

Health and Safety Policy

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Author	Head of Health and Safety
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1. Introduction

The Health and Safety at Work (HSW) Act 1974 places a legal duty on Abingdon and Witney College to prepare and, as often as may be appropriate, revise a written Health and Safety Policy and to bring this and any subsequent revisions to the notice of all its employees.

The Health and Safety Policy for the college contains details of the college's policy on health, safety, and welfare at work of its students, employees and other persons who may be affected by the college's activities.

As required by the HSW Act, this document addresses three key areas:

- Section 2 contains the statement of intent. Signed and dated by the Principal and the Chair of the Board of Governors, this states our commitment to consider safety, health, and welfare in all aspects of college activity.
- Section 3 contains the management organisation for conducting the policy. This part details the specific responsibilities of key roles.
- Section 4 contains the arrangements in place to ensure the responsibilities are discharged in practice, and that all statutory duties applicable to college activity are addressed. This part lists some of the main arrangements and refers to further procedures or policies and where they are located.

The arrangements for monitoring, reviewing, and auditing can be found in Occupational Safety and Health Management procedures.

2. Health and Safety Policy Statement

1. Health and Safety is a major consideration in all aspects of college activities and the college recognises that health and safety rank equal with, or above, all other issues.
2. The college recognises the importance of consultation prior to the implementation of health and safety arrangements and the allocation of health and safety functions to its staff.
3. The college policy is a commitment to maintain an environment that is safe and without health risk as far as is reasonably practicable. This includes educational visits and types of work placements.
4. The college recognises that some people are more vulnerable than others and special consideration will be given to their safety and health.
5. College staff, students, trainees, visitors, and contractors have a duty to take reasonable care for the health and safety of themselves and those who may be affected by their acts or omissions.
6. To control risk and monitor health and safety, the college has in place a Head of Health and Safety who leads an independent team which is dedicated to health and safety.
7. Specific campus Health and Safety Committees and a college Health and Safety Committee are in place. Members have the authority and responsibility within the scope of their role and the terms of reference of the committees for health and safety issues and are accountable to the Principal.
8. In addition to all college employees having a legal duty under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations to take care of their own health and safety, and that of their fellow employees, they also have a responsibility to students and to co-operate with the college to enable this policy to be successfully implemented.
9. The college has a commitment to provide sufficient health and safety information and training to its staff and students. This should be in a format that is considerate to individuals irrespective of disability or understanding.
10. The college is fully committed to the health, safety and welfare of its employees, students, trainees, and visitors.

This is the college's general statement of intent. The implementation of this policy is supported by specific procedures.

Signed:

Date:

Jacqui Canton,
Principal and Chief Executive

Signed:

Date:

Nick Handy,
Chair of Corporation Board

3. The Organisation – Posts and Duties

3.1 Responsibilities of the Governors

As a corporate body, the Governors have the overall responsibility for ensuring:

- a) The health and safety at work of college employees: and
- b) Students or other persons who may be affected by the college activities or the condition of the facilities on its premises.
- c) The college's health and safety policy include the organisation and arrangements for its effective implementation.
- d) The policy statement and all supplementary documents are reviewed regularly and, in any event, not less than once a calendar year.

They ensure resources are made available:

- To fulfil statutory requirements and prevent risk of injury to students and employees:
- To provide for improvements in the health, safety, and welfare at work of its students and employees and to provide particular and specialist support for those that are more vulnerable.
- To set strategies for developing employees' health and wellbeing.

The above responsibilities will be determined by the Principal and monitored by the Head of Health and Safety who will prepare and submit termly progress reports for the Governors.

The Governors will appoint a Link Governor to liaise with the Health and Safety team.

3.2 Responsibilities of the Principal and Chief Executive

The Principal is responsible to the Governors for the implementation of the college's health and safety policy. The Principal will:

- a) Receive recommendations for the development of the college's health and safety policy and procedures from the Head of Health and Safety.
- b) Ensure the appropriate responsibilities for health and safety are properly assigned and accepted at all levels.
- c) Ensure that the college managers fulfil their health and safety responsibilities.
- d) Determine the strategy and resources for the promotion of health and safety and personal wellbeing amongst the college students and employees and make recommendations to the Board of Governors.
- e) Ensure health and safety performance is monitored and a safe learning environment is provided for the students.
- f) Ensure that the policy is reviewed annually, and the subsequent revisions are brought to the attention of the college employees.

