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STATEMENT OF INTENT

As Chief Executive Officer and a Member of the Governing Body, I recognise that health and safety has to be managed successfully at all levels. Successful health and safety management contributes to the overall performance by preserving and developing human and physical resources, reducing costs and liabilities and is an expression of corporate responsibility. The safety, health and wellbeing of our staff play an integral part of everything we do at the East Sussex College Group.

Therefore, the Chief Executive, Governors and members of the Corporation will commit the College to a high standard of health and safety, ensuring so far as reasonably practicable, the health, safety and welfare of all employees, students and other people working under its control.

In pursuit of these objectives we will: -

- Comply with all statutory duties on health and safety
- Provide and maintain, so far as is reasonably practicable a safe, healthy and supportive environment in which to work and study with adequate arrangements for welfare.
- Provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health for staff, learners and visitors.
- Provide suitable information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of staff and learners.
- Provide clear procedures for dealing with and reporting injuries, accidents/incidents and near misses.
- Provide clear procedure and instruction for action, in the case of fire or other critical incident
- Provide effective employer/employee consultation, in accordance with current regulations including joint consultation between Professional Representatives, Trade Unions and Management
- Provide adequate control of health and safety risks arising from College activities
- Obtain expert advice necessary to determine specific risks to health, safety and welfare which might arise and the precautions required to deal with them

Signature:



Chief Executive

Date: 14th October 19

1. AIM

To comply with the statutory requirements under the Health & Safety at Work etc. Act 1974 and all subsequent and subordinate legislation to manage the health, safety and welfare of all employees, learners, visitors and anyone else affected by College activity.

2. SCOPE

This policy applies to all staff (including agency staff), Board of Governors, service users (including learners), visitors and contractors. The format of this policy identifies key roles and responsibilities within the organisation and describes the arrangements for implementation.

Everyone is expected to play their part in ensuring the health, safety and welfare of all those who are affected by the College activities. **Directors/Managers** and others have been allocated specific responsibilities.

All College staff are required to take steps to meet their own responsibilities, with particular attention being given to:

- Take care of themselves and others, including learners and visitors.
- Co-operate with the Governors or the Principal on any matters necessary to ensure that their statutory duties are complied with.
- Observe safety instructions, College procedures, codes of practice, regulations and safe systems of work.

3. OBJECTIVE

The objective of this Policy, is to ensure that the merged College meets the requirements of the Health and Safety at Work etc., Act 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 (MHSWR). The legislation makes provision for securing the health, safety and welfare of persons at work and for protecting others against risks to health and safety, arising from the activities of persons at work.

The strategy to achieve this objective, is to create a positive culture for health and safety, which promotes awareness of and compliance with duty, from an enabling perspective.

The purpose of the College, is the provision of education and skills. It is only through our staff, leading by example, that we can truly teach our students to be, risk aware instead of risk averse. From a positive, can do culture, we can maximise the opportunities for both students and staff, in a safe and practical manner.

4. RESPONSIBILITIES

4.1 The Board of Governors

The Board of Governors has overall responsibility, for setting the strategic targets and the direction of the College in relation to the health, safety, wellbeing and safeguarding of all employees, volunteers, learners, contractors and visitors to the College.

These responsibilities will include ensuring: -

- Sufficient resources, both financial and physical, are available to effectively implement the requirements of this policy and its arrangements in meeting legislative and stakeholder requirements
- The College strategy provides for a healthy and safe working environment
- The appointment of the Chief Executive Officer and Principal and Executive Directors who are responsible for the effective implementation and operation of this Policy, to ensure health, safety and welfare, in all of the College's activities and locations.
- That the College's responsibilities as employers, under the Health and Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.

