

## HEALTH AND SAFETY POLICY STATEMENT

### 1. Introduction

The Health and Safety at Work Act 1974, places duties in respect of Health and Safety on employers, employees and on each person who has to any extent control of the College premises. The Management of Health and Safety Regulations, 1999 extend these duties in various respects along with providing substance to specific regulations.

In the College the Trust has the ultimate responsibility to take all measures within their power to make sure that the premises are safe and without risks to the health of staff, students and members of the public. In practice, the Principal will ensure that the appropriate safe systems of work are in place and suitable control measures are carried out. The Principal will co-ordinate health and safety policy and practice within the College as a whole, and the Assistant Principals will, in turn, be responsible for Health and Safety within their respective curriculum areas.

All staff of the College have to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and must cooperate with their employers on health and safety matters. The Guidance Manual appended to this Policy Statement gives details of the specific responsibilities of all members of staff. A copy of this Policy Statement and Guidance Manual is available to all staff, both full-time and part-time, via the College intranet.

The Policy Statement and Guidance Manual will be subject to annual review.

### 2. Overall Objectives

- (a) To ensure that Callywith College provides a healthy and safe environment for staff, students and visitors.
- (b) To establish and maintain healthy and safe working procedures and to promote the observance of all relevant statutory provisions by all employees and students through the provision of appropriate information, training supervision, and Instruction.
- (c) To ensure that all codes of practice and supplementary health and safety information are notified to employees and adhered to by them.
- (d) To update and supplement this Policy Statement, Guidance Manual and references as necessary.
- (e) To develop and maintain a positive culture through high standards of health and safety awareness and responsible attitudes within all employees.

- (f) To ensure joint consultation with employees in the achievement of the aims of the College Safety Policy.
- (g) To continuously monitor the effectiveness of the Policy in achieving the aim of maintaining high standards of health, safety and welfare throughout the whole College.

### **3 . Structure**

Overall responsibility for health and safety in the College rests with the Trust. To fulfil this obligation, the following arrangements will operate:

- (a) Responsibility for ensuring the effective implementation of the health and safety policy shall rest with the Principal.
- (b) The College will nominate a suitably qualified member of staff (a 'competent person') to act as the Health and Safety Officer and Advisor to assist and advise staff with responsibility to implement the policy.
- (c) The College will undertake full consultation with all employees on health and safety matters continually monitoring the effective implementation of its health and safety policy through regular review. Any Safety Representatives appointed by Trades Unions in accordance with the Health and Safety at Work Act 1974 will participate in this process. The College will facilitate representation of employees who are not members of a recognised trade union. Consultation and monitoring will be achieved through regular meetings of the College Health and Safety Committee.
- (d) All staff will be expected to fulfil the specific responsibilities set out in the appended Guidance Manual.
- (e) Each individual member of staff has a personal responsibility to ensure that as far as possible they promote and maintain:
  - (i) their own health and safety whilst at work;
  - (ii) the health and safety of those who work with them;
  - (iii) the health and safety of students and members of the public in the College or those affected by the work of the College.

All staff must familiarise themselves with the relevant section(s) in the Guidance Manual and ensure they are conversant with its references.

### **4. Risk Assessments**

This Risk Assessment Policy is systematic with a view to promoting the welfare of pupils, staff and visitors of Callywith College. Risk assessments will be completed for all activities that pose significant risk to students, staff and visitors to Callywith College. Please refer to the Risk Assessment Policy and the Callywith College

Health and Safety Manual for clear guidance on the roles and responsibilities for Risk Assessment completion, review and recommendation.

## **5. Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

The Control of Substances Hazardous to Health (COSHH) Regulations require the organisation to undertake a documented assessment of all substances that may be hazardous to health. Documents and safe procedures developed concerning their safe storage, use and disposal should be well maintained, available and regularly reviewed. The specific obligations concerning each member of staff in this context are detailed in the Guidance Manual.

