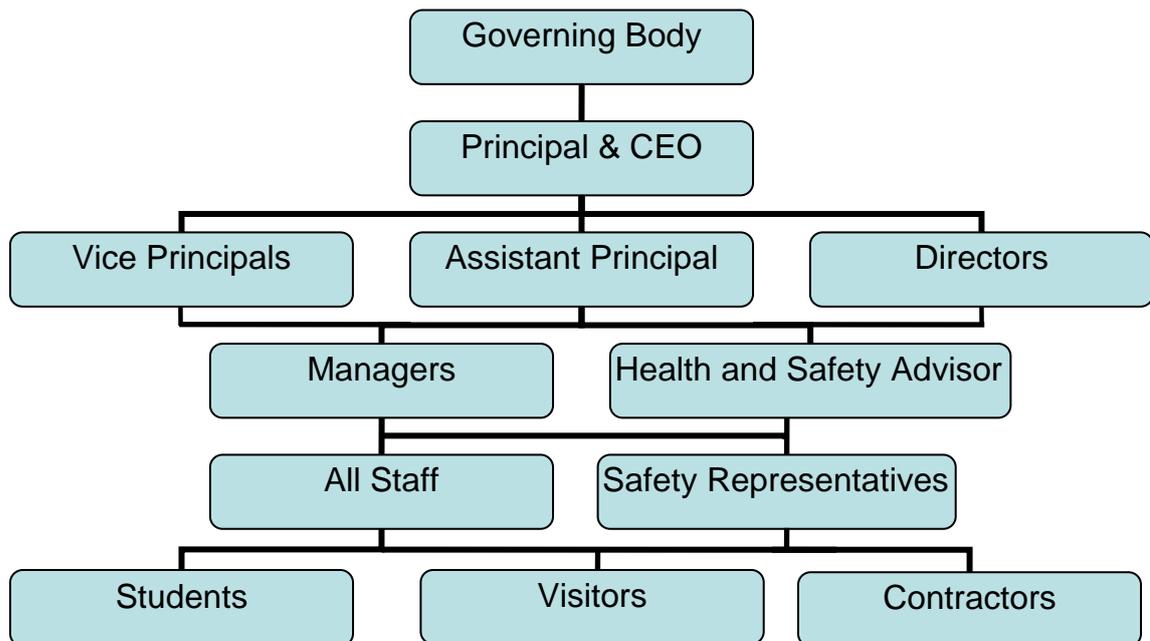


HEALTH & SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

The following policy details the College's Health and Safety organisation and allocates collective and individual responsibilities for the implementation of health and safety within the College.



This policy details the general and individual health and safety responsibilities of the College organisation. Specific individual responsibilities are allocated to the following:

- Governing Body
- Principal & CEO
- Vice Principal HR & Student Services
- Vice Principals and Assistant Principal
- Heads of Curriculum
- Directors and College Managers
- Lecturers
- Estates Manager
- Health and Safety Advisor
- Employees
- Students
- Safety Representatives
- Contractors and Visitors

IMPLEMENTATION

The Governing Body

The Governing Body has the corporate role of providing health and safety leadership for the College. Accordingly, the Governing Body will nominate a governor to be responsible for health and safety matters at corporate level.

General duties:

- Ensuring Board decisions reflect its health and safety intentions as articulated in the health and safety policy statement
- Ensuring the health and safety policy statement reflects current priorities
- Ensuring management systems provide for effective monitoring and reporting of health and safety performance
- Reviewing health and safety performance regularly
- Ensuring health and safety risk management systems are in place and remain effective

Principal & CEO

The Principal & CEO has overall and final responsibility for Health and Safety within Grantham College. They will liaise with the Vice Principals and Directors to ensure that high standards are achieved and maintained.

The Principal & CEO will ensure that Health and Safety Performance is reviewed regularly by the Vice Principals and Directors, and that Health and Safety implications are considered when introducing new processes, new working practices or new personnel.

