



**Croydon
College**

HEALTH AND SAFETY POLICY
Approved by: Governing Body
Date approved: 11 July 2017
Strategy/Policy Responsibility: <i>Chief Operating Officer</i>
Review Date: 1 May 2018

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Health and Safety Policy

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INTRODUCTION

This Health and Safety Policy outlines the commitment of the College to ensure positive management of health, safety and welfare risks that may be faced by staff, students, visitors and all others on College premises. The Policy explains how roles, responsibilities and accountabilities are delegated.

The Governors and the Principal & CEO believe health and safety has a vital role to play in the overall success of the College and we must all adopt a positive attitude towards our safety, health and welfare.

We expect our contractors and partners to co-operate fully with us to enable us to meet our health and safety responsibilities.

This Policy is supported by separate guidance that explains the arrangements in specific risk areas for carrying out the Health and Safety Policy. The guidance sets out the standards that managers and employees are expected to meet.

*Frances Wadsworth
Principal and CEO*

April 2017

PART 1 - STATEMENT OF COMMITMENT TO HEALTH AND SAFETY

1.1 Purpose and Scope

- The Health and Safety at Work etc. Act 1974 places a duty on the employer to prepare and keep revised a written Health and Safety Statement, and to bring it to the notice of the employees and workers in the workplace. Accordingly, within this Policy (below) is the College's Health and Safety Policy Statement. Where the term 'employee' is used in this Policy it should be taken to include workers engaged on the College's activities e.g. Agency Workers.

1.2 The College's Health and Safety Statement

- The College values the health, safety and welfare of its employees and students and believes that the promotion of good management of health and safety is a benefit to everyone involved in the College's undertakings, including employees, students, contractors, and members of the community.
- The College is committed to promoting positive attitudes to health, safety and wellbeing to all its staff. It is the policy of the College to protect the health, safety and welfare at work of all employees and others affected by the College's undertakings. The College will comply with the Health and Safety at Work etc. Act 1974 and other health and safety related legislation, regulations, and orders and approved codes of practice applicable to its undertakings.
- The College will provide and maintain safe working conditions to ensure a healthy and safe working environment, including safe access and egress for all staff, students contractors and visitors, adequate arrangements for the safe use, handling, storage and control of substances and maintenance of plant and equipment, so far as is reasonably practicable.
- The College will ensure that hazard identification and risk assessments are carried out regularly, including workplace, fire and work-related assessments, and actions undertaken to reduce risks so far as is reasonably practicable in order to prevent accidents and cases of work-related ill health.
- The College will provide suitable and sufficient information, instruction, training and supervision to ensure that all employees are competent to carry out their allocated work safely and are fully aware of their duties and responsibilities for the health, safety and welfare of themselves and others.
- The College will consult with its employees on matters affecting health and safety.
- This Policy will be reviewed annually and revised as is necessary to carry out the College's responsibilities.

PART 2 - THE ORGANISATION FOR HEALTH AND SAFETY

2. Responsibilities and accountabilities of Employees and Governors

2.1 Governors

Governors will monitor the overall health and safety performance of the College and compliance with health and safety legislation, and ensure that decisions taken when developing policies and services reflect the College's health and safety commitment. The Governors will:

- Receive annual reports on health and safety.
- Ensure that adequate resources are available to discharge the College's health and safety commitments.
- Consider overall health and safety trends and issues likely to affect the College.
- Promote a positive health and safety culture within the College.

The Governor with the portfolio for Finance and Resources is the lead Governor for health and safety matters.

2.2 Principal & Chief Executive Officer

The Principal has the overall responsibility for achieving this Health and Safety Policy and is accountable to the Governors for ensuring the operation of the College complies with all health and safety law. The Principal is responsible for ensuring that all statutory requirements are adhered to, and for reviewing the effectiveness of this Policy. The Principal will:

- Set health and safety objectives through the Executive Group and require the Senior Management Team to account for effective health and safety practice in their areas of responsibility.
- Ensure the provision of an annual health and safety report to Governors.
- Promote a positive health and safety culture encouraging positive attitudes to health and wellbeing among all staff and students.
- Ensure appropriate priority is given to health and safety in all College strategic planning.
- Ensure that health and safety performance is reviewed annually (and at other times when necessary).
- Ensure that adequate resources are provided to meet the College's objectives for health and safety and staff wellbeing.
- Ensure that the College has competent health and safety advice to meet with statutory requirements.

2.3 Executive Group

The Executive Group is responsible for ensuring that adequate health and safety arrangements are in place for their areas of responsibility, and are accountable to the Principal for achieving this.

