




Health, Safety and Welfare Policy

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Academic Year**


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References

The main policies, procedures and guidance that support the sections within this Health, Safety and Welfare Policy are referenced below. These are all available on the College's staff SharePoint Hub, along with a much wider suite of documents.

Section 3	OHSS04g Department Standards Reporting and Recording
Section 4	OHSU14(a)g Audit and Inspection Procedure
Section 5	OHSU11(a)g Accident Reporting Procedure
Section 7	OHSU11(a)g First Aid Policy and Procedure
Section 8	OHSU17 (a)g Sandwell College Group FSMP
Section 9	OHSU31 (a)g Managing A&V
Section 10	OHSU49 (a)g Lone Working Procedure
Section 11	OHSU52 (a)g PPE Procedure
Section 12	OHSU53(a)g DSE Procedure
Section 15	OHSS08(g)g Risk Assessment Procedure and Advisory Note
Section 16	OHSU10(b)g College Employer Assessment Procedure
Section 17	OHSS10(B)g Work based Learning Procedure
	OHSS10(a)g Work placement Assessment Standard
	OHSU16(a)g Trips Visits Procedure
Section 18	OHSU15(b)g Procedure for receiving Contractors at Campus
Section 19	OHSU23(a)g Safety and Security Policy
Section 21	OHSS05(a)g Driving for Work Policy and Procedure
Section 22	College Airborne Respiratory Diseases Risk Assessment

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1. Objectives

1.1 The main objectives of this policy are to:

- (a) Ensure that the College provides a safe and healthy environment for staff, learners, visitors and contractors. This is inclusive of all locations where the College undertake the provision of teaching delivery.
- (b) Establish and maintain systems of work which are safe and do not pose health risks.
- (c) Comply with all relevant statutory duties under health, safety and fire legislation, and to comply with relevant codes of practice.
- (d) Have an active risk assessment program and procedure in place in order to assess the risks to staff and learners, from the activities undertaken by the College and to inform them of the control measures necessary for their protection and safety.
- (e) Regularly review this health and safety policy and procedures and revise as necessary.
- (f) Support senior management in leading by example in the development of a positive safety culture within the College and therefore enhancing the level of safety awareness amongst all staff.
- (g) Ensure meaningful consultation between management, staff and learners on matters of health, safety and welfare.
- (h) Monitor the effectiveness of the safety policy and procedures.
 - (i) Set out the College's commitment to the principle that legal requirements define the minimum level of operational compliance.
 - (j) Recognise that accidents, ill health and incidents may result from failings in management control and are not necessarily the fault of individual employees.
- (k) Set out the College's commitment to the concept of the "safe learner" and to ensure that learners' safety is a priority in all of its arrangements and activities.
- (l) Ensure so far as is possible that all health and safety arrangements consider all staff and learners regardless of age, sex, sexual orientation, gender reassignment, race, disability, religion or belief and cultural beliefs in line with the equality and diversity policy.

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2. Organisation: Roles, responsibilities and duties under this policy

As the employer for the Corporation, the Board of Governors of Sandwell College has a legal duty under the Health & Safety at Work Act 1974 to ensure, as far as is reasonably practicable, that learners, staff and visitors are not exposed to risks to their health and safety.

2.1 The Board of Governors:

The Board of Governors will:


- (i) Provide strategic leadership, direction and oversight for the College's on health and safety issues.
- (ii) Review the College's Health, Safety and Welfare Policy, as proposed by the CEO and Principal and her senior team and the Occupational Health and Safety Manager on an annual basis and to ensure that it reflects current board's priorities.
- (iii) Set out the expectations of the College Principal and its Managers with health and safety responsibilities.
- (iv) Ensure that all decisions of the Board of Governors reflect its health and safety intentions as articulated in this health, safety and welfare policy.
- (v) Review the College's' health and safety performance on an annual basis to ensure that any necessary amendments are incorporated.
- (vi) Ensure that health and safety risk management systems are in place and remain effective, including the provision of insurance cover.
- (vii) Ensure that the College's' educational character and culture includes a positive commitment to health, safety and welfare.

2.2 The CEO & Principal of the all College campuses

The CEO & Principal will:

- (a) Ensure that there is an effective health, safety and welfare policy within the College and assume direct responsibility for the establishment of this program.
- (b) Ensure that the Board of Governors are kept informed of relevant health and safety risk management issues in relation to the implementation of this health, safety and welfare policy.
- (c) Inform the Board of Governors of any significant health and safety failures and of the outcome of the investigations into their causes.
- (d) Ensure that arrangements are in place to provide induction and training for staff on health, safety and welfare issues.

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- (e) Ensure that the health, safety and welfare responsibilities are delegated and properly assigned to competent staff and to continually review these responsibilities.
- (f) Take a direct interest in the administration of the health, safety and welfare programme and actively support those members of staff carrying out the programme.
- (g) Consider where appropriate the requirements of this policy and current legislation when hearing any disciplinary appeals from staff or learners.
- (h) Delegate the implementation and management of the safety management system to the Deputy Principal - Curriculum and Skills and in turn to members of the Executive and Senior Leadership Team.
- (i) Ensure that the safe learner concept/ keeping children safe in education 2024 is promoted at the College.
- (j) Ensure that a positive health and safety culture is promoted within the College and set a personal example of good practice.

2.3 Deputy Principal - Curriculum and Skills

The Deputy Principal - Curriculum and Skills will undertake the delegated implementation and management of the safety management system.

Will undertake all other duties as described below in the role of Executive.

2.4 Executive and Senior Leadership Team


The Executive and Senior Leadership Team hold responsibility for ensuring the effective implementation of the health, safety and welfare.

In carrying out this responsibility the Executive and Senior Leadership

Team will:

- (a) The Executive and Senior Leadership Team's main responsibility is to ensure that adequate resource is allocated to maintain health, safety and welfare within the College and throughout all of its activities.
- (b) To deputise for the CEO & Principal when required, and exercise any power delegated by the CEO & Principal.
- (c) To understand the application of the relevant legislation to College business, so far as is reasonably practicable.
- (d) Ensure that adequate physical and human resources are made available for the effective implementation and management of the safety system.

