

Health and Safety Policy

Health & Safety Policy

Health and Safety Policy Statement

Statement

The Business fully accepts its legal obligation under the Health and Safety at Work Act 1974[†] to provide a safe and healthy working environment for its employees. The Business also accepts its “duty of care” to learners, visitors, contractors and members of the public whilst on the Businesses premises and those who may be affected by the Business’s activities. All staff must co-operate with the Business to enable all statutory duties to be compiled with, and to promote good Health and Safety practice.

All staff and visitors have a legal obligation to take reasonable care for their own Health and Safety, and others who may be affected by their activities.

Organisation

The Directors accepts overall responsibility for all matters regarding health, safety and welfare within the Business. The Health and Safety Officer is also responsible to the Senior management team for the overall implementation of the Health and Safety Policy.

The Health and Safety Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in light of legislative or organisational changes.

The Businesses Health and Safety Policy is available to all staff, Employers and learners on request.

The Policy

Duties of The Business

The Business has produced this Health and Safety Policy to comply with its legal duties under section 2 of the Health and Safety at Work Act 1974 and the requirements of Regulations 4 of the Management of Health and Safety at Work Regulations 1992. The Health and Safety defines the responsibilities for implementing Health and Safety throughout Health and Safety Officer.

Statement of Intent

In accordance with the requirements of the Health and Safety at Work Act 1974 and other statutory provisions the primary aim of the Business is to provide (so far as is reasonably practicable) a safe, incident-free and healthy place of work and learning for staff, learners

and visitors on our site and for learners doing their work placement on a Apprenticeship or work experience.

In doing so particular emphasis is placed on the need to recognise the age and relative workplace inexperience of all learners, this will be achieved through appropriate training, monitoring and supervision. The Business's Senior Management regards health and safety as a core management function with at least equal importance as any other management function and will accordingly allocate sufficient resources and work to ensure the commitment of all members of staff to the full implementation of our Health and Safety Policy.

The attention of all our employees is drawn to their legal responsibility under section 7 of the above Act, to take reasonable care for their own health and safety and that of others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health and safety matters. All persons on our premises have a duty under section 8 of the above Act not to interfere with or misuse anything provided by The Business in the interests of health and safety.

Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to report without delay, to their employer or a colleague with health and safety responsibilities such as the Health & Safety Officer, any work situation that could give rise to serious and imminent danger to health and safety and also any noted shortcomings in the employer's protection arrangements for health and safety.

The person with overall responsibility for health and safety is our DIRECTORS who will be assisted by persons appointed to ensure compliance in all matters relating to health, safety and welfare.

Duties

The Health and Safety at Work Act 1974 imposes stringent obligations upon The Business. Within the bounds of this legislation, The Business will, so far as is reasonably practicable, safeguard the health of employees, contractors and visitors by:

- Implementing and maintaining safe systems of work
- Providing safe plant equipment
- Providing and maintained access and egress routes in a safe condition
- Provide suitable supervision, information, instruction and training
- Provide adequate facilities and arrange to ensure the welfare of employees and visitors
- Providing specific cases the best reasonably practicable standards of protective clothing and equipment following consultation with employees or their representatives to ensure optimum protections against hazards and adequate welfare of employees at work.
- Reviewing and, where possible, improving security arrangements

Duties of Employees

The Health and Safety Officer will inform employees and learners of changes and updates in health and safety legislation, and will work closely with employees to improve and develop health and safety at work.

Section 7 of the Health and Safety Act requires every employee whilst at work;

- To take reasonable care for their own health and safety and that of other persons whom may be affected by their acts or omissions at work; and

- As regards any duty or requirement imposed on their employer or any other persons by or under any of the relevant health and safety legislation to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

Duties of Contractors and Agency Staff

The Business expects and requires all employees to comply with Section 7 of the Health and Safety Act.

Section 8 of the Health and Safety Act states: no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

The Business expects all employees to comply with Section 8 of the Health and Safety Act. Any employee found to be in breach of Section 8 will be subject to disciplinary action in accordance with Health and Safety Officer disciplinary procedure regardless of whether action is taken against said employee by any other person or organisation.