3.3 Responsibilities of the Head of Health and Safety

The Head of Health and Safety will:

- a) Advise on the interpretation of legal requirements and measures necessary to ensure that the college meets its legal responsibilities.
- b) Carry out annual reviews of this policy and associated documentation and bring recommendations for changes to the attention of the Principal.
- c) Develop policies, procedures and standards and communicate these as appropriate.
- d) Develop the requirements for safe systems of work (including permit to work systems).
- e) Oversee and manage the response to incidents on the campuses. This would include provision of First Aid, fire and evacuation procedures and the maintenance of the college's personal emergency evacuation plans (PEEP) register.
- f) Work with staff at all levels to ensure that accidents, incidents and near misses are reported and investigate the root cause.
- g) Lead at a corporate level liaison with trade union representatives on health and safety matters and facilitate the Health and Safety Committees.
- h) Advise and assist managers on the development and implementation of risk management strategies.
- i) Develop a framework for monitoring, reviewing, and auditing health and safety performance.
- j) Advise on emergency planning measures to facilitate safety of staff, students, and visitors.
- k) Contribute to the production of the college's Business Continuity Policy
- l) Work Closely with the Head of Estates and Capital Development to ensure college buildings are maintained in a safe condition.
- m) In conjunction with the Head of People Services, devise and implement a college wide health and safety training programme.
- n) Maintain copies of relevant regulations, standards and other advisory literature and disseminate these to employees as appropriate.
- o) Maintain accident records and report findings of accident analysis to the Principal and the Health and Safety Committee. Report relevant accidents to the HSE (Health and Safety Executive and other bodies within the set time frame.
- p) Report relevant accidents, incidents, near misses, and dangerous occurrences to the HSE (Health and Safety Executive) and other applicable bodies within the set time frame.
- q) Liaise with external bodies such as the HSE, Association of Colleges, insurers, emergency services and if necessary, funding bodies.
- r) Assist managers in assessing priorities and formulating proposals for improvements in health and safety performance.
- s) Ensure that all work experience placements have been assessed and arrange further site checks in high-risk areas. If this work is carried out by an external organisation, carry out audits and monitor the work.
- t) Carry out sample audit of all work-based learning (apprenticeship) placements.
- u) Prepare termly progress reports for the Principal for submission to the Senior Management Team and the Board of Governors.
- v) Liaise with People Services and Student Services to ensure that everyone is treated appropriately.

3.4 Responsibilities of the Senior Management Team (SMT)

Members of the SMT will be responsible to the Principal and the Board of Governors for overseeing that health and safety functions within their area of responsibility are clearly assigned and fulfilled.

- a) They will take an active role in various college health and safety committees and groups.
- b) They will actively support the Principal and Head of Health and Safety in setting the strategy for the ongoing development of health and safety policies and practices. This work will be based on the findings of the FE Sector Assessment tool (FESH).
- c) They will also assist in the development and monitoring of the college Health and Safety Action Plan.

3.5 Responsibilities of College Leaders and Managers.

Each college manager is responsible for:

- a) Where appropriate, producing for their area of responsibility a written statement of local arrangements and bringing this to the attention of relevant staff and students.
- b) Including health, safety, and safeguarding performance in the agenda of their team meetings so that problems are identified, and action taken.
- c) Include, if appropriate, work experience monitoring in the agenda of team meetings.
- d) Ensuring that individual risk assessments are carried out by all new staff and revisit all staff risk assessments annually.
- e) Ensure that all required risk management processes are completed. This will include task-based risk assessments, manual handling assessments of staff COSHH & DSEAR assessments of substances held by the area and if appropriate Display Screen Equipment (DSE) assessments.
- f) Where appropriate, include health and safety in the teaching material and providing adequate instruction and supervision for staff to enable students to carry out their work safely.
- g) Keeping abreast of changes in the college's procedures and arrangements.
- h) Periodically, receiving written reports, following workplace assessments, from the Head of Health and Safety and to respond to these within the agreed timescales.
- i) Monitoring the area under their control by carrying out local safety tours of their respective areas. These safety tours will be included in the safety file and will be carried out twice a year.
- j) Investigating accidents, incidents, and near misses and taking steps to prevent recurrence. They must also report accidents, incidents and near misses on FlowForma.
- k) Ensuring their staff are aware of first aid arrangements.
- l) Ensuring that equipment purchased by them meets the relevant standards (marked CE), maintained in accordance with the manufacturer's instructions, and staff and students are trained and supervised to use the equipment without risk to their health and safety. A record of training and competence must be maintained.
- m) All new electrical equipment must be added to the asset register. The college uses an external contractor to carry out PAT. When this planned event occurs Managers must

ensure all equipment is made available. College managers must ensure staff in their area aware that any equipment brought onto campus must also be PAT tested before use.