4.2 Chief Executive Officer

The Chief Executive Officer (CEO) has the duty to ensure effective management of the health and safety of all employees, learners and visitors using the College premises. The CEO is also accountable to the Board of Governors and on their behalf, will: -

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all College employees, learners and visitors and any other person who may be affected by the College's activities
- Make arrangements for the effective planning, organisation, control, monitoring and review of health, safety and welfare
- Provide the Board of Governors with suitable and sufficient information to monitor the College's health, safety and welfare performance. Allocate budgets sufficient to ensure that regulations and Group procedures can be complied with
- Appoint competent persons to assist in undertaking the measures necessary to comply with statutory regulations
- Manage in a way which ensures compliance with British and European health, safety and welfare legislation

To ensure these duties are fulfilled the CEO may delegate the authority for carrying out the policy, to senior managers, who are skilled with a suitable level of competency¹ for the relevant task.

¹ *Health and safety competency* is the ability of a person to successfully apply health and safety skills, knowledge and training in the context of their role and/or activities to enable him/her to perform a task safely. It includes being aware of hazards, risks and safe operating procedures.

4.3 Principals and Executive Directors

The Principals and Executive Directors, are responsible and accountable to the CEO for ensuring within their areas of responsibility that: -

- Sufficient budgets are allocated to ensure that regulations and College procedures within your area of responsibility can be complied with
- They liaise with the appropriate Directors on health, safety and welfare matters whenever employees, learners or others are subjected to unacceptable risks
- They act on health, safety and welfare information received from appropriate persons
- Their managers undertake appropriate training in order to perform their health and safety responsibilities competently.
- They are informed of accidents/incidents and dangerous occurrences, relative to their sections and ensure action is taken to prevent reoccurrence.
- When plans for any reorganisation of working environment, proposed change of working practice etc. that health and safety advice is sought in advance to ensure that the health and safety implications are considered and assessed, allowing for consultation to take place with Union Safety Representatives in order to meet legal requirements.
- They maintain effective communication with the Health and Safety Manager on health and safety matters ensuring that recommendations are actioned.
- Manage in a way which ensures compliance with British and European health, safety and welfare legislation
- The College systems for health, safety and welfare are communicated effectively to all relevant persons
- They undertake health and safety training commensurate with their role requirements
- They carry out any other reasonable health, safety and welfare duties when directed by the Principal

4.4 Principal with specific responsibilities for Health and Safety

In addition to the responsibilities at 4.3, will: -

- Ensure the College Health and Safety Policy is effectively disseminated and implemented within their areas of responsibility and that all managers understand their health and safety responsibilities.
- Ensure financial resources are made available for, equipment, training and PPE as necessary to comply with all health & safety legislation.
- Ensure the CEO and Board of Governors are appropriately briefed on the College's health, safety and welfare provision & compliance with appropriate legislation
- Liaise with agencies such as the Health and Safety Executive, Fire Officers, the College's funding bodies, College Health and Safety Manager and others on matters relating to health, safety and welfare
- Ensure that all serious accidents and dangerous occurrences are investigated and that preventative action is taken
- Ensure effective planning, organisation, control, monitoring, review and auditing of the College's health, safety and welfare provision

- Convene and chair an annual meeting of the full Health, Safety and Welfare Committee
- Receive appropriate training and briefings on health, safety and welfare matters
- Have direct line management responsibility for the Health and Safety Manager
- Carry out any other reasonable health, safety and welfare duties when directed by the Principal

4.5 Health and Safety Manager

The Health and Safety Manager is the College's competent person and is responsible for: -

- Advising the College Leadership Team on matters of health, safety and welfare and on necessary actions to ensure legal compliance where required.
- Managing the College Health and Safety Management System to meet the requirements of HSG65.
- The production of health and safety related policies, procedures and guidance.
- Maintaining knowledge on health and safety legislation and advising on potential impacts on the College of new legislation.
- Monitoring health and safety performance, providing statistics and reports as required.
- Reporting to and providing advice to the College Health and Safety Committee.
- Advising on and where necessary ensuring the delivery of appropriate health and safety training for staff within the College.
- Investigating the causes of serious accidents and incidents, identifying and managing the correction of any defects and reporting the findings to the CEO, appropriate manager and the Health, Safety and Welfare Committee.
- Ensuring that practice emergency evacuations take place in accordance with fire safety regulations and maintain a Fire Log Book detailing fire drills and other evacuations.
- Ensuring that adequate first aid supplies and kits are available at all college sites and for offsite college related activities as requested.
- Providing advice and guidance to assist all staff, supervisors and managers in fulfilling their health and safety responsibilities.
- Representing the College on external Safety Groups and attend other meetings relating to health, safety and welfare as appropriate.
- Making and giving effect to such arrangements as are appropriate for the co-operation and co-ordination of other employers who share the College workplace.
- Liaising with external bodies and stakeholders.