Management duties include:

- Acting as the Responsible Person on all matters relating to Health and Safety
- Ensuring all statutory Health & Safety requirements are implemented and maintained
- Reporting Health and Safety issues to the Corporation on a quarterly basis.

Specific Responsibilities

Vice-Principal HR & Student Services – The Vice-Principal HR & Student Services is responsible for ensuring policies and procedures are in place to ensure the College's 'Duty of Care' extends to employees and student activities both in College and in College accommodation. Management duties include:

Human Resources (HR):

- Ensuring that specific health and safety responsibilities are included within employees' job description.
- Inclusion of the general health and safety responsibilities as defined in the HASWA 1974 sections 7-8 in the contract of employment.
- Organizing occupational health assessments and monitoring and maintaining employee attendance/ sickness records.
- Monitoring work related stress absences and coordinating access to welfare support services.

Student Services:

- Implementation of a Child Protection Policy within the College.

- Ensuring that arrangements are in place to safeguard minors (14 -16 year olds), young persons (under 18 years) and vulnerable learner groups.
- Ensuring that a system of risk assessment for Work Experience Placements and is implemented.
- Ensuring that students with declared medical conditions are assessed and that provision is made for suitable controls are in place to support them.
- Implementation of health and safety arrangements within the student accommodation and residences.

Vice-Principals and Assistant Principals

The Vice Principals and Assistant Principal have responsibility for ensuring that the health and safety policy is implemented within their areas of responsibility and with all employees they manage / supervise. They must ensure suitable arrangements are in place to monitor the workplace and maintain safe conditions and where hazards are identified; the risks must be controlled, so far as is reasonably practicable.

The Vice Principals and Assistant Principal are responsible for:

- Implementation of the College health and safety policy within their area;
- Implementation of the College health and safety policy in their area;
- Ensuring that general and specific risk assessments are carried out for all activities associated with their business practices and Curriculum areas.
- Ensuring that a risk assessment process for Apprenticeship and Curriculum Work Placement programmes is in place and that employer / providers are vetted and monitored for suitable health and safety arrangements.
- Ensuring that a system of risk assessment for Lone Working is in place and maintained for staff that make lone visits to providers' workplaces.
- Ensuring that Curriculum Managers are fully conversant with the Education & Skills Funding Agency (ESFA) requirements for learner health, safety and welfare.
- Ensuring that Curriculum Managers and lecturing staff are suitably qualified to manage and deliver health and safety within the curriculum areas
- Ensuring that general and specific risk assessments are carried out for all tasks and activities throughout the College including any special provisions for young persons in the workplace.
- Ensuring that a system of risk assessment for Educational Visits is in place and maintained.
- Ensuring that assessors and internal verifiers have relevant health and safety knowledge and qualifications.

Designated Responsibilities

Heads of Curriculum – Are responsible for:

- Ensuring that risk assessments are carried out to identify the hazards and risks to students and that the resultant controls are implemented and recorded.
- Ensuring that all risk assessments consider the requirements of young persons (under 18 years old) and that any special control measures identified as a result are fully implemented.
- Communicating relevant health and safety issues within their curriculum area to staff and students.

- Ensuring that safe systems of work and provision of PPE where necessary, are in place to ensure the Colleges 'duty of care' is not breached.
- Ensuring that WBL assessors have the relevant health and safety knowledge and qualifications to assess and monitor health and safety arrangements within employers / providers/ workplaces

Director and College Managers - Are responsible for:

- Ensuring that health and safety policy is implemented within their areas of responsibility and with all employees they manage/supervise.
- Ensuring that systems are in place for employees, contractors, members of the public and visitors to be made aware of safety procedures.
- Ensuring that general and specific risk assessments are carried out for all tasks and significant hazards identified within their area of responsibility.
- Ensuring that systems are in place to take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.
- Ensuring that all equipment, plant and substances used are suitable for the task and kept in good working condition and regularly maintained.
- Monitoring the workplace to ensure that safe conditions are maintained and where hazards are identified, ensuring the risks are controlled, so far as is reasonably practicable.
- Providing adequate, information, instruction and supervision to ensure that work is conducted safely and identifying any health and safety training requirements for their staff.
- Bringing to the prompt attention of their senior manager and the Health and Safety Advisor, any health and safety issues that require their attention.
- Ensuring that all accidents and 'Near Misses' are properly recorded, reported and investigated to determine causation factors and implementing remedial action.
- Ensure that systems are in place for maintaining safe access to and egress from the place of work at all times.
- Ensuring that no alterations or modifications are carried out to the fabric and /or fittings of the College buildings without consultation with the Estates Manager.
- Ensuring sufficient resources are made available for health and safety and that the College has a current certificate of Employers' Liability Insurance and Public Liability Insurance.

Lecturers – Are responsible for

- Ensuring the health and safety of their students while under their supervision including during organised out-of-College activities.
- Ensuring that they are fully conversant with the general hazards within the College and the actions to be taken in the event of emergency evacuation.

Estates Manager – Is responsible for:

- Ensuring that new build and major accommodation projects are undertaken in accordance with current health and safety regulations.
- The implementation of safe methods of cleaning, waste disposal and personal security of staff and students
- Control of contractors working within College premises including the issuing of work permits.

- To ensure that all statutory testing is carried out on the College's plant and equipment and that remedial action is implemented.
- Maintenance of the fire detection and alarm systems in all College premises.
- Maintenance of the firefighting equipment throughout the College premises
- Maintaining an 'Asbestos Register' for the College premises
- Coordinating and controlling the Portable Appliance Testing programme for College potable electrical equipment.

Health and Safety Advisor

The College Health and Safety Advisor is the appointed competent person and is responsible to the Principal & CEO through the Director of Finance for implementation of and compliance with the Health and Safety policy. The duties include the following:

- The provision of professional advice to all members of the college, including the student body
- To maintain and communicate information on changes in legislation that affect College activities
- To monitor and record all accidents and where appropriate investigate accidents, including near misses.
- To analyse all recorded accidents and identify trends and report them to the Health and Safety Committee
- To coordinate emergency evacuation arrangements in conjunction with the Estates manager
- To coordinate health and safety training including DSE, Manual Handling and Fire Marshal training
- When requested, assist Management in the undertaking of Risk Assessments
- To organise and participate in workplace inspections within the College
- To promote a positive safety culture within the College
- To produce an annual health and safety report to the governing body.
- To liaise and communicate on behalf of the College with Regulatory Authorities, other specialists, employees, employee representatives and Insurers on health and safety issues
- To maintain Fire Risk Assessments of the College premises and the coordination of emergency evacuation procedures

NOTE: *The Health and Safety Advisor has the authority to recommend to the College Management, where circumstances require it, that a prohibition notice be placed on any equipment, material, process or method of work, which poses immediate or imminent danger to health, safety or welfare of staff, students and visitors.*

Employees – The Health & Safety at Work Act 1974 specifies that:

It shall be the duty of every employee while at work:

1. To take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work, and
2. 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 so far as is necessary to enable that duty or requirement to be performed or complied with.

And additionally:

3. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions”

In compliance with the Health & Safety at Work Act 1974, all College employees also have the following responsibilities;

- To comply with the College Health and Safety Policy;
- To make proper use of safety equipment provided and not to intentionally misuse items or articles provided in the interests of health, safety and welfare;
- To report all accidents to their line manager whether injuries or damage occurred or not;
- To report to their line manager any health and safety hazards, safety problems or any shortcomings they find in the College environment or health, safety and welfare arrangements.

New employees will receive an induction from HR and their Line Manager, along with a Health and Safety introduction. It is a requirement of their employment that every employee abides by the College Health and Safety Policy and Rules at all times. Failure to do so will render employees liable to disciplinary action.

