and Safety Advisor.
- c) Supervision of young workers or trainees will be arranged by the Heads of Departments / managers in whose area the trainees are placed.
- d) 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.
- e) All staff participate in the College Performance Appraisal review process and Performance Appraisal reviews will identify ongoing Health & 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.

#### Related Policies, Procedures and Arrangements

- Acid attack procedure
- Asbestos Management procedure
- Code of safety practice for contractors
- COSHH - Hazardous Substances and Chemicals Procedure
- Dangerous Substances and Explosive Atmospheres Regulations Policy
- Display Screen equipment Policy
- Driving for work policy / Own vehicle use procedure
- Educational Trips and Visits Approval policy
- Electrical Safety – portable Appliances
- Environmental and Sustainability policy
- Fire safety policy
- First aid at work
- Lone workers
  
- Occupational Health at Work Policy – link to HR
- Reporting of Injuries Diseases & Dangerous Occurrence Policy
- Risk Assessment Policy and Procedures
- Smoke Free procedure
- Training and Competence Policy –policy 50 staff development
- Traffic management plan

#### Documents

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