

# Health and Safety Policy

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<b>Approving Body:</b> Corporation Board	<b>ELT contact:</b> Executive of Finance
<b>Date Approved:</b>	<b>Author:</b> Health & Safety Manager

\*This procedure may need to be reviewed before the review date stated, to reflect changes in government and other agencies' advice, guidance and legislation

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## **1. Introduction**

City College Plymouth (the 'College') is a leading provider of vocational, professional and technical training in the South West, that strives to provide a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community, to enable all our students and staff to achieve their full potential.

The term 'College Community' includes all staff, governors, students, parents/carers, volunteers and visitors.

### **Our vision:**

- To be the learning destination of choice.

### **Our core values:**

- Respect
- Ownership
- Integrity.

## **2. Policy Statement**

The Health and Safety (H&S) Policy is divided into three distinct sections as follows:-

### **Section 1 - Corporate Health, Safety and Welfare Policy Statement**

General aims and objectives of the Health and Safety Policy, signed by the Chair of the Corporation and Principal and CEO.

### **Section 2 - Organisation**

The organisational arrangements in place for implementing the aims and objectives, signed by the Principal and CEO.

### **Section 3 - Arrangements**

Specific procedures adopted by staff, students, visitors and contractors in order to ensure the provision of a safe, healthy and supportive environment.

### **Section 4 - Pandemic Procedures**

COVID-19 or any subsequent pandemic - summary of current items and arrangements in place to support the organisation throughout and beyond the COVID-19 pandemic.

The system in place for the management of health and safety at the College follows the guidance laid down in the HSE publication HSG65 'Successful Health and Safety Management'.



The way in which the College manages these four elements is laid out below, and in section 3 of this policy (i.e. 'Arrangements' section).

### 3. Definitions and Acronyms

**'ACM'** Asbestos Containing Materials

**'CDM'** Construction (Design and Management) Regulations 2015

**'CEO'** Chief Executive Officer

**'CMIOSH'** Chartered Member of the Institution of Occupational Safety and Health

**'CLDO'** Curriculum Lead Development Officer

**'COSHH'** Control of Substances Hazardous to Health

**'CPD'** Continuing Professional Development

**'dB'** Decibels

**'DSE'** Display Screen Equipment

**'EAP'** Emergency Action Plan

**'ELT'** Executive Leadership Team

**'EVC'** Educational Visits Coordinator

**'FRA'** Fire Risk Assessment

**'HAV'** Hand Arm Vibration

**'HSE'** Health and Safety Executive

**'IOSH'** Institution of Occupational Safety and Health

**'IPAF'** International Powered Access Federation

**'ISO9000'** International Organisation for Standardisation - Quality

**'ISO14000'** International Organisation for Standardisation - Environmental

**'ISO45000'** International Organisation for Standardisation - Health and Safety

**'LA'** Local Authority

**'LEV'** Local Exhaust Ventilation

**'LOLER'** Lifting Operations and Lifting Equipment Regulations 1998

**'PAT'** Portable Appliance Testing

**'PASMA'** Prefabricated Access Suppliers and Manufacturers Association

**'PEEP'** Personal Emergency Evacuation Plan

**'PPE'** Personal Protective Equipment

**'PUWER'** Provision and Use of Work Equipment Regulations 1998

**'RAMS'** Risk Assessment and Method Statement

**'RIDDOR'** Reporting of Incidents Diseases and Dangerous Occurrences Regulations

**'SAR'** Self Report Assessment

**'SDS'** Safety Data Sheet

**'SSOW'** Safe System of Work

**'WRULD'** Work Related Upper Limb Disorders

## **4. Plan**

### **Determining the Policy (H&S)**

The Corporate Health, Safety and Welfare Policy Statement (Section 1), and the organisational arrangements (Section 2) are reviewed annually or as required by the H&S Manager, and reviewed and signed off by the relevant staff. The associated procedures (detailed in Section 3) are reviewed every 3 years (as a minimum).

Electronic and hard copies of documents are available. Please contact us if you require a different format.

### **Planning for Implementation**

The College has adopted various procedures which complement the aims and objectives of the H&S policy. These associated procedures can be found in Section 3. They include procedures to ensure legal compliance (e.g. risk assessment), as well as procedures for dealing with emergency situations (e.g. fire).

## **5. Do**

### **Risk Profiling**

The varied nature of the College premises and the learning programmes that are delivered result in a variety of specific H&S issues. As a result, the College engages in a proactive manner for identifying, evaluating and assessing risks. Risk assessments are routinely completed, reviewed and stored electronically on the Shield Safety Group, Riskproof online platform.

Risk assessments are regularly reported on to ensure the approval process is completed and there is an active training programme in place to ensure the quality and consistency of risk profiling.

### **Organising Activities to Deliver the Plan**

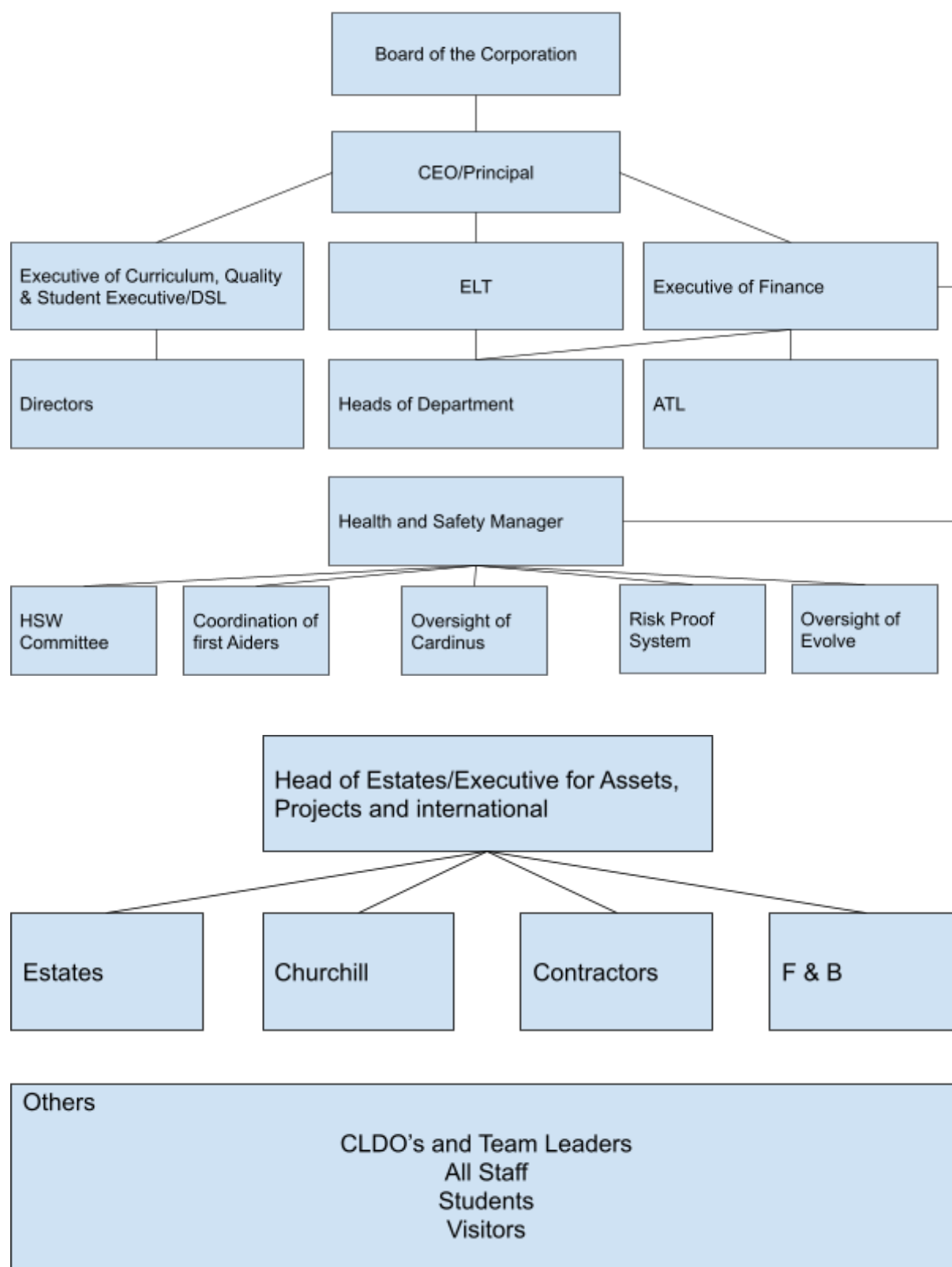
The management of the organisation of College activities is essential to the successful delivery of our management system and, as such, is a key focus for the College. The College will ensure that all personnel know what is expected of them, personnel are communicated with, issues can be discussed and a proactive approach to developing and maintaining a positive H&S culture.

Health and safety is owned by all College Staff and everyone is expected to ensure continuous improvement in the provision of a safe, healthy and supportive environment. Staff are expected to address hazards which they identify, and must actively seek rectification or temporarily make those situations safe until a suitable solution can be determined.

To better support the organisation of H&S, communication methods and a positive culture is maintained, the following organisational structure is in place (figure 1). The structure provides the clear distribution of responsibilities for health & safety and has been designed to assist the delivery of health & safety throughout the organisation.