4.6 Facilities Manager

The Facilities Manager is responsible for the Facilities Team and accountable for: -

- So as far as reasonably practical, ensuring the internal and external fabric of the College premises and grounds are safe, well maintained and comply with relevant legislation.
- Ensuring suitable and sufficient risk assessments, method statements and safe systems of work are produced and implemented for all work undertaken.

- Appropriate and robust measures for the management of contractor's health, safety and welfare are in place, and all necessary and legally required Health and Safety documentation including permits to work, method statements, risk assessment and safe systems of work as per the H & S Procedures for Hiring and Managing Contractors Policy is in place before works commence.
- Ensuring that contractors are given suitable and sufficient information regarding emergency evacuation procedures, first aid, accident/incident reporting and other health, safety and welfare related hazards.
- Ensuring that contractors carry out their work in a safe manner in accordance with current legislation.
- Ensuring that procedures are in place for the inspection, testing, maintenance and repair of safety related equipment, e.g. fire detection and alarms, emergency lighting, electrical (fixed and portable), heating and ventilation systems.
- Complying with the requirements of fire safety legislation, Building Regulations and the Construction, Design and Management Regulations 2015 (CDM) in respect of all building alterations/modifications
- Inform the Health, Safety and Welfare Committee of what is planned in respect of building alterations.

4.7 Directors

Are responsible and accountable to their respective line manager for ensuring that: -

- There is effective management of all health, safety and welfare matters relating to the activities of staff under their management in accordance with this Policy
- Sufficient budgets are allocated to ensure that health and safety regulations and College procedures within your area of responsibility can be complied with
- They lead on the production of suitable and sufficient risk assessments, ensuring they are reviewed annually or following any change to procedures, accident or incident and any actions arising are implemented.
- When any reorganisation of working environment, change of working practice, purchases of new plant and substances etc. are proposed, health and safety advice is sought in advance to ensure that the health and safety implications are considered and assessed fully and staff affected consulted.
- Briefings on health, safety and welfare matters are received from team meetings and actions points followed up.
- They act on health, safety and welfare information received from appropriate persons
- They provide staff under their line management supervision with such information, instruction and training as necessary to ensure their health, safety and welfare at work.
- Their department's safety procedures are accurate and compliant with current legislation and relevant documents are in date.
- All employees under their line management supervision understand and comply with the relevant sections of this policy and their statutory duties as it affects their health, safety and welfare at work.
- All accidents, incidents and near misses are properly recorded and reported and any immediate actions taken as necessary.
- Team meetings are held in which health and safety will be an agenda item.

4.8 Director of HR and Organisational Development

In addition to the responsibilities at 4.7, will: -

- Organise the provision of all occupational health services.
- Provide the Health and Safety Manager with comprehensive sick leave records on a monthly basis and to alert any staff sick leave that may be reportable under the RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Provide the Health and Safety Manager with information on occupational health reports for staff that require health and safety intervention.
- Ensure that all staff job descriptions contain adequate information that relate to the health and Safety responsibilities of the post.
- Ensure that all new members of staff are given a copy of the Health, Safety and Welfare Policy and a record kept.

4.9. Tier 4 Line Managers

Are responsible and accountable to their respective line manager for ensuring that: -

- Risk assessments are undertaken by a person competent to do so, for work and activities within their areas of responsibility and they are reviewed, at least annually.
- Safe systems of work are implemented where any residue risk still remains and is presented in a format suitable for the learner.
- There is effective day-to-day management of all health, safety and welfare matters relating to the activities of managed staff in accordance with the College Health, Safety and Welfare Policy
- All equipment, plant and substances used are suitable for the task and appropriately maintained.
- They induct new staff under within their area of responsibility to their role, and safe procedures of work, which include the potential hazards that may be associated with their role and any necessary precautions.
- All accidents, incidents and near misses are properly recorded and reported and any immediate actions taken as necessary.
- Team meetings are held in which health and safety will be an agenda item.