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- (e) With the Executive Team allocate funds, time and appropriate hours, facilities and estates to enable the requirements of this policy to be met.
- (f) Ensure the implementation of the health, safety and welfare policy and relevant procedures by all areas within the College.
- (g) Make regular reports to the CEO & Principal and Deputy Principal - Curriculum and Skills on the effectiveness and failures of the safety management system and any issues arising.
- (h) Chair the College's safety board meetings and ensure that actions decided upon at meetings are implemented.
- (i) To liaise with any appropriate bodies over the full range of duties and responsibilities with respect to inspections, audits, reports, recommendations, changes in legislation and advice obtained from other parties.
- (j) To liaise with the trade union safety representation on behalf of the College.
- (k) Ensure all areas within the College implement the risk assessment programme.
- (l) Commit the College to pursuing progressive improvements to health, safety and welfare performance.
- (m) Keep up to date with health, safety and welfare legislation, standards and good practice.
- (n) Ensure that all of the College's staff receive appropriate guidance and training on health, safety and welfare procedures and systems, and also ensure the review of health, safety and welfare training of employees.
- (o) To ensure that the arrangements for the control of contractors are adequate and adhered to.
- (p) Support the safe learner concept, Keeping Children Safe in Education 2024 as described by the education funding agency.
- (q) To consider appropriate action, under the College's' disciplinary procedure, for any member of staff, or learner, failing to comply with requirements of this policy.
- (r) Set a personal example at all times with respect to health, safety and welfare.
- (s)

2.5 Director of Estates & Capital Developments

The Director of Estates & Capital Developments' role is to ensure the physical state of the College's premises remain in a safe condition and provide a suitable working and learning environment. They will ensure that there is a regular training for all staff and for those carrying out specific roles such as Fire Marshall and regular communications on H&S to all staff...To do this the Director of Estates & Capital Developments will:

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- (a) Act for the Campus Principal with full authority regarding safety, health and welfare issues pertaining to facilities and estates management.
- (b) Establish and maintain a system for reporting hazards and risks.
- (c) Determine, in liaison with the occupational health and safety unit, the capability and competence of contractors by consideration of their safety policies, risk assessments and relevant systems of work before appointment.
- (d) Supervise in conjunction with the Occupational Health and Safety Unit all contractors when on site.
- (e) Organise and implement statutory inspections of equipment and premises, inclusive of water testing and management for legionella, pressure systems, fire safety, lifts and emergency equipment and systems and ventilation units.
- (f) Withdraw from use any unsafe equipment; where unable to organise safe repair ensure safe disposal.
- (g) Ensure hazardous substances are properly stored and where necessary safely disposed of.
- (h) Initiate the necessary action to remedy defects in the campus and its grounds.
- (i) Ensure the in-house maintenance team works safely, in accordance with risk assessments, and safe working procedures, whilst setting an example to contractors on site.
- (j) Ensure that the in-house maintenance teams do not create additional hazards when carrying out work.
- (k) Work with internal communication and HR to ensure training and communications are in place and regularly reviewed and updated.
- (l) Keep the CEO and Principal and Deputy Principal Curriculum and Skills apprised of all H&S issues and areas of concern at all times through regular reports to Executive, Governors and through the safety Board.

2.6 Heads of Section/Department Managers

All Heads of Section/Department Managers are responsible for the implementation and management of health, safety and welfare policy within their work areas. To comply with this the heads of section and department managers will:

- (a) Ensure that health, safety and welfare training is identified and undertaken by all their staff.
- (b) Ensure the health, safety and welfare provisions and procedures affecting their department are in place and are communicated to all staff and learners; and that these provisions and procedures are adhered to.

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- (c) Appoint competent persons to assist them to carry out and maintain risk assessment monitoring activities in their respective areas and retain documented proof of the assessments and control measures.
- (d) Review risk assessments on an annual basis.
- (e) Ensure all of the College's health, safety and welfare procedures are carried out within their areas of responsibility.
- (f) Ensure that the safety arrangements for the control of contractors and visitors are adequate and adhered to.
- (g) Budget to meet the requirements of health, safety and welfare legislation.
- (h) Ensure any hazardous substances are properly stored, used and disposed of.
- (i) Report to the Deputy Principal - Curriculum and Skills and Senior Leadership Team any problem or imminent danger associated within their area of responsibility as soon as it is practicable to do so.
- (j) Maintain a safe and healthy environment for their staff and learners following the concept of safe learner.
- (k) Establish safe systems of work based upon the findings of risk assessments for their staff and learners and ensure they are followed.
- (l) Consult with the College's Occupational Health and Safety Manager.
- (m) Consult and communicate with the relevant trade union safety representatives on significant matters of health, safety and welfare in line with JJC scheduled meetings and the Occupational Health and Safety Manager
- (n) Undertake appropriate action for any member of staff failing to comply with the requirements of the policy using the College's disciplinary procedure.
- (o) Set a personal example at all times with respect to health and safety.
- (p)


2.7 All Managers

All management has responsibility for the health, safety and welfare of staff and local activities; and anyone affected by those activities. They must raise with the Senior Leadership Team any health, safety and welfare concerns that cannot be resolved.

Main responsibilities are:

- (a) To administer and interpret the effective implementation of this policy.
- (b) To ensure the application of the relevant health and safety legislation to College business so far as is reasonably practicable.
- (c) To ensure that health, safety and welfare training is identified and undertaken by all their staff.

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- (d) Ensure that all employees receive appropriate guidance and instruction on health, safety and welfare procedures and or systems.
- (e) To undertake appropriate action for any member of staff, or learner, failing to comply with the requirements of the policy as per the College's disciplinary procedure.
- (f) To budget for the appropriate facilities and estates to meet health, safety and welfare requirements.
- (g) To liaise with any appropriate bodies over the full range of duties and responsibilities with respect to inspections, audits, reports, recommendations, changes in legislation and advice obtained from other parties.
- (h) To ensure that there are adequate means of communicating health, safety and welfare information from the Occupational Health and Safety Unit and the safety committee to their staff.
- (i) To ensure that the safety arrangements for the control of contractors and visitors are adequate and adhered to.
- (j) To consult and communicate with the Occupational Health and Safety Manager and Deputy Principal - Curriculum and Skills, with the relevant trade union safety representatives on significant matters of health, safety and welfare via the Occupational Health and Safety Manager.