- n) Assessing training needs of both new and existing employees, arranging for the relevant training and providing training records to the People Services Team.
- o) Ensuring that all visitors to the area are considered in local health and safety arrangements and suitable adjustments are made.
- p) Ensuring that staff and students requiring further support are identified and supported appropriately.

3.6 Responsibilities of the Head of People Services.

The Head of People Services holds the additional responsibilities for:

- a) Making recommendations on health and safety policy and practice.
- b) Agreeing a framework for staff training and development on health and safety in consultation with the Head of Health and Safety.
- c) Facilitating consultation with the trade union representatives.
- d) Overseeing the contract for the provision of occupational health services and bringing these facilities to the attention of employees.
- e) Ensuring that staff with particular needs are catered for appropriately.

3.7 Responsibilities of the Head of Estates and Capital Development.

The Head of Estates and Capital Development has the additional responsibilities for:

- a) Making recommendations on health and safety that are directly relevant to the college facilities to the Head of Health and Safety.
- b) To oversee the management of all activities undertaken by Estates staff and to ensure it is in line with current Health and Safety legislation and college policy and procedures.
- c) To ensure that the management of water systems and control of Legionella bacteria is carried out in accordance with the relevant procedure approved by the Senior Management Team.
- d) To oversee the management of all work carried out by external bodies and contractors who are working on any of the college's campuses.

3.8 Responsibilities of the Head of Student Services and Head of SEND Support.

The Head of Student Services has the additional responsibilities for health and safety matters that are directly relevant to students with safeguarding or behavioural concerns.

The Head of SEND Support has additional responsibilities for health and safety matters that are directly relevant to students with Special Educational Needs and Disabilities

Both:

- a) Make recommendations as appropriate to the Head of Health and Safety within their area of responsibility.
- b) Ensure that students with additional needs within their area of responsibility are catered for appropriately.
- c) Ensure that the Personal Emergency Evacuation Plan reports are available each day through the reception teams.

3.9 Responsibilities of the Estates Managers.

The Estates Managers have additional responsibilities for:

- a) Ensuring that all facilities within their control are of a safe, clean, and hygienic state at all times.
- b) Ensuring that all plant and equipment is maintained and services by suitably qualified persons.
- c) Controlling the security of all premises and facilities within their control.
- d) Overseeing the maintenance and management of all college vehicles.

3.10 Responsibilities of All Employees

All employees have a legal duty:

- a) To take reasonable care of their own health and safety and that of others, such as students and colleagues, whilst at work.
- b) To comply fully with all college Health and Safety Policies and Procedures.
- c) To assess health and safety risks affecting their students and provide them with instructions and supervision to carry out their tasks safely.
- d) To seek advice from their manager when they are uncertain about the safety implications of the activities, they organise for students.
- e) To co-operate with their line manager to the extent that is necessary for them to fulfil their health and safety responsibilities.
- f) Not to interfere or misuse items provided for health and safety.
- g) To use equipment or safety devices, in accordance with the training or instructions provided.
- h) To inform their line manager, or the Head of Health and Safety, of situations which may present a danger to health and safety.
- i) To report accidents, incidents and near misses to their line manager immediately and to complete a report form on FlowForma.
- j) To be aware of the needs of some students and staff with specific disabilities (visible or nonvisible) which are either long or short term.

4. Arrangements, Systems and Procedures

The college is committed to compliance with the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, and to using the HSE's guidance 'Leading health and safety at work – plan, do, check and act' [INDG 147] as our model. The college has a range of arrangements, systems, policies and procedures in place.

- a) Meetings and groups that meet to discuss the continued high standard of health and safety management.
- b) Policies and Procedures specific to aspects of health, safety and safeguarding.
- c) Dealing with accidents, incidents and emergencies.
- d) Staff training.

Meetings

The Central Health and Safety Committee:

Meets at least three times a year and has been appointed to:

- Monitor health and safety policies and procedures, ensuring that they are reviewed and updated.
- Ensure that policies and procedures comply with health and safety legislation and best practice guidance.
- Monitor and review Health and Safety Committees' activities and organise internal and external inspections and audits to ensure that they are working effectively.
- Ensure that there is an adequate process in place to deal with day-to-day issues of health and safety management.
- Consult and inform staff and line managers about health and safety matters.
- Ensure specialist health and safety expertise is contracted when necessary.

