

Health and Safety Policy

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1. Purpose

To provide a safe, healthy and comfortable environment in which to work, and study, and to avoid causing unnecessary or unacceptable risks to the health, safety and welfare of any person making use of, or working in, the college or when affected by the work of the college.

This policy sets out how the college implements the Health and Safety at Work Act 1974 to ensure all employees, students, contractors and public are safe when on its premises.

2. Scope

This policy applies to all persons within the college and the work activity of the college. This will include college partnerships such as Adult Community Learning (ACL). Where learners are receiving their study away from the college, at another location. Where study is off site, all college policies will apply and will be adhered to.

The college recognises and accepts its responsibility as an employer for providing a safe and healthy environment for all employees, learners, contractors and the public as indicated below:

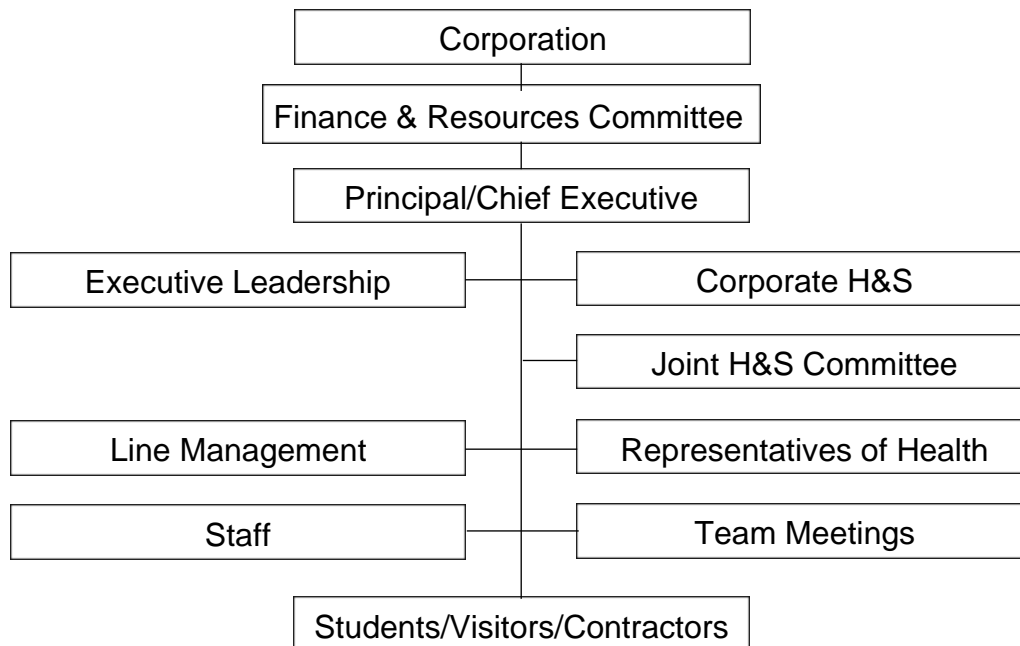
- To provide a safe, healthy and comfortable environment to work and study in by ensuring there are no unnecessary or unacceptable risks to health, safety and welfare.
- To create a positive attitude to safety awareness and accident prevention by providing efficient and effective, high-quality health and safety standards.
- To comply with all relevant statutory requirements, through the incorporation of quality assurance and quality management systems.
- To inspect, audit and review annually the policy and the management of health and safety by the following practices:
 - To establish health and safety as a core management function.
 - To commit the college ELT to effective measurement and planning of health and safety including the provision of appropriate resources.
 - To accept the legal requirements as the minimum acceptable level of performance and strive towards a commitment to progressive improvement.
 - To maintain effective systems of communication for health and safety which establish the contribution of staff.
 - To provide training to comply with relevant health and safety standards.
 - To support the Safety Representatives to carry out regular safety audits, COSHH and Risk Assessment checks.
 - To ensure teaching and learning takes place in a safe, healthy and supportive environment which meets the needs of learners who study both on-site or at any of the college's partnership off-site venues such as Adult Community Learning (ACL)

3. Responsibility

- The corporation is accountable and will actively direct and support the management of health and safety.
- Executive Leadership Team (ELT) will provide adequate control and resources to ensure compliance with health and safety standards, engineering controls, maintaining premises, equipment and systems of work that are safe and without risk to health.
- Management will formally identify hazards, risks, establish safe controls using current best practice and regularly review effectiveness.
- All individuals have a responsibility to co-operate, take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions, and no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Failure to comply with the requirements, responsibilities and duties within the policy may leave an individual open to criminal prosecutions and may be treated as a disciplinary matter.