Figure 1 – Organisation for Health and Safety

## Health and Safety Organisational Structure



Section 3 of this policy lists the arrangements for health and safety (e.g. risk assessment procedure), most of which are underpinned by legislation and/or contractual obligations set by the College's funding bodies. The specific duties and responsibilities of staff in relation to these arrangements are also laid down in each of the procedures listed within Section 3.



## **6. Organising for Health & Safety – The 4 C's**

### **Control**

Managers must identify key objectives for H&S within their area and must review progress made against them as part of their Self Assessment Report (SAR) and Operational Plan (OP). Managers must provide clear direction and take responsibility for their area, together with leading by example in order to ensure a positive safety culture for staff, students, visitors and contractors.

Staff must ensure that they display best practice at all times and set a good example to students and visitors. Should any employee be found to be negligent and/or in any serious breaches of their health and safety duties, disciplinary action will be taken against them.

### **Co-operation**

The College encourages cooperation by all staff, contractors and students to help ensure the development of a positive health & safety culture throughout the College.

Formal consultation regarding the H&S policy and associated procedures is via the Health, Safety and Welfare Committee. Where local changes are required, staff that are directly affected will be consulted via focus groups with the appropriate managers. Issues can also be discussed at staff forum meetings.

### **Communication**

Effective communication is key to ensuring that the H&S policy (and its associated procedures) is implemented within the College. The College provides staff, contractors, students and visitors with information about the hazards, risks, and preventative measures that are relevant to them.

Managers are tasked with passing on relevant information to their staff and acting on any feedback that may arise from such communication.

Health & safety matters will be communicated by the following methods:

- Staff bulletin items
- Health, Safety and Welfare Committee meetings
- Union Safety Representatives
- Mandatory staff H&S training sessions
- Internal College publications (e.g. H&S reports, meeting minutes etc.)
- Email
- H&S notices

- H&S section available through Staff Central
- Staff forum

All managers must ensure that H&S is a fixed agenda item for all team meetings.

## **Competence**

Competence is achieved through a combination of elements, including training, skills, experience and knowledge. All Staff must be aware of relevant Legislation, Approved Codes of Practice and HSE Guidance and how to manage health & safety effectively. All Staff need to be able to work in a safe manner and all students need to be taught to do so by competent people. Competency is a mandatory element of the recruitment process. Details of health & safety training requirements for staff and students are given below.

## **7. Staff H&S Training – Competency Pyramid**

Tier 1 – All staff must complete the mandatory H&S training package, this includes Health and Safety, Fire awareness, Fire Marshal, Manual Handling, COSHH, Healthy Working Plus, and any other site specific training required on the first day of their employment at the college, and then repeated every year thereafter. Once the training is completed all staff must read, understand and sign up to the college policy and procedure documentation, along with the relevant RAMS packs for their department. As with the training this should be done annually. The training can be found on the online Cardinus system or on City College Plymouths training page, accessed through Staff Central. All staff will be required to complete DSE and Manual Handling assessments through the online training and assessment platform.

Tier 2 – All staff that have role-specific duties will have a range of training packages available to them to build their 'H&S Personal Profile'. Topics covered in these individual packages will include, but not be limited to, risk assessments, first aid, off-site activities, COSHH and working at heights. It is the responsibility of line managers to ensure that all staff within their area complete the required course(s) within a reasonable timeframe to satisfy the requirements of the role. Packages will be delivered by an appropriately qualified and competent person or via a third-party organisation as appropriate. Any Staff member completing Risk Assessments or the review of Risk Assessments will be required to complete IOSH Managing Safely or similar qualification

Tier 3 – All staff with management responsibilities (CDLO/Support Department Managers, etc.) and aspiring middle leaders must successfully complete the IOSH Managing Safely qualification (or equivalent).

Tier 4 – The appointed competent person will have, or be working towards, recognition as a chartered Health & Safety professional, achieving CMIOSH (or equivalent).

Tier 5 – All members of ELT and aspiring senior leaders must successfully complete the IOSH Safety for Executives and Directors qualification (or equivalent).

## **8. Staff H&S at Induction**

All new Staff are inducted on health & safety matters in accordance with mandatory new employee procedures. This involves arranging and attending an induction (running once a month) and a departmental H&S induction delivered by the line manager on the first day of employment. The final stage of induction is to ensure that all the policy and procedures, SSOW, EAPs and Risk Assessments are read and understood and subsequently signed up to.

## **9. Student H&S Induction**

All students receive the general College health & safety induction presentation as part of the induction process.

It is important and necessary for students to be aware of the relevant policies and procedures for the course they are completing, this will include the sign up to specific work related RAMS on an annual basis (or more frequently, when there are major changes), the review and understanding of the college's policy and procedures, EAPs and SSOW.

Finally students need to receive appropriate training in relation to the activities they will be performing including but not limited to; Fire Awareness, Manual Handling, COSHH.

For short courses, it is the responsibility of the course tutor to provide a health & safety briefing at the start of the first session, covering the basics such as location of fire exits, evacuation procedures, and location of toilet and hand washing facilities.

It is also necessary for a further, more specific health & safety induction to be delivered to students in certain working areas (e.g. kitchens, labs, machine shops, workshops etc.) to ensure that they are informed of the following (as a minimum):

- Emergency arrangements (fire, accidents and first aid)
- Any significant risks that may affect them (e.g. machinery and equipment, manual handling, hazardous substances, slips, trips and falls)
- Control measures for the above (e.g. risk assessments, safe systems of work, supervision, protective and preventive measures)

- Supervision arrangements, who is responsible for them and the contact for any H&S concerns
- Any restrictions or prohibitions that apply to the students
- Any personal protective equipment (PPE) or clothing that they must, or must not, wear and the manner in which it is to be worn and used
- Location of welfare facilities
- General dos and don'ts
- All current, relevant guidance in relation to COVID-19 and social distancing

Each time a student is introduced to a new hazardous activity (e.g. use of a machine/tool, use of a hazardous substance etc.), it is the responsibility of the lecturer to ensure that all the hazards and control measures are explained to them (i.e. the key points from the relevant risk/COSHH assessment). The lecturer must be confident that the student has understood the risks before they are permitted to commence the activity. It is the responsibility of the lecturer to ensure that all student inductions are recorded and kept on file.

## **10. Roles and Responsibilities**

### **Board of Governors**

The Board of Governors adopt the guidance provided in INDG417(rev1) 'Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Sizes (HSE, 2013).

The Board operates a policy governance model providing a systematic approach to governance to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Board;
- There are effective 'downward' communication systems and management structures in place;
- There is an integration of good H&S management with business decisions;
- The workforce is engaged in the promotion and achievement of safe and healthy conditions;
- There is effective 'upward' communication in place;
- The College has access to competent H&S advice;
- The College has an H&S policy in which management responsibility for H&S is clearly defined;
- The appropriate organisational arrangements relating to the management of H&S exist and are monitored and reviewed (including the identification and management of H&S risks);
- Sufficient resources are allocated within the College budget to allow for the effective implementation of the H&S policy and all related procedures.

## **The Principal and CEO**

The Principal and CEO has overall responsibility for H&S within the College and ensures that the College is fully compliant with relevant legislation and that the H&S policy is implemented and disseminated. The Principal and CEO, through the management structure, ensures that safe working and learning conditions are implemented and maintained across all aspects of College provision. This is achieved through the College's Executive Leadership Team (ELT) and The Drivers for Change Groups.

## **Executive of Curriculum, Quality & Student Experience and CEO, Executive of Finance and ELT Members**

The Executive Leadership Team (ELT) are responsible for ensuring that managers fulfil their specific responsibilities for implementing the College's H&S policy and associated procedures. As the College is committed to achieving a measurable, progressive improvement in health & safety performance, the primary responsibility for implementing the policy lies with senior managers.

## **The Executive of Finance**

In addition to the responsibilities set out in Section 7, the Executive of Finance is also responsible for:

- Acting as the lead ELT member with responsibility for H&S;
- Formulating and implementing the College's H&S policy to comply with ethical and legal requirements;
- Ensuring that the Board of Governors receive regular reports on H&S;
- Acting as a link between the broad strategic aims of the Board and the implementation of the College H&S policy and its associated procedures;
- Ensuring that, within the resources provided for the College, there are adequate staff, funds, and materials to support the effective implementation of the H&S policy and its associated procedures;
- Managing the Health & Safety and Estates departments;
- Managing the College legal service;
- Leading on H&S and safeguarding, proposing and implementing policy
- Ensuring the provision of a high quality occupational health service.