4.10 Lecturers/instructors/teachers

All staff who are timetabled to be in charge of learners will: -

- Be responsible for the safety of all learners in their care.
- Ensure that safe systems of work are in operation at all times in their specific areas where appropriate.
- Raise the awareness of health, safety and welfare as an integral part of the working environment and as part of the curriculum.
- Ensure that all hazards, defects or requests for safety related work are reported to their Line Manager and/or Safety Representatives for action.
- Seek early advice from the Health and Safety team, when planning activities, trips or visits.

4.11 Technicians

Are responsible and accountable to their respective line manager for ensuring that: -

- Safe systems of work are followed when undertaking their tasks.
- They only undertake work for which they are adequate qualified/trained to do.
- All work, including maintenance of equipment, is carried out in accordance with any safety codes of practice or statutory regulations related to their area of work.

4.12 GENERAL RESPONSIBILITIES

4.12.1. All College Employees

All College employees are required by law and this Policy to: -

- Take reasonable care for the health and safety of themselves and other persons who may be affected by the way in which they carry out their work.
- Co-operate with managers in implementing the College's statutory duties and follow College health and safety Policy and procedure. Failure to do so could render the employee liable to disciplinary or legal action.
- Not interfere with or misuse anything that has been provided for health and safety reasons.
- Only undertake work for which adequate information, instruction or training has been received.
- Work in accordance with information, safe systems of work, instruction or training provided.
- Check that work areas and equipment are safe before work/teaching commences.
- Ensure all controls required by risk assessment are implemented.
- Ensure appropriate protective equipment is used correctly when needed.
- Any work situation which represents serious or imminent danger should be rectified where possible or any short comings in the College Health, Safety and Welfare Policy or health and safety arrangements brought to the attention of the line manager/Safety Representatives as soon as possible and where appropriate.
- To disclose to their line manager any disability (or change in existing disability) that may affect their health and safety so that an assessment can be undertaken to identify any necessary reasonable adjustments or additional protective measures.
- Report accidents or dangerous occurrences via the Accident/Incident Reporting system and to line manager
- Assist the line manager and Health and Safety team in the investigation and preventative action in response to accidents and dangerous occurrences.
- Ensure that effective supervision is carried out when in control of learners and others.
- Ensure that learners, employees and others are advised of the risk to their health, safety and welfare and, if necessary, liaise with the relevant line manager whenever employees, learners or others are subjected to unacceptable risks
- Carry out any other reasonable health, safety and welfare duties when directed by the CEO, Principal, Executive Director, Director and/or line manager

4.13.2 Learners

Whilst on College premises, or off site attending a College organised activity, all learners are expected to take reasonable care for their own health and safety and the safety of others. They are expected to abide by College regulations and: -

- Observe standards of dress, including wearing College ID whilst on campus and off site if requested.
- Not to wilfully misuse or interference with any items provided for health, safety and welfare.
- Observe safety rules and procedures, whether written or verbal and employ proper standards of behaviour.
- Make proper use of equipment, including items provided for safety.
- Report all accidents and any Health & Safety hazards to their lecturer.
- Report to a member of staff any danger or hazard which they have identified.

4.11.3 Contractors and other non-college employees working in college premises

All Contractors and other non-college employees invited onto College premises in order to carry out work must: -

- Sign in where requested.
- Wear contractor/visitor ID at all times whilst on College premises.
- Submit documents as required by the Construction (Design and Management) Regulations 2015 prior to work commencing.
- Ensure local rules and permits are adhered to.
- Implement any controls deemed necessary by risk assessment.

4.11.4 Visitors/Members of the Public

Visitors and members of the public are expected to act responsibly in relation to health and safety and:

- Wear contractor/visitor ID at all times whilst on College premises.
- Observe any welfare notices, information and instructions given whilst on College Premises.
- Not to interfere or misuse any items provided for health, safety and welfare.
- To ensure any young child other than learners, brought onto College premises is accompanied at all times.