Health and Safety Officer requires contractors and agency staff to abide by the Health and Safety Regulations and whilst on the premises to:

- Take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with the Business employees
- Comply with the Business's safety policy, associated safety regulations and codes of practice in respect of health and safety matters.

It will be the responsibility of the Business's employee responsible for engaging contractors or agency staff to draw these requirements to their attention.

Executive Responsibility It is the responsibility of the Business, when initiating the purchase, design and installation of materials and equipment, to ensure that the requirement of Section 6 of the Health and Safety Act that the materials and equipment are safe when properly used is complied with. With respect to substances, all suppliers must ensure that chemicals are properly labelled and marked with the appropriate hazard-warning symbol and information. In some cases it may be necessary to obtain information on hazards, regarding precautionary measures for storage, emergency first aid, fire and spillage procedures. All equipment/plant and installation should be effectively safeguarded by the manufacturers/installers as required by Section 6 of the Health and Safety Act. (This places specific duties on those who can ensure that articles and substances for use at work are as safe and without risks to health as it is reasonably practicable to make them before they are used and to ensure that articles are properly erected and installed). It should be made clear to all prospective suppliers that the Business expects their products to comply fully with statutory requirements and for the necessary safety measures to be fully integrated into design and construction. An authorised and competent person, to ensure compliance with statutory requirements before the equipment is commissioned for use, should check new equipment. Orders for supply of equipment will normally indicate that it is a condition of contract that all such equipment is effectively safeguarded upon delivery or commissioning. Where appropriate, references to the relevant statutory or other standards should be made within the order to ensure that equipment is provided to the correct health and safety specification.

Organisation and Levels of Responsibility The Director: The Director maintains overall responsibility for all matters concerning health, safety and welfare of staff, learners and visitors. To assist in the performance of these objectives she will make suitable appointments to health and safety management key roles in order that best practice standards are maintained throughout the organisation. The Director will ensure that any amendments made to the Health and Safety Policy General Statement reflects the organisation's integrity in matters of health, safety and welfare. She will also ensure that the sections stating organisation and arrangements are suitable and sufficient to provide the necessary framework for operation of a robust health and safety management system.

The Director will:

- Allocate sufficient funds and resources to ensure the health and safety aims and objectives are met;
- Promote a positive health and safety culture throughout the organisation;
- Constantly monitor the effectiveness of the policy as regards both academic and non-academic activities;
- Consult the Health and Safety Officer as required;
- Ensure the co-operation of all staff at all levels as regards working to this policy;
- Ensure that all Directors and Managers fully understand their responsibilities and are given the time and resources to pursue them;
- Take steps to ensure that any changes in curriculum and also changes in systems of work are considered for their health and safety implications;
- Appoint a Health, Safety Officer to assist in duties and to advise as required;
- Discipline those who consistently fail to consider their own wellbeing or the health and safety of others;
- Ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants and users of the organisation

Health and Safety Officer

The Health and Safety Officer is responsible to the Director for the general co-ordination of health and safety matters throughout the organisation.

This responsibility includes:

- Advising and assisting the Director and managers with their health and safety responsibilities;
- Ensuring that the, Director and managers are aware of the requirements of new and proposed legislation that have an impact on the operation of the organisation;
- Promote a positive health and safety culture throughout the organisation;
- Ensuring that staff effectively manages the day to day aspects of health and safety management for the represented areas;
- Delivering and co-ordinating the health and safety training requirements of all staff, training will include health and safety induction, first aid and fire awareness training;
- Investigation of accidents and near miss occurrences, maintaining records in respect to accidents and incidents and compiling statistics for internal review and trend analysis. Reporting accidents and incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, as amended 2012;

- Identifying any trends in health and safety performance that indicate good and poor performance;
- Liaison with external authorities and other organisations as required;
- Co-ordinating safety arrangements with other employers whose undertakings have an impact on the college;
- Advising and reporting to the Senior Management Team in respect to all health and safety matters.
- Instigating appropriate and prompt remedial actions on becoming alerted to hazards and risks on our premises and learners on placement;
- Reviewing and maintaining up-to-date versions of the Business's Health and Safety Policies and supporting documents;
- Assisting Directors, managers and other staff in the risk assessment process;

The executive responsibility for ensuring compliance with this policy rests with the Health and Safety Officer who will ensure that employees, contractors and agency staff are aware of their own responsibility

for health and safety whilst working in the Business. The Health and Safety Officer is also responsible for ensuring risk assessments are carried out and actions taken as necessary.