In particular the Deputy Chief Executive (DCE) and Chief Operating Officer (COO) will:

- Promote a positive health and safety culture.
- Ensure the Health and Safety Policy, and health and safety guidance is followed.
- Require the managers reporting to them to account for effective health and safety practice for all staff and students in their areas of responsibility.
- Set, review and revise the specific health and safety arrangements in their areas of responsibility in order to ensure the effectiveness of the College's Policy.
- The Chief Operating Officer is appointed from the Executive Group to chair the Health and Safety Committee, ensure adequate senior representation from all areas within the College, arrange employee consultation and receive reports on health and safety performance.
- Ensure that health and safety responsibilities within their areas of responsibility are properly assigned and fulfilled.
- Establish and agree the College's health and safety standards and targets.
- Ensure adequate resources are made available for fulfilling the College's commitment to health and safety.

2.4 Senior Management Team

The Senior Management Team (SMT) is responsible for the health and safety of employees, students, contractors, visitors and others affected by the College's activities. The SMT will ensure that there are adequate arrangements for health and safety in their areas of responsibility (employees, students and environments). The Senior Management Team is accountable to the Principal & CEO, Deputy Chief Executive (DCE) and Chief Operating Officer (COO) as applicable for the effective implementation of the Health and Safety Policy.

In particular the SMT will:

- Promote a positive health and safety culture in the provision of their services to students.
- Implement the relevant guidance supporting the Health and Safety Policy.
- Require managers who report directly to them to account for effective health and safety practice in their areas of responsibility.
- Ensure that health and safety responsibilities within their remit are properly assigned and fulfilled.

- Ensure all staff are aware of their day-to-day health and safety responsibilities, that managers and supervisors are competent to undertake this role, and fulfil their health and safety duties.
- Ensure that information, instruction, training and supervision are provided for their staff appropriate to their role and responsibility. Ensure staff who need training for the effective management of health and safety are released for the appropriate courses.
- Ensure that information, instruction, training and supervision on health and safety matters is provided for their students appropriate to their area of study.
- Participate in evaluating risks and reviewing health and safety performance.
- Ensure that contractors they commission to undertake work for the College have suitable standards and arrangements for health and safety, and the contract is managed appropriately to make sure the work is done safely.
- Ensure leadership of health and safety within their area of responsibility (for example, with a nominated person to coordinate day to day implementation in high risk areas) in liaison with the Director of IT and Estates and the Health & Safety Advisor.
- Support the Director of IT and Estates and the Health & Safety Advisor, if it is necessary to suspend activities and service (including that provided by College contractors) where there is imminent risk of serious injury or ill health to staff or others.

2.5 **Director of IT and Estates.**

The Director of IT and Estates leads and co-ordinates the College's health and safety strategy. This includes developing the structures for planning, measuring and monitoring health and safety performance.

The Director of IT and Estates is accountable to the COO for the health and safety strategy and providing competent advice.

The role of the Director of IT and Estates is to:

- Provide competent advice to the Principal & CEO, Executive Group, SMT and senior managers.
- Maintain the College's Health and Safety Policy, and ensure that the Policy and any revisions made to it are made available to all staff.
- Prepare and publish the College's Health and Safety Guidance.
- Liaise with the Learning and Development Manager to ensure that the corporate training programme makes adequate provision for the development of health and safety management and skills.

- Liaise with the Director of HR to ensure that adequate arrangements are made for consultation with staff, including representatives and unions.
- Liaise with senior academic managers to ensure that information, instruction, training and supervision on health and safety matters is provided for their students appropriate to their area of study.
- Direct the Health & Safety Advisor to liaise with nominated health and safety liaison representatives from specific high risk areas and support health and safety practice throughout the College.
- Prioritise the work of the Health & Safety Advisor.
- Undertake performance measurement in health and safety, including a system of prioritised health and safety inspections of College workplaces and contractors and their activities.
- Represent the Principal regarding health and safety inspections and investigations by enforcement agencies.
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety management.
- The Director of IT and Estates has the authority from the Principal, DCE or COO to suspend activities and service (including that provided by College contractors) where there is imminent risk of serious injury or ill health to staff or others.

2.6 Health & Safety Advisor

The Health & Safety Advisor is the Competent Person as required by regulation, with assistance and advice from retained safety advisors as necessary and liaises with managers and supervisors on the day to day Health and Safety arrangements in place. The Health & Safety Advisor will:-

- Provide, record and monitor a programme of health and safety inspections throughout the College each year and prioritises these in relation to risk.
- Undertake the programme of health and safety inspections covering all aspects of health and safety compliance including use of machinery, substances, trips and visits, risk assessment, working at heights, etc.
- Monitor adherence to the Policy and the associated guidance.
- Assist with corporate induction, training and instructing managers and supervisors as necessary.
- Receive, record and monitor all reports of accidents, incidents, dangerous occurrences/near misses from staff, students and visitors.
- Investigate accidents, incidents, and dangerous occurrences/near misses as required.



- Manage all Health & Safety Risk Assessments including workshop and common area Risk Assessments, responding to any escalated high risks and reporting progress to the H&S Committee.
- Review all requests and risk assessments for Educational Trips and Visits.
- Liaise with contractors and partners on health and safety matters and ensure compliance.
- Provide reports to the Health and Safety Committee on All areas of health & safety provision including fire management.
- Arrange that the appropriate number of first aiders and fire marshals are in place and trained as required having conducted risk assessments of the areas of activity of the College.
- Be responsible for the operation of the College's First Aid provision.

2.7 **Managers and Supervisors.**

Managers and Supervisors will be responsible for the implementation of the College's health and safety arrangements for activities and employees under their control and they are accountable to their line manager for achieving this. In particular, they will:

- Promote a positive health and safety culture, encouraging health-promoting activities and requiring consideration of health and wellbeing for all in the provision of their services.
- Ensure that the risks from hazardous activities are assessed and controls are implemented to control those risks, including risks to College employees who work from home or at workplaces under the control of other organisations.
- Remedy unsatisfactory conditions and resolve problems that have been referred to them by employees or safety representatives. They may seek assistance from the Health & Safety Advisor where necessary.
- In circumstances where the remedial action is beyond the resources of the line manager or supervisor, or where it is not accepted by the employee or their representatives, the matter must be referred to their line manager and the Health & Safety Advisor.
- For academic managers, ensure information, instruction, training and supervision on health and safety matters is provided for their students appropriate to their area of study.
- Monitor the health and safety performance of their staff and contractors.
- Ensure health and safety induction takes place for all new employees.
- Ensure regular inspections are carried out in buildings and working environments.

- Ensure that all work equipment is maintained in safe condition and checked at appropriate intervals by competent persons.
- Report and record accidents and incidents, dangerous occurrences/near misses and undertake investigations in liaison with the Health & Safety Advisor, act upon findings and share any lessons that have been learnt.

2.8 Individual Employees

The College expects its employees to look after their health, and to take reasonable care for the health, safety and welfare of themselves and students and of others who may be affected by their actions, or failure to act. Each employee is accountable to his/her line manager for achieving this. In particular, employees must:

- Remedy any unsafe situation within their competence or report such to their line manager or supervisors in the first instance, who will ensure that the appropriate action is taken.
- Not misuse or interfere with anything that is provided for health and safety.
- Use machinery, equipment, substances, and any safety device according to their training or instruction, and in compliance with the law.
- Report accidents and incidents and any dangerous occurrences/near misses.

2.9 Consultation with Unions, Staff and Student Representatives

The College has a duty to consult with Unions and staff on any matters that affect health, safety and welfare at work. This consultation will be conducted through the Health and Safety Committee. An appropriately trained Health & Safety Trade Union Representative attends Health & Safety Committee and liaises with the Director of IT & Estates to assist in the College's management of Health and Safety in the workplace.

Students are consulted with through their academic area and the relevant student forums.

2.10 Occupational Health Services

The College contracts with an appropriate Occupational Health service to assist it in meeting its duties for health, safety and wellbeing.

PART 3 - ARRANGEMENTS FOR IMPLEMENTATION

3.1 Introduction to the Arrangements

The College's arrangements for ensuring the implementation of good health and safety practice is contained in this Policy and the associated guidance. This Guidance outlines important health and safety matters and actions that managers must take. These are available on the College Intranet.

3.2 Accident and Incident Reporting

Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Whilst the overall aim must be to reduce accidents and occupational ill-health to a minimum, it is important to establish the number and type of accidents, incidents and near misses occurring within the College's area of responsibility and to ensure that those which require reporting to the Statutory Authority are correctly reported.

It is the responsibility of all employees to ensure that all accidents, incidents occupational ill-health and dangerous occurrences/near misses are reported to the immediate line manager.