## **ELT, The Drivers for Change Groups, CLDO and Team Leaders**

All senior staff have direct responsibility for all H&S matters within their area and ensure the implementation and operation of the College H&S policy and associated procedures within their area(s) of responsibility and are expected to lead by example. A summary of their main H&S responsibilities is as follows:

- Ensuring that appropriate resources are allocated to ensure that effective H&S measures are introduced and maintained;
- Bringing to the attention of the H&S Manager any high risk activity which cannot be adequately controlled by use of departmental resources;
- Ensuring that all staff fully understand their responsibilities as outlined in this H&S policy and its associated procedures;
- Ensuring that all staff and students within their area of responsibility are provided with a suitable H&S induction;
- Ensuring that safe methods of working exist in accordance with recognised procedures;
- Ensuring that written procedures and codes of practice exist (where necessary) and are applied effectively. These must be reviewed annually or when there has been a significant change;
- Ensuring that staff and students are instructed in safe working practices and corrective action taken where necessary. In particular, ensuring that there are adequate levels of supervision in place for students – especially for practical activities;
- Ensuring that all plant, machinery and equipment is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use;
- Ensuring that appropriate protective clothing and equipment (PPE) is available and used as instructed at all times;
- Ensuring that hazardous substances are recorded with an accompanying COSHH assessment and are correctly used, stored securely, and labelled;
- Ensuring that hazards are identified with appropriate signage and all H&S information is communicated to relevant persons;
- Ensuring that risk assessments exist for all areas, equipment/machinery, and activities, where significant risks have been identified; and that they are reviewed and revised as necessary;
- Ensuring that all incidents that occur within their area are promptly brought to the attention of the H&S Manager by reporting them on the Riskproof online platform and are, in turn, reviewed promptly and appropriately
- Setting standards for their area for the improvement of H&S (this should be incorporated in the SAR and OP for the area);
- Ensuring that any H&S concerns that they are unable to remedy are formally reported to the H&S Manager;

- Ensuring that H&S is a fixed agenda item for team meetings;
- Communicating H&S matters to the staff within their area as soon as they become aware of them;
- Notifying a member of ELT immediately of any serious H&S concerns;
- Ensuring that their staff attend mandatory H&S training in line with College requirements;
- Identifying any specialist H&S training that may be required and ensuring that staff receive adequate H&S training for their role and needs.
- Ensuring that staff co-operate with fire drills.

### **The H&S Manager**

The H&S Manager reports to the Executive of Finance on health, safety and welfare matters. The H&S Manager is responsible for:

- Providing on-site expert H&S advice and support to all personnel and strategic advice to ELT and the Board;
- Being the nominated person to represent the College for COVID-19 related issues;
- Managing incident/accident reporting and investigation through the Riskproof online platform;
- Supporting the College and Legal Officer in defence of liability claims;
- Developing and reviewing the H&S policy and its associated arrangements
- Undertaking regular H&S inspections and audits across College sites
- Developing an active and engaging H&S training programme and delivering induction and developmental training on H&S matters;
- Training staff in the use of the Riskproof risk assessment system and providing advice and support on completion and approval of risk assessments;
- Managing the Riskproof online platform;
- Managing the Evolve online platform and act as 'Head' to approve off-site activities;
- Liaising with regulators
- Ensuring the reporting of H&S matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and assisting, where appropriate, with the investigation of accidents/incidents, near-misses and any complaints originating from designated site safety representatives;
- Reviewing H&S procedures and assisting with the implementation and monitoring of specific H&S objectives;
- Supporting Managers to establish a positive H&S culture; and
- Overseeing first aid systems

## **The Head of Estates**

The Head of Estates has direct responsibility for the management of all the College sites and premises in accordance with the relevant Acts, H&S legislation and the Occupiers Liability Acts, in particular the Workplace (Health, Safety and Welfare) Regulations 1992; this includes fire precautions and the maintenance and repair of buildings, including maintenance contracts.

The Head of Estates is responsible for:

- Ensuring that the College's real estate and transport is efficiently and effectively managed to a high standard;
- Supporting the Executive of Finance in providing quality advice to the ELT and the Corporation in related matters;
- Providing cross-College H&S management and support to achieve compliance with;
- H&S legislation;
- Planning and managing arrangements for the proper maintenance, repair and development of College premises, including the preparation of specifications and contracts, the oversight of specialist advisers and consultants;
- Advising upon and implementing systems appropriate for efficient and effective maintenance and management of College premises and property interests, having regard in particular to environmental aspects;
- Ensuring that the College fulfils its statutory and other legal obligations relating to its premises, including waste management;
- Leading on H&S management to achieve legislation compliance and work towards the College having exemplary systems that enhance student employability;
- Managing the provision of contracted services overseen by the Estates function, including cleaning, catering and other retail services, to ensure that they achieve contractual standards;
- Liaising with appropriate external services, agencies and building contractors to fulfil the preventative and emergency security, safety, and maintenance requirements;
- Managing the College's Transport Strategy, and in particular to lead on the negotiation and management of contracted transport services in support of that strategy and to oversee the management of the College's vehicles;
- Raising tender documents and specifications for contracted work which complies with the relevant H&S legislation and BS/EN standards;
- Controlling and supervising the work of contractors in line with the Construction (Design and Management) Regulations 2007 (CDM);
- Compiling and implementing policies and procedures for site security, site safety, emergency evacuation procedures and emergency callout procedures for Estates staff;



- Managing emergency procedures and ensuring regular inspection of all safety and security aids and alarm systems, and maintaining the appropriate records, for inspection by the appropriate bodies;
- Retaining appropriate documents relating to the H&S regulations and Approved Codes of Practice (e.g. thorough examination reports for passenger lifts etc.)
- Maintaining a reactive maintenance system (via the online Estates Maintenance email) for defects found within College buildings or around College grounds and prioritise any hazardous defects for early action;
- Maintaining fire safety procedures throughout the college in line with the Regulatory Reform (Fire Safety) Order 2005 and other related legislation;
- Supervising the implementation of precautions to reduce the risk of exposure to legionella bacteria from work activities and water systems on the premises;
- Supervising the implementation of procedures and precautions in relation to the control of asbestos for all College premises.

### **Employee Responsibilities (all staff)**

Staff are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the H&S of themselves and of other persons who may be affected by their actions or omissions;
- Cooperate with the College so far as is necessary to enable compliance with all H&S matters;
- Not to interfere with or misuse anything provided in the interests of H&S;
- Any employee must inform the College of: –
  - Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety; and/or
  - Of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection against arrangements for H&S.

Staff are also responsible for:

- Attending mandatory H&S training sessions in line with College requirements;
- Attending any other H&S training as directed by their line manager;
- Co-operating with fire drills;
- Where necessary, in the event of an evacuation, using the contents of the fire evacuation box, clear the associated zone, and notify the senior staff of any issues with the evacuation
- Familiarising themselves with the College Health, Safety and Welfare policy and associated arrangements relevant to their role;

- Promptly reporting any accidents/incidents/near misses via the Riskproof system;
- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment supplied in the proper manner. This includes the wearing of appropriate clothing and footwear that is appropriate for the work being undertaken. This will include but is not limited to open toe shoes, sandals and flip flops, as these would be potentially hazardous in high risk areas such as construction, engineering, hospitality or any other area where manual handling or food prep type activities are carried out
- Ensuring that any hazardous substances are correctly used and stored;
- Reporting immediately to the Estates office any defects in the premises, plant, equipment and facilities which they observe and take an active part in promoting
- H&S;
- Wearing their College ID lanyard at all times when on site and challenging personnel not wearing a recognized lanyard; and
- Ensuring that any visitors to the site that they are responsible for:
- Sign in and are issued with a visitor lanyard;
- Are adequately supervised at all times;
- Receive a health & safety induction (where necessary – i.e. for contractors and/or other visitors that may need to be left unsupervised); and
- Sign out and return their visitor lanyard.

### **Teaching Staff (including Any Instructors, Assessors and Technicians)**

The H&S of students is the responsibility of the person teaching them whilst they are in the learning environment. It is imperative that teaching staff set an example with regards to H&S, and that they demonstrate best practice in H&S at all times. In addition to the responsibilities of all staff (as detailed above), Teaching staff are also responsible for:

- Ensuring that all students receive the College Induction presentation (available via Moodle Tutorial);
- Ensuring that students receive training in the College fire and emergency procedure (and more specifically for the building(s) in which they will be taught);
- Ensuring that students are informed of H&S regulations, rules and procedures and that students and other staff in their area of work apply these effectively;
- Briefing students on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions;

- Ensuring that students are wearing appropriate personal protective equipment (PPE), where issued and in the manner in which they have been instructed;
- Ensuring that all students that will be learning in a high risk area (e.g. workshops, labs, kitchens etc.) receive an area specific induction before being permitted to work in the area. The induction must be recorded and must cover the following elements as a minimum:
  - Emergency arrangements (fire, accidents and first aid);
  - Any significant risks that may affect them (for example, machinery and equipment, manual handling, hazardous substances, slips, trips and falls etc);
  - Control measures for the above (for example, safe systems of work, supervision, protective and preventive measures, training and instruction, signs and notices etc); ○ Supervision arrangements (and who is responsible for them) and the contact (if not the supervisor or instructor) for any H&S concerns;
  - Any restrictions or prohibitions that apply to the students (for example, equipment, processes, areas, systems);
  - Any personal protective equipment or clothing that they must wear, why this is so, and when and how they should wear it;
  - Location of welfare facilities (toilets, drinking water etc.), and;
  - General “do’s” and “don’ts”.

Each time a student is introduced to a new hazardous activity (e.g. use of a machine/tool, use of a hazardous substance etc.), it is the responsibility of the tutor/lecturer to ensure that all the hazards and control measures are explained to them. The lecturer must be confident that the student has understood the risks before they are permitted to commence the activity.