4.2 Employee Responsibility

All members of staff have legal responsibility under the Health and Safety at Work Act 1974 to safeguard their Health and Safety and that of all other people who may be affected. This includes other members of staff and visitors. Staff must also co-operate with the management of The Business to enable the effective carrying out of its duties.

ALL employees must:

Staff

- This section refers to all the Business's staff both academic and support. All staff must take reasonable care for their own safety and that of others who may be affected by their acts or omissions. Particular emphasis must be placed on learners as their inexperience may place them at greater risk;
- They must familiarise themselves with the content of the Health and Safety Policy and any relevant supporting documentation;
- They must bring any safety failings to the attention of the Health and Safety Officer, and/or their appropriate manager so that appropriate action can be taken. If a condition is observed that poses an immediate danger, they must take the initial action to prevent such conditions causing harm, in doing so they must not place themselves at risk of harm.
- They must familiarise themselves with emergency procedures relevant to each of the areas they are likely to work in or visit, Academic staff must ensure that the learners under their control, are aware of the actions to take in an emergency;
- They must neither intentionally misuse nor recklessly interfere with anything that has been provided for health and safety;
- They must only use equipment and machinery for which they have received training and have been authorised to use;
- They must wear and/or use all personal protective equipment and safety devices that have been provided for their protection;
- They must report all accidents, incidents, near misses and damage, to their immediate line manager, complete the appropriate documentation and assist in any investigation deemed necessary; a near miss is defined as "an incident that does not cause injury or damage but has/had the potential to do so". Near misses are our warnings and timely action can prevent injury and loss incidents.
- They must not undertake any task for which authorisation and training has not been given.
- They must ensure that all information, instruction, training a supervision in matters of health and safety is embedded in their teaching and assessing;

Teaching and Assessing Staff

In addition to their duties specified in the section titled staff, teachers and assessors have the following duties;

- Are responsible for ensuring that they are proactive in seeking out health and safety information that is relevant to their taught subject/s, and that such information is up to date
- Work in accordance with information and training provided
- Following the Business Health and Safety Procedure – e.g evacuation procedure
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons

- Report any hazardous defects in equipment and furniture, or shortcoming in the existing safety arrangements, to the Health and Safety Officer without delay.

5 Arrangements Reporting of Accidents

The Health and Safety Officer will ensure that site policies and procedures are in operation for the proper reporting of accidents both for the Business and Health and Safety Executive requirements. The Business has an accident and incident report form which should be filled in every time there is an accident. The Business will keep an accident book to record all accidents. It will be the responsibility of the Health and Safety Officer to ensure that all new and existing employees are aware of and understand the procedures for reporting accidents.

Reporting of Incidents

It will be the responsibility of the Health and Safety Officer to ensure that all new and existing employees are aware of and understand the procedures for reporting incidents.

Reporting of Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 also require that the local authority environmental health department be notified of injuries resulting in an employee being absent from work or on light duties for more than three days and major injuries and dangerous occurrences, etc. by the quickest practicable means. The responsibility for notifying the local authority environmental health department will rest with the Health and Safety Officer.

5.6 Electrical Safety and Testing Policy

The Health and Safety Officer will ensure that site policies and procedures are in operation and up to date. The Business requires all staff, contractors and visitors (using their own equipment) to ensure that all electrical equipment is in good working order. All defects must be reported immediately. The Health and Safety Officer will ensure that a qualified person will carry out all maintenance work to the electrical system. All portable electrical appliances should be tested annually (PAT testing).