2.8 The Occupational Health and Safety Manager:

The Occupational Health and Safety Manager has responsibility to advise and support all levels of employees to help maintain a safe and healthy working environment and working practices.

The Occupational Health and Safety Manager will:

- (a) On discovering anything that poses an immediate risk to safety or health take whatever action is considered necessary in the circumstance, in the interest of safety, and to liaise with the Deputy Principal - Curriculum and Skills, and the relevant manager at the first opportunity.
- (b) Instigate local improvement and prohibition notices and in the case of fire safety issue local alterations notices on behalf of the CEO & Principal to eliminate unsafe practices. This authority covers activities by staff, learners, contractors and members of the public.
- (c) Advise and assist department managers as to the implementation of procedures and policies within their areas of responsibility.
- (d) Report to the health and safety board and other relevant committees on the status of the safety management system.
- (e) Be responsible to the Deputy Principal - Curriculum and Skills for overseeing the development of the Safety Management System for the College.
- (f) Give advice to CEO & Principal and Senior Leadership Team regarding changes to legislation and codes of practice that affect the College.

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- (g) Liaise with the enforcement authorities: Fire and Rescue Service, Health and Safety Executive inspectors, Local Authority Environmental Health, insurance assessors and other such bodies.
- (h) Ensure adequate health, safety, welfare and fire inspections and audits are undertaken.
- (i) Assist in promoting a positive health and safety culture within the College, and to support and promote the safe learner concept
- (j) Implement plans and monitoring control measures employing active and reactive techniques.
- (k) Offer advice on all health and safety training provided by the College to employees and contractors.
- (l) On behalf of the CEO & Principal, communicate and consult with trade union safety representatives and representatives of employee safety for employees who are non-trade union members.
- (m) Monitor and advise on all work placements and trips undertaken by the College.


2.9 Duties of Employees:

All employees of the College have a legal duty to carry out their duties safely to prevent injury or ill health to themselves or to others.

Employees must:

- (a) Promote the health, safety and welfare of learners and members of the public who may be affected by College activities. Including work placements, field trips, residential and overseas visits.
- (b) Co-operate with those who have a duty to ensure health and safety by adhering to the findings of risk assessments, competent advice, instructions and procedures.
- (c) Report all incidents and accidents using the College's electronic accident reporting procedure and bring any accidents to the attention of the College's Occupational Health and Safety Unit using the College's electronic recording system.
- (d) Report any unsafe practices that come to their notice to their line manager and the Occupational Health and Safety Unit.
- (e) Participate with the College to improve standards of health, safety and welfare, particularly with reference to the safe learner concept.
- (f) Attend all relevant health and safety training as deemed necessary by the College.
- (g) Set a personal example at all times with respect to health and safety.

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2.10 Duties of Safety Representatives and representatives of employee safety

- (a) Recognise and fully intends to co-operate with trade union safety representatives and non-trade union representatives of employee safety legally appointed under the Safety Representatives and Safety Committee's Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- (b) Supports and encourages duly appointed representatives in the fulfilment of their legal functions.
- (c) Recognise the voluntary nature of the representative's role and that they cannot be compelled to perform any of the functions set out in the relevant legislation.
- (d) Recognise its duty to allow sufficient time, with pay, to fulfil their roles as representatives.

2.11 Duties of all other persons including learners:

- (a) No persons shall intentionally or recklessly interfere with or misuse anything that is provided by the College for the health, safety and welfare of all persons.
- (b) All persons entering the College for any reason must ensure that they report to the member of staff with whom they have a meeting.
- (c) No person shall bring into the College, or use, any substance or equipment that has not been passed fit for use by the College.
- (d) All persons must abide by all Colleges' procedures that are in force. All such procedures are available on the College's SharePoint platform. If any person is unable to access such documentation they must contact in the case of:
- (e) Learners, their tutor,
 - (ii) Contractors, the Head of Estates,
 - (iii) Visitors, the main reception,
 - (iv) Otherwise the College's' Occupational Health and Safety Unit.
- (f) Learners are also able to access additional health and safety information from the education funding agency website.
- (g) Learners must bring to the attention of the College any specific requirements they may have that may affect their safety or health whilst in College.
- (h) This policy forms part of the disciplinary code for learners; as such any breaches of safety and health can be actioned.

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3. Arrangements under this policy

The Deputy Principal - Curriculum and Skills and Occupational Health and Safety Manager plans and organises an annual management review of the health, safety and welfare policy. Provisions are also made for more frequent reviews to be made in the event of a major health and safety issue emerging, important changes to health and safety legislation or changes in the organisation of work.

- (a) This policy will be reviewed annually.
- (b) Consultation with all staff via the safety board meetings on all aspects of the policy will take place in good time before a new policy is established.
- (c) The Occupational Health and Safety Manager will carry out the review. The manager suggests any areas that need to be revised, and present them for ratification or amendment.
- (d) The updated policy notified to the governing body.
- (e) In support of this policy the Occupational Health and Safety Manager will produce advisory notes, inclusive of procedures, based upon approved codes of practice and guidance to enable all persons to fulfil their duties.


4. Inspections and audits

- (a) The Occupational Health and Safety Manager is responsible for planning, scheduling and initiating safety inspections and audits to verify the effectiveness of this Health, Safety and Welfare Policy and procedures and to identify any needs for remedial and corrective action.
- (b) When conducting the health and safety audits the Occupational Health and Safety Manager has the authority to require remedial action to be taken to avert imminent risks to health and/or safety.
- (c) Audits and inspections will measure the College's health and safety management procedures against legal requirement, pertinent codes of practice and guidance notes issued by relevant organisations.
- (d) Audits and inspections will measure the College's health and safety management procedures against legal requirement, relevant codes of practice and guidance notes issued by relevant organisations.