5. ARRANGEMENTS

To meet statutory obligations, this College has arrangements for managing specific health and safety issues, which are detailed in guidance and procedures documents that sit beneath this Policy and form an integral part of the health and safety management system. A full list of these arrangements can be found in section 9 of this Policy

The following is a synopsis of the general arrangements.

5.1 Accident Reporting and Investigation

The College will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to the HSE via RIDDOR by the Health and Safety Manager

The College requires all staff to report, without the fear of being blamed, all incidents, including accidents and near misses. Any accident/incident involving a student whilst on work placement/experience must be investigated and reported to the appropriate line manager and the Health and Safety Manager. The procedure for reporting incidents will be publicised e.g. through induction and College intranet

The College will ensure that accidents and incidents are systematically investigated, regardless of injury, to identify any action required to prevent a recurrence. The Health and Safety team will conduct such investigations with the relevant managers, in the first instance. For serious accidents and incidents, the Health and Safety Team will carry out an initial investigation and the facts brought to the attention of college senior management. The object of any investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken, not to assign blame.

5.2 Disability

The College aims to provide full and fair opportunity for employment for all applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every reasonable opportunity for maintaining their position or for retraining if appropriate.

The College's health and safety policy has been prepared to ensure a safe and healthy environment for all persons (employees, learners, visitors and members of the public). It recognises that those persons who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met where reasonably practicable.

Any person who may require assistance in an emergency evacuation should, in co-operation with the College line management, have a personal emergency evacuation plan (PEEP).

5.3 Disciplinary Action

The College staff disciplinary rules provide for disciplinary action to be taken in the event of neglect or disregard of the College's health and safety procedures.

Disciplinary action may also be taken against learners who commit serious breaches of College health and safety procedures.

5.4 Display Screen Equipment (DSE)

The College will ensure that any risks associated with the use of this equipment are reduced to a minimum. Further clarification can be obtained from a line manager, network services or the Health & Safety Manager.

To ensure staff are made aware of the importance of correct work station layout and use specific DSE training and risk assessment packages have been purchased by the College. All staff who fulfil the criteria of being a DSE 'user' (as defined by legislation) will be required to complete the training and risk assessment and reviewed annually.

The results of the assessment will be recorded and evaluated by the Health and Safety team as necessary. Where required, the line manager must work with the staff member to address any concerns and provide any necessary information. This can be completed with the assistance of Network Services and/or Health & Safety Manager.

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to provide employees who are identified as "users" with an "appropriate eye and eye sight test" for DSE on request. For staff who meet the defined criteria and are classed as a 'user' wishing to have an eye test, should contact the Health and Safety Team to request a voucher for a nominated optician (currently Specsavers). Before issue the 'user' may be asked to complete a risk assessment before issue if there this has not been done recently. The College is responsible for the provision of basic glasses, providing that the optician confirms they are needed solely for display screen work (subject to a fixed cost) and is defined by the voucher.

5.5 Disposal of Hazardous Substances

Tier 2 & 3 Managers are responsible for ensuring the safe disposal of any unwanted chemicals or other hazardous materials from their areas of responsibility, in accordance with the Hazardous Waste Regulations. Advice on arrangements for this should be obtained from the Facilities and/or Health and Safety Team must be sought when undertaking this for the first time.

5.6 Drugs and Alcohol

Non-prescribed drugs or alcohol are not to be brought on to College premises. Prescribed medication may be permitted subject to the Colleges Drug and Alcohol policies. Separate policies exist for learners and staff.

5.7 Emergency Procedures

Emergency procedures have been implemented to deal with incidence of fire or other significant incident with the following in place: -

- Appropriate provision of maintained emergency equipment available.
- Escape routes are well signed. Staff are required to keep these clear at all times.
- Fire risk assessments have been completed for all buildings and regularly reviewed.
- Suitable evacuation plans are tested, including those with Personal Emergency Evacuation Plans (PEEP's) and updated as required.