The Campus Health and Safety Committees:

Meets at least three times a year and has been appointed to:

- Act as forums for college management to consult employee representatives on Health and Safety issues.
- Cover the following locations: Abingdon, Witney, Common Leys, Bicester and partner and community venues.
- Study accident, incident and near miss trends for each campus and put forward recommendations for corrective action.
- Consider campus specific reports on health and safety matters, whether produced internally or provided by external inspectors.
- Monitor the effectiveness of health and safety practice within scope.
- Participate in Health and Safety inspections and audits and monitor if agreed actions are implemented.
- Report to the Central Health and Safety Committee.

The makeup of the committees will be as follows:

- The campus committees need a wide staff base to reflect all aspects of campus life. Each committee will be chaired by a member of SMT, with the assistance of the Head of Health and Safety, a member from People Services, Estates Manager, union representation from UCU and Unison, four staff volunteers (2x Business Support and 2x Curriculum) and two student representatives.
- The Central Committee is chaired by the Principal and is made up of the whole of SMT, the Head of Health and Safety, The Head of Estates and Capital Development, The Head of People Services, the Head of Student Services, the Head of SEND Support and two union representatives.

- The Partner and Community Venues meeting is chaired by SMT and has representatives from the Work Experience, Apprenticeships, OAL, Subcontractors and Access to Learning teams.

Policies and Procedures

- All the college's policies and procedures can be accessed through the college's policies and procedures tile on SharePoint and the staff intranet.
- Health and Safety procedures inform staff what they must do to comply with current legislation.
- Procedures are reviewed and revised as necessary, due to internal and external guidance and legislative changes.
- Policies and procedures are written in a manner that will make them understandable and workable.

Business Continuity

The college has a separately approved Business Continuity Policy.

Dealing with Accidents, Incidents, Near Misses and Emergencies: A Planned Accident Prevention Philosophy

With an objective of a reduction in accidents, incidents, near misses and dangerous occurrences, the college will carry out proactive risk assessments. It will recognise problems, establish responsibility, take all factors into account, decide accident prevention actions and monitor results. There will be reactive after-event investigation, recording and monitoring to establish the root cause and take measures to prevent repeat problems.

Accident and RIDDOR

The college recognises its duty under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). It has an obligation to report the appropriate enforcement authority certain specified injuries or death.

The appropriate Health and Safety Executive is at:

- Priestley House Priestley Road
Basingstoke
RG24 9NW
(Tel: 01256 404136)

Accident/incident reporting is carried out online through FlowForma. This can be found on SharePoint.

- The college accident reporting procedure can be found on the Policies and Procedure tile.
- The College accident and incident dashboard is available to view on the Health and Safety tile.
- First aid kits are provided throughout all campuses.

- It is the responsibility of everyone to report all accidents, incidents and near misses as soon as possible. All accidents and incidents (near misses) must be reported.

Fire Precautions and Evacuation Procedures

- Fire escape doors are clearly marked and must never be obstructed.
- For minor fires, fire extinguishers and fire blankets are provided.
- A comprehensive fire alarm system is installed and must be used in the event of fire. In the event of fire, everyone should make their way calmly to the assembly points following the fire escape signs.
- The assembly points are as shown on maps in the Health and Safety notice boards.
- Staff and students with disabilities, learning difficulties or medical conditions should be identified and where appropriate, given individual evacuation plans (PEEP); in particular, those using wheelchairs need to be able to use the refuge system in place in college. The PEEP may be long term or short term, for example, those suffering an injury. Consideration must also be made for pregnant staff and students.

Training

- All appropriate Health and Safety training is supplied to staff to ensure both the safety of themselves but also that of the students. Training needs are identified by the Head of Health and Safety through a training needs analysis process in conjunction with members of the College Leadership Team. The Head of Health and Safety, in conjunction with the Staff Health, Safety and Wellbeing Adviser, is responsible for the sourcing and organisation of the delivery.
- The college now has an online training package which is annually refreshed.

Annex – Glossary of Terms

CoSHH	Control of Substances Hazardous to Health
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations
DSE	Display Screen Equipment
HSE	Health and Safety Executive
MAP	Macintyre Abingdon Partnership (MAP) College
OAL	Oxfordshire Adult Learning
OSH	Occupational Safety and Health
PEEP	Personal Emergency Evacuation Plan
PAT	Portable Appliance Testing
RIDDOR	Reporting of Incidents, Diseases, and Dangerous Occurrences Regulations
SEND	Special Educational Needs and Disabilities
UCU	The University and College Union