5. Accident reporting and investigation

- (a) Initial investigation of all accidents, dangerous occurrences or work-related ill-health events is the responsibility of Heads of Section/Department Managers, with referral in more serious cases directly to the Occupational Health and Safety Unit.
- (b) The electronic accident report or dangerous occurrence report must be completed within each area, and are then sent within two days to the Occupational Health and Safety Unit for review. Email will suffice as a signature for our records.

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- (c) The Occupational Health and Safety Unit is responsible for reporting relevant accidents to the enforcing authorities under the Reporting of Injuries, Diseases and Other Dangerous Occurrences Regulations 2013. No other unit or area should contact the enforcing authorities.
- (d) The Occupational Health and Safety Manager is responsible for reporting relevant accidents to the College's funding body as described within the financial memorandum.
- (e) Electronic accident forms are to be completed in all cases where any person sustains an injury, however minor. Electronic accident forms should also be completed where the person had sustained an injury on and off site.
- (f) Accidents or incidents that are work related, or are possibly work related, that are notifiable under Reporting of Injuries, Diseases and Other Dangerous Occurrences Regulations 2013 must be reported immediately to Occupational Health and Safety Manager.
- (g) All other incidents must be reported using the College's electronic incident reporting system that can be found on the staff portal/ SharePoint Hub.

6. Training

The policy of the College is to aim to provide a valued, motivated and appropriately trained workforce:

- (a) Deputy Principal - Curriculum and Skills and the Occupational Health and Safety Manager are responsible for health, safety and fire training provision; each individual manager is responsible for employees within their respective area.
- (b) Department Managers will ensure that employees and contractors are adequately trained and instructed to ensure the requisite competence level is attained.
- (c) All supervisory staff will receive adequate training to ensure competence.
- (d) Department Managers are responsible for ensuring all training requirements within their area regarding health and safety matters are met.
- (e) All health and safety training must to be endorsed by the Occupational Health and Safety Manager.
- (f) Department Managers are to ensure that all new employees, as part of their normal induction are informed regarding health and safety factors of importance. Particular emphasis should be placed on:
 - Fire safety
 - Availability of first aid
 - Action in emergencies
 - Handling aggression and violence
 - Codes of practice in any area

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- Safe use of equipment
- Use of vibrating tools or equipment
- Handling hazardous substances
- Noise at work
- Working at height
- Manual handling
- Work around asbestos containing materials
- Use of personal protective equipment (where appropriate)
- Reporting failings to management
- Use of appropriate documentation
- Use and cleanliness of specialist equipment
- General cleanliness, tidiness and removal of obstructions and rubbish
- Areas with restricted access

7. First aid arrangements

The College's duties under First Aid Regulations 1981 and the Health and Safety (Miscellaneous Amendments) Regulations 2002 as follows:

- (a) In co-operation with the Occupational Health and Safety Manager, Heads of Section/Department Managers shall ensure that an assessment of the number of designated employees necessary at the various workplaces within their area is completed and maintained.
- (b) Where required by the appropriate management it will be the duty of each designated employee to:
 - (i) hold and maintain first aid containers,
 - (ii) Make arrangements for transportation of sick or injured learners or employees to hospital or doctor,
 - (iii) Ensure that electronic accident or dangerous occurrence are completed correctly, and that the relevant records are submitted.
 - (iv) Provide minor assistance with first aid,
 - (v) Undertake training appropriate to the above, such training to be arranged periodically by the College for qualified first aiders.

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- (vi) Where possible a casualty's gender, religion and cultural background will be considered when providing first aid.
- (c) The Occupational Health and Safety Unit will maintain a central register of designated first aid at work trained employees, which will be available on the staff SharePoint Hub.
- (d) The College's insurers provide cover for first aiders to treat learners and members of the public in an emergency, providing that they are:
 - (i) Employed by the College
 - (ii) Fully qualified first aiders
 - (iii) Security staff
 - (iv) On college-owned premises
 - (v) On college-organised trips or visits
- (e) The Colleges will provide and maintain, for the use by adequately trained members of staff automatic defibrillators that are available on all sites. A defibrillator is also available for use during off-site sporting activities.
- (f) The Colleges will provide trained staff who have undertaken the first aid at work certificate and, for lower risk activities, trips and visits as risk assessed, emergency aid trained staff.

8. Fire

Ensuring appropriate fire management arrangements is the responsibility of the Deputy Principal - Curriculum and Skills and Occupational Health and Safety Manager who will ensure that:

- (a) The College maintain a full risk assessment in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- (b) A log, as part of the risk assessment, of the location of all fire doors and emergency exit routes will be maintained for maintenance and inspection purposes, located in the Estates office.
- (c) A log, as part of the risk assessment, of the location of fire-fighting equipment will be maintained for maintenance and inspection purpose, and these locations made known to all employees, located in the Estates office.
- (d) The Estates Team maintain all equipment and systems of work provided for the prevention of fire.
- (e) The Estates Team maintain all equipment and systems of work provided for the early detection of fire.
- (f) All emergency exit routes and plans are maintained at all times by the Estates Team.

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- (g) Fire marshals are appointed and trained as necessary, such training will include following an assessment of fire risk, fire extinguisher use. Noting the general requirements of the Fire Safety (employees capabilities) (England) Regulations 2010 (SI 2010 no.471).
- (h) A fire evacuation procedure is drawn up and fire drills undertaken. A drill will take place every term as a minimum requirement.
- (i) All staff must undergo updates regarding fire safety and evacuation procedures.

9. Aggression and violence

The College recognise aggression and violence as the inflicting of emotional, psychological, sexual or physical harm on any person with whom one comes into contact, by use of physical or verbal intimidation or actual physical assault.