4. Procedure

4.1 Organisation



Please see link below directing you to the current and upto date organisational chart.

<https://infopoint.wvr.ac.uk/layouts/15/DocIdRedir.aspx?ID=H4TH7NT47QZA-6-19624>

4.2 Committees

4.2.1 Corporate Health and Safety Committee

The aim of this committee is to develop the college's strategy by:

- Ensuring health and safety recommendations to ELT are based upon changes in legislation, interpretation or internal changes in management or services.
- Ensuring Health and Safety recommendations to the Corporation are based upon changes in health & safety legislation.
- Acting as the Trade Union and Management Consultative Committee for the review of health and safety policy arrangements and implementation.
- Receiving and recommending actions based upon the college's reports and recommendations following any inspection undertaken by the HSE or any other enforcing authority, and to monitor the progress against any recommendations.
- Receiving reports on the efficiency and effectiveness of the Management of Health and Safety, regular monitoring of accidents & incidents and the fire officers report.
- Ensuring a positive health and safety culture within the college and all partnership venues such as Adult Community learning (ACL), as well as integrating health and safety into relevant courses.
- Ensuring health and safety is integral to the college's business planning process.
- Regularly monitoring health and safety KPIs.
- Ensuring adequate provision is made for health and safety in annual expenditure.
- Reviewing the work of the Joint Health and Safety Committee.

4.2.2 Joint Health and Safety Committee

The committee is made up from staff members for each curriculum area and a student representative. The committee deals with the following:

- To carry out safety surveys, inspections and audits as well as reporting on any part of the premises, plant or systems which are related to health and safety. To check departmental risk assessments and COSHH files are available and up-to-date.

- To receive and consider suggestions and complaints regarding health and safety from any person.
- To request specialist investigation, monitoring, advice and support from the Health and Safety Team.
- To monitor health and safety training of all staff and learners and make recommendations to the Corporate Health and Safety Committee.
- To promote a positive health and safety culture within the college.
- To receive accident and incident statistics.

4.3 Health and Safety Review Statement

The college recognises its statutory duty to provide effective reviewing of its health and safety provision. This is achieved by informal and formal arrangements.

Informal reviewing is expedited by college Directors and Managers, who upon identifying or becoming aware of ineffective health and safety practices or situations, will remedy accordingly. Formal reviewing is carried out annually by the college's Health and Safety Committee and the Board of the Corporation.

The Corporation via the Finance & Resources Committee receives and considers termly and annual reports presented by the Health and Safety Team. The content of the report addresses the following terms:

- To make health and safety recommendations to ELT based upon changes in legislation, interpretation or internal changes in management or services.
- To act as the trade union and management consultative committee for the review of health and safety policy arrangements and implementation.
- To receive and recommend actions based upon the reports and recommendations following any inspection undertaken by the HSE or any other enforcing agency.
- To receive and monitor (reporting annually to governors) on the efficiency, effectiveness and reliability of the management of health, safety and welfare, through the regular reporting of incidents and accidents and Fire Officer's report.
- To ensure that there is adequate health and safety procedures and policies in place relating to the environment.
- To regularly monitor Health and Safety KPIs.
- To actively promote and support the efforts to achieve a positive health and safety culture within the college.
- To monitor health, safety and welfare training and to make recommendations to management.
- To review the work of the Joint Health and Safety Committee.

4.4 Arrangements

4.4.1 Health and Safety Committee and Representatives

The college encourages representation of staff and students to participate in health and safety related consultations.

It will provide adequate facilities for Health and Safety Representatives to fulfil their roles including safety inspections and audits throughout the college and to be supported by management.

4.4.2 Training

The health and safety team coordinate training for staff and students. Health and safety training is included in staff and student induction. All staff undertake a mandatory refresher H&S training course at the beginning of each academic year. Specific training for designated staff is undertaken as appropriate.