5.8 Evening Classes

As these classes operate outside of the normal working day, staffing, including management, will be at a reduced level. Therefore, it is important that staff in charge of such courses ensure that sufficient information, instruction, supervision and training are given, and that stated emergency procedures are followed in the event of an incident.

5.9 First Aid

The arrangement for first aid provision will be adequate to cope with all reasonable expectations and the number of certified first aiders will not, at any time, be less than the number required by law. To this end the following applies: -

- All managers are required to have completed emergency first aid training as a minimum
- All high and medium risk areas are required to provide their own first aid cover during hours of operation
- Supplies of first aid material will be held at various locations throughout the college. The College Health and Safety Manager will determine these locations. The materials will be checked and replenished regularly by first aiders and the Health and Safety team.
- Adequate and appropriate first aid provision will form part of the arrangements for all out-of-college activities.
- A record will be made of each occasion any member of staff, student or other person, receives first aid treatment, whether on college premises or as part of a college-related activity.

5.10 Flammable Materials

Compliance with the statutory requirements relating to petroleum products, flammable liquids and gases, and liquefied petroleum gases are the responsibility of the Tier 4 line manager for the area introducing such materials.

The Facilities and Health & Safety Managers must be consulted when the introduction of any of the above into an area is being contemplated.

5.11 Hazard Reporting

The College requires all staff and learners using its facilities to report any hazards in the workplace to an appropriate member of College staff with responsibility for that area/work, without delay. Helpdesks are available to assist with this process where appropriate

Visitors to the College premises will be invited to report to the College any matters which they think might adversely affect the health, safety and welfare of any persons using those premises.

Accredited Trade Union Safety Representatives may be issued with formal hazard reporting forms for use where a less formal approach has failed to bring about the removal of an identified hazard.

Tier 3 Managers will ensure that appropriate action is taken to remove reported hazards, with advice from the College Health and Safety team as necessary.

5.12 Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the **CEO**, the person in charge of the activities for which the premises are in use (the Co-ordinator) shall have the same responsibilities for safe practices as those of the **CEO**

When the premises are used for purposes not under the direction of the **CEO**, the Facilities Team will ensure that hirers, contractors and others who use the college premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the college premises or facilities are being used out of normal college hours for a college-sponsored activity, then, for the purposes of this policy, the organizer of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section

When the premises are hired to persons outside the employment of the college, it will be a condition for all hirers, contractors and others using the college premises or facilities that they are familiar with this policy. To that end all hirers will receive a copy as part of the agreement. Further copies made available on request. Furthermore, they must comply with all safety directives of the college and must not without prior consent of the college: -

- Introduce equipment for use on the college premises.
- Alter fixed installations.
- Remove or cover fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or learners of the college.

5.13 Lifting and Handling

The College will work to eliminate manual handling risks wherever possible, risks will be reduced to the lowest level reasonably practicable where they cannot be eliminated. In such cases, an assessment of manual handling activities will be carried out by competent persons. Training is available to staff to achieve this. In addition, a safe system of work will be completed by the line manager for the area in consultation with the staff involved.

5.14 Lone Working

It should be recognized that working alone has additional risks associated with it. The activity being undertaken will also affect the risks. In addition, the time that the lone working takes place affects the risks involved.

For learners the definition of lone working should be considered as 'when no member of staff is present'. Therefore, Learners should not be allowed to work unsupervised in a specialist class room

The four most important considerations before lone working that staff should be certain of, are: -

- That they are capable of doing the job on their own.
- They have full knowledge of the hazards and risks to which he or she is being exposed.
- They know what to do if something goes wrong.
- That someone else knows the whereabouts of a lone worker and what they are doing.

5.15 Occupational Health

The College will provide an Occupational Health Service to assess and assist staff with health and work related problems and undertake statutory health surveillance. The monitoring of work related sickness and ill health will be undertaken by HR in cooperation with the Health and Safety Manager in order to identify and control contributory factors so far as is reasonably practicable.

5.16 Risk Assessment

The College will ensure that any significant risks associated with its activities will be suitably assessed by competent person(s) and recorded using approved College formats only.