Those incidents requiring reporting to the Health and Safety Executive under RIDDOR must be reported by line managers to the Health & Safety Advisor and Director of IT & Estates so that the statutory report can be made. Such reports are only to be made by the Health & Safety Advisor or Director of IT & Estates and will require investigation in line with procedures.

Those incidents requiring reporting under RIDDOR are identified at the following link.

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>.

3.3 Accident and Incident Investigation

The Health & Safety Advisor will liaise with line managers on the investigation of accidents and incidents. This is to ensure that trends are identified and procedures put in place to avoid a recurrence wherever possible. The Accident Procedure can be found on the College's Intranet at the following link:

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8455&revid=12876

3.4 First Aid Arrangements and Fire Marshalls

The Health & Safety Advisor arranges that the appropriate number of first aiders and fire marshalls are in place as required having conducted risk assessments of the areas of activity of the College. The Health & Safety Advisor is responsible for the operation of the First Aid Room.

3.5 Risk Assessments

Risk assessment is central to the management of health and safety and, by identifying hazards within the workplace, risks can be judged and suitable measures put in place to eliminate or, when this is not possible, to control those risks thus ensuring a safe working and learning environment for all.

Risk assessments are required for all work activities proportionate to the degree of risk, and specific risks assessments are required in certain circumstances, for example Manual Handling, Use of Display Screen Equipment and the Control of Substances Hazardous to Health(see below).

Risk assessments must be completed by all line managers and the Risk Assessment Proforma can be found on the College's intranet at the following link.

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8709&revid=13515

When completing the proforma any Net Risk higher than 12 must be escalated to the Health & Safety Advisor for review.

For work based learning provision including Apprenticeships and student work placements, Health & Safety Plans (HASPS) are completed by the Assessors and quality assured by the Health & Safety Advisor or the Director of IT & Estates.

3.6 Violence to Staff

No employee or worker should be faced with violence in the workplace either from fellow employees or from students or members of the public. Risk assessment must be carried out to identify the likelihood of violence and suitable control measures introduced, for example conflict avoidance training and classroom behaviour management.

3.7 Procedures for New and Expectant Mothers

To protect the health and safety of new and expectant mothers, guidance and information can be found on the following link.

<http://www.hse.gov.uk/pubns/indg373.pdf>

The supporting forms are available on the College's intranet at the following links.

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8463&revid=12884 (Form for Staff)

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8464&revid=12885 (Form for Students)

3.8 Stress Management

Line managers are responsible for ensuring that work-related stress is assessed and managed using the College's Stress Management Policy. This document can be found on the College's intranet at the following link.

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8065&revid=11914

3.9 Work with Display Screen Equipment (DSE)

Whilst line managers have the responsibility to ensure that suitable risk assessments have been undertaken, employees need to take personal responsibility for ensuring that their workstation is setup correctly and that breaks to other tasks away from the screen are included in their normal working day. Guidance on Use of Display Screen Equipment can be found at the following link.

<http://www.hse.gov.uk/pubns/indg36.pdf>

3.10 Provision and use of work equipment

Any equipment provided for the use of employees and students must be suitable for its purpose and safe to use. This includes equipment such as lifting equipment (e.g. hoist or forklift truck or equipment used in academic areas such as mechanical,

construction, scientific, catering, hair and beauty, performance, art, photographic, design, etc). Training on the use of such equipment must be provided to the relevant standard and competency established before an individual is allowed to use that equipment. Guidance on Lifting Operations and the use of Lifting equipment can be found at the following link

<http://www.hse.gov.uk/work-equipment-machinery/loler.htm>

3.11 Personal Protective Equipment (PPE)

PPE is identified through risk assessment as being required. It must always be considered as a last resort providing protection to employees or students against risk. Other means of providing proper protection should always be considered first, such that the risk is addressed at source i.e. removed from the work environment rather than controlled on an individual basis, leaving the risk still present in the workplace. Suitable training and information in the use PPE and its storage and care will be given to employees or students where PPE is issued. Records of the issue of PPE must always be maintained. Guidance on the use of PPE can be found at the following link.

<http://www.hse.gov.uk/toolbox/ppe.htm>

3.12 Control of Hazardous Substances

The use of hazardous substances is covered by the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). Where items that are flammable are used the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) additionally apply. Risk assessments are required for the use of hazardous substances such as cleaning materials, scientific and art materials, workshop substances e.g. glue etc. Guidance on Control of Substances Hazardous to Health, etc (COSHH) can be found at the following link.