## **6. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

- (a) By law, any work related accident resulting in the death or specified major injury of any person must be reported to the Health and Safety Executive (HSE) without delay. Injuries to any employees which result in more than seven days away from work or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury must also be reported to the HSE within fifteen days of the incident.
- (b) All accidents, including those resulting in less serious but significant injuries, that result in a worker being incapacitated for more than 3 consecutive days must be reported by the Personnel Department to the Principal and the Health & Safety Officer and recorded appropriately, whether or not absence from work results.
- (c) It is the legal responsibility of an injured employee to report any accident to the organisation and record this in the Accident Book which is kept at receptions and nominated areas.
- (d) There should be no delay in reporting and dealing with any accident involving staff, students or visitors. An accident report form must be completed by a competent First Aider or the responsible person in charge of the individual involved. The Principal will be responsible for ensuring that the appropriate information is supplied to the HSE for any of the specified injuries. Investigation of accidents will be carried out by the Principal and the Health & Safety Officer and/or Health & Safety Advisor if required. Any remedial work required to prevent an accident recurring will be dealt with as a matter of urgency. Any post-accident investigation will include the review of the relevant risk assessment(s) and their amendment as necessary.
- (e) Other hazards, near-misses and accidents involving damage to property should also be reported and investigated if required.
- (f) Certain dangerous occurrences (as defined in law) must be reported to the HSE without delay. Details of what constitutes a dangerous occurrence are available in

Schedule 2 of RIDDOR via HSE publications and guidance online (see guidance manual section of this policy).

- (g) The College is required to report cases of certain diseases which are linked with specified work activities as defined in law. Information about these are available via HSE publications and guidance online (see guidance manual section of this policy).
- (h) Any report to the HSE will only be undertaken by the college Health and Safety Officer, Health and Safety Advisor or Principal who will complete the appropriate online report form which will then be submitted directly to the RIDDOR database. The College will receive a copy of the on line report for its records and retention.

## 6. First-Aid Arrangements

The College in accordance with **The Health and Safety (First-Aid) Regulations 1981** will provide adequate first-aid equipment and facilities that are appropriate in the circumstances for administering First Aid to its employees, students and visitors if they are injured or become ill at work. The College will ensure adequate provision of qualified and competent staff are available to render first-aid. In the unlikely absence of a competent first-aider, an appointed person shall take charge of first-aid equipment and facilities and any situation relating to an injured or ill visitors, students or employee who will need help from a medical practitioner immediately.

First Aid is Co-ordinated through nominated staff within the Health and Safety team to oversee the successful continued assessment and provision of First Aid facilities. All First-aiders will undertake training and become qualified in accordance with the First Aid Regulation's Approved Codes of Practice (ACOP's). Appropriate first aid equipment and resources will be provided and maintained on all College sites.

All employees will be informed of the College's First Aid Policy through induction and departmental meetings with a copy of the policy being displayed on the intranet and website. Notices informing staff with the locations of First Aid equipment and facilities will be posted on notice boards throughout the College and its sites with trained personnel identified.

The College has a common law responsibility to look after the students in its care and, first-aid arrangements for employees, students and visitors will be consistent.

Any Students under the age of 18 that requires a visit to Hospital following an incident will be accompanied by a College staff member. A parent / carer / guardian / partner will be contacted as soon as practicably possible. Staff will stay with students under the age of 18 until a parent / carer / guardian / partner arrives, unless agreed otherwise with parents with SMT authorisation. Staff and Students over the age of 18 may take charge of their own welfare following an initial assessment by a medical practitioner. Specific details and protocols can be found in the College's First Aid Policy.

The adequacy of arrangements will be regularly assessed by the Health and Safety Officer. The Principal will produce a summary of all incidents that took place over the academic year in a formal summary report to Trustees.

In the instance that a student has deliberately self-harmed or taken an overdose of medication then the College will automatically ring the emergency services and notify the recorded emergency contact regardless of the person's age. A member of college staff will accompany the person to hospital and wait until the recorded emergency contact arrives. The student will need to have a 'return to College interview' with a member of the Safeguarding team before they can return to College. An appropriate individual risk assessment / support plan will be agreed by relevant staff, carers and any agencies involved with the student.

