

Health and Safety Policy

Version No	Purpose/Change	Lead	Impact Assess	Date
1.0	Introduction of policy	DB		
2.0	Reviewed and updated	CM		February 2016
3.0	Reviewed and updated	CAP		September 2017
4.0	Reviewed and updated	CAP		November 2018
5.0	Reviewed and updated	GJP		November 2019
-	Reviewed – no changes	GJP		November 2020
-	Reviewed – no changes	GJP		November 2021

1. Rationale and Remit

1. This document is a general statement of Organisation and Arrangements (Code of Practice) for Wilberforce College covering all aspects of Health and Safety within the College pursuant to the Health and Safety at Work Act 1974 and all its subsequent legal instruments.
2. Additional details of specific arrangements (emergency procedures etc) form the Health and Safety manual.
3. This policy deals with those aspects delegated by the College Corporation and encapsulates health and safety associated with the building structure, plant, fixed equipment and services. Copies of all documents along with other Codes of Practice and information on health and safety matters will be found in the College's Health and Safety manuals.
4. This policy is for the benefit of teaching and non-teaching staff, students, parents, visitors, contractors and all those on College site.

Policy

5. The Corporation shall oversee overall responsibility for health and safety and delegated functions.
6. The Principal shall retain and exercise overall responsibility for the application of this Health and Safety Policy.
7. The promotion of the health and safety of staff and students is considered to be a mutual objective for the Corporation and staff. It is therefore the College's policy to:
 - 7.1. meet its obligations under the Health & Safety at Work Act 1974 and other relevant legislation in relation to the college's premises, employees and students; establish and implement a health and safety management system to manage risks associated with our premises and activities;
 - 7.2. regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement;

- 7.3. actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment;
 - 7.4. maintain our premises and work place equipment to a standard that ensures that risks are effectively managed;
 - 7.5. co-operate with other departments in these premises to ensure they are aware of any risks to their staff and students posed by our activities, that we are aware of any risks to others from their activities, and that we comply with the relevant requirements of fire legislation;
 - 7.6. establish and maintain safe and healthy environment throughout the College;
 - 7.7. establish and maintain safe working procedures among staff and students and others working on the site as well as for those on work experience;
 - 7.8. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances;
 - 7.9. provide safe access to and egress from the premises;
 - 7.10. formulate effective procedures for use in case of fire, accident and other emergencies and for evacuating the College premises;
 - 7.11. ensure the provision of sufficient information, instruction and supervision to enable all those on site to avoid hazards and contribute positively to their own safety and health at work, and to ensure that they have access to health and safety training as and when necessary;
 - 7.12. make arrangements to ensure the health and safety of any disabled person using the College site;
 - 7.13. provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice to our activities.
8. All staff, while on the college's premises, have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and students by self-monitoring. This means actions should not place the individual, or others, at risk and that any defect in buildings, equipment or procedures should be reported immediately to the member of staff concerned.
9. The Health and Safety Manager for the estate is the College Business Manager. The Health and Safety Manager for the staff and students is the HR Manager. In their absence, the Principal shall ensure arrangements are in place to ensure that duties are carried out effectively.

Delegated Responsibilities

The responsibilities of management, teaching and non-teaching staff, students, visitors and contractors are set out in this section.

10. The Health and Safety Committee shall:

- 10.1. consist of the Health and Safety Manager (Estates), who will chair the meeting, the Health and Safety Manager (HR), the premises supervisor, the catering manager, members of staff representing departments and support staff, a student representative, Trade Union and/or Trade Union Health & Safety representatives;
- 10.2. invite all staff to committee meetings and advertise its agenda;

- 10.3. meet once per term, arranged in working time and determined in advance for the college calendar. Additional meetings will only be held if exceptional circumstances create a demand for working groups to meet;

- 10.4. receive, review and make recommendations towards the annual review of the Health & Safety Policy and Fire Safety Policy and approve progress reports and changes of the Health & Safety Action Plan produced by the Health & Safety Manager;
- 10.5. report to senior management items relating to health and safety issues in the College and the implications of future legislation and propose action to address these issues where possible, corporate and personal health & safety issues; premises development (as it relates to health & safety); and College security;
- 10.6. review and receive reports from external Health and Safety authorities;
- 10.7. review and receive reports from all employees relating to health, safety, security and welfare matters, college developments, including reports on accidents and dangerous occurrences, to consider possible health and safety implications and propose appropriate action;
- 10.8. accept reports from departmental and other College areas on Health & Safety issues since the last meeting;
- 10.9. receive, review and approve the Health & Safety Accidents & Incidents Report produced by the Health & Safety Manager;
- 10.10. review the provision, appropriateness of contents and access to the Health and Safety manual and receive, review and approve details of changes in College Health & Safety procedures and/or practices produced by the Health & Safety Manager;
- 10.11. provide a forum for inter-departmental cooperation, sharing of best practice, support and development for staff and the communication of health and safety information and guidance across the college.

11. The Health & Safety Manager shall:

- 11.1. pursue the responsibility for implementation of this policy on the college's premises;
- 11.2. be the focal point for day to day references on health and safety and give advice or indicate sources of advice. To affect this the manager shall maintain a complete file of all relevant documents for reference and make these available to all staff;
- 11.3. co-ordinate the implementation of the safety procedures in the College;
- 11.4. maintain contact with outside agencies able to offer specialist advice;
- 11.5. report all known hazards and defects immediately to the Principal who should then inform the Corporation. The manager shall render the hazard/defect safe and/or stop any unsafe practices until satisfied as to their safety, whether by improvement, addition or replacement;
- 11.6. make or arrange for investigation of premises, places of work and working practices including risk assessments on a regular basis and ensure that he is kept informed of accidents and hazardous situations;
- 11.7. review from time to time and make recommendations for improving:
 - 11.7.1.1. the provision of first aid in the College
 - 11.7.1.2. the emergency regulations
- 11.8. review regularly the dissemination of safety information concerning the College;
- 11.9. inform the Governors from time to time of the safety procedures of the College, and provide them with up to date reports on safety issues;
- 11.10. monitor the College policy on health and safety procedures and update it as new information becomes available.

12. All employees shall:

- 12.1. take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work (Health and Safety at Work etc. Act 1974);
- 12.2. co-operate with the college's Health & Safety Manager, the enforcement officer of the Health and Safety Executive, the Environmental Health Manager and the Fire Officer as regards any duty or requirement imposed by or under any of the relevant statutory provisions, and co-operate so far as it is necessary to enable that duty or requirement to be performed or complied with;
- 12.3. be responsible for implementing and maintaining compliance with the policy in the areas for which they are responsible;
- 12.4. not 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;
- 12.5. be vigilant of health and safety matters and practice self-monitoring;
- 12.6. know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- 12.7. set a personal example as regards commitment to health and safety by observing standards of dress consistent with safety and/or hygiene and exercising good standards of housekeeping and cleanliness;
- 12.8. know and apply the emergency procedures in respect of fire and first aid;
- 12.9. report defects by following the notified reporting procedure;
- 12.10. co-operate with other employees in promoting improved safety measures.

Employees who fail to comply with these responsibilities may be subject to disciplinary action by the College and criminal prosecution by the HSE.

13. Line managers shall:

- 13.1. ensure the health and safety of students during all College activities on or off site and provide information and training to students under their jurisdiction in safe and healthy working practices;
- 13.2. develop and implement, as far as is reasonably practicable, health and safety within their areas in accordance with the overall objectives of the College Safety Policy. They are directly responsible to the College's Principal, Health & Safety Manager or Team Leader as appropriate for the application of existing safety measures and procedures within that department/area of work;
- 13.3. be responsible for inspecting the areas for which they are responsible so as to maintain a suitable level of health and safety. They will communicate any concerns in their area in writing to the Health & Safety Manager;
- 13.4. be responsible for producing a Safety Statement, including Safety Procedures and practices for their areas, which will supplement the main policy. It should be brought to the attention of staff and students and posted in prominent positions. This is to be done in consultation with the Health & Safety Manager;
- 13.5. identify to the Health & Safety Manager any training requirements necessary to ensure the continuing safe working practice of their areas. The Health & Safety Manager, in consultation with the designated senior postholder, will ensure that all training needs identified are met, using recognised training courses when appropriate;

- 13.6. ensure that suitable and sufficient risk assessments are carried out and that corrective action is undertaken to reduce or eliminate the associated risks so far as is reasonably practicable. Assessments are to be in written format for significant risks and regularly reviewed;
- 13.7. ensure that all employees within the team have read and understand the Health & Safety Policy and other relevant documents;
- 13.8. ensure that machinery is adequately guarded, that all equipment is in good working order and that it is operated following safe working procedure. They are to report to their Line Manager on the requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- 13.9. ensure that toxic, highly flammable and hazardous substances are correctly used, stored and labelled and that COSHH assessments have been undertaken;
- 13.10. be advised of health and safety legislation, amendments, approved codes of practice and other safety requirements relevant to their area, ensuring that relevant information is passed on to the personnel who may be affected. They are to ensure that all such literature is readily available and, health and safety information warning of hazards and dangerous practices is displayed in prominent positions in working areas;
- 13.11. ensure that all necessary personal protective equipment is provided, is readily available and used in accordance with the relevant risk assessment or safe working procedure and that it is stored and cleaned appropriately;
- 13.12. ensure that all incidents, accidents and near misses are reported to the College Health and Safety Manager, or their own line manager, using the appropriate form as soon as possible after the event. In the event of a serious incident nothing is to be moved or disturbed until investigations are complete unless essential to prevent further incidents;
- 13.13. attend meetings of the College Health and Safety Committee or delegate such attendance;
- 13.14. co-operate with the College Health and Safety Manager or other competent body and follow recommendations as far as is reasonably practicable.

14. Teachers shall:

- 14.1. maintain the safety of students when they are in charge by exercising effective supervision of the students and know the emergency procedures and to carry them out;
- 14.2. know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- 14.3. give students clear instructions and warnings as often as necessary;
- 14.4. follow safe working procedures personally and ask for protective clothing, guards, special safe working procedures, etc where necessary;
- 14.5. make recommendations to their Line Manager on health and safety matters.

15. Students shall:

- 15.1. exercise personal responsibility for the safety of self and others;
- 15.2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- 15.3. observe all the safety rules of the College and in particular the instructions of teaching staff given in emergency;

- 15.4. use and not wilfully misuse, neglect or interfere with items provided for their safety;
- 15.5. report student infringements/non compliance to a member of staff for further action.

16. Visitors and contractors shall:

- 16.1. report to Reception on arrival. Similarly they should inform Reception on departure;
- 16.2. observe the health and safety rules while on the college’s premises;
- 16.3. leave the site when requested to do so. If any member of the public refuses to leave the premises, or is constituting a nuisance, Reception and a member of senior management should be informed.

Monitoring and Review

A review of all procedures will take place each year in time for the commencement of the new academic year.

A full report on Health & Safety will be submitted to the Corporation in the Autumn term.

Other checks will be made at more regular intervals as defined. Outside consultants may be used to make inspection which require specific expertise not available in house.

This Health and Safety Document has been Approved by the College Corporation on _____(date).

Signed:
(Principal)

Signed:
(Chair of Corporation)

Health and Safety Manual Contents

The Health and Safety Manual provides evidence of the implementation of statutory instruments relating to health and safety. It is located in the Health & Safety section of SharePoint and is updated annually.

- Asbestos policy
- Car parking policy
- Contractors policy
- COSHH policy
- Demonstrating an effective health and safety policy
- Disabled workers and access audit policy
- Display screen equipment policy
- Electrical safety policy
- Electrical inspection and testing policy
- Fire safety management policy
- First Aid policy
- Found Property policy
- Gas safety policy
- Hot work policy
- Ladders and step ladders policy
- Legionnaire's disease policy
- Lift safety policy
- Lifting machinery and equipment policy
- Lone workers policy
- Machinery maintenance policy
- Manual handling policy
- Noise policy
- Permits to work policy
- Personal protective equipment policy
- Pregnancy policy
- Pressure systems policy
- Respiratory protect equipment
- Risk assessment policy
- Scaffold policy
- Self-employed-workers policy
- Slips, trips and falls policy
- Smoking at work policy
- The dangerous substances and explosive atmosphere policy (DSEAR)
- Use of toasters policy
- Visitors' policy
- Working at height policy
- Workplace environment policy
- Workplace equipment policy (PUWER) regs
- Workplace violence policy

General Information

External contacts:

Health and Safety Executive, Edgar Allen House, 241 Glossop Road, SHEFFIELD S10 2GW.
Telephone Number 0114 2912300.

Internal contacts:

Unions should ensure regular contact with the Health and Safety Manager (notwithstanding their statutory right of access to the Principal).

UNISON, NUT and NASUWT have Union representatives on site:

UNISON	– Not appointed
NASUWT	– Lynne Quinn
NEU	– Mandy Fall

All non-union staff should contact the Health and Safety Manager.