5.7 Protective Clothing

The Health and Safety Officer will ensure that site policies and procedures are in operation and up to date. When protective clothing is provided it must be worn. It is a statutory offence under the provisions of the Health and Safety Act 1974 and the Personal Protective Equipment Regulations 1992 to either interfere with or refuse to use equipment supplied.

5.8 Manual Handling

Health and Safety Officer will ensure that site policies and procedures are in operation and up to date. Lifting and moving a load by hand is the biggest single cause of injury. Lifting should be carried out in accordance with the following guidelines.

- If a load is awkward or beyond your capability you must get help
- Check all packaging and articles for sharp edges and projections before lifting
- Ensure that there are no obstructions in your path before lifting any article
- Ensure that you can see around the load when carrying it
- Ensure that there is adequate room to put down the load when you move it

- When lifting, stand close to the load, feet slightly apart, keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g floor to knee, knee to carrying positions)

5.6 Display Screen Equipment

Health and Safety Officer will ensure that site policies and procedures are displayed, in operation and up to date. All DSE equipment in the general office will be assessed as high usage equipment.

5.7 Guarding

Health and Safety Officer will ensure that site policies and procedures are in operation and up to date. Guards are designed to protect you. It is not only dangerous but illegal to remove a guard from a machine unless you need to clean or repair it. If any part of the electrical equipment you are using is missing (e.g. damaged casing) it should be reported.

5.9 Control of Substances Hazardous to Health

Health and Safety Officer Manager will ensure that site policies and procedures are in operation and up to date to the full requirements of the *Control of Substances Hazardous to Health Regulations 1994*. It is Health and Safety Officer Manager's responsibility to ensure that there shall be not work carried out that may expose employees to risk unless an assessment of risk and steps make to meet these regulations have been undertaken. It is the responsibility of Health and Safety Officer Manager to decide upon measures for the prevention or control of exposure to substances hazardous to health and to show that the necessary steps have been taken.

Hazardous substances are not limited to commercially available products but may also be produced as a by-product of a process in the form of mists, dusts and vapours. It is essential that activities involving the use of hazardous products or the generation of dusts, mist and vapours are assessed to determine if they present a risk to health or the environment and, if so what controls are needed to eliminate or reduce those risks to an acceptable standard. The regulations and these principles also apply to biological agents.

It must be assumed that any substance has the potential for impacting on humans, animals or the environment. The effect may be beneficial, benign, or damaging. All substances must be subject to a risk assessment that should include data supplied by the manufacturer and the means of residue or container disposal. The assessment must be made by a competent person; ideally by the person who decides the substance is necessary or has introduced a process. When undertaking assessments, it must be remembered that substances may affect some people and not others and may create hazards in some environments where it does not in others. Accordingly it should not be assumed that once a CoSHH assessment for a substance has been completed, it is safe to use in every situation

5.10 Risk Assessment

The Health and Safety at Work Act 1974 and Regulation 3 of the Management of Health and Safety at Work Regulations 1992 requires Health and Safety Officer to undertake risk assessments of its operations in order to ascertain the significant risks to health and welfare of its employees and learners. It is a requirement that the findings from such risk

assessments are recorded, for the purpose of providing documentary evidence that an acceptable level/adequate control measures were in place to reduce the risk to the lowest level. It is the responsibility of the Senior Management team to select such persons who are suitably qualified and knowledgeable to assist with the producing of risk assessments. Risk assessments will be carried out annually. In case of new environments or changes to the environment, risk assessments will be carried out immediately.

5.11 Specific Management Risks

Health and Safety Officer will ensure that procedures are written and in place for dealing with risks (if any) such as: ionising radiation, noise, biological hazards, selection, storage and transport of gases and toxic chemicals and disposal of toxic waste.