### **Student Responsibilities**

It is the responsibility of each individual student to take reasonable care of their own H&S and not to act in a manner that places others in danger. In

particular, all students must:

- Be familiar and comply with, fire and emergency evacuation procedures;
- Assist teaching staff and technicians in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- Use the correct equipment and tools for the job;
- Wear the appropriate personal protective equipment for the task (as directed by their tutor/lecturer);

- Report immediately to their lecturer, any defects in the premises, plant, equipment and first aid facilities which they observe;
- Report immediately to a member of staff, any accidents, incidents or near misses, and; Take an active interest in H&S.

Students must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action by the College.

The College will provide an induction covering H&S aspects (and area specific H&S induction where appropriate) to ensure that students are aware of their health and safety responsibilities.

### **Visitors**

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger.

In particular, visitors must:

- Comply with instructions given by members of staff;
- Not tamper with emergency equipment;
- Sign in at reception upon arrival;
- Wear a visitor lanyard;
- Bring to the attention of staff any H&S issues;
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their visitor lanyard prior to leaving the site.

Information on emergency procedures and the necessity to report any illness, injury or accident is provided on the reverse of the visitor pass.

### **Sub-contractors**

It is the responsibility of the sub-contractor to ensure that the provision of services is provided in a safe, healthy and supportive environment which meets the needs of the College, its students and other members of the public. Where part of learning takes place in an environment outside of the direct control of the Sub-contractor, the Subcontractor shall take all reasonable steps to ensure that arrangements are in place to protect and promote the health, safety and welfare of the Students.

The Sub-Contractor must inform the College of any injuries or diseases to College personnel within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and shall investigate or assess the circumstances of all Student incidents within

the scope of RIDDOR and follow all relevant HSE guidance on investigating accidents and incidents.

Prior to all works they will be required to supply suitable RAMS for consideration and approval. This ensures the practices are in line with the college and therefore does not place any of our staff and students at risk of harm.

### **Functions of Safety Representatives (both union and non-union)**

The functions of Safety Representative are defined in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and as laid down in locally negotiated agreements.

These functions include:

- To represent Staff in consultation with the College under section 2(6) of the Health and Safety at Work etc. Act 1974;
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the Staff they represent) and to examine the causes of accidents at the workplace;
- To investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work;
- To make representations to the College on matters arising out of the above;
- To make representations to the College on general matters affecting the health, safety or welfare at work of the Staff at the workplace;
- To carry out workplace inspections in accordance with Regulations 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977 (as amended);
- To represent the Staff he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- To receive information from inspectors in accordance with section 28(8) of the Health and Safety at Work etc. Act 1974, and;
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.

### **Health, Safety & Welfare Committee**

The College Health, Safety and Welfare Committee will form the main basis for formal consultation on H&S matters with staff and student representatives. Membership of the Committee will consist of, but not limited to, ELT and The Drivers for Change Groups members, H&S Manager, Premises Manager, Safeguarding Coordinator, Union Safety Representatives, Student Representatives and selected co-opted members as invited.

Frequency of meetings will be quarterly. The main function of the Committee is to enable the College to discuss with its employee and student representatives the general matters about which it must consult the workforce. The Terms of Reference for the Committee is included in Section 3.

The core objectives of the Committee are to:

- Monitor progress/completion of the Health, Safety and Welfare Development Plan;
- Review and discuss statistics on accidents, incidents, ill health, and sickness absence;
- Review and discuss the outcome of serious accident/incident investigations and agree on any subsequent action;
- Review and discuss the significant findings of safety inspections of the workplace by enforcing authorities, external agencies, management or employee health and safety representatives;
- Discuss completion of risk assessments;
- Review and discuss health & safety training;
- Review, discuss and grant approval of the Health, Safety and Welfare Policy and its associated procedures; and

Discuss any changes in the workplace that may affect the health, safety and welfare of Staff and/or students.

## **11. Implementing the Plan**

Planning is the key to ensuring that the College's H&S efforts really work. Planning for H&S involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture.

**Risk Control** – The aim is to eliminate risks where possible, or to reduce the risk to as low as is reasonably practicable where elimination is not possible. Risk assessments are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated through the selection and design of facilities, machinery/equipment and working/learning processes. If it is not possible to eliminate the risk completely, the risk will be minimised through the use of physical controls (e.g. machine guarding) or, as a last resort, through safe systems of work and personal protective equipment.

**Department Planning** – Directors, Heads of Department and CDLO/Support Department Managers ensure that their risk assessments are up to date and cover all areas/activities within their area of responsibility. Heads of Department and CDLO/Support Department Managers also ensure that department budgets include any resource proposals for dealing with any high risk activities identified that are not already adequately controlled. Consequences of failure to provide the required resources must be made clear to ELT.

**Self-Assessment Reports (SARs) and Operational Plans (OP)** – Directors, Heads of Department and CDLO/Support Department Managers are responsible for identifying weaknesses within their H&S performance/risk control

systems and providing details of how they plan to make the necessary improvements within the SAR and OP completed for their department.

**Reporting Defects** – Any defects to College buildings, fabric of buildings and external areas on College premises must be reported to the Estates department via email (go to the Global address list and select 'Estates Maintenance'). For any defects that require urgent attention (i.e. whereby delay could result in serious danger) please contact the Estates office. If the Estates office is closed (i.e. outside of normal working hours) please contact Site Services by telephone.

With regards to defects in equipment/machinery, it is the responsibility of the Directors, Heads of Department and CDLO/Support Department Managers to ensure that they have a reporting and rectification system in place for the equipment/machinery that they are responsible for.

**Reporting Hazards** – It is the responsibility of all Staff to report any item/situation that they believe to be hazardous to the relevant Directors, Heads of Department or CDLO/Support Department Manager. Hazards that cannot be dealt with that pose an immediate risk must be reported by telephone to the Estates office immediately on ext: 5302 (or 01752 305302). For any long term low risk hazards, a Near Miss/Hazard Observation report must be completed via the online Riskproof accident/incident reporting system (accessible via Staff Central) or directly to the H&S Manager.

**Insurance** – It is the responsibility of the Principal and CEO to ensure that the College (and its subsidiaries) has adequate Employee and Public Liability insurance cover in place. Copies of the Certificate of Employers' Liability Insurance will be made available on request to the Legal Officer.

**Risk Assessment of students with medical/behavioural conditions, disabilities, and/or special needs etc.** – Students with medical/behavioural conditions, disabilities, and/or special needs etc. that may affect their safety (or the safety of those affected by their actions) whilst learning will need to be risk assessed. It is the responsibility of staff to report the need for such an assessment to the Student Journey Management team as soon as they are made aware of any potential issues (i.e. following receipt of application form, during interview etc.). This student individual risk assessment process will be fair and will look at what reasonable adjustments can be made in line with the requirements of the Equality Act 2010.

**Risk Assessment of staff with medical/behavioural conditions, disabilities, and/or special needs etc.** – Staff with medical/behavioural conditions, disabilities, and/or special needs etc. that may affect their safety (or the safety of those affected by their actions) whilst working will need to be risk assessed. It is the responsibility of staff to report the need for such an assessment to the Human Resources team as soon as they are made aware of any potential issues. This individual risk assessment process will be fair and will look at what reasonable adjustments can be made in line with the requirements of the Equality Act 2010.

**Implementation** – Where necessary, specific procedures will be compiled to assist persons in

implementing the H&S policy. A list of these procedures is provided in section 3 of this policy under the 'Arrangements' section.

## **12. Check**

### **Measuring Performance**

H&S performance needs to be measured to find out if the College is being successful. We need to know:

- Where we are;
- Where we want to be;
- What is the difference – and why.

The two key components of H&S monitoring systems are active monitoring and reactive monitoring.

**Active Monitoring (before things go wrong)** – involves regular inspection and checking to ensure that standards are being implemented and management controls are working. The College will carry out active monitoring through:

- Workplace Inspections – each area of the College is subject to a periodic H&S inspection undertaken by the H&S Manager. Areas are prioritised based on the level of risk, and fed into an inspection schedule. Following each inspection, a full report is produced and Managers are expected to ensure that all items on the action plan are carried out within the agreed timescales.
- Health & Safety Update Reports – H&S update reports will be produced for Corporation meetings as per the annual schedule (minimum of 2 update reports per academic year).
- Annual Report to the Board of Governors – An annual report is produced on the College's H&S performance and is presented at the next available Board meeting at the end of the academic year.
- Health Surveillance – the College provides a health surveillance programme which is managed through the Human Resources Department.

**Reactive Monitoring (after things go wrong)** – involves investigating injuries, cases of work related illness, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why. The College carries out reactive monitoring through:

- Investigating Accidents, Incidents and Near Misses – the Accident Reporting procedure can be found within the 'Arrangements' section of this policy (section 3). All accidents, incidents and near misses must be reported to the H&S office via completion of an online form using the Riskproof system (accessible via the College intranet site – homepage). For any serious accidents/incidents/near misses, the H&S office should be notified immediately by telephone.



- Accident/Incident/Near Miss statistics will be submitted for discussion during Health, Safety and Welfare Committee meetings. Statistics will also be compiled and included in H&S reports to the Board of Governors.
- Work related ill health and sickness/absence figures will be submitted by the Human Resources department for discussion during Health, Safety and Welfare Committee meetings.

**Benchmarking** – Where possible, benchmarking will be used to compare the H&S performance of the College with that of other, similar organisations.