Students

In compliance with the Health and Safety at Work Act 1974, all students, although not employees, are required to adopt the following personal responsibilities:

- To comply with the College health and safety policy and ‘Code of Conduct’ protocols;
- To take reasonable care of their own health and safety and that of others affected by their acts and omissions;
- To co-operate in complying with relevant statutory provisions;
- To make proper use of safety equipment provided and not to intentionally misuse items or articles provided in the interests of health, safety and welfare;
- To report all accidents any health and safety hazards, safety problems or any shortcomings to their lecturer/supervisor whether injuries or damage have occurred or not;

Health and Safety Committee

A health and safety committee is established to monitor and review the health, safety and welfare measures for staff, students, contractors, visitors and members of the public. The Committee will include representation from the trades unions representatives, employees' representatives and students. The objectives and terms of reference of the Committee will include the following:

- Monitoring the effectiveness of health and safety performance and recommending improvements if required.
- Reviewing the effectiveness of College health and safety policy and assisting in the development of safety rules and safe systems of work.
- Analysis of accident/incident reports, to identify trends in order to highlight conditions/processes hazardous to health and/or poor safety practices and recommend corrective action
- Consideration of audit reports and recommending improvement action where necessary
- Analysis of information and reports submitted by enforcing authorities
- Evaluation of the effectiveness of employee safety training
- Considering development of employee and student awareness and development of safety education within curriculum areas
- Monitoring the adequacy of workplace health and safety communication and publicity

Consultation with Employees

In accordance with current regulations the College will consult through the College Health and Safety Committee with elected Representatives on issues to include the following:

- The introduction of measures which may affect the health and safety
- The arrangements for appointing or nominating competent person(s)
- The consequences of introducing new technology
- Any health and safety information required for employees
- The planning and organising of any health and safety training for employees

Safety Representatives / Representatives of Employee Safety

The College acknowledges the importance of employee involvement in health and safety matters and the importance of the positive role-played by safety representatives and representatives of employee safety. Accordingly, it is the intent of the College to provide the facilities and assistance that such representatives might reasonably require in order to carry out their functions:

- Representing employees in consultation with the College
- The investigation of hazards and dangerous occurrences
- Investigating the causes of accidents
- Investigating employee complaints relating to health, safety and welfare
- Representing employees at the College on health, safety and welfare matters
- Carrying out inspections
- Representing employees at the College in consultation with enforcing inspectors
- Receiving information

- Attendance at meetings of the Health and Safety Committee

Contractors and Visitors

Contractors working on site must abide by the College Safety Rules for Contractors, along with any requirements set out in their Permit to Work or Risk Assessments. Contractors are required at all times to take responsible care for the Health & Safety of themselves and of others persons who may be affected by their activities while on site.

Visitors are required to abide by the College Safety Regulations for Visitors, along with any additional requirements set out and explained by their host.

Audit and Review

The principle means of auditing and reviewing the College Health and Safety Policy and detailed arrangements will be:

- Inspections by the Health and Safety Advisor, other qualified staff appointed or Safety representatives
- Annual review and evaluation of the College Health and Safety Policy by the Health and Safety Committee ensuring that new legislation and/or other changes in circumstance are incorporated and that the policy remains effective
- Investigation and reporting of all major injuries and dangerous occurrences (as specified in the Reporting of Injuries and Dangerous Occurrences Regulations 2013) by the College Health and Safety Advisor
- Auditing to be undertaken in order to complement the above measures by providing an objective and qualitative self-assessment report of all the elements of the health and safety management system

E EVALUATION

This policy will be reviewed annually by the Health and Safety committee and will be updated and revised as necessary. A Health and Safety report will be submitted to the Corporation annually.

Review Period: Annual	Review carried out by: Health and safety Advisor
Last Review Date: March 2019	Approved by: Health and safety Committee