- (a) With regards communication; heads of departments and senior department managers and designated line department managers must ensure:
 - (i) All information including policies, procedures and risk assessments regarding aggression or violence is communicated to all employees and other persons possibly at risk
 - (ii) that all employees abide by the working procedures.
- (b) All complaints of aggression or violence made by an employee must be taken seriously.
- (c) All incidents of aggression or violence will be reported to the Occupational Health and Safety Unit and Security Manager.
- (d) Heads of departments and senior department managers are responsible for ensuring the College's incident reporting system is being adhered to in their faculty or unit.
- (e) Heads of departments and senior department managers will ensure that all tasks and areas have been risk assessed for the potential of aggression and violence; and that such assessments are maintained.
- (f) Workplace layout, based upon risk assessment must consider the potential for aggression or violence, and consider safe work areas designing out risks such as low desks where customer contact takes place, removal of potential missiles, lighting and security measures.
- (g) Those staff members who are identified as being at a higher level of risk must undertake mandatory training provided by the College:
 - (i) The emphasis of all such training will be on the avoidance situations that pose a risk to a person's safety.
 - (ii) The use of physical intervention as a form of defense allowing an individual to escape a violent attack will be provided to those members of staff identified as needing such skills,

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- (iii) Training will only be provided by a certified instructor, and will be repeated on an annual basis.

In all such cases it is recognised that the use of physical intervention is a last resort option and must be avoided as far as is reasonably practicable.

10. Lone working

The College's policy is to avoid so far as is possible the need for lone working; where it is not possible:


- (a) Heads of Section/Department Managers will ensure all information including policies, procedures and risk assessments regarding lone working is communicated to all persons possibly at risk.
- (b) All employees must abide by the working procedures.
- (c) Heads of Section/Department Managers will ensure all tasks involving any lone working are risk assessed.
- (d) All assessments must be kept up to date and amended following any workplace or task changes and:
- (e) Risk assessments must be reviewed following any reported incidents or concerns,
- (f) New procedures and work locations must be assessed before new working takes place.
- (g) Lone workers at risk receive mandatory training based upon personal safety awareness and risk avoidance techniques.
- (h) Lone working must have a written system of work based upon full risk assessment, with full review and monitoring of the system
- (i) Activities where lone working is prohibited: remote locations, handling hazardous materials, working from height, confined space entry, working with dangerous machinery, working on or near electricity, excessive weights, extreme temperature environments, working on or near water e.g. Ponds, lakes, rivers.

11. Protective clothing and other personal protective equipment

The policy of the College is not to supply personal protective equipment routinely:

- (a) Personal protective equipment is only considered when there is not possible alternative safety measure or as an addendum to other safety procedures.

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- (b) All personal protective equipment issued will comply with the requirements laid down in the Personal Protective Equipment at Work Regulations 1992 and the General Requirements for Standard of Equipment set out in PPE (miscellaneous amendments) Regulations 2022
- (c) Heads of Section/Department Managers are responsible for ensuring that suitable personal protective equipment is provided for employees based upon full and proper risk assessment, which will consider issues such as religion and disabilities.
- (d) All personal protective equipment provided must be maintained in an efficient state.
- (e) Practical training in the use of the equipment must be given and it must be shown that the person being trained understands the information being given.
- (f) Arrangements must be made to ensure employees report loss or defects of personal protective equipment and replacements must be provided before work re-starts.
- (g) Employees must take reasonable care of all personal protective equipment provided and only use for the purpose intended.
- (h) Where employees and learners are provided with suitable safety wear, it is a condition that they are required to wear the equipment whilst carrying out their tasks or duties, noting 12(c).

12. Display screen equipment

Under the Health and Safety (Display Screen Equipment) 1992, Heads of Section/Department Managers are responsible for ensuring that all staff have completed the DSE training modules and that:

- (a) Risk assessment of all workstations through the Smartlog system for the purpose of assessing the health and safety risks to which users are exposed.
- (b) Activities are planned with periodic interruption by such breaks or changes of activity to reduce their workload at that equipment.
- (c) Employee users are provided, at their request, with an appropriate eye and eyesight test through the occupational health unit, or reimbursed for the standard cost of an examination at a registered optician.
- (d) Employee users are reimbursed for the standard cost of special corrective appliances, which must be specifically required for using display screen equipment and appropriate for the work.
- (e) Users are provided with adequate health and safety training and information in the use of any workstation upon which they may be required to work.

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13. Workplace

The College's policy is to maintain the working environment in a safe and healthy condition, in particular:

13.1 Cleanliness and hygiene

The Director of Estates and Capital Projects will ensure that:

- (a) All workplaces are kept clean and free from refuse. Adequate refuse storage will be provided outside of the working environment.
- (b) All walkways, and where applicable traffic routes are kept clean and tidy, free from slip or trip hazards. Such routes will be adequately lit at all times when in use.
- (c) All access and egress routes to premises are kept clear and accessible to all persons regardless of any form of disability.
- (d) Site services undertakes routine maintenance and inspection of all such areas.


13.2 Facilities and estates

- (a) Adequate numbers of toilet and washing facilities and estates are provided, with separate facilities and estates for both genders, and facilities and estates will be provided in each workplace for disabled learners, employees and visitors.
- (b) Shower facilities are provided and maintained for gym activities.
- (c) All water storage, and water facilities and estates are inspected for bacterial contamination, in compliance with the Control of Legionella Bacteria in Water Systems (I8 HSE)
- (d) Only electrical equipment registered with the College through the Estates Team may be used; unauthorised electrical equipment is strictly prohibited.

13.3 Confined spaces

- (a) Confined space entry will only take place in compliance with the confined spaces regulations and following a full risk assessment of the task which indicates:
 - (i) it is safe to do so,
 - (ii) the safest method of entry and any additional precautions required.
- (b) Confined space entry will on all occasions require a written method statement, and a permit to work. Permits to work can only be obtained from the Occupational Health and Safety Unit, and the Head of Estates.
- (c) Confined space entry will be notified to the Occupational Health and Safety Manager in good time before it takes place.

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- (d) Only those persons who have received full and proper training from an approved training provider will enter a confined space.
- (e) These restrictions will apply to all contractors undertaking work for the College, or work at College premises as well as College employees.


13.4 Construction Work

- (a) Construction work will only take place in compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015) and following a full risk assessment of the task and location of planned construction

The law that applies to the whole construction process on all construction projects, from concept to completion; and what each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety.