4.4.3 Fire Evacuation Procedures

The college shall ensure that all premises have regular evacuation practices and records are maintained (including any false alarms, problems or concerns which are raised and actioned).

Fire Wardens are appointed to support the fire evacuation.

A Duty Principal rota is prepared before the start of each academic year to ensure the effective management of any incident while students, staff, contractors and visitors are present within the college.

4.4.4 Accident / Incident / Near Miss

All accidents resulting in an injury are reported to allow further investigation and are recorded on an online accident form. Accidents occurring off-site such as Tailored Learning courses and during an apprentice and work placement activity, are reported to College Health & Safety Team for further investigation.

All Health and Safety near-misses, property damage incidents, and non-injury events are reported directly to the Health and Safety Team for further investigation.

All incident data relating to the “protected characteristics” identified in the Equality Act will be reported to the Equality and Diversity Committee.

4.4.5 Accident Reporting

All injuries to staff, learners, contractors and public which occur as a result of college related work (on or off-site) should be reported and recorded on the online accident form on the college intranet grid tile. In the event of internet/ power outage a paper-based accident book can be found at main reception and the health and safety office.

4.4.6 Hospital

Injuries requiring treatment at an Accident and Emergency unit or a GP should be recorded on the Accident Form. If the person is detained in hospital the Health and Safety Team must be notified.

4.4.7 Notification

Major injuries, diseases or dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases, Dangerous Occurrences, Regulations 2013 (RIDDOR).

Reporting will be the responsibility of the Health and Safety Team, in their absence these incidents can be reported online or by telephone (telephone calls are for reporting fatal/specified and major incidents only).

Contact is via the Incident Contact Centre:

- By phone: 0345 300 9923 (local rate opening hours Mon - Fri 8.30 am to 5 pm).
- Via the HSE website: www.hse.gov.uk
- By e-mail: riddor@natbrit.com
- By post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

4.4.8 First Aid

First aid equipment and materials will be provided and maintained at specific locations, together with an adequate number of qualified (HSE first aid at work) staff to render assistance to people who are injured.

Notices of current first aid procedures are available on the college "InfoPoint", in reception areas and around the college.

4.4.9 Apprenticeships / Work Placements

The employer has Health and Safety responsibility for students on work placement and apprentices. Under Health and Safety law, work experience students and apprentices are employees of the workplace. Notwithstanding this, as a duty of care, the College will undertake an initial HASP and obtain the Employers Liability Insurance (ELI) for high-risk placement settings.

Accidents are reported to the College Health and Safety Team, for further investigation.

4.4.10 Pandemic Event

In the event of a pandemic, the health, safety and wellbeing of all employees, students, contractors and visiting members of the public is priority. The college will complete a comprehensive risk assessment of all sites and following this make adaptations within the college. It is essential for everyone's safety that compliance of all government guidance is adhered to, to ensure all sites are safe and compliant.

5. Monitoring

The contents of this policy will be monitored by the Corporate and Joint Health and Safety Committees who will receive inspection reports and incident / accident data on a regular basis.

The policy will be revised annually following consultation between management and trade union representatives.



Equality Impact Assessment

Policy Title:	Health & Safety Policy
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Identify the Key Stakeholders:	Staff Students	
What is the impact on the following:	Key Characteristics	Impact
	Age	(1) A positive impact is intended and very likely
	Disability	(1) A positive impact is intended and very likely
	Sex	(1) A positive impact is intended and very likely
	Racial group	(1) A positive impact is intended and very likely
	Religion and belief	(1) A positive impact is intended and very likely
	Sexual orientation	(1) A positive impact is intended and very likely
	Gender re-assignment	(1) A positive impact is intended and very likely
	Pregnancy and maternity	(1) A positive impact is intended and very likely
	Marriage and civil partnership	(1) A positive impact is intended and very likely

	Please tick			
Have any additional safeguarding risks been identified?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Any major changes or adjustments required:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Stop and remove:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Actions to be addressed: N/A

Action	To be completed by	Target Date	Completed (Y/N)

Validated by the Equality & Diversity Committee

Date:

If applicable, actions completed and validated by the
Equality & Diversity Committee

Date: