



HEALTH & SAFETY POLICY
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Health & Safety Policy

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INTRODUCTION

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

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

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

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

Caireen Mitchell
Principal & CEO

PART 1 - STATEMENT OF COMMITMENT TO HEALTH AND SAFETY

1.1 Purpose and Scope

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

1.2 The College's Health and Safety Statement

- The College values the health, safety and welfare of its employees and students and believes that the promotion of good management of health and safety is a benefit to everyone involved in the College's undertakings, including employees, students, contractors, and members of the community.
- The College is committed to promoting positive attitudes to health, safety and wellbeing to all its employees. It is the policy of the College to protect the health, safety and welfare at work of all employees and others affected by the College's undertakings. The College will comply with the Health and Safety at Work etc. Act 1974 and other health and safety related legislation, regulations, and orders and approved codes of practice applicable to its undertakings.

The College will:

- Provide and maintain safe working conditions to ensure a healthy and safe working environment, including safe access and egress for all staff, students contractors and visitors, adequate arrangements for the safe use, handling, storage and control of substances and maintenance of plant and equipment, so far as is reasonably practicable.
- Ensure risk assessments are carried out regularly, including workplace, fire and work-related assessments, individual staff/student assessments and actions undertaken to reduce risks so far as is reasonably practicable in order to prevent accidents and cases of work-related ill health.
- Provide suitable and sufficient information, instruction, training and supervision to ensure that all employees are competent to carry out their allocated work safely and are fully aware of their duties and responsibilities for the health, safety and welfare of themselves and others.
- Consult with its employees on matters affecting health and safety.
- Record, monitor and report on work related accidents, incidents and near misses.
- Monitor and regularly review Health and Safety performance.

- Review this Policy annually and revise as is necessary to carry out the College's responsibility

PART 2 - THE ORGANISATION FOR HEALTH AND SAFETY

2. Responsibilities and accountabilities of Employees and Governors

2.1 Governors

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

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

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

2.2 Principal & Chief Executive Officer (CEO)

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

- Set health and safety objectives through the Executive Group and require the Senior Management Team to account for effective health and safety practice in their areas of responsibility.
- Ensure the provision of an annual health and safety performance report to Governors.
- Promote a positive health and safety culture encouraging positive attitudes to health and wellbeing among all staff and students.
- Ensure appropriate priority is given to health and safety in all College strategic planning.
- Ensure that health and safety policy and arrangements are reviewed annually.
- Ensure that adequate resources are provided to meet the College's objectives for health and safety and staff wellbeing.
- Ensure that the College has competent health and safety advice to meet with statutory requirements.
- Ensure Risk Assessments are carried out and complied with for the premises, all areas of activity within the College and for students with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.
- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

- The arrangements for mandatory inspection of fixed plant, e.g. boilers, fixed wiring, fire alarm systems, emergency lighting systems, lifts, water systems, lightning conductors etc. is the responsibility of the Principal and CEO as delegated to the Director of IT and Estates.

2.3 **Executive Team**

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

In particular the Executive Team and Vice Principal – Finance and Resources (VP F&R) will:

- Promote a positive health and safety culture.
- Ensure the Health and Safety Policy, and health and safety guidance is followed.
- Require the managers reporting to them to account for effective health and safety practice for all staff, students and others in their areas of responsibility.
- Set, review and revise the specific health and safety arrangements in their areas of responsibility in order to ensure the effectiveness of the College's Policy.
- The VP F&R is appointed from the Executive Group to chair the Health and Safety Committee, ensure adequate senior representation from all areas within the College, arrange employee consultation and receive reports on health and safety performance.
- Ensure that health and safety responsibilities within their areas of responsibility are properly assigned and fulfilled.
- Establish and agree the College's health and safety standards and plans.
- Ensure adequate resources are made available for fulfilling the College's responsibilities to health and safety.
- Ensure Risk Assessments are carried out and complied with for the premises, all areas of activity within the College and for students with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.
- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

2.4 Senior Management Team

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

In particular the SMT will:

- Promote a positive health and safety culture in the provision of their services to students.
- Implement the relevant guidance supporting the Health and Safety Policy.
- Require managers who report directly to them to account for effective health and safety practice in their areas of responsibility.
- Ensure that health and safety responsibilities within their remit are properly assigned and fulfilled.
- Ensure all staff are aware of their day-to-day health and safety responsibilities, that managers and supervisors are competent to undertake this role, and fulfil their health and safety duties.
- Ensure Risk Assessments are carried out and complied with for the premises, all areas of activity within the College and for students with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.
- Ensure that information, instruction, training and supervision are provided for their staff appropriate to their role and responsibility. Ensure staff who need training for the effective management of health and safety are released for the appropriate courses.
- Ensure that information, instruction, training and supervision on health and safety matters is provided for their students appropriate to their area of study.
- Participate in evaluating risks and reviewing health and safety performance.
- Ensure that contractors they commission to undertake work for the College have suitable standards and arrangements for health and safety, and the contract is managed appropriately to make sure the work is done safely.
- Ensure leadership of health and safety within their area of responsibility (for example, with a nominated person to coordinate day to day implementation in high risk areas) in liaison with the Director of IT and Estates and the Health & Safety Advisor.
- Support the Director of IT and Estates and the Health & Safety Advisor, if it is necessary to suspend activities and service (including that provided by College contractors) where there is imminent risk of serious injury or ill health to staff or others.
- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

2.5 Director of IT and Estates.

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

The Director of IT and Estates is accountable to the VP F&R for the health and safety strategy and ensuring a source of competent advice is in place.

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

- Feedback any competent advice given, to the Principal & CEO, the VP F&R, Executive Team and SMT.
- Maintain the College's Health and Safety Policy, and ensure that the Policy and any revisions made to it are made available to all staff.
- Prepare and publish the College's Health and Safety Guidance.
- Liaise with the Learning and Development Manager to ensure that the corporate training programme makes adequate provision for the development of health and safety management and skills.
- Liaise with the Director of HR to ensure that adequate arrangements are made for consultation with staff, including representatives and unions.
- Liaise with senior academic managers to ensure that information, instruction, training and supervision on health and safety matters is provided for their students appropriate to their area of study.
- Direct the Health & Safety Advisor to liaise with nominated health and safety liaison representatives from specific high risk areas and support health and safety practice throughout the College.
- Prioritise the work of the Health & Safety Advisor.
- Ensure Risk Assessments are carried out and complied with for the premises, all areas of activity within the College and for students with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.
- Undertake performance measurement in health and safety, including a system of prioritised health and safety inspections of College workplaces and contractors and their activities.
- Represent the Principal and CEO regarding health and safety inspections, statutory inspections and investigations by enforcement agencies.
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety management.
- The Director of IT and Estates has the authority from the Principal & CEO or the VP F&R to suspend activities and services (including that provided by College contractors) where there is imminent risk of serious injury or ill health to staff or others.
- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

2.6 Health & Safety Advisor

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

- Provide, record, monitor and report on a programme of health and safety inspections throughout the College each year and prioritises these in relation to risk.
- Undertake a programme of health and safety inspections covering all aspects of compliance including use of machinery, hazardous substances, trips and visits, risk assessment, working at heights, HASPS etc and sample as necessary.
- Monitor adherence to the Policy and the associated guidance, ensuring consistent implementation across all sites
- Assist with corporate induction, training and instructing managers and supervisors as necessary.
- Receive, record and monitor all reports of accidents, incidents and near misses from staff, students and visitors.
- Investigate accidents, incidents, and near misses as required.
- Ensure Risk Assessments are carried out and complied with for the premises, all areas of activity within the College and for students with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.
- Manage all Risk Assessments including workshop and common area Risk Assessments, responding to any escalated high risks and reporting progress to the H&S Committee.
- Gain assurance that all Health and Safety Plans (HASP's) are completed thoroughly prior to students starting apprenticeships and work placements.
- Review all requests and risk assessments for Educational Trips and Visits.
- Liaise with contractors and partners on health and safety matters and ensure compliance.
- Provide reports to the Health and Safety Committee on all areas of health & safety provision including fire management.
- Be responsible for the operation of the College's First Aid and Fire Safety provision.
- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

2.7 Managers and Supervisors.

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

- Promote a positive health and safety culture, encouraging health-promoting activities and requiring consideration of health and wellbeing for all in the provision of their services.
- Ensure that the risks from the premises, all areas of activity and students with additional needs or criminal records within the College are assessed (Risk Assessment) and controls are implemented to reduce risks so far as is reasonably practicable. This includes risks to College employees who work from home or at workplaces under the control of other organisations. Ensure risk assessments are complied with.
- Remedy unsatisfactory conditions and resolve problems that have been referred to them by employees or safety representatives. They may seek assistance from the Health & Safety Advisor where necessary.
- In circumstances where the remedial action is beyond the resources of the line manager or supervisor, or where it is not accepted by the employee or their representatives, the matter must be referred to their line manager and the Health & Safety Advisor.
- For academic managers, ensure information, instruction, training and supervision on health and safety matters is provided for their students appropriate to their area of study.
- Monitor the health and safety performance of their staff and contractors.
- Ensure health and safety induction takes place for all new employees.
- Ensure regular inspections are carried out in working environments. Ensure that all work equipment is maintained in safe condition and checked at appropriate intervals by competent persons.
- Report all accidents and incidents and near misses to The Health & Safety Advisor and assist with any investigation and remedial actions required.
- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

2.8 Individual Employees

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

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

- Undertake online induction training in health and safety within the first six weeks of the probationary period.

2.9 **Consultation with Unions, Staff and Student Representatives**

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

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

2.10 **Occupational Health Services**

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

PART 3 - ARRANGEMENTS FOR IMPLEMENTATION

3.1 Introduction to the Arrangements

The College's arrangements for ensuring the implementation of good health and safety practice are contained within this section of the Policy. Associated guidance documents support this policy and outline important health and safety matters and actions that managers and employees must take in order to ensure statutory compliance. These guidance documents are available on the College Intranet and links can be found within this document.

Further HSE guidance relating to each area of risk can be found on the [HSE website](#).

3.2 Accident Reporting

Accident: an event that results in injury or ill health

Incident: all other events or dangerous occurrence that takes place that do not cause injury or ill health to a person (including fire, building/structural collapse or disturbance of asbestos).

Near Miss: an event not causing harm, but has the potential to cause injury or ill health

Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The College aim to reduce accidents to a minimum, and will carry out detailed analysis of the number and type of accidents, and near misses occurring within the College's area of responsibility to ensure trends are identified and remedial steps are put in place to prevent reoccurrence.

All accidents, incidents and near misses will be investigated in line with procedures to prevent recurrence. Where an accident, incident or near miss requires reporting to the Health and Safety Executive (HSE) under RIDDOR, this report must only be submitted by the Health & Safety Advisor or Director of IT & Estates.

The Accident Procedure can be found on the College's Intranet at the following link: http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8889&revid=13776

3.3 Asbestos Control

The College recognises the significant hazards posed by asbestos containing materials and will comply fully with The Control of Asbestos Regulations 2012.

The College holds an up to date Asbestos Management Report (AMR) for its Croydon building. All refurbishment programmes at the College will take into account the AMR and any potential asbestos removal or containment. Where areas of asbestos have been identified they will be managed in accordance with the AMR. Where contractors are appointed to carry out works in areas that may contain asbestos, they will be provided with a copy of the AMR and will be required to work under the College permit to work system.

The College will ensure all employees and others that face the potential risks of working in areas containing asbestos have received the appropriate level of asbestos awareness training and/or hold the relevant competencies.

The Coulsdon College building contains no asbestos. The construction was completed in 2011 and the H&S file for the construction confirms this.

3.4 Business Continuity Plan (BCP) and Lockdown Procedure

The College BCP establishes Emergency Response Teams that manage appropriate response strategies and allocate resources to ensure a major incident has minimal impact on the College's business operation.

The emergency responses are guided by Croydon College's overriding emergency goals of protecting life, securing the critical infrastructure and facilities and resuming the teaching programme.

This plan links with the College's specific emergency procedures relating to emergency evacuation, dealing with bomb threats and building closure/lockdown procedures, in addition to departmental BCP's.

Dynamic Lockdown procedures aim to quickly restrict any entrance or exit to a site or building in response to a threat, either external or internal. The aim of Lockdown is to keep people safe, prevent people moving into danger areas and stopping attackers accessing the College building.

Procedures are in place to minimise the disruption to the teaching whilst ensuring the safety of the college community.

3.5 **Contractor Management:**

The College will be required to engage with competent contractors to carry out specialist works. Prior to a contractor being appointed The College will undertake Health and Safety assessments in proportion to the health and safety risks posed by the works. Contractor monitoring will take place during works on site, where relevant. Contractors carrying out certain types of work such as work with asbestos, hot works etc will be required to work under the College permit to work system.

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

3.6 **Control of Hazardous Substances**

The handling, use, storage and disposal of hazardous substances is covered by the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) and where items that are flammable are used the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) additionally apply. The College will fully comply with the requirements set out in both pieces of legislation. Hazardous substances may be physical (dust, fumes, vapours,) or chemical (cleaning materials, glue, lubricant, beauty products).

Dangerous substances may include solvents, paints, dust from sanding, pressurized gases.

Risk assessments with strict controls and safety data sheets (SDS) are required where individuals may be at risk from exposure to hazardous substances or dangerous substances.

