



Weston College Group

Health & Safety Policy

This Policy was first approved on the 09/10/09 - Next Revision Date 20/01/2019

No.	Item	Detail
1	Purpose	<p>The purpose of this Policy is to set out the framework for health and safety, demonstrating commitment and support by the Corporation and Principal Management and minimising risk to staff, learners, visitors and contractors.</p> <p>Organisation and Responsibilities Weston College Corporation has a legal responsibility for compliance with Health and Safety legislation. This responsibility cannot be devolved to others by the Principal and Chief Executive. The Corporation acknowledges its responsibility for ensuring that all statutory requirements are carried out and that the College discharges its legal duties in an appropriate manner.</p>
2	Scope	<p>This is a College wide policy that:-</p> <ul style="list-style-type: none"> assigns responsibilities, details health and safety organisation specifics the planning and implementation of specific arrangements ensures monitoring introduces auditing and performance reviews.
3	Definitions	<p>For the purpose of this policy the following definitions shall apply;</p> <ul style="list-style-type: none"> HASAW – Health and Safety at Work etc. Act HSE – Health and Safety Executive EFA – Education Funding Agency SFA - Skills Funding Agency HEFCE - Higher Education Funding Council for England afarp – as far as reasonably practicable
-	Policy Guidelines	<p>Policy Statements</p> <p>Weston College Corporation ‘the Employer’: the Principal and Chief Executive, Group Directors and the Leadership Board shall ensure compliance with all relevant legislation. They will apply the principles of ‘best practice’ in the discharge of this duty.</p> <p>Weston College will ensure as far as reasonably practicable (afarp), the health, safety and welfare of all persons who may be affected by college activities. They will maintain safe and healthy working conditions and equipment for employees and provide a safe, healthy and supportive environment for learners, visitors and others, so far as it is reasonably practicable.</p> <p>Weston College is committed, in partnership with the Education Funding Agency (EFA), Skills Funding Agency (SFA), and Higher Education Funding Council for England (HERFCE) to promoting the Safe Learner Concept, to ensure learners understand the importance of safety, and that learners develop the ability to identify hazards that may affect them, and others, in the workplace, and to develop an understanding of the control measures used to minimise the associated risks.</p>



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		<p>Weston College acknowledges its 'duty of care' to ensure that not only its employees but also those persons other than its employees, e.g. learners, visitors, contractors, and members of the general public, are not put at risk as a result of the carrying out of its business operations, so far as is reasonably practicable.</p> <p>No employee shall be required to undertake any health and safety function without prior consultation and, where necessary, training.</p> <p>Specialist consultants shall be engaged, where necessary, to give advice on specific safety issues and/or hazards and the means of their control.</p> <p>All employees shall receive adequate information, instruction and training, as appropriate, to enable the safe discharge of their contractual duties. Learners shall receive health and safety information at induction into the College and as appropriate throughout the duration of their course.</p> <p>Weston College acknowledges the importance and contribution of all employees and learners in the formulation and implementation of health and safety procedures and systems and shall consult appropriately with recognised bodies on all such issues.</p> <p>Weston College Organisation</p> <p>Organisation and Responsibilities</p> <p>The legal responsibility for compliance with Health and Safety legislation rests with the Principal and Chief Executive and cannot be devolved to others. The Corporation (Governors) acknowledges its responsibility for ensuring that all statutory requirements are carried out and that the College discharges its legal duties in an appropriate manner.</p> <p>Principal and Chief Executive</p> <p>The Principal is accountable to the Corporation for the implementation of the Health and Safety Policy. He/she will, by delegating certain duties to the Group Directors, Senior Managers and Supervisors, ensure that:-</p> <p>The Safety Policy Statement and General Policy Statement are brought to the attention of all employees, learners, and contractors.</p> <p>Codes of Practice are available for each work activity carried out by the Corporation; a copy of each Code of Practice is made available on SharePoint for relevant employees. Other health and safety information is communicated to relevant employees.</p> <p>Adequate first aid procedures exist including the provision of sufficient properly trained first aiders and that all employees and learners are aware of the arrangements.</p> <p>Accidents and incidents are reported using the established IR1 procedures and appropriately</p>