## 13. Act

### Reviewing Performance

Monitoring provides the information to let you review activities and decide how to improve performance. Audits, by staff or external parties, complement monitoring activities by looking to see if the College's policy, organisation and arrangements are actually achieving the right results.

External auditing will be carried out by the local authority Environmental Health Officers (for food hygiene visits to catering departments), Fire Officer inspections, Insurance Company inspections, other providers of work-based learning/work experience where the College is the employer, HSE inspections, and external auditors (where appointed). Other ways in which the College will review its H&S performance are as follows:

**Workplace Inspections** – each area of the College is subject to a periodic H&S inspection undertaken by the H&S Manager. Areas are prioritised based on the level of risk, and fed into an annual schedule. Following each inspection, a full report is produced and Managers are expected to ensure that all items on the action plan are carried out within the agreed timescales.

**Risk Assessment Review and Audit** – Directors, Heads of Department and CDLO/Support Department Managers are responsible for ensuring that all areas/activities presenting any significant risk within their area of responsibility have been risk assessed and that such assessments have been recorded, approved, and are reviewed at least annually (please note that reviews should take place more frequently where the activity/area is deemed as either medium or high risk). Directors, Heads of Department and CDLO/Support Department Managers ensure that any new activities that are being considered for the forthcoming academic year are risk assessed before the activity commences to ensure that suitable control measures are in place. Please refer to the College's written Risk Assessment procedure for further information.

**Self-Assessment Reports (SARs) and Operational Plans (OPs)** – The College is required to conduct and record a SAR. As part of that process, the H&S performance of each department should be considered and compared against the standards set for that year. New standards by which H&S performance can be measured for the forthcoming year must also be set. These must then be reviewed as part of the SAR/OP review process.

**Annual Report to the Board of Governors** – An annual report is produced on the College's H&S performance and is presented at the next available Board meeting at the end of the academic year. Any recommended actions will be fed into the H&S development plan, with progress on completion monitored by the Health, Safety and

Welfare Committee.

**External H&S Audits** – External audits to review the College's H&S arrangements are organised periodically. Any recommended actions will be fed into the H&S development plan, with progress on completion monitored by the Health, Safety and Welfare Committee.

## **14. Learning Lessons**

Learning lessons involves acting on:

- Findings of accident investigations and near miss reports – each accident/incident/near miss reported via the Riskproof system is investigated at a local level (as a minimum). For more serious accidents/incidents/near misses, a full investigation is completed. Findings of the investigations are communicated to relevant staff, and discussed at Health, Safety and Welfare Committee meetings.
- Organisational vulnerabilities identified during monitoring, audit and review processes – where any potential vulnerabilities/shortcomings are identified, an action plan with SMART targets will be put into place.

## **15. Related Policies**

- Control of Substances Hazardous to Health (COSHH) Procedures
- Disciplinary Procedure for Staff
- Disciplinary Procedure for Senior Post Holders
- Emergency and Continuity Plan
- Equality Diversity and Inclusion Policy
- Fire Safety and Evacuation Procedures
- Healthcare Policy and Procedures
- Learning Teaching Policy
- Manual handling Procedures
- Safeguarding Policy
- Safeguarding Procedure
- Serious incident Management Plan - including EAPs
- Staff Code of Conduct
- Staff Training and CPD Policy

- Student Disciplinary Procedure
- Student Induction Procedure
- Students with Learning Difficulties and/or Disabilities
- Substance Misuse – Staff
- Sustainability Policy
- Trade Union Recognition Procedure

## **16. Section 3 – Arrangements**

This section provides a list of procedures that will assist managers and Staff in complying with this H&S policy. All procedures are available via Staff Central. A summary of key points for each arrangement is provided below.

- 3.1 Accident/Incident/Near-Miss/RIDDOR Reporting
- 3.2 Control of Substances Hazardous to Health (COSHH)
- 3.3 Driving at Work: Minibus Procedures and Personal
- 3.4 Equipment: PUWER; Machinery; Electrical Safety and PAT; DSE
- 3.5 Fire Safety and Evacuation
- 3.6 First Aid & Medical: First Aid; Control of Infections; Sharps; Student MRA; Sunshine
- 3.7 Health & Safety Training
- 3.8 Lifting Equipment and Lifting Operations (LOLER)
- 3.9 Local Exhaust Ventilation (LEV)
- 3.10 Lone Working
- 3.11 Manual Handling
- 3.12 Noise at Work
- 3.13 Hand Arm Vibration
- 3.14 Off-site Activities
- 3.15 Office Safety
- 3.16 Risk Assessment
- 3.17 Student Medical Risk Assessment
- 3.18 Working at Height
- 3.19 Nuclear Emergency
- 3.20 Food Hygiene
- 3.21 Health, Safety and Welfare Committee Terms of Reference

All accidents/incidents/near-misses must be alerted to the H&S Manager as soon as possible, this can be done either by reporting them on the Riskproof online platform or by completing an electronic or paper accident form (these need to be sent to the health and safety manager on completion) at the soonest possible opportunity. Any occurrence involving a student must be reported within 24-hours. Any occurrence off-site must be suitably recorded at the time and then reported on to the Riskproof at the soonest possible opportunity.

Near-misses can either be reported on the Riskproof system or directly to the H&S Manager by phone or email.

All reported occurrences will be initially reviewed by the H&S Manager and the appropriate reviewer then assigned to carry out an investigation. Investigations must be commenced within 48-hours and completed within 7-days of the occurrence. Where additional actions or management reviews are required, this deadline will be extended and passed on to the H&S Manager to complete the investigation.

All RIDDOR reportable occurrences will be dealt with and reported to by the H&S Manager in conjunction with ELT. Where students on Trainee/Apprentice placements the appropriate reporting procedures will be followed.

Further guidance on this topic is available in the College document: Accident Reporting Procedures

## **17. Control of Substances Hazardous to Health (COSHH)**

All staff must complete the mandatory online training package relating to COSHH and any job specific COSHH training required including introduction to the chemicals and the relevant risk assessments. It is the responsibility of departmental managers to ensure that all substances

hazardous to health are appropriately transported, handled, used, mixed, processed and stored. This will be achieved through identifying competent, responsible personnel to undertake COSHH Awareness training and complete COSHH Assessments recorded on the Riskproof platform.

Hazardous substances can take many forms, including chemicals, fumes, dusts, vapours, mists, gases and germs.

All substances must be recorded, itemised and have the correct SDS and COSHH Assessment available to all personnel with the potential to be affected by the hazard they present. Substances must be used in accordance with product label instructions and kept in their original containers. 'COSHH Cabinets' must be clearly identified, secured and based on impervious flooring. The management of cabinet contents is essential and care must be taken to ensure containers are secure and specific hazards are collected with no transference, such as flammable and oxidising to remain separated.

Appropriate risk assessments and safe systems of work must be in place and (where required) PPE must be provided with appropriate fitting, training and supervision to ensure that it is used and stored properly. Specific disposal procedures must be adhered to, with assistance from the Estates Team. Emergency procedures, including spillages, must be displayed and communicated in areas where they are routinely used.

Health surveillance is provided to all staff considered to be at risk of exposure to substances hazardous to health following pre-employment occupational health surveying, conducted by HR.

#### Asbestos

- An asbestos register is maintained and stored with the Estates Team, recording all locations, interactions and updates
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Staff are briefed on the hazards of asbestos, locations and actions to take if they suspect they have disturbed it
- Contractors will be advised that if they discover what they suspect to be asbestos containing materials (ACM) they are to cease work immediately until the area is declared safe

#### Legionella

- A water risk assessment is in place and the Head of Estates is responsible for ensuring that the identified operational controls are conducted and recorded.
- The water risk assessment and written scheme will be reviewed every 2 years or as required dependent on significant changes
- Risks from legionella are controlled through temperature checks, heating of water, disinfection of showers and start of term procedures

#### Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are routinely checked to ensure adequate ventilation is installed

Further guidance on this topic is available in the College document: Control of Substances Hazardous to Health Procedures

## **18. Driving at Work - Minibus Procedure and Personal Driving**

It is the responsibility of the staff member to ensure they adhere to the Driving at Work policy and Minibus procedures where they are required to drive either a College or personal vehicle

under the requirements of their role with the College. Key points of these policies include, but are not limited to:

- Submitting their driving licence for annual review
- Reporting any driving violations, points or bans to the Estates or HR Teams
- Ensuring drivers hold the correct licence for the vehicle they intend to use
- Minibus drivers have completed minibus training and attend refresher courses
- Driving no longer than 2-hours and ensuring adequate rest time
- Zero tolerance attitude towards driving under the influence of drugs or alcohol

It is the responsibility of all registered minibus drivers to adhere to the procedures as set out within the College document, managed by the College Estates Team. Failure to comply with any aspect of the Minibus Procedures will result in the staff member being removed from the approved drivers list.

Any staff member interested in becoming a registered driver, or has been at a previous establishment, may register their interest with the Estates Team.

Further guidance on this topic is available in the College document: Driving at Work Procedures

## **19. Equipment - PUWER, Machinery, Electrical Safety and PAT**

### **DSE Provision and Use of Work Equipment (PUWER)**

It is the responsibility of all departmental managers to ensure that all equipment used is suitable, maintained, inspected and all specific associated risks are identified and activities risk assessed with the appropriate control measures put in place. Suitable information, instruction, training and supervision in the safe use, storage, maintenance and inspection of work equipment must be provided and monitored.