- 1 o Ensure that loose or worn flooring is reported to Health and Safety Officer or representative immediately.
- 2 o Ensure all entrances, corridors, walkways and exit doors are clear of obstructions at all times.
- 3 o Close cupboards and drawers securely after use.
- 4 o Switch off all electrical equipment after use. Do not overload sockets. Certain computer equipment should not be switched off. If in doubt consult Health and Safety Officer.
- 5 o Never overload shelving or store heavy items above head height.
- 6 o Do not allow wires to project into the walkways where they present a tripping hazard.
- 7 o No items should be placed on top of cupboards (ie items not to be stored in the area above head height).
- 8 o Clear away immediately any dangerous substances by using appropriate cleaning equipment. Dangerous substances include all flammable, harmful, toxic and irritant substances and other risk items such as broken glass.
- 9 o Dust and fumes should not be inhaled. If dust or fumes are produced by an activity, stop work until adequate protective measures have been taken.
- 10 o Ensure that equipment taken away from store areas is kept under your control at all times.
- 11 o Equipment should not be left where it can be a tripping hazard.
- 12

5.12 Cleanliness and good housekeeping

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents. Staff working in all areas must have regard to the following:-

5.13 Training

Health and Safety Officer will arrange appropriated training for existing and new employees, eg general health and safety training as well as that directly relating to the carrying out of their duties.

5.14 Using the premises outside normal working hours

Health and Safety Officer must be given adequate warning to enable out of cover for buildings. The provision of special licenses for some events may be required.

5.15 First Aid and Medical Services

Health and Safety Officer will provide first aid facilities in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981. A list of all first aiders is displayed on the Health and Safety notice board. Health and Safety Officer Manager will ensure that nominated persons regularly inspect and maintain first aid boxes which are provided as appropriate in addition to their own first aid equipment.

Health and Safety Officer will encourage suitable employees to be nominated as first aiders. Health and Safety Officer will ensure that all employees are fully conversant with the procedure to be adopted in the case of an accident occurring at work.

10

Reviewed –July 2021

Learners Health & Wellbeing policy

5.16 Visits by enforcing authorities

The Health and Safety Executive (HSE) are the enforcing authority for Health and Safety Officer building. The HSE must be given free access at any reasonable time during working hours. The HSE inspector has wide ranging powers; close a building, stop a process, take samples, close off areas, take documents and any other power necessary.

Health and Safety Officer will be required to produce health and safety policies covering specific hazards where these are not covered in the general Venue policy. These should be drawn to the attention of all employees and all others having a need to know, including contractors and visitors as required.

Where common hazards are faced throughout Health and Safety (e.g. electricity, fires etc), then Health and Safety Officer will ensure the publication of special codes of practice where appropriate and will require all employees to comply with any relevant published Codes of Practice issued by the Health and Safety Executive and any other relevant organisations.

6 Additional Codes of Practice

Health and Safety Officer will treat most seriously the terms of the Health and Safety (Consultation with Employees) Regulations 1996 with a view to maintaining and improving health and safety

6.1 Employee representatives

- Health and Safety Officer:- Emma Merrick
- Responsible person: Head Office
- First Aid competent person: Emma Merrick

6.2 Health and Safety Committee

Health and Safety Officer will comply with the Safety Representatives and Safety Committee Regulations 1977. The Health and Safety Committee will consist of Health and Safety Officer Manager and the designated fire wardens and first aiders.

Chaired by the Health and Safety Officer and reporting to the Health and Safety Committee, through the Health and Safety Officer, the Working Group members will consist of the Major Risk Area Managers and other Departmental Managers. Their function is the day to day management of health and safety within their areas of responsibility. The group will meet quarterly to review the management of health, safety and safeguarding, identify any safety failings, areas of concern, needs or examples of good practice. They will implement any actions identified by the health and safety committee and act as a communications link to all other staff.

Important contacts:

6.3 Stress Policy

The Business will endeavour to comply with all legislation and good working practice and to identify sources of stress in the workplace, subsequently we will address areas of concern with the prime purpose of achieving a healthy workforce in which stress levels are as low as practicable.