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		<p>investigated.</p> <p>Safety representatives can carry out their functions including inspections and accident investigations and where appropriate, that consultation takes place.</p> <p>Training needs are identified and appropriate arrangements are made for training.</p> <p>Requirements under the Control of Substances Hazardous to Health Regulations (COSHH) are met.</p> <p>New employees and learners receive appropriate health and safety induction, including details of the Health and Safety Policy(s), Codes of Practices, fire drills, emergency evacuations, in-vacuations, lockdowns etc. and other Health and Safety procedures.</p> <p>The overall procedures for health and safety are monitored.</p> <p>A copy of the General Policy Statement is displayed in all premises which are the responsibility of Weston College Further Education Corporation Group.</p> <p>Group Director - Curriculum Quality & Student Experience</p> <p>The Group Director - Curriculum Quality & Student Experience will:-</p> <p>Ensure that all new learners are given appropriate Health and Safety Induction at the start of their course.</p> <p>Ensure that accidents to learners are reported using the established reporting procedures, investigated, remedial measures adopted and details are forwarded to the Environmental Services Office.</p> <p>Ensure that health and safety training needs for academic staff are identified and requirements are forwarded to Environmental Services Office/HR staff development.</p> <p>Ensure that the overall procedures for the health, safety and welfare of learners are monitored.</p> <p>Ensure that specialist equipment used to instruct learners is maintained in accordance with legislative requirements and/or manufacturers' instructions as appropriate and records kept.</p> <p>Ensure that where engineering controls are impractical, Personal Protective Equipment (PPE) is readily available to both academic staff and learners and is maintained, stored and used correctly.</p> <p>Ensure that written safe systems of work are in place and followed for all learning activities where appropriate.</p> <p>Group Director - Marketing, Estates & Systems,</p> <p>The Group Director - Marketing, Estates & Systems, Corporate Services will:</p> <p>Be responsible to the Principal for the day-to-day management and implementation of the College Health and Safety Policies, procedures and arrangements.</p> <p>Be responsible for carrying out delegated duties in the absence of the Principal.</p>



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		<p>Ensure that all new employees receive all appropriate health and safety information/training including access to policy statements.</p> <p>Ensure that relevant health and safety information is communicated to all employees.</p> <p>Secure sufficient funds to meet and deliver health and safety training identified for the implementation of the Policy Statement.</p> <p>Chair the College Health and Safety Committee and promulgate minutes of the meeting.</p> <p>Promote awareness of welfare and health and safety issues.</p> <p>The Leadership Board members will:-</p> <p>Maintain a positive health and safety culture.</p> <p>Ensure a real commitment to highest health and safety standards</p> <p>Maintain good communications between management and employees regarding health and safety.</p> <p>Where possible raise awareness of health and safety issues</p> <p>Environmental Services Officer</p> <p>The Environmental Services Officer will be directly responsible to the Group Director - Marketing, Estates & Systems for the following specific duties:</p> <p>Establishing arrangements for dealing with health and safety matters, if this is not possible, for ensuring they are raised with the Group Director Marketing, Estates & Systems and the dissemination of health and safety information to all employees.</p> <p>Attending the College Health and Safety Committee.</p> <p>Ensure first aid, accident, incident and near miss reporting complies with HSE, EFA, SFA, and HEFCE procedures, as well as ensuring accidents are appropriately investigated.</p> <p>Ensuring fire and emergency evacuation procedures are appropriate, in date and periodically tested.</p> <p>Maintaining a central health and safety information database.</p> <p>Ensuring compliance with COSHH assessment regulations and maintaining registers.</p> <p>Co-ordinating all aspects of health and safety policy and practice.</p> <p>Ensuring that the implementation of the Health and Safety Policy is monitored.</p> <p>Ensuring competent persons or specialists are consulted as necessary, to advise on specialist Health and Safety matters.</p> <p>Maintaining a central list of approved work placement providers utilising the CRM recording database.</p> <p>Ensuring that the training and updating of staff is implemented.</p> <p>Be available to give technical advice on health and safety matters which may arise during joint Trade Union/Management inspections of the work premises.</p> <p>Maintaining an electronic record of