## 7. Fire Procedures

Legislation exists under **The Regulatory Reform (Fire Safety) Order 2005** which is designed to protect people at work from the effects of fire. Statutory provisions require employers to make a suitable and sufficient assessment of risk provide general fire safety precautions, including training, fire warning systems, firefighting equipment, prevention of fire spread and adequate means of escape.

The College will ensure that instruction and training in fire safety is given by competent persons to employees to promote high standards of Fire Safety across all areas and ensure that staff are aware of the fire precautions and the action to be taken in the event of fire. Students will receive induction awareness through tutorial Health and Safety packages. Contractors report to the premises team and all visitors sign in where they will be briefed to follow displayed actions in the event of a fire.

Notices setting out fire actions and procedures to be followed in case of fire will be posted throughout the College campus. Fire alarms will be tested and fire drills held at least once a term and details recorded. Individual fire break glass points must be tested weekly by the Premises Team and recorded.

The Premises Manager will be responsible for ensuring compliance testing of firefighting systems and equipment is undertaken and also to ensure regular maintenance checks are carried out periodically to ensure provision is well maintained, fit for purpose, and for records be kept of the test dates and findings actioned.

The College will ensure that a site specific fire risk assessment is conducted regularly by a competent person and the findings reported to the Principal for necessary actions to be agreed.

## **8. Health and Safety Law**

The College is required, by law, to either display the HSE-approved law poster or to provide each of their workers with the equivalent leaflet. The College will display the HSE poster and also issue to every new member of staff within the staff induction pack a copy of the leaflet "Health and Safety Law - What you need to know", - which sets out basic information on health and safety law in an easily understandable form.

## **9. Premises**

Safety issues requiring immediate risk to an individual should be reported directly to the College Health and Safety Officer, Health and Safety Advisor or the College Principal.

Concerns relating to non-urgent hazards, or requests for minor repairs and maintenance should be logged in accordance with the College's reporting procedure.

The Health and Safety arrangements relating to premises staff and contractors working on site will be the responsibility of the Premises Manager who will ensure staff and contractors are suitably competent to undertake any construction work as required under The Construction (Design and Management) Regulations 2015.

Service contracts and compliance assessments of the College infrastructure will be undertaken and authorised by the Principal. Service reports and compliance assessment recommendations documented, dated and signed in accordance with the requirements of The Management of Health and Safety at Work Regulations 1999. The Principal will implement preventative and protective measures as required based on the recommendations and general principles of prevention.

## **10. Work Placement**

College staff placing students with an employer for an apprenticeship, work placement or work experience will request employers must ensure that the following Safeguarding and Health and Safety standards are met.

- Organisations and companies will be initially assessed to ensure they are suitable to facilitate any apprenticeship, work placement or work experience.
- A specific risk assessment for the employment of young people has been carried out.
- Students and trainees are supervised appropriately within the workplace during On-the-Job Training and at any placement appropriate to their level of competence, experience and physical ability.

- All students and trainees are issued with any necessary protective clothing and equipment, by the work placement provider.
- Employer Placement Providers have the relevant Health and Safety policies and procedures as required by the Health and Safety at Work Act 1974.
- Safety of premises, plant, equipment and practices are managed to meet all legal requirements and steps are taken to monitor these standards on a regular basis.
- Accidents are notified in accordance with the requirements of the HSE and its guidance.
- Contractors, Sub-Contractors and Employer Placement Providers have insurance cover in accordance with the Employers (Compulsory Insurance) Act of 1969 and the Employers' Liability (Compulsory Insurance) Regulations 1998.
- Health and Safety information and literature is issued to all students and trainees as appropriate.

College staff who monitor work placements will, as part of their visits, conduct an assessment of risk and check that appropriate Safeguarding and health and safety policies and procedures are in place and ensure that individual students are made aware of controls in place.

If an Employer Placement does not match the criteria and achieve the standards expected for Safeguarding and Health and Safety as required by the Health and Safety at Work Act 1974 the College will not use that Employer until these requirements are met.

## **11. Guidance Manual**

The attention of all staff is drawn to the guidance manual for all staff to be conversant with this statement of policy.

Please be aware that this document is under constant monitoring and review to meet changes in legislation and regulations.