- (b) Work which indicates:
 - (i) It is safe to do so,
 - (ii) The safest method of entry and any additional precautions required.
- (c) Construction work will on all occasions require a written method statement, and where the risk assessment indicates a written permit to work.
- (d) Where necessary under the Construction (Design and Management) Regulations appointments will take place all construction work requires a construction phase plan:
- (e) Pre-construction information the client is required to provide to designers and contractors;
- (f) Health and safety information about the design that designers are required to provide to other duty holders;
- (g) Information the Principal Designer must provide to enable preparation of the construction phase plan;
- (h) Site rules that are part of the construction phase plan; and
- (i) Information that Principal Contractors must provide to workers (or workers representatives).
- (j) Information or instructions must be provided in good time – before the work commences. The College when acting as a client accepts its full duties as such, and will ensure as far as is possible the competence of anyone appointed under these regulations.
- (k) Sub-contractors appointed by a Principal Contractor will be subject to all restrictions, and policies from time to time in force on the College's premises.
- (l) All construction work will be notified to the Occupational Health and Safety Manager in good time before it takes place.

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13.4 Environmental noise

- (a) Under the Control of Noise at Work Regulations 2005 where the noise level in the workplace causes concern amongst employees, or creates difficulty hearing normal speech, or alarms as full noise assessment will take place.
- (b) High levels of noise will be reduced by structural modification where possible, and full and proper maintenance of equipment.
- (c) The College will not allow exposure to noise levels above 80 DB(a) without a full risk assessment and the provision of the most appropriate equipment in the circumstances.
- (d) Provision of hearing protection is a last resort method, and must only be considered for short duration exposure.
- (e) Annual audiometry examinations take place during the academic year in identified high noise level areas, as part of the College's ongoing assessment of risk.
- (f) The theatre and other entertainment provided around the campus will be monitored for noise levels, and where necessary action will be taken to reduce the noise to appropriate and safe levels.

13.6 Work at heights

- (a) Working at heights will only take place following a full risk assessment of the task and location of the planned work which indicates:
 - (i) That there is no safe alternative to working at height,
 - (ii) It is safe to do so and the most appropriate access equipment is used.
- (b) Based on risk assessment working at heights will on all occasions require a written method statement, and where the risk assessment indicates a written permit to work.
- (c) Adequate and competent supervision of working at height will take place.
- (d) Those people who work at heights will be trained in proper methods of access, and use of safety precautions.
- (e) All work at heights will comply with the provision stipulated in the Work at Height Regulations 2005 and Health and Safety Executive guidance.

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13.7 Asbestos

The College remains aware of its duties under the control of Asbestos regulations 2012.

The College has multiple campuses. Campuses built before 2000 will have a full asbestos survey carried out with copies made available to view at campus receptions.

13.8 Hazardous substances

The College's policy is to abide by the specific requirements of the Control of Substances Hazardous to Health Regulations 2002 CLP regulations 2015 (SI 2002 no.2677) (as amended SI 2003 no.978 and SI 2004 no.3386) by:


- (a) Maintaining a register of all data sheets for every substance used and stored.
- (b) Ensuring all substances are subjected to risk assessment, and that said risk assessments are up to date and available for all users of such substances.
- (c) Subject to risk assessment, only using and storing those substances that necessary for day-to-day activities.
- (d) Ensuring that exposure to any substance is kept to a minimum, and in all situations never exceeds the 'workplace exposure limits' as stipulated in the EH40/2005 workplace exposure limits.
- (e) Ensuring all substances are adequately stored.
- (f) Ensuring appropriate and adequate training is provided for all users and department managers who are exposed to, or work with, substances.
- (g) Substances and mixtures that are purchased by the College will be classified, labelled and packaged appropriately in line with CLP regulations 2015

14. Manual handling

The policy of the College is to abide by the requirements set down in the Manual Handling Operations Regulations 1992 (SI 1992 no.2793), and guidance issued by the Health and Safety Executive.

- (a) Manual handling will only take place where it is not possible to undertake the task in any other way, and where it is necessary that a load be moved.
- (b) Where it remains necessary to move a load by hand it must be subject to a risk assessment.
- (c) All manual handling must follow a safe working method based upon the finding of the risk assessment.
- (d) Those persons undertaking manual handling as part of their working activity or as part of their training course must attend manual handling training.

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15. Risk assessment

The policy of the College is to adhere to the requirements set out in the Management of Health and Safety at Work Regulations 1999 and its approved code of practice by:

- (a) Undertaking and recording risk assessments for all its operations in which its employees and learners are involved. Risk assessments should be held within the departments, displayed in identified high risk areas and overseen by the department managers.
- (b) The scope of such assessments also includes risks to non-employees, other than learners who may be affected.
- (c) Disseminated to all employees via line management relevant information contained in the risk assessments. Information will also be made available on the College's' staff SharePoint Hub.

16. Apprenticeship Programmes

The College is commitment to employer apprenticeships focuses on a robust, collaborative partnership to ensure high-quality training and successful outcomes.

This will be achieved by:

- (a) Ensuring that the College meets requirements set out by the Department for Education and current Health and Safety Executive guidance.
- (b) Embedding a positive commitment to promoting excellent health and safety practice in the workplace and share this commitment with employers.
- (c) Workplace assessments for suitability will be carried out in line with Learning Skills Council procurement standards (HASPS), ensuring all health and safety obligations are met.


This process will be maintained and reviewed by The College, in line with any changes in government guidance and current legislation.

17. Work based learning and trips

The College recognise their responsibility regarding health and safety within all work placements, inclusive based learning programs, throughout the College and also its responsibilities with regards college organised trips. Its policy is to manage the programme and trips by:

- (a) Carrying out workplace assessments for suitability in line with Education Funding Agency Safe Learner Concept Procurement Standards (health and safety procurement standard), in line with all current health and safety legislation.
- (b) Proactive management; maintained and audited by the occupational health and safety unit.
- (c) Ensuring the health and safety visits and inspects documentation is completed for all identified high risk employers offering work placements in line with current college standard.

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- (d) Ensuring as far as possible work-based learning is available to all learners regardless of any protected characteristics in line with the equality and diversity policy.
- (e) Ensuring that the process is maintained and reviewed in line with changes in legislation by the occupational health and safety unit.

18. Contractors

The College's expect the highest standard of health and safety from its contractors.