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

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

3.7 **Educational Trips and Visits**

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

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8933&revid=13837

3.8 **Electrical Safety**

The College has in place systems to ensure full compliance with The Electricity at Work Regulations 1989 for both fixed electrical systems and portable appliances. Employees must take all necessary precautions to avoid working with or coming into contact with live electricity. Any work with electrical systems or equipment must be carried out by a trained competent individual or contractor. Live work must be controlled using appropriate safety measures including working under the College a permit to work system. Fixed electrical systems and portable appliances will be maintained and tested at the recommended intervals.

3.9 **Fire Safety**

The College recognises that fire is probably the foremost risk to both persons and property and will therefore comply in full with the Regulatory Reform (Fire Safety) Order 2005.

The College buildings have fully maintained and monitored fire detection and alarm systems, portable firefighting equipment and personnel trained in fire prevention and fire evacuation. Trained fire wardens are in place to assist during evacuation.

Fire Risk Assessments will be maintained and reviewed annually by a competent person and all control measures identified will be put in place to ensure the risk can be reduced to an acceptable level. Practice evacuations will be held at least termly. Further guidance can be found on the College's intranet at the following link.

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

3.10 **First Aid Arrangements**

The Health and Safety Advisor will ensure that the appropriate arrangements are made for first aid provision in line with The Health and Safety (First Aid) Regulations 1981. The number of trained personnel and first aid equipment will be determined after having conducted risk assessments of the areas of activity within the College. The Health & Safety Advisor is also responsible for the operation of the First Aid Rooms.

3.11 **Health and Safety Inspections and Audit**

In order to satisfy the requirement to monitor that health and safety procedures are being correctly applied the Health & Safety Advisor will arrange regular inspection visits to all areas of the College, prioritised by the degree of risk in each area.

3.12 **Manual Handling**

The College recognises that musculo-skeletal and other injuries may be caused by poor manual handling techniques and will therefore comply in full with the Manual Handling Operations Regulations 1992 (as amended). Specific risk assessments are required for any task involving manual handling. Where possible manual handling will be avoided and mechanical aids such as trollies will be provided. Training will be given to those required to complete manual handling tasks.

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

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

3.13 **New and Expectant Mothers**

To protect the health and safety of new and expectant mothers, the College has a process in place where by the Health and Safety Advisor will assist the line manager in completion of a risk assessment.

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

Form for Staff

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8463&revid=12884

Form for Students

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8464&revid=12885

3.14 **Personal Protective Equipment (PPE)**

PPE is equipment which is intended to be worn by a person at work to protect the individual against risks to their health. PPE should always be considered as a last resort. Where health and safety risks cannot be controlled by other means, the College will ensure appropriate PPE is identified through risk assessment and will provide it free of charge, in line with The Personal Protective Equipment Regulations 2002.

PPE may include hard hats, safety footwear, eye protection etc.

Suitable training and information in PPE use storage care and defect reporting will be given to employees and students where it is issued. Records of the issue of PPE must always be maintained and monitoring of its use will take place.

3.15 **Plant and Equipment**

All items of fixed plant i.e. boilers, fixed wiring, fire alarm systems, lifts, emergency lighting systems, water systems etc will be subject to strict maintenance regimes and statutory inspections carried out by a competent person. Any additions or changes to such systems will only be carried out by competent persons and be subject to relevant legislation requirements.

All equipment provided for the use of employees and students will be suitable for its purpose, safe to use and inspected and tested in accordance with manufacturer instructions.

Equipment may include the forklift truck, ladders, mechanical and electrical items within workshops.

Training on the use of equipment will be provided to the relevant standard and competency established before an individual is allowed to use that equipment.

Appropriate PPE will be provided for use with plant and equipment.

The College will comply in full with The Workplace (Health, Safety and Welfare) Regulations 1992, The Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Pressure Systems Safety Regulations 2000.

3.16 Risk Assessments

The College recognises that risk assessment is central to the management of health and safety and the role it plays in reducing accidents, near misses etc. It allows the identification of hazards and risks associated with the premises, area of work/study, specific individuals and sensible measures to put in place to ensure these risks are removed or controlled, thus ensuring a safe working and learning environment for all.

Risk assessments are required for all work activities proportionate to the degree of risk as detailed within The Management of Health and Safety at Work Regulations 1999. Specific risks assessments are also required by other regulations e.g. Manual Handling Regulations, Use of Display Screen Equipment Regulations and the Control of Substances Hazardous to Health Regulations.

Specific risk assessments are also conducted for staff members working both on and off site and for those individuals with additional needs and criminal records.