Regular training sessions will occur across all campuses to ensure risk assessment is understood and College procedures followed

All agreed control measures must be disseminated to all those affected and implemented. Risk assessments are living documents and departmental managers must ensure all risk assessments for their areas are monitored regularly and reviewed appropriately.

To assist with the management of risk across the group, copies of all risk assessments will be uploaded and stored in a cloud based central database, ensuring they are accessible to all staff.

5.17 Staff Consultative Arrangements

The Board of Governors, through the Principal, will make arrangements for the establishment of a Health and Safety Committee. Staff, learners and union health and safety representatives will sit on this committee in addition to management representatives.

The responsibilities of the health and safety committee will be: -

- To act as a consultative body on all matters relating to health and safety.
- Receive reports on health and safety and to monitor approved action.
- To report at least termly to the College Leadership Team.
- To report at least annually to the Board of Governors.

All formal consultation and participation will be in accordance with the Safety Representatives as stated in the Safety Representatives and Safety Committees Regulations 1977 and as necessary with the Health and Safety (consultation with Employees) Regulations 1996

5.18 Training for Health and Safety

Managers will ensure that all staff are suitably trained for their particular job role, including a suitable and sufficient safety induction for their area of work, to discharge their health, safety and welfare duties. They are required to assess the training needs of their staff: -

- On recruitment into the college
- When changes of responsibilities are implemented
- When using new equipment, new technologies or when transferred to new duties within the college
- With changed risks
- Evaluating outcomes of training.

Managers will also ensure staff have attend any mandatory H & S training during their probationary period as required and refresher training is undertaken every 3 years unless otherwise stated.

5.19 Work Based Learning/Experience & Apprenticeships

The College has a duty of care to all of its learners whether that learning occurs on College premises or gaining experience and knowledge from an employer or other workplace setting. To fulfil this duty the College has developed guidance and procedure to ensure the safety of learners on all types of work based learning will be set out and staff arranging or co-ordinating this type of learning are required to follow this to ensure the safety of learners whilst at the work placement.

6. COMMUNICATION

This Policy will be communicated to all staff via an all College announcement and will be available to view at any time via the College intranet. Hard copies may also be available within individual departments.

7. APPROVAL

This Policy forms part of the legal duty this College and as such will be approved through presentation to the Health and Safety Committees, the executive team and Board of Governors of each pre-merged College prior to publication

8. MONITORING AND EVALUATION

This Policy will be reviewed annually or sooner if there are any legislative or internal management structure changes.

9. OPERATIONAL PROCEDURES, GUIDANCE AND CODES OF PRACTICE

Documents setting out College operational procedures are available on the *College intranet* and will provide detail on the day to day application of this Policy and current legislation. These will include responsibilities where required.

Codes of practice and guidance documents have also been produced to assist staff to understand and meet their legal obligation.

Accident Reporting and Investigation		Inspection, Monitoring, Auditing and Review	
Administering Medicines		Legionella	
Animals on College Property		Manual Handling	
Contractors		Minibuses	
Control of Substances Hazardous to Health		New and Expectant Mothers	
Display Screen Equipment		Occupational Stress	
Driving for Work		Personal Protective Equipment	
Electrical Fixed Equipment		Pressure Vessels	
Electrical Portable Equipment		Risk Assessments	
Emergency Planning		Safer Driving	
Emergency Procedures		Safety Committee	
Fire Risk Assessment		Safety and Security and Laboratories	
Fire Safety		Safeguarding Learners	
First Aid		Trips and Visits	
Hazard Reporting		Trade Union Safety Representatives	
Health Surveillance		Work Placements and Vetting	
Infection Control			

Advice and further detailed information relating to these arrangements is available from the Health and Safety team who will co-ordinate and disseminate safety information. Additional documents may be added to this list or amended in the light of experience, developments and/or legislative changes.

N.B Specific areas of the college (e.g. curriculum) will have their own additional codes of practice to ensure health and safety of specific areas within their responsibility and should be brought to the attention of staff directly involved by department managers.