- (a) Contractors will comply with this policy and must ensure their own policy is made available on site whilst their work is carried out.
- (b) Only contractors who have been approved with regard to health and safety by the Occupational Health and Safety Manager will be permitted to undertake work for the College.
- (c) Contractors are responsible for inspection and maintenance of all work equipment as per relevant regulations and codes of practice.
- (d) Contractors' employees must not alter any work equipment (including access equipment) provided for their use or interfere with any plant or equipment on the site.
- (e) All plant or equipment owned or used by contractors must be safe and in good working condition being compliant with relevant regulations.
- (f) Any injury sustained, or damage caused by contractors' employees, must be reported immediately to a college official and the occupational health and safety unit.
- (g) Contractors' employees must comply with any safety instructions given by college officials.
- (h) Contractors will not use any equipment belonging to the College.
- (i) Contractors will not undertake: demolition, cladding, industrial painting, asbestos removal, confined space entry, height work or other such hazardous tasks without written method statement and/or permits to work.


19. Occupational health

19.1 The occupational health provision within the College is managed by the Occupational Health and Safety Manager.

19.2 Medical examinations:

- (a) The Occupational Health and Safety Manager is responsible for arranging with the College's Occupational Health Advisor to obtain an opinion on the physical or mental health of

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employees, prospective employees and learners on specified course in relation to their fitness for employment with the College or ability to safely complete a course.

- (b) The Occupational Health and Safety Manager will have immediate responsibility for carrying out the work of arranging medical examinations and communicating results quickly to the College's human resources department and where necessary line management.
- (c) Where pre-employment, or pre-course medical examinations are required, this will be undertaken via the occupational health and safety secretarial administrator who will make an appointment with the occupational health advisor. Prospective employees and learners will be informed that they will be required to undergo a medical examination.
- (d) The Occupational Health and Safety Secretarial Administrator will keep a record of medical examinations for employees and learners who are required by statute or their conditions of service to undergo a periodic medical examination.
- (e) In all other cases where the College wishes to obtain a medical opinion on an individual employee or learner a 'request for medical report' in writing, must be sent to Occupational Health and Safety Manager who will arrange the necessary appointment and ensure that the employee is aware of the reasons for and possible outcome of the examination.


19.3 Routine health surveillance:

- (a) the Occupational Health and Safety Unit with the College's service provider will advise and perform appropriate health surveillance dependent upon identification of hazards in risk assessments.

19.4 Medical examinations of employees and potential employees for work requiring a high standard of medical fitness:

- (a) For an employee's own protection and for the safety of others who may depend on the employee's medical fitness to carry out the duties of the post, offers of appointment to posts, where high standards of fitness are necessary, be made conditional on the appointee passing a medical examination.
- (b) Point 19.4 (b) also refers to passing further medical examinations at 12-monthly intervals and at such further times as may be required by the Executive Team.
- (c) Risk assessment of all such tasks must be made within the respective service or curriculum area.

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19.5 Vaccinations

Vaccinations are required for:

(a) Employees coming into contact with sewage;

- i. Hepatitis b,
- ii. Hepatitis a,
- iii. Tetanus,
- iv. Polio.


(b) Workers exposed to body fluids:

- i. Hepatitis b.

19.6 Stress at work

- (a) The College recognises the pressure and the demands placed on employees and intend to reduce or eliminate the risk of physical and mental health problems created in the workplace.
- (b) The College also accepts that employees suffering from stress are unable to work to their best potential, have a high absentee rate, are less happy in their work, and unfortunately take their troubles home with them. Stress in the workplace can and often does seriously affect colleagues' working relationships. Any, or a combination of these symptoms, will have detrimental effects on the smooth operation of individual departments.
- (c) The College is determined to manage stress at work to ensure best value.
- (d) The College will provide a safe place of work for all employees in as stress-free environment as possible, when it is unavoidable negative stress should be kept to an absolute minimum by good management.
- (e) The College accepts the following as stress definitions:
 - i. Positive stress is any work situation that requires the employees to perform duties in more than a routine manner, where employees are put under excessive pressure to get the job done, to meet a deadline, and keep within budgets, the pressure this creates, allows the person to work to the best of their ability and without any side effects.
 - ii. Negative stress is when the pressures of work get too much to cope with the employee will begin to experience a variety of feelings and associated symptoms. No long-term problems will arise if the cause of this stress is eliminated quickly. Should the same pressure be sustained day after day, with the employee having little or no control over events, the long-term effects on the mind and body can be harmful.

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(f) Health and Safety Executive Management Standards:

- i. Demands – such as workload, work patterns and the work environment.
- ii. Control – such as how much say the person has in the way they do their work.
- iii. Support – such as the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- iv. Relationships – such as promoting positive working to avoid conflict and dealing with unacceptable behavior.
- vi. Role – such as whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- vii. Change – such as how organisational change (large or small) is managed and communicated in the organisation.

(g) The College accepts their duty to ensure that risks arising from work activities are properly controlled.

(h) to assess performance against the management standards the College will:

- i. Use existing information to see how to measure levels of stress, such as sickness absence or staff turnover data.
- ii. Develop ways to survey to give an indication of performance against the standards.
- iii. Monitor reports and complaints relating to work-based stress via the health and safety board meetings.

19.7 Smoking and e-cigarettes at work

(a) Smoking within the workplace is prohibited by United Kingdom legislation 2007.

(b) Smoking including electronic devices are prohibited on all College premises other than designated smoking areas identified on each site.

(c) The use of e-cigarette chargers is prohibited on all College sites, all portable devices require registration and pat testing in line with the Electricity at Work Regulations 1989


(e) The policy applies to:

- i. All department managers and other employees,
- ii. All learners,
- iii. Visitors and members of the public on the Colleges' property

(f) Department managers need to ensure that:

- i. This smoking- e-cigarette policy is adhered to.

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- (g) Employees will have the discretion in appropriate circumstances to make a single request to visitors and members of the public to stop smoking. Should the request be ignored the employee should inform their line manager, employees should not get drawn into a debate on this matter.