It is the responsibility of all staff and students utilising work equipment to adhere to all risk assessments, training and the use of PPE as provided, and to inspect prior, during and after use of the safe condition of equipment and report any defects or damage.

### **Machinery Safety**

It is the responsibility of department managers to ensure that all machinery that falls under their remit is set, cleaned, used and maintained appropriately as determined by manufacturer's instructions and that all operatives receive the required information, instruction, training and supervision.

Risk assessments and safe systems of work must be in place and distributed amongst operators to ensure they are familiar with safe working procedures. No under 18s are permitted to use machinery without strict supervision. All defaults, defects or points of concern must be reported immediately to the respective department manager or the Premises Manager.

Protection against specific hazards and dangerous parts of machinery must be controlled to pose no threat of risk to personal or property damage or loss. Guards and protection devices must be in use, with isolation and emergency devices clearly located, accessible without causing further harm and fully operating.

Health surveillance is provided to all staff considered to be at risk of exposure to hand arm vibration (HAV) and work-related upper limb disorders (WRULD) following pre-employment occupational health surveying, conducted by HR.

### **Electrical Safety and Portable Appliance Testing (PAT)**

It is the responsibility of all departmental managers to ensure that portable appliances are made available for routine periodic testing as required, liaising with the Site Manager to coordinate testing routines.

It is the responsibility of all staff to ensure they make safe use of all electrical appliances and accessories, including (but not limited to):

- Not overloading plug sockets, extension leads or 'daisy chaining' leads together
- Assessing the use of high-wattage appliances, especially simultaneous use
- Ensuring appliances are PAT tested and are of a good standard by visual inspection
- Remaining aware of the location of emergency cut-off and isolation switches
- Avoiding trip hazards from trailing leads and maintaining good housekeeping practices
- For the avoidance of doubt no electrical devices should be brought on to site, without the formal written consent of the Head of Estates. This is due to the necessary PAT requirements and Fire regulations

### **Display Screen Equipment (DSE)**

It is the responsibility of all staff to complete a DSE training and assessment module through the College's online platform, which is managed by the H&S Manager. Any identified risks will be appropriately addressed by the H&S Manager in a follow-up DSE assessment for the appropriate reasonable adjustments or advice to be provided.

Further guidance on this topic is available in the College document: Equipment Procedures

## **20. Fire Safety and Evacuation**

It is the responsibility of all staff, students, contractors, visitors and members of the public to comply with the College's evacuation procedures. Key information is provided to all personnel by displaying blue 'Fire Routine' notices in every classroom, office and beside every exit route. Staff and students receive this information as part of their H&S induction. Visitors and contractors are provided with this information upon signing-in, but it is the responsibility of those they are visiting to ensure that they are attended to during an evacuation.

A fire safety response team is in place consisting of the H&S Manager, Head of Estates, Facilities Manager, Estates and Site Services Teams and Fire Wardens/First Aiders. Any

directions provided by an identified member of these teams must be followed. Special arrangements are in place for all personnel with PEEPs.

The fire alarm is tested weekly and additional fire protection media tested routinely. The fire risk assessment is reviewed every 3 years, or as required following alterations to the premises. Evacuation drills take place routinely throughout the academic year. All personnel to only use designated smoking or vaping shelters when partaking in either activity.

Fire assembly points are clearly identified for each block. It is the responsibility of all personnel to report to the appropriate muster for the area in which they have evacuated from and await further instruction. No personnel are to leave the site by any means to ensure that all personnel can be accounted for and safe knowledge that a full evacuation has been completed.

Further guidance on this topic is available in the College document:

Fire Policy and Procedures

Serious Incident Management Plan

EAPs

## **21. First Aid and Medical - First Aid, Control of Infections, Sharps and Working in Sunshine**

The College takes an active approach to providing first aid facilities to staff, students, contractors, visitors and members of the public. Assessments have been carried out to ensure that the appropriate amount of provision is made available to all activities at all times. A dynamic list of available first aid trained staff can be accessed via Staff Central, Reception, Site Services or the H&S Manager.

As per the accident reporting procedures, any occurrence requiring first aid attention must be reported to the H&S Manager via the Riskproof online platform. Any first aid incident that requires professional medical attention must be reported to the H&S Manager immediately.

### **Control of Infections**

It is essential that all spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned immediately using the appropriate PPE. All first aid kits contain blue nitrile gloves and bodily fluid waste disposal kits and where there is a known risk appropriate PPE must be issued and worn, such as aprons for changing nappies.

The disposal of fluids is managed by the College contracted cleaning company and the Estates Team, who must be contacted immediately to assist in the safe disposal of waste. Appropriately marked bins and kits are provided and first aiders are instructed in the safe processes of disposing of such materials.

The College follows the recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic the College will follow advice from Public Health England



about the appropriate course of action and enact the Emergency Incident and Continuity Plan and use the Serious Incident Management Plan as required.

### **Safe Handling of Sharps**

Upon discovering a discarded syringe or needle staff are to view the area to ensure no others are present to avoid harm or injury. Staff must contact Site Services immediately to assist. The sharps container and disposal kit must be taken from the First Aid room to the location of the sharp, utilising the gloves and tongs provided to appropriately dispose of the sharp(s). The sharps container must be fully closed before returning it to the First Aid room and the H&S Manager informed of the incident.

### **Working in Sunshine**

Increased exposure to the sun may cause one or more of the following problems: sunstroke; sunburn; skin cancer; eye damage.

When undertaking their working activities, or planning activities for groups of students outside it is the responsibility of all staff to ensure that sensible precautions are taken where possible to:

- Avoid sunburn, limit unprotected exposure to solar radiation and seek shade
- Wear suitable clothing, glasses and head wear to reduce exposure
- Avoid areas of high level reflected light
- Apply sun blocks or screens generously and reapply frequently
- Ensure provision and consumption of fresh drinking water

Further guidance on this topic is available in the College document: First Aid and Medical Procedures

## **22. Health & Safety Training**

An active H&S training programme has been developed in conjunction with the College H&S Strategy to support the development of staff competency, knowledge and positive culture throughout the College. This is represented in the 'Competency Pyramid', a 5-tiered structure that establishes the required levels of competency throughout the organisation.

Tier 2 of the pyramid focuses on 'H&S Personal Profiles' and contains a range of bespoke training modules delivered internally and externally to provide individuals with the role specific training they require.

Training should be reviewed and update periodically as recommended, with necessary CPD being completed annually if not more frequently

## **23. Lifting Equipment and Lifting Operations (LOLER)**

It is the duty of all departmental managers to ensure that all lifting equipment and lifting operations within their remit is appropriately tested, examined, maintained, stored and operated by competent individuals. Information, instruction, training and supervision must be provided.

The department manager, in conjunction with the Head of Estates, must ensure that all equipment is thoroughly examined by a competent third-party organisation every 6 or 12 months, as required under LOLER. If further information as to the frequency of examinations please contact the Health and Safety Manager

Under no circumstances can any equipment be used by non-competent personnel or if out-of-date for inspection.

Further guidance on this topic is available in the College document: Lifting Equipment and Lifting Operations Procedures

## **24. Local Exhaust Ventilation (LEV)**

It is the duty of all departmental managers to ensure that all Local Exhaust Ventilation (LEV) installations are appropriately tested, examined, maintained and operated by competent individuals. Information, instruction, training and supervision must be provided.

The department manager, in conjunction with the Premises Manager, must ensure that all equipment is thoroughly examined by a competent third-party organisation every 12 months, or as required.

Any defects or conditions affecting the correct operation of LEV installations must be reported to the Head of Estates immediately.

Further guidance on this topic is available in the College document: Local Exhaust Ventilation Procedures

## **25. Lone Workers**

It is the responsibility of department managers to identify staff members that are considered to be lone working and ensure that they are supported through consulting the College risk assessment and policy for lone working and acting as dictated by the responsibilities of their role. Strong communication procedures must be in place between managers and staff.

It is the responsibility of all staff members that qualify as lone workers to consult the College risk assessment and policy for lone working and acting as dictated by the responsibilities of their role. Strong communication procedures must be in place between staff and managers.

Lone working is defined as when staff are engaged in work activities (either indoors or outdoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Categories of lone workers include:

- Staff required to work alone for all or most of the time, such as site or cleaning staff working in the evening or early mornings
- Staff staying on to finish work after others have left, those who arrive early, or those who attend work during non-teaching leave periods
- Staff who are key-holders engaged in opening/locking routines and setting alarms after the premises has been vacated
- Staff engaged in working activities off-site, such as travelling to meetings or visiting students in work placements or off-site assessments

Further guidance on this topic is available in the College document: Lone Working Procedures

## **26. Manual Handling**

It is the responsibility of all line managers to ensure that any staff role that has been identified as regularly engaging in manual handling must complete an online assessment and attend training with the H&S Manager. All staff engaging in manual handling operations must be aware of their own limitations and the physical demands of the task and should look, where possible, to assist in the planning of manoeuvres and either eliminate or reduce the risk of manual handling tasks.