<http://www.hse.gov.uk/pubns/indg136.pdf>

A COSHH Risk Assessment form can be found on the College's intranet at the following link.

http://mimas/Sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8456&revid=12877

3.13 **Manual Handling**

Manual handling is covered by the Manual Handling Operations Regulations 1992 (as amended) MHOR. Specific risk assessments are required for any task involving manual handling and Guidance on Manual Handling can be found on at the following link.

<http://www.hse.gov.uk/pubns/indg143.pdf>

A Manual Handling checklist can be found on the College's intranet at the following link:

http://mimas/Sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8462&revid=12883

3.14 **Use of workplace transport**

The use of road vehicles is one of the higher risks which employees may be exposed to at work. Operation of College vehicles and the competency of drivers, including casual car use is covered by the Driving at work guidance which can be found at the following link.

<http://www.hse.gov.uk/pubns/indg382.pdf>

3.15 **Work at height**

Work at height covers use of scaffolding, ladders, stepladders through to the use of small 'kick stools' in offices. Working at height Guidance on can be found at the following link.

<http://www.hse.gov.uk/pubns/indg401.pdf>

3.16 **Electrical safety**

Electricity is a familiar and necessary part of everyday College life, but electricity can severely injure or even kill people and cause damage to property.

Guidance on electrical safety and the requirement for regular testing of appliances can be found at the following link.

<http://www.hse.gov.uk/Toolbox/electrical.htm>

3.17 Control of asbestos

The College holds an Asbestos Management Report (AMR) for all its sites. All refurbishment programmes at the College must take into account the AMR and any potential asbestos removal or containment. The responsibilities for control of asbestos together with further guidance can be found at the following link.

<http://www.hse.gov.uk/asbestos/>

3.18 Fire safety

Fire is probably the foremost risk to both persons and property. By conducting a specific fire risk assessment and implementing the control measures identified, the risk can be reduced to an acceptable level. Staff must be trained in evacuation procedures and practice evacuations must be held at least termly. Further guidance can be found on the College's intranet at the following link.

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8566&revid=13228

3.19 Workplace requirements

General advice on the workplace health, safety and welfare (e.g. environment, trip hazards, spills) which must be applied throughout the College, can be found at the following link.

<http://www.hse.gov.uk/pubns/priced/l24.pdf>

3.20 Statutory Inspections

The arrangements for mandatory inspection of fixed plant, e.g. boilers, portable electrical appliances, fire alarm systems, emergency lighting systems, water systems, lightning conductors, sports equipment, performance equipment, etc. is the responsibility of the Principal and CEO as delegated to the Director of IT and Estates.

3.21 Health and Safety Inspections and audit

In order to satisfy the requirement to monitor that health and safety procedures are being correctly applied the Health & Safety Advisor will arrange regular inspection visits to all areas of the College, prioritised by the degree of risk in each area. The relevant Health & Safety Check Sheet can be found on the College's intranet at the following link.

http://mimas/Sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8460&revid=12881

3.22 Educational Trips and Visits

The College takes the health, safety and welfare of its students and staff very seriously and the required risk assessment process must have been followed in advance of any College trip or visit taking place, including providing details to parents or guardians for relevant students and obtaining consent. The College's guidance on Educational Trips and Visits can be found on the College's intranet at the following link.

http://mimas/Sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=7131&revid=12250

PART 4 – COMMUNICATION OF THE HEALTH AND SAFETY POLICY

4.1 Communication Arrangements

Copies of the Health and Safety Policy are circulated to all employees on its revision and provided to all new employees on commencement. Health and safety information will be cascaded through the normal line management chain as and when required.

This Policy is published on the College's Intranet site.

4.2 Health and Safety Training

General training in health and safety matters is provided to all employees through online training. This must be completed within the first six weeks of the probationary period.

Those employees with a particular role to play, for example conducting risk assessments, fire marshals, first aiders, will receive additional specific training.

Training requirements are identified between employees, line managers, senior managers and the Health & Safety Advisor.

4.3 Consultation Arrangements

As previously described above, the College's Health and Safety Committee meets regularly throughout the year to enable governor, management and employee representatives to discuss health and safety matters, monitor compliance and performance and set priorities.

4.4 Contractors and Partners

All contractors undertaking work at the College and partners delivering services on behalf of the College will be made aware of this Health and Safety Policy through the relevant procurement and/or contractual arrangements.

The College will work closely with contractors in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015).

PART 5 – REVIEW OF THE HEALTH AND SAFETY POLICY

5.1 Policy Review

This Policy will be reviewed annually or wherever a significant change to either legislation or procedures occurs which is liable to affect the health and safety of employees, students, contractors, or visitors to the College's premises.