



# **Health and Safety Policy**

## **August 2019**

## Section 1 - General Statement of Intent

Weymouth College (and its subsidiaries) recognises and accepts its legal responsibilities for health and safety as detailed in the Health and Safety at Work etc. Act 1974. It is the policy of the Corporation to develop and ensure a safe, healthy and supportive environment for all employees, students/NCS (National Citizen Service) participant, contractors and visitors, and will ensure that all reasonable steps are taken to achieve and maintain such an environment. The College is committed to achieving a measurable, progressive improvement in health and safety performance, with legal requirements establishing a minimum acceptable level.

The objectives of the Health and Safety Policy are to:

- Implement and maintain an effective and properly resourced health and safety management system (based on HSG65);
- Promote standards of health, safety and welfare that comply with the provisions and requirements of the Health and Safety at Work etc. Act and all other relevant statutory provisions and Approved Codes of Practice;
- Define health and safety responsibilities for staff, students, service users, visitors and contractors; including both NCS and the Princes Trust.
- Promote a positive health and safety culture throughout the College;
- Provide and maintain a safe, healthy and supportive working/learning environment;
- Ensure that safe systems of work are in place to ensure the safety of employees, students, service users and others who may be affected by the College's activities;
- Ensure that risks are managed by the process of risk assessment and the implementation of suitable risk control systems and workplace precautions;
- Provide all employees with the necessary information, training, instruction and supervision in order that they may work safely and to ensure competence in their delivery of health and safety training to students, service users;
- Ensure effective communication and consultation with staff, students, service users, and others affected by College activities;
- Promote high standards of health and safety awareness and practice for students, service users. Measure and review health and safety performance regularly at both College and department levels with the aim of continuous improvement.

Health and safety is a key line management responsibility and the College is committed to ensuring that it is an integral part of the core management activity. The Corporation will accept its collective role in providing health and safety leadership of the College and will lead by example in communicating and promoting this policy. The Vice Principal (Funding & Operations) will be the designated Health and Safety Champion for the College. Health and safety is an important management responsibility, and support, training and advisory services will be provided to managers in order to assist them in the implementation of this policy.

Methods of monitoring the implementation of the policy, measuring performance and auditing health and safety will be devised and will be based on the Health and Safety Executive Guidance document HSG65.

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| Policy Title:                           | Health & Safety Policy    | Policy Owner:         | Vice Principal Funding & Operations |
|   |                           | Policy Author:        | H&S Coordinator                     |
| Status:                                 | FINAL with Board Approval | Author Approval Date: | August 2019                         |
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The Corporation will review health and safety performance annually and will ensure that health and safety matters are considered at Corporation meetings held throughout each academic year.

The College recognises its responsibilities under legislation to the local community and is committed to reducing the impact of its activities on its surrounding environment helping to build a sustainable environment.

The health and safety policy will be reviewed annually, with additional reviews initiated if a major change to premises or activities were to occur.

### **Risk Management**

One of the main aims of this policy is to support the College's general risk management strategy in reducing and managing the risk of non-compliance with statutory health and safety legislation. It is essential to ensure that matters relating to occupational hygiene, environmental health and personal safety for students, staff, National Citizen Service participants, Princes Trust, visitors and contractors, receive at all times due priority.

The risks of failing to comply with the Health and Safety Policy and procedures include injury to students, service users, visitors, staff and contractors; enforcement, prosecution, poor publicity, financial loss, and inadequate records/negligence that invalidates insurance policies.

Name: Nigel Evans

Title: Principal & Chief Executive

Signed: *Nigel Evans*

Dated: 30 August 2019

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## Definitions

**The College** – Weymouth College and its subsidiaries.

**The Board of the Corporation (the Board)** – the body ultimately responsible for the affairs of the College.

**Principal** – the Principal and Chief Executive with overall responsibility for the management of the College.

**Senior Leadership Team (SLT)** – the team consisting of the Principal, and Vice Principals.  
**College Management Team (CMT)** – the team consisting of designated College Managers

**Managers** – means Managers of all levels who manage either a function, or staff, or both.

**Coordinators** – means those individuals that Coordinate function, or staff or both.

**Supervisors** – means any person who is nominated as such.

**Staff** – means everyone employed by the College.

**Student** – means any person enrolled on a learning programme being provided by Weymouth College.

**Service users** – means any person engaged on programmes provided by Weymouth College

**ESFA** – means Education Skills Funding Agency.

**PPE** – means Personal Protective Equipment.

**DSE** – means Display Screen Equipment.

**HSE** – means Health and Safety Executive.

**NCS** – means National Citizen Service: everyone employed by and enrolled on the NCS program

**Princes Trust** – means everyone employed by and enrolled on the Princes Trust

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## Section 2 – Organisation

### 2.1 Introduction

The Health and Safety Policy will be divided into three distinct sections as follows:-

**Section 1 - General Statement of Intent** -the general aims and objectives of the Health and Safety Policy, signed by the Principal and Chair of the Corporation.

**Section 2 - Organisation** - the organisational arrangements in place for implementing the aims and objectives, signed by the Principal.

**Section 3 - Arrangements** – specific procedures to be adopted by SLT, CMT, Managers, Coordinators, supervisors, staff, students, service users, visitors and contractors in order to ensure the provision of a safe, healthy and supportive environment.

The system in place for the management of health and safety at the College will follow the guidance laid down in the HSE publication HSG65 ‘Managing for Health and Safety’

The six key elements of the HSG65 management system are:

1. Policy
2. Organising
  - Competence
  - Control
  - Co-operation
  - Communication
3. Planning and Implementation
4. Measuring Performance
5. Reviewing Performance
6. Auditing

The way in which the College aims to achieve these six elements is laid out below. Those sections in italics are quotes from HSG65 ‘Plan, Do, Check, Act’

### 2.2 Policy

The College has adopted various policies and procedures which complement the aims and objectives of the Health and Safety Policy. These associated policies and procedures can be found in section 3 “Arrangements” (page 19).

### 2.3 Organising

*“An effective management structure and arrangements are in place for delivering the policy. All staff are motivated and empowered to work safely and to protect their long-term health, not simply to avoid accidents.”*

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Health and safety must be owned by all College employees and everyone must be committed to ensuring continuous improvement in the provision of a safe, healthy and supportive environment. Staff must not ignore hazards which they identify but should make safe those situations. Staff must ensure that they display best practice at all times and set a good example to students, service users and visitors. Should any employee be found to be negligent and in any serious breaches of their health and safety duties, disciplinary action will be taken against them.

**2.3.1 Competence** – *“If all employees are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent”*. Managers need to be aware of relevant legislation and how to manage health and safety effectively. All employees need to be able to work in a safe manner and all students/service users need to be taught to do so by competent people.

**2.3.2 Control** – *“Control is the foundation of a positive health and safety culture”*. Managers must identify key objectives for health and safety within their area and act upon them. Managers must provide clear direction and take responsibility for their area.

**2.3.3 Co-operation** – *“Participation by employees supports risk control by encouraging their ‘ownership’ of health and safety policies”*. The College will endeavour to encourage co-operation by ALL to help ensure the development of a positive health and safety culture

**2.3.4 Communication** – *“Effective communication on health and safety relies on information coming into the organisation; flowing within the organisation; and going out from the organisation”*. Effective communication is key to ensuring that the Health and Safety Policy is implemented within the College. The College will endeavour to provide ALL with relevant information. Managers are tasked with passing on relevant information to their staff and acting on any feedback that may arise from such communication. Health and safety matters will be communicated by the following methods:

- Union Safety Representatives (UNISON and UCU)
- Representatives of Employee Safety
- Student Health & Safety Representative
- College Safeguarding Officer
- At staff and student inductions
- General Student Health & Safety Induction presentation
- Online Student Health and Safety Induction Quiz
- Mandatory staff health and safety training sessions
- Internal College publications (termly/annual reports etc.)
- Email
- Memos
- Health and safety notice boards
- Student Guide

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- Health and safety section of the College intranet site

Formal consultation regarding the Health and Safety policy and related procedures will be via the Health and Safety Committee. Where local changes are required; staff that are directly affected will be consulted via focus groups with the appropriate managers.

- 2.3.5. (i) **Information, Instruction and Training** – Provision of such is a legal requirement.

**Health and Safety Policy**

Electronic copies of the Health and Safety Policy will be held at the following locations:

- College intranet site
- Front page Moodle (left hand side)
- College Web Site

- (ii) **Health and Safety Training** – All staff must successfully complete the online health and safety training course (via Educare) on their first day of employment (and any updates as and when released by Educare). Staff with management responsibilities (i.e. CMT, Support Managers etc) will be given the appropriate training allocated by the College HR Department. It is the responsibility of line managers to ensure that all staff within their area complete the required course within a reasonable timeframe.