20. Use of physical intervention

This policy strictly applies to the application of physical intervention in the case of persons with an identified learning disability or severe challenging behavior, or behaviors which put themselves or others at risk.


The College recognise their legal duties under the human rights act, the care standards act and relevant health and safety legislation. They aim to achieve these duties by adhering to the department of health's guidance for the use of physical intervention.

- (a) The College's policy is that physical intervention is a last resort and should only be used in the best interests of the persons involved. Under no circumstances can physical techniques be used that cause pain to the learner.
- (b) Any physical intervention used must maintain a person's safety, dignity and personal liberty. Any such intervention will be used only to minimise the use of force and allow a person to regain self-control.
- (c) During any incident, the learner must constantly be treated fairly with courtesy and respect. This will enable staff and the learner to re-establish positive communications post intervention.

Physical intervention should not be used unless:

- i. Verbal intervention has failed,
 - ii. It is to prevent them from harming a member of staff,
 - iii. It is to prevent them from harming another learner,
 - iv. It is to prevent them from harming themselves.
- (d) In all foreseeable instances where the use of physical intervention becomes necessary, it will only be undertaken by College staff who have been adequately trained. Training includes the need for early identification of potential problems and appropriate responses to avoid physical intervention.
- i. Sufficient numbers of trained staff should be on duty to deal with any potential incidents,
 - ii. All staff who are at a higher risk of being exposed to aggression or violence must undertake training as per (j) below,
 - iii. All trained staff must undergo an annual refresher,
 - iv. Specialised training will be provided to those staff who are likely to undertake approved restraint techniques on the floor.

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- (e) Risk assessment of learners to identify potential causes of aggression and develop a management plan, tailored to individual learners needs. Note physical problems that would prevent certain physical intervention use.
- (f) The Security Manager, Safeguarding Officer, and a senior manager from the department must be contacted as soon as possible and informed that an incident requiring physical intervention has taken place.
- (g) As soon as a person has regained control of themselves and the threat is deemed to have disappeared the physical intervention must be stopped.
- (h) After any incidents learners and staff should discuss future conduct and establish an agreed behavioral contract.
 - (i) The use of physical intervention must be fully recorded in the College's electronic incident reporting system, and where necessary on the accident form. The Occupational Health and Safety Unit must be informed of all such incidents by e-mail and incident form that can be found on the College's SharePoint Hub as soon as is possible after the incident.
 - (j) Only training that conforms to the British Institute of learning disabilities code of practice will be provided by the Colleges.


21. Driving for work

- (a) The College is committed to the delivery of its obligations under health and safety legislation with regard to driving for work, and recognise that there are specific risks to employees who are driving on behalf of the College. The practice of safe driving is essential to maintain all our drivers' ability to perform their jobs effectively. The College endeavors to achieve the highest standards in all areas of health and safety and College drivers are relied upon to observe all the rules of the road, in addition to guidance related to the use and maintenance of their vehicles.
- (b) The College has introduced this policy with the objective of identifying and minimising those risks and encouraging safe driving in order to reduce the number of accidents and comply with its legal obligations.
- (c) The overall purpose of this policy identifying responsibilities and arrangements is to provide guidance on the College rules related to driving and to ensure that all employees are aware of the health and safety implications of using a college vehicle or for using a private vehicle on College business.
- (d) Responsibilities

The Deputy Principal - Curriculum and Skills, Occupational Health and Safety Manager and senior department managers will monitor via risk assessment all travel activities undertaken as part of daily work. Where necessary, they will ensure safe working, procedures are in place as follows.

- (j) Heads of Section/Department Managers must ensure that their departments comply fully with this policy and working arrangements. Where necessary documentation and

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vehicle spot checks will be undertaken in line with the daily checks advised in the highway code

- (ii) Head of Estates is primarily responsible for all College vehicles, maintaining accurate records this will include:
 - Taking copies of employees' driving licenses (hard and paper copies)
 - Overseeing the 'booking out of college vehicles' process
 - Managing the pool car log/ vehicle defect report form process
 - DVLA road tax conformation/ MOT arrangements were appropriate
 - Fuel card and refueling arrangements
 - Liaising with the Occupational Health and Safety Manager with reference to accident rates and training requirements
- (iii) As a vehicle is considered as a place of work, the driver has a responsibility under the Health and Safety at Work Act 1974 to look after their own safety and others around him/her. Drivers are expected to make themselves familiar with this policy and to ensure that they practice safe methods of driving at all times.
- (iv) Occupational Health and Safety Manager will monitor the overall implementation and application of the policy and update where appropriate. He will work in conjunction with the facilities and estates manager to ensure all employees fulfil their duties.

22. Airborne respiratory diseases

- (a) The College recognise its responsibilities regarding the control of any airborne respiratory diseases and will abide by the requirements set down by government bodies.
- (b) The College will carry out and review a college Airborne respiratory diseases risk assessment and share the results with staff, learners, visitors and contractors.
- (c) This applies to any other virus outbreak or pandemic in line with DfE guidance

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Health, Safety and Welfare Policy Statement

The CEO & Principal, Executives and Senior Leadership Team of the College fully accepts the responsibilities set out under the Health and Safety at Work Act 1974 (c.37), and the Regulatory Reform (Fire Safety) Order 2005 and other relevant health and safety and fire legislation, to provide the resources to ensure the health, safety and welfare of College employees, learners and visitors. This policy statement covers all sites used by the College.

The CEO & Principal, Executives and Senior Leadership Teams of the College are committed to identifying, eliminating and/or controlling any hazards that may be present in the campuses.

The Board of Governors are accountable for ensuring the College complies with health and safety legislation and provides a safe environment for students, staff, and visitors. They must oversee risk management, approve relevant policies, and hold senior leadership accountable for implementing effective health and safety procedures.

The College is also committed to the health, safety and welfare of non-employees who may be affected by its working activities, in particular learners, volunteers, contractors and emergency service personnel. The College is also committed to the safe learner concept, including Keeping Children Safe in Education.

This policy statement and the following health, safety and welfare policy and all working procedures will be communicated to all employees by publication on the intranet (College's SharePoint platform). A copy will be available to any employee for inspection via the Occupational Health and Safety Unit.

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