All operations in which staff are engaged in manual handling must be appropriately assessed by utilising the HSE assessment tools and filters, and applying the mnemonic TILE:

- Task
- Individual
- Load
- Environment

Further guidance on this topic is available in the College document: Manual Handling Procedures

## **27. Noise at Work**

It is the responsibility of departmental managers to ensure that no member of staff or student is exposed to dangerous levels of noise in the working/teaching environment. The following guideline decibel levels must be adhered to and, where required, appropriate PPE must be made available or mandatory.

Departmental managers and the H&S Manager must monitor the levels of exposure to staff and students regularly to ensure appropriate action is taken at the exposure action values, as dictated under the Control of Noise at Work Regulations 2005 – Regulation 4:

- Lower exposure action value: 80dB (A-weighted)

- PPE must be made available
- Upper exposure action value: 85dB (A-weighted)
- Mandatory PPE must be worn
- Exposure limit value: 87dB (A-weighted)
- Mandatory and appropriate PPE must be worn to reduce the exposure to beneath 87dB

Health surveillance is provided to all staff considered to be at risk of exposure to noise at work following pre-employment occupational health surveying, conducted by HR.

Further guidance on this topic is available in the College document: Noise at Work Procedures

## **28. Hand Arm Vibration - HAVs**

The college takes Hand-arm vibration seriously and works closely with staff to ensure the potential for injury is minimised. This comes from a combined approach of SSOW, PPE and monitoring. Hand Arm Vibrations comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints). This condition is serious and can be disabling, it affects around 2 million people.

The issues associated with HAVs however, are completely avoidable and 100% preventable if managed appropriately. The main concern associated with HAVs is that once the damage is done the effects are permanent and irreversible.

Equipment that may result in HAVs are located across the college and will not be limited to Engineering or Construction areas - The traditional areas associated with this kind of injury

It is therefore important that all managers monitor the use of any tool that results in vibration, and understand that the use of some tools may need to be limited. Some tools may develop vibrations over their lifespan or in the event of them being dropped or damaged.

The college is committed to improving the management of HAVs by way of investing in technology and periodical testing of equipment to understand the risks associated to that specific tool/piece of equipment

## **29. Off-Site Activities**

All off-site activities involving students must be logged on the Evolve online platform and receive approval by the EVC, Head and LA where required. All Evolve forms must be completed and submitted no later than 2 weeks prior to the event and contain the following documentation as attachments as a minimum to be reviewed:

- Risk assessment completed in Riskproof
- Itinerary/programme of events
- Student list, including known medical conditions and emergency contact details
- Transport booking details (minibus, travel provider, etc.)

Further items may be requested of Trip Leaders, such as route cards and documentation from external venues or providers. The EVC and Head will receive confirmation from the relevant line manager and Director to ensure authorisation of a trip going ahead before final approval or submitting to the LA where necessary.

Further guidance on this topic is available in the College document: Off-Site Activity Procedures

### **30. Office Safety**

It is the responsibility of all staff to ensure excellent housekeeping standards are upheld and to ensure:

- Familiarity with emergency procedures, exit locations, first aid locations, emergency cut-off points and methods for raising alarm
- Access and egress areas remain free from obstruction at all times
- Doors and windows are closed when rooms are vacated
- Promptly reporting hazard observations and address where, possible, such as slippery surfaces, trailing leads, location of furniture and sharp edges
- Safe use of equipment as instructed, including electrical heaters
- Maintain good office conditions such as lighting, ventilation, disposal of waste and housekeeping standards
- No working at height, unless a suitable aid has been provided, such as a step ladder or 'elephants foot'

Further guidance on this topic is available in the College document: Office Safety Procedures

### **31. Risk Assessment**

It is the responsibility of Senior and Department Managers to ensure that suitable and sufficient risk assessments are carried out and approved by competent persons. All risk assessments are to be logged in the Riskproof online platform to be made readily available to personnel requiring their use. Once a risk assessment has been submitted to an approver, the approval must be completed within one month. Risk assessments are to be reviewed annually, or sooner if circumstances require.

A bespoke training module on creating and approving risk assessments is delivered by the Health & Safety Manager, and all staff with this responsibility are to attend.

Staff are reminded that a risk assessment is:

'The identification of preventative and protective measures by the evaluation of the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.'

The College follows the 5-step risk assessment process of:

- Identify; Decide; Evaluate; Record; and Review.

When developing control measures, staff must follow the hierarchy of risk control:

- Eliminate; Substitute; Engineering Controls; Admin Controls; PPE

Staff identified as an assessor or approver must attend training with the H&S Manager. Further guidance on this topic is available in the College document: Risk Assessment Procedures

### **Student Individual Medical Risk Assessment**

The College is committed to supporting students with medical/behavioural conditions, disabilities, and/or special needs in all aspects of College life and encourages them in participating in the College's full curriculum and services. Such students must have their needs identified and addressed to ensure that appropriate support and adjustments are put in place to ensure their safety and the safety of others whilst at College and undertaking College activities.

Students are encouraged to disclose their needs confidentially at all stages of the Student Journey.

Confidential Individual Medical Risk Assessments must be completed, logged and frequently reviewed within the Riskproof online platform and made available to all staff engaged with the student.

Further guidance on this topic is available in the College document: Student Individual Medical Risk Assessment Procedures

## **32. Working at Heights**

Work at height can be experienced in any place, including at or below ground level, and is considered as obtaining access to, working at or egress from such a place where a person could fall, or items could fall from, a distance liable to cause personal injury.

It is the responsibility of departmental and line managers to ensure that, where possible, working at heights is eliminated. Where working at height cannot be avoided, appropriate methods must be put in place to minimise risk by:

- Carrying out risk assessments to identify appropriate control measures
- Developing safe systems of work for organising and performing work at height
- The selection of suitable work equipment to perform work at height
- Appropriately qualified and competent persons completing the works (Trained in IPAF, PASMA, etc)
- Protecting people from the consequences of work at height

Line managers must identify staff and students that will experience routine working at heights and ensure that they receive appropriate information, instruction, training and supervision to undertake tasks.

The use of ladders is permissible where suitable, following HSE guidance. Further guidance on this topic is available in the College document: Working at Height Procedure

### **33. Nuclear Emergency**

Planning for a nuclear emergency has much in common with other potential hazards, however there are some features of nuclear emergencies that need special consideration.

The instruction to take shelter is based on a potential emergency at the dockyard, specifically the potential crisis should fire breach the containment and the subsequent release of nuclear material into the atmosphere. As a result you would be sheltering from nuclear fallout.

It is highly recommended that all staff and students remain inside and keep all doors and windows closed until further information is provided.

The college has a full emergency action plan - EAP 19 Nuclear Emergency, which sets out the full roles and responsibilities of all staff and students in the event of a nuclear emergency. This EAP should be followed to ensure the safety of the College Community

### **34. Food Hygiene**

City College Plymouth is responsible for the production of food that is sold to its Staff, students and to members of the public - on a regular and organised basis - it is important that appropriate food hygiene practices are followed and that PCC are registered with the local authority. Furthermore, PCC will be required to undergo regular inspections from the Local Authority Environmental Health Team.

The legal position in relation to food sold to the public: In order to comply with the requirements of the Food Standards Agency, PCC has in place the following:

- A Food Safety Management System that is passed as compliant by the Local Authority Environmental Health Team
- A Food Hygiene Certificate following a food hygiene inspection having taken place
- Appropriate food handling qualifications - in line with the Food Safety Management System (Section 5 Management) - for all staff working with food
- Appropriate food handling systems in operation that are based upon the principles of Hazard Analysis and Critical Control Point (HACCP)
- Food Safety Logs & Diaries that are maintained in compliance with the Safer Food Better Business system
- At least one member of the senior PCC staff team that has attained a Level 3 Managing Food Safety certificate - and who will ensure that their knowledge is kept up to date in line with food safety requirements
- A minimum of Level 2 Food Safety in Catering (from a recognised accrediting body) for all other staff preparing or serving food

- At least one member of staff has attained a Level 2 Allergy Awareness certificate.

In addition to the above - and where the following legislation is relevant to any of PCC's business operations - all reasonable precautions will be taken, as well as appropriate due diligence exercised, to ensure that all catering activities comply with relevant food safety legislation; and where appropriate - in accordance with the provisions of the Food Hygiene (England) Regulations 2006 and the Food Safety Act 1990.

For the avoidance of doubt, the above legal position does not apply to food brought on to PCC premises by staff (and other individuals) for their own consumption, nor does it apply in relation to communal kitchen and food preparation/storage facilities made available to PCC staff.