The responsibility for requesting/arranging health and safety training for specific tasks at a local level (e.g. risk assessment, COSHH risk assessment, manual handling, PASMA, forklift truck operator etc.) will lie with line managers. Advice on suitable training courses and providers can be obtained from the Health and Safety Department.

- (iii) **Staff Induction** – It is the responsibility of line managers to ensure that all new employees complete the Managers Induction Checklist (available on the intranet). This must include (but not limited to) reading the Health and Safety Policy and any departmental risk assessments, and ensuring that all new employees are briefed on emergency procedures and all health and safety aspects pertinent to their role.

- (iv) **Student Induction** – All course tutors must deliver the College Student Health and Safety Induction to all students at the beginning of each course. All full time students (and significant part-time students) must also complete the online Student Health and Safety Induction quiz (available via Moodle).

For all short courses, it is the responsibility of the course tutor to provide a health and safety briefing at the start of the first session.

A more specific health and safety induction is to be delivered to Princes Trust and College students in certain working areas (e.g. kitchens, labs, machine shops, workshops etc.) to ensure that they are informed of area specific hazards, risks and controls.

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Each time a student is introduced to a new hazardous activity (including the use of hazardous substances) it is the responsibility of the lecturer to ensure that all the hazards and control measures are explained to them. The lecturer must be confident that the student has understood the risks before they are permitted to commence the activity. It is the responsibility of the lecturer to ensure that all student inductions are recorded and kept on file.

For NCS participants staff will provide a health and safety briefing at the start of each phase, give a site tour highlighting boundaries and out of bound areas, reiterate code of conduct and highlight specific hazards in any new environments as they arise.

### 2.3.6 Responsibilities

(i) **Board of the Corporation**

The Corporation will adopt the guidance provided in INDG417 'Leading Health and Safety at Work: Leadership Actions for Directors and Board members'. The Corporation operates a policy governance model providing a systematic approach to governance to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Board;
- There are effective 'downward' communication systems and management structures in place;
- There is an integration of good health and safety management with business decisions;
- The workforce is engaged in the promotion and achievement of safe and healthy conditions;
- There is effective 'upward' communication in place;
- The College has access to (and follows) competent health and safety advice;
- The College has a Health and Safety Policy in which management responsibility for health and safety is clearly defined;
- The appropriate organisational arrangements relating to the management of health and safety exist and are monitored and reviewed (including the identification and management of health and safety risks);
- Sufficient resources are allocated within the College budget to allow for the effective implementation of the health and safety policy and all related procedures;
- Those with designated responsibility are aware of, and have access to, relevant regulations, advice and training;
- Employees are consulted on health and safety matters, and;
- Union and non-union safety representatives are appointed where possible.

(ii) **The Principal**

The Principal has overall responsibility for health and safety within the College. The Principal, through the management structure, will ensure that

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safe working and learning conditions are implemented and maintained across all aspects of College provision.

The Principal shall adhere to the College’s Executive Limitation Policy (EL1 - Treatment of Students, service users, Employers and members of the Community)

**Vice Principal (Funding & Operations)**

The Vice Principal (Funding & Operations) is the designated Health and Safety Champion for the College and is responsible for:

Chairing the College’s Health and Safety Committee, which has the responsibility for devising and monitoring the Health and Safety Policy and related procedures;

Ensuring that the Board of the Corporation receive regular reports on Health and Safety;

Acting as a link between the broad strategic aims of the Board and the implementation of the College Health and Safety Policy;  
Ensuring that the College successfully manages health and safety, and;

Ensuring that, within the resources provided for the College, there are adequate staff, funds and materials to support the effective implementation of the Health and Safety Policy.

Raising tender documents and specifications for contracted work which complies with the relevant health and safety legislation BS/EN standards;

Ensuring that all appointed contractors are competent in relation to health and safety by requesting copies of risk assessments, method statements, and training records (where necessary);

Compiling and implementing policies and procedures for site security, site safety, emergency evacuation procedures and emergency callout procedures for Estates staff;

(iii) **College Managers & Coordinators including NCS & Princes Trust**

All Senior Staff have overall day-to-day responsibility for an operational area of the College and must ensure the implementation and operation of the College Health and Safety Policy within their area of responsibility. Main responsibilities include:

- Having direct responsibility for all health and safety matters within their area;
- Ensuring that appropriate resources are allocated to ensure that effective health and safety measures are introduced and maintained;
- Bringing to the attention of the Health and Safety Dept. any high risk activity which cannot be adequately controlled by use of departmental resources;

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- Ensuring that all staff fully understand their responsibilities as outlined in this Health and Safety Policy and its related procedures;
- Ensuring that all staff, students and service users within their area of responsibility are provided with a suitable health and safety induction;
- Ensuring that safe methods of working exist in accordance with recognised procedures;
- Ensuring that written procedures and codes of practice exist (where necessary) and are applied effectively. These must be reviewed annually or when there has been a significant change;
- Ensuring that staff, students and service users are instructed in safe working practices and corrective action taken where necessary. In particular, students, service users in high-risk areas must be supervised at all times
- Ensuring that all plant, machinery and equipment is in good and safe working order, maintained and serviced as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use
- Ensuring that appropriate protective clothing and equipment is available and used, where relevant, at all times.
- Ensuring that hazardous substances are correctly used, stored securely, labelled and that COSHH data sheets and COSHH risk assessments are written, saved on the 'V' drive and that hard copies are available in each area;
- Ensuring that hazards are identified with appropriate signage and all health and safety information is communicated to relevant persons;
- Ensuring that risk assessments exist for all areas, equipment/machinery, and activities, where significant risks have been identified; and that they are reviewed and revised as necessary;
- Maintaining standards for their area for the improvement of health and safety;
- Cooperating with the Health & Safety Department to undertake at least an annual area inspection and ensuring that progress of the action plan is discussed and recorded during team meetings and/or any other appropriate forum;
- Ensuring that any health and safety concerns that they are unable to remedy are formally reported to the College Health and Safety Department via the H&S email ticketing system, and;
- Communicating health and safety matters to the staff within their area as soon as they become aware of them.
- Ensuring that all staff with work experience responsibility check the correct up-to-date procedures (H&S Work Experience Procedure) are completed within the agreed timescales

(iv) **The Health and Safety Department**

The Health and Safety Officers report to the Health & Safety Coordinator on H&S and welfare matters and are responsible for:

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- Establishing and implementing an effective health and safety management system;
- Raising the awareness and profile of health and safety across the College;
- Implementing and monitoring procedures to ensure that good health and safety standards are maintained encouraging a good Health & Safety culture;
- Ensuring that wilful breaches of the health and safety regulations by anyone using College premises, be they staff, students, service users or visitors, are reported to a member of the Senior Leadership Team;
- Monitoring risk assessments, safe systems of work, methods of work, maintenance, cleaning of plant and machinery in all departments and ensure that they comply with manufacturers' recommendations;
- Monitoring and ensuring that arrangements exist for emergency procedures covering fire, explosion and accidents/incidents/near misses;
- Delivering (where requested) staff development and staff induction sessions on health and safety matters;
- Monitoring college first aid arrangements reporting statistics to the Health & Safety committee
- Implementing and maintaining health and safety inspections using both internal and external resources where appropriate;
- Providing specialist health and safety advice across College as required and ensuring that designated safety representatives are aware of key issues that affect their designated areas;
- Seeking specialist advice as required and endeavouring to reflect accepted best practice within the College health and safety procedures;
- Ensuring the systematic reporting of health and safety matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and assisting where appropriate, with investigation of accidents/incidents at work, near misses and any complaints;
- Reviewing health and safety procedures and assisting with the implementation and monitoring of specific health and safety objectives;
- Ensuring that each academic area receives an annual (as a minimum) health and safety walk around inspection and audit
- Being the main link between the College and its funding bodies on matters of health and safety (including the reporting of learner incidents).
- Ensuring the Health and Safety Officer(s) carry out the employer Work Placement checks within the agreed timescales, in line with the current HSE guidelines, the college Health & Safety Work Experience Procedure and notifying the relevant teams of any subsequent issues
- Overseeing fire safety procedures throughout the college including planned building fire evacuations in line with the Regulatory Reform (Fire Safety) Order 2005 and other related legislation;

(v) **The Estates Team Leader**

The Vice Principal (Funding & Operations) has direct responsibility for the management of all the College sites and premises in accordance with the

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relevant Acts, Health and Safety legislation and the Occupiers Liability Acts, in particular the Workplace (Health, Safety and Welfare) Regulations 1992; this includes fire precautions, and maintenance and repair of buildings, including maintenance contracts.

The Estates Team Leader is responsible for:

- The ongoing condition of all College buildings, grounds, security, maintenance, caretaking and cleaning;
- Determining priorities for repair, maintenance and minor works as required;
- Controlling and supervising the work of contractors;
- Ensuring that College buildings and grounds are safe and free from hazards to staff, students, service users, visitors and contractors;
- Retaining appropriate documents relating to the health and safety regulations and Approved Codes of Practice (e.g. thorough examination reports for passenger lifts etc.);
- Maintaining a reactive maintenance system (via the online Estates helpdesk) for defects found within College buildings or around College grounds and prioritise any hazardous defects for early action;
- Maintaining fire safety procedures throughout the college in line with the Regulatory Reform (Fire Safety) Order 2005 and other related legislation;
- Supervising the implementation of precautions to reduce the risk of exposure to legionella bacteria from work activities and water systems on the premises; and
- Supervising the implementation of procedures and precautions in relation to the control of asbestos for all College premises.

(vi) **Employee Responsibilities (all staff including NCS & Princes Trust)**

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

- Take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions.
- Co-operate with the College so far as is necessary to enable that duty or requirement to be performed or complied with.
- Not to interfere with or misuse anything provided in the interests of health and safety.
- Any employee must inform the College of:
  - Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety; and/or
  - Of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection against arrangements for health and safety.

Employees are also responsible for:

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- Familiarising themselves with the College Health and Safety Policy and related procedures relevant to their role;
- Ensuring that students and service users are informed of health and safety regulations, rules and procedures and that students, service users and other staff in their area of work apply these effectively;
- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment supplied in a proper manner;
- Ensuring that hazardous substances are correctly used and stored;
- Ensuring that they actively take part in any and all building evacuations that they are in;
- Reporting immediately to the Estates office and by logging a job on the Estates system, any defects in the premises, plant, equipment and facilities, which they observe and, take an active part in promoting health and safety, and;
- Ensuring that any visitors to the site that they are responsible for:
  - Sign in and are issued with a visitor lanyard and visitor information card (containing H&S information);
  - Are adequately supervised at all times;
  - Receive a health and safety induction including procedure for fire evacuation (where necessary – i.e. for contractors and/or other visitors that may need to be left unsupervised); and
  - Sign out and return their visitor lanyard.

### Teaching Staff

The health and safety of students and service users is the responsibility of the person teaching them whilst they are in the learning environment. In addition to the responsibilities of all staff (as detailed above), Teaching staff are also responsible for:

- Ensuring that all students and service users receive the College Student Health and Safety Induction presentation during their induction week (available on Health and Safety section of the intranet and updated annually). All full time students (and significant part-time students) must also complete the online Student Health and Safety Induction quiz' (available via Moodle), which has been designed for completion following delivery of the College Student Health and Safety Induction PowerPoint presentation;
- Ensuring that students and service users receive training in the College fire and emergency procedure (and more specifically for the building(s) in which they will be taught);
- Ensuring that all students and service users that will be learning in a high risk area (e.g. workshops, labs, kitchens etc.) receive an area specific induction before being permitted to work in that area. The induction must be recorded and must cover the following elements as a minimum (as per SFA guidelines):
  - Emergency arrangements (fire, accidents and first aid);

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- Any significant risks that may affect them (for example, machinery and equipment, manual handling, hazardous substances, slips, trips and falls etc.);
- Control measures for the above (for example, safe systems of work, supervision, protective and preventative measures, training and instruction, signs and notices etc.);
- Supervision arrangements (and who is responsible for them) and the contact (if not the supervisor or instructor) for any health and safety concerns;
- Any restrictions or prohibitions that apply to the students/service users (for example, equipment, processes, areas, systems);
- The enforcement of any personal protective equipment or clothing that they must wear, why this is so, and when and how they should wear it;
- Location of welfare facilities (toilets, drinking water etc.), and;
- General “do’s” and “don’ts”.

(vii) **Student/NCS Participant Responsibilities**

It is the responsibility of each individual student/NCS participant to take reasonable care of his or her own health and safety, and not to act in a manner that places others in danger.

In particular, all students and service users must:

- Be familiar and comply with, fire and emergency evacuation procedures;
- Assist teaching staff and technicians in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- Use the correct equipment and tools for the job and any protective clothing and safety equipment required in a proper manner;
- Report immediately to their tutor, any defects in the premises, plant, equipment and first aid facilities which they observe;
- Report immediately to a member of staff, any accidents, incidents or near misses, and;
- Take an active interest in health and safety.

Students and service users must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers). Such behaviour should be dealt with appropriately i.e. disciplinary action by the College, and may also result in prosecution for a breach of the Health and Safety at Work etc. Act 1974.

The College will provide a health and safety induction (and area specific health and safety induction where appropriate) to ensure that students and service users are aware of their health and safety responsibilities.

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(viii) **Visitors**

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

In particular, visitors:

- Must comply with instructions given by members of staff;
- Must not tamper with emergency equipment;
- Must wear a visitor lanyard; emergency instructions are printed on the reverse.
- Must bring to the attention of staff any health and safety issues, and;
- Must wear personal protective clothing/equipment where indicated.

A copy of the emergency evacuation procedure is on the back of the visitor badge and should be provided to all visitors by a member of the reception team upon their arrival at reception.

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

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

These functions include:

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

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| Yes - EIA Date:                         |                           |                       |                                     |

(x) **Health and Safety Committee**

The College Health and Safety Committee will form the main basis for formal consultation on health and safety matters with staff and student representatives. Membership of the Committee will consist of:

- Chair - Vice Principal (Funding & Operations)
- The College Health and Safety Coordinator / Officers
- The UCU Health & Safety Representative
- The UNISON Health & Safety Representative.
- Representative of Employee Safety (ROES).
- Student Health & Safety Representative.
- Selected members of any safety advisory groups, as appropriate
- Co-opted members as invited, i.e.
  - College Occupational Health Representative
  - College Specialist - Chemistry Microbiologist (COSHH)

For more information on the main functions of the Committee, please refer to the Health and Safety Committee Terms of Reference and Constitution (see section 3 of this policy - 'Arrangements').

## 2.4 Planning and Implementation

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

- (i) **Risk Control** – The aim is to eliminate risks where possible, or to reduce the risk to, as low as is reasonably practicable where elimination is not possible. Risk assessments must be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks should be eliminated through the selection and design of facilities, machinery/equipment and work/learning processes. If it is not possible to eliminate the risk completely, the risk must be minimised through the use of physical controls (e.g. machine guarding) or, as a last resort, through safe systems of work and personal protective equipment.
- (ii) **Department Planning** – Directors/Managers must ensure that their risk assessments are up to date (annually) and cover all areas/activities within their area of responsibility. Directors/Managers must also ensure that department budgets include any resource proposals for dealing with any high risk activities identified that are not already adequately controlled. Consequences of failure to provide the required resources must be made clear to SLT.
- (iii) **Performance Standards** – Key performance standards will be set. These will be used by Directors/Managers in order to measure their health and safety performance. Other more specific performance standards will need to be set by Directors/Managers when planning and measuring health and safety performance within their area.
- (iv) **Reporting Defects** – Any defects to College buildings, fabric of buildings and external areas on College premises must be reported to the Estates

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Department via the online Estates Helpdesk (accessible via the College intranet site - <http://estates.weymouth.ac.uk/portal>)

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

- (v) **Reporting Hazards** – It is the responsibility of all employees to report any item/situation that they believe to be hazardous to the respective Manager (if they are unable to deal with it themselves). Hazards that pose an immediate risk must be reported by telephone to the health and safety office immediately (on 01305 208804 / 208782/ 208984). or to the Estates department
- (vi) **Insurance** – It is the responsibility of the Principal to ensure that the College (and its subsidiaries) has adequate Employee and Public Liability insurance cover in place. Copies of the Certificate of Employers’ Liability Insurance will be displayed on the health and safety notice boards (located within various College buildings) and made available electronically on the health and safety & Policies sections of the College intranet.
- (vii) **Risk Assessment of Staff and/or Students/Service users with Disabilities/Medical Conditions/Behavioural Problems** – Staff and/or Students/Service users with disabilities/medical conditions/behavioural problems that may affect their safety whilst working/learning will need to have their own PEEP assessment carried out by either the tutor/lecturer, relevant Student Support Assistant, or a member of the Health and Safety team. This includes those students enrolled on part-time and leisure courses. It is the responsibility of staff to report the need for such an assessment to either the relevant tutor/lecturer, Student Support Assistant or Health & safety Office as soon as they are made aware of any potential issues (i.e. during interview, enrolment, or following review of completed Health Forms