To achieve this we will:

- Prevent stress by trying to control pressure to which employees are exposed
- Encourage timely reaction by managers and the ability to recognize and deal with stress amongst employees as it arises
- Promote and develop a supportive attitude to those employees identified as suffering from stress, including the development of strategies to deal with particular circumstances
- Provide appropriate skills, training and resources needed for employees to do their jobs

6.4 Training

Monitoring for excessive working hours.

The following reports will be located on each personal file and will be used to monitor stress and provide an objective means of assessing the level of the problem and devising strategies for improvement:

Absence (reports on levels and reasons for employee absence).

Employee appraisal and development.

The Business recognise the importance and value of health and safety training and are committed to providing adequate information, instruction and training for all employees. Training will be given in accordance with the requirements of the job role and tasks to be undertaken.

The Business will ensure that all new employees receive induction training covering the following:

- Health and Safety Policy
- Statutory and funding agency accident reporting procedures
- Fire arrangements and first aid facilities
- Safe manual handling
- Risk assessment policy
- Employee responsibilities

This is not an exhaustive list

6.5 Young Persons

In addition to the above, additional specific information will be provided, relevant to the employees particular tasks or job, which will be arranged by the appropriate manager. It is policy of the Business to prevent or reduce risks to young people employed by the company through the completion of risk assessments to identify any risk to their health arising from work activities. The risk assessment will take account of the young persons inexperience, lack of awareness and perception of risk in the workplace.

- Undertake any manual handling tasks without training and supervision

- Operate machinery i.e. shredders without training and supervision
- Spend excessive time at a workstation without taking adequate breaks

persons job role will be assessed, on an individual basis, by the employees Manager in conjunction with the H&S Manager.

It is also our policy to prevent or reduce risks to young person's by ensuring that they do not:

Additional policies which are linked to this policy include but are not exhausted to:

Lone Working Policy

Expectant Mothers

Accident Investigation

APPENDIX I – EMERGENCY PROCEDURES

1. FIRE

If you discover a fire:

Immediately operate the nearest fire alarm call point.

Attack the fire, if possible, with the appliances provided but without taking personal risks. The fire brigade will be called by the relevant member of staff on the sounding of the alarm.

Hints on Dealing with Fire

- If a person's clothing is on fire, use a blanket, rug or other similar article and wrap it around the person who then should be laid on the ground to prevent flames reaching the head.

If electrical fittings are involved in a fire, be sure the current is switched OFF before they are touched or the fire dealt with.

Evacuation Procedure

Leave the building by the NEAREST convenient route and exit. DO NOT USE LIFTS.

Do NOT STOP TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING until instructed by the Fire Brigade or a responsible officer of Health and Safety Officer.

Assembly points are indicated on notices displayed.

Staff should, where possible, assist in conducting visitors out of the building to the assembly point.

It is in your own interest

To study these emergency procedures to know what to do in the event of a fire, and to know how to use the fire appliances.

To make certain that you are familiar with all the means of escape in case of fire and to ensure that staircases, landings and other exits are kept clear from obstructions at all times.

To check fire and bomb notices posted in buildings to ascertain local conditions of evacuations. 18

2. SUSPICIOUS OBJECTS

If you discover a suspicious object (parcel, box, case etc)

DO NOT TOUCH IT.

Report the object to Health and Safety Officer Manager.

Await further instructions and keep people at a safe distance.

3. BOMB WARNING

If you receive a bomb warning

Try to ascertain from the caller where the bomb has been placed, e.g. location in the building, and what time it is due to go off.

Report the warning to Health and Safety Officer Manager.

Health and Safety Officer Manager will decide on what action should be taken.

4. ACCIDENT OR ILLNESS

In the event of a serious accident or serious illness

- Call an ambulance by dialling 999.
- Obtain assistance from the nearest available first aider. Names and numbers are on the health and safety notice board.
- Inform security guards and reception that an ambulance has been called to avoid delay.
- If the ambulance is required it is essential that someone is assigned to meet it and accompany the crew to casualty.

In the event of Minor Accidents

- Obtain assistance from the nearest first aider.
- The first aider will decide if an ambulance is required.