PCC duties in relation to communal kitchen and food preparation/storage facilities: Only in as far as the following kitchen and food preparation/storage facilities apply to PCC premises, PCC will undertake and ensure the following:

- Kitchen facilities, including as appropriate cupboards, ovens, hobs, fridges, freezers, microwaves, kettles and toasters etc. will be kept in good order, clean and hygienic - by being maintained via the daily and weekly cleaning schedule in place
- Staff are not to provide any form of cooking equipment without the prior written consent of the Head of Estates, this includes but is not limited to; kettles, toasters, microwaves fridges
- Maintain food areas free from pest and other infestation
- Communal fridges and freezers will have their temperature checked daily to ensure that they achieve the minimum acceptable temperature ranges, this is the responsibility of the individual departments and must be recorded appropriately, and available for review.
- All gas appliances will be gas safety checked and maintained in line with PCC's equipment maintenance schedules
- All electrical appliances will be PAT tested and maintained in line with PCC's equipment maintenance schedules.
- Staff duties: Where staff bring food onto PCC premises for personal consumption the following, good food hygiene practices should be followed in relation to facilities and equipment provided for personal food preparation and storage:
- Perishable food should be stored in the refrigerators that are located throughout the college
- Non perishable food should be stored in PCC refrigerators for longer than two days
- All personal food must be kept in sealed containers and/or properly packaged
- Non-perishable food can be stored in the cupboards in the designated kitchen area
- Light snacks such as crisps, chocolate bars and sweets can be stored in desk drawers
- All personal food brought onto PCC premises should be consumed before its expiry date
- Personal food items stored in communal PCC areas should be clearly marked with the staff members' name
- The the CLDO or relevant nominated person will check communal cupboards within their department **monthly**
- PCC's fridges (found in departments) will be **checked weekly** by department staff to



maintain appropriate hygiene standards and to keep them fit for purpose

- Any item found in PCC cupboards or fridges that has reached its expiry date (or shows obvious signs of perishing) **will be disposed of immediately.**
- All food left at the end of the week must be removed and disposed of

**In addition to the above duties, PCC staff are asked to:**

- Report any structural or equipment defects to their line manager/or via the Estates Maintenance link on Staff Central
- Ensure that high standards of personal hygiene and safety are maintained at all times, which includes cleaning microwaves and relevant preparation areas following use
- Ensure food is protected from contamination
- Report any signs of pests within food preparation and storage areas, or other parts of PCC premises via the Estates Maintenance link on Staff Central
- Report any food poisoning occurrences via riskproof and the helpline function
- Cover any cuts or wounds with blue plasters
- Report any illness, such as infected wounds, skin infections, diarrhoea or vomiting, to their line manager immediately.

### **35. Health, Safety and Welfare Committee Terms of Reference**

#### **Purpose**

- The Health, Safety and Welfare Committee assists the Chair of the Corporation and the Principal/CEO (Chief Executive) in the discharge of their health and safety responsibilities

#### **Responsibilities**

- The Committee shall take all reasonable and practicable steps to maintain a safe and healthy working environment which complies with statutory requirements
- This will be complemented by an ongoing programme of health, safety and welfare initiatives designed to keep staff informed of their health and safety responsibilities
- Support, where appropriate, additional committees and College groups including, but not limited to, wellbeing and staff forum groups
- The Committee shall reflect the vision and values of City College Plymouth
- Identified members are required to present brief summary reports on their area of expertise to inform and update the Committee

#### **Composition**

- Chair: Executive of Finance
- ELT: Executive of Finance, Executive of Curriculum Quality & Student Experience and CEO
- Core: HR, Estates, Governance, Trade Union Safety Representatives, Health & Safety Manager, ELT PA (minutes)
- Curriculum: Directors, staff and students per Faculty
- Business Support: Elected staff representatives

- Student Journey: Director, Safeguarding, ALS, Student Voice

When members are unable to attend a suitable replacement is expected with apologies made to the Chair. Additional persons may be invited to committee meetings to support items

Frequency of Meetings

- Meetings will be hosted quarterly
- Only in exceptional circumstances will meeting dates be changed once published

Evaluation and Corporate Policy

- An evaluation of the effectiveness of the Committee will be completed annually
- Evaluation will be completed prior to the annual review of the Corporate Health, Safety and Welfare Committee

### **36. Section 4 – Pandemic procedures**

This section provides a summary of documents, procedures and arrangements in place to support the College during any type of pandemic. This is born out of the procedure developed in response to the ongoing COVID-19 pandemic, but can be applied in the event of any other pandemic. As such COVID 19 can be substituted for the name of the relevant pandemic name.

At all times, City College Plymouth will adhere to, support and promote current Government and Industry guidelines to promote the health, safety and wellbeing of the College community.

A summary of key items is provided below - These will be adapted should there be a another pandemic

4.1 COVID-19 Risk Assessment and Being 'COVID-19 Secure'

4.2 COVID-19 Continuity Plan: Outbreak Management Plan

4.3 COVID-19 On-Site Operational Manual

4.4 COVID-19 Hub

4.5 Government and Education Sector Guidance

4.6 Industry Guidance

4.7 Off-Site Activities

4.1 COVID-19 Risk Assessment and Being 'COVID-19 Secure'

In line with the Government's series of Working Safely guidance the College will follow the most current guidelines.

Departments must be aware that additional, localised risk assessments may be required in their area(s) to reflect current Government and Industry guidance relevant to their delivery.

## **COVID-19 Continuity Plan: Outbreak Management Plan**

To support the College community and to work alongside Public Health Specialists at Plymouth City Council the College has published a comprehensive Outbreak Management Plan. The plan is sectioned to provide the Emergency Management Team a series of actions for various scenarios, including on-site cases, outbreaks and site closures.

### **Government and Education Sector Guidance**

At all times the College will continue to follow all relevant guidance as set out by the Government for general Public Health safety, as well as for the Education Sector. The College will continue to monitor developments and updates in relevant guidance and update internal procedures and communications as required.

Where Education guidance does not directly reference FE College settings, the College will make the most logical and appropriate interpretation of available guidelines to ensure we remain in-line with other educational establishments and promote the health, safety and welfare of the College community.

The College is committed to supporting staff and students in observing national guidance where appropriate or required.

### **Industry Guidance**

In addition to Government guidance at a national level and for the Education Sector, the

## **THE CORPORATE POLICY AND STRATEGY FOR THE MANAGEMENT OF HEALTH, SAFETY AND WELFARE IN CITY COLLEGE PLYMOUTH**

The Board of directors and the Governors of City College Plymouth seek to establish and retain the highest standards in health and safety management across all of the college's sites, including any of its subsidiaries or any other related businesses, hereafter referred to in this document as "CCP". These standards are expected of not only our own Staff and Students, but also to Contractors and any person(s) working on behalf of CCP or working on any site owned or operated by CCP. The board prioritises the importance of the Health Safety and Wellbeing of our Staff, Students, contractors and members of the public.

The Board of PCC requires ELT and The Drivers for Change Groups to produce, communicate and disseminate a health and safety policy. Which should include an integrated, data driven, risk based and proactive approach to Health and Safety, which can be applied throughout CCP to ensure the college is "the learning destination of choice"

All departments and their relevant director or nominated head of department must ensure that within their specific department, that they are suitable, consistent and distributed policies and procedures for the department

**Policy:**

Produce, disseminate and publicise a suitable health and safety policy that reflects the commitments of the college and the ethos that “we are our students, we are our staff, we are our partners” it is fundamental that the college takes such steps as are reasonably practicable, consistent with good practice, to ensure that the premises and activities undertaken therein are safe and without risk to the health & safety of staff, students and other members of the public.

**Leadership:**

The Principal and CEO ensures, through the Executive of Finance and other designated persons, that appropriate measures are carried out in accordance with the aforementioned statutory obligations. The Executive of Finance co-ordinates the health & safety policy and practice in the College through the Executive Leadership Team, Directors of

Curriculum and Service Areas, and other Managers.

**Organisation:**

Ensure that the organisation provides a clear manifesto that can be rolled out across all sites, ensuring that there is a unified and understood standard across all departments across all sites

**People:**

It is the duty of each employee to exercise reasonable personal responsibility for their own safety and that of others who may be affected by their acts or omissions and must cooperate with their employers on health & safety matters.

Staff can be confident that they will receive full management support for putting safety first where there are any perceived conflicts between production and safety.

It is our policy to ensure that all Staff receive adequate and appropriate Health & Safety training, to enable them to discharge their individual health & safety responsibilities competently.

The College promotes the concept of the ‘safe learner’ so that students learn the importance of health & safety, know how to control risks, develop safe behaviour, and develop resilience to the risk of exploitation and extremism.

The College consults with its staff on health & safety matters through its Health, Safety & Welfare Committee.

The college is committed to the ethos of We Are Our Students, We Are Our Staff, We Are Our Partners.

**Safety Management System:** The College maintains a full safety management system - Risk **Proof** - which enables an effective and efficient delivery of safety objectives and other relevant principles.

The college is committed to continuous improvement, and conformity to the necessary domestic and international standards, with a view of moving towards achieving ISO9000, ISO 14000 and ISO45000

Ensuring conformity across all of the college sites including any subsidiary is a minimum requirement, and it is expected that all members of ELT, The Drivers for Change Groups CDLO and any other manager enforce and maintain these standards within their department in line with the College's Health and safety expectations

Facilities and Estates: ensure that all city College sites within which their students and staff work are fit for purpose and maintained to the appropriate level to ensure the safety of everyone attending a city college site.

**Assurance** - implementation of a site wide monitoring system that gives an overview to the general site safety, which can then be subsequently developed to improve this standard

**Risk Management** - The College conducts a continuous evaluation of the site highlighting hazards and the potential consequences of these hazards being realised, and therefore maintains a full spectrum of safety policies and risk assessments are implemented, with appropriate and robust control measures applied to any and all activities across all departments.

**Learning** - Ensure that all opportunities to learn (both positives and negatives) are fully investigated and the findings are applied and shared to ensure the continued development and improvement of the College

Stop work authority

All Staff Students, contractors and visitors are empowered to stop work if you consider it to be unsafe, and to challenge the behaviour of any person(s) that do not match our expectations