## 2.5 Measuring Performance

- (i) Health and safety performance needs to be measured to find out if the College is being successful. **Active Monitoring** (before things go wrong) – involves regular inspection and checking to ensure that standards are being implemented and management controls are working.
- (ii) **Annual Area Inspection and Health and Safety Audit** – It is the responsibility of the Health and Safety Department to arrange and carry out an annual (as a minimum) walk around inspection for each academic and College support department as per the Departmental Health and Safety Inspection Procedure (see section 3 ‘Arrangements’). Following each audit, a full report will be produced and Managers are expected to ensure that all items on the action plan are carried out within the agreed timescales.
- (iii) **Risk Assessment Review and Audit** –Managers are responsible for ensuring that all areas/activities within their area of responsibility have been risk assessed and that such assessments have been recorded and are reviewed annually (please note that reviews should take place more frequently where the activity/area is deemed as either medium or high risk). Managers must ensure that any new activities that are being considered for the forthcoming academic year are risk assessed before the activity commences

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to ensure that suitable controls are in place. Risk assessments will be reviewed and monitored by the Health and Safety Department during the annual Inspections.

- (iv) **Reactive Internal Inspections** (after things go wrong) – involves investigating injuries, cases of work-related illness, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why.
- (vi) **Accidents/Incidents/Near Misses** – the Accident Reporting and Investigation procedure can be found on the College intranet system under Health & Safety (see Section 3 ‘Arrangements’). All accidents, incidents and near misses must be reported via the online system that can be found on front page of the College intranet system under ‘College on-line systems’.  
Accident/Incident/Near Miss statistics will be submitted for discussion during the termly Health and Safety Committee meetings.

## 2.6 Reviewing Performance and Auditing

- (v) **Introduction –**  
External auditing will be carried out by the local authority Environmental Health Officers (for food hygiene visits to catering departments), Fire Officer inspections, Insurance Company inspections, other providers of work-based learning/work experience where the College is the employer, HSE inspections, and external auditors (where appointed).

This Health and Safety Policy was approved by the Board of the Corporation on the date shown below following consultation with the appropriate employee representatives.

*Nigel Evans*

Signed by Nigel Evans (Principal and Chief Executive)

Date: 30 August 2019

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### Section 3 – Arrangements

**This section provides a list of detailed procedures that will assist managers and employees in complying with this health and safety policy. All procedures are available on the College intranet system (under Support Departments – Health and Safety – Health and Safety Policy – Section 3 - Arrangements**

#### Risk Assessment

- 3.1 Risk Assessment
- 3.2 Personal Risk Assessment

#### Emergency Procedures

- 3.3 Accident Reporting and Investigation
- 3.4 First Aid
- 3.5 Bomb Threat
- 3.40 Dynamic Lockdown Procedure

#### Workplace

- 3.6 Control of Substances Hazardous to Health (COSHH)
- 3.7 Work at Height
- 3.8 Welfare
- 3.9 Noise
- 3.10 Slips/Trips/Falls
- 3.11 Safe Systems of Work
- 3.12 Manual Handling
- 3.13 Work Equipment (PUWER)
- 3.14 Lifting Operations and Lifting Equipment (LOLER)
- 3.15 Catering Knives
- 3.16 Personal Protective Equipment
- 3.17 Dust and Build-up of Combustible Materials
- 3.18 Lead
- 3.19 Control of Contractors
- 3.20 Pressure Systems
- 3.21 Building Maintenance and Alterations
- 3.22 Safe Hot Water and Safe Hot Surfaces
- 3.23 Sports Equipment
- 3.24 Display Screen Equipment (DSE)
- 3.25 Lone Working
- 3.26 Home Working
- 3.27 Disable Workers
- 3.28 New and Expectant Mothers
- 3.29 Visitors (Protection of Visitors and Public)
- 3.30 Smoking
- 3.31 Inclement Weather Conditions
- 3.32 Violence at Work
- 3.33 Work Related ILL Health

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### **Consultation**

- 3.35 Consultation
- 3.36 Terms of Reference (for Health and Safety Committee)

### **Management of Work Placements**

- 3.37 H&S Work Placement Procedure

### **Reviewing Performance and Auditing**

- 3.38 Departmental Health and Safety Inspections

### **Transport and Travel**

- 3.39 Offsite Visits Procedure

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