This links with the relevant College Code of Conduct (staff), Code of Conduct (students), the Admissions, the Safeguarding Children, Young People and Adults at Risk Policy and the Progressions Policy and Respect for All - Student Disciplinary Policy & Procedure.

The Risk Assessment Pack can be found on the College's intranet at the following link.

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8810&revid=13646

When completing a Risk Assessment any residual risk calculation that is greater than 8 must be escalated to the Health & Safety Advisor for review and advice.

All risk assessments are reviewed annually as a minimum or if any significant changes occur.

Where new teaching provisions, such as new buildings/facilities, training or equipment are introduced additional risk assessments will be completed a minimum of 4-6 weeks prior to the commencement of teaching.

For work based learning provision including Apprenticeships and student work placements, annual Health & Safety Plans (HASPS) are completed by competent Assessors and the forms are signed off by the Head of School or checked by the Health & Safety Advisor or the Director of IT & Estates.

The HASP form is available on the College intranet:

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8850&revid=13717

3.17 Stress Management

Line managers are responsible for ensuring that work-related stress is assessed and managed using the College's Stress Management Policy.

3.18 Violence to Staff

The College believes that no employee or worker should be faced with violence in the workplace either from fellow employees, students or members of the public. Where a concern is identified risk assessments will be carried out to identify the likelihood of violence occurring and suitable control measures introduced.

This links with the relevant College Code of Conduct (staff), Code of Conduct (students), the Admissions and Progressions Policy and Respect for All - Student Disciplinary Policy & Procedure.

3.19 Work at Height

Where work at height cannot be avoided, the College will ensure works are controlled so far as is reasonable, to prevent the risk of falling from height. The Work at Height Regulations 2005 will be complied with at all times.

Work at height may include use of scaffold towers, ladders, stepladders through to the use of small 'kick stools' in offices. The College will provide suitable training and equipment that is fit for purpose to all those who may be at risk from falls from height.

3.20 Workplace Requirements and Display Screen Equipment (DSE)

The College recognises that the workplace has an impact upon the health and wellbeing of all those within it. As a result, it is committed to providing a safe workplace, without risks to health and appropriate welfare facilities in line with The Workplace (Health, Safety and Welfare) Regulations 1992. Measures will be applied to protect employees, students and all others from risks associated with the working environment.

Health and wellbeing reports are provided to the H&S Committee on a regular basis. All enclosed, substantially enclosed or open parts of the College site including the car park are designated as smoke-free and all staff are expected to comply with and enforce this Policy which is set out in the relevant Code of Conduct (Staff).

The College has in place a process to ensure all staff Access to Work requirements are addressed. The procedure falls in line with the Governments Access to Work scheme guidelines.

The College aims to ensure that ill health associated with the use of Display Screen Equipment (DSE) is avoided in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

DSE; otherwise known as a workstation may consist of a PC, screen, chair, keyboard, mouse, desk telephone etc and includes the work environment.

Whilst line managers have the responsibility to ensure that suitable risk assessments have been undertaken, employees should take personal responsibility for ensuring that their workstation is setup correctly and that breaks to other tasks away from the screen are included in their normal working day.

A workstation self-assessment form (see below) should be completed and passed to the Health and Safety Advisor for analysis.

http://mimas/sorce/apps/sorce_doc_manager/Actions/view_doc.asp?docid=8466&revid=12887

3.21 Workplace Transport and Driving for Work.

The College has in place systems to manage the operation of College vehicles and the competency of drivers, including casual car use. All College vehicles will be maintained to an appropriate standard and regularly checked prior to use. Appropriate documentation checks will be carried out to ensure competency and training will be provided where required.

Checks are undertaken by the HR department where staff drive their own personal vehicle for business purposes to ensure compliance with The Road Traffic Act.

3.22 Commercial Lettings

Where the College provide a facility for Commercial Lettings the College Lettings procedure will be followed with appropriate documentation completed by both the client and the Lettings Organiser.

PART 4 – COMMUNICATION OF THE HEALTH AND SAFETY POLICY

4.1 Communication Arrangements

Copies of the Health and Safety Policy are circulated to all employees on its revision and provided to all new employees on commencement. Health and safety

information will be cascaded through the normal line management chain as and when required.

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

4.2 Health and Safety Training

Health and safety training is provided to all new employees and must be completed within the first six weeks of the probationary period.

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

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

4.3 Consultation Arrangements

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

4.4 Contractors and Partners

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

PART 5 – REVIEW OF THE HEALTH AND SAFETY POLICY

5.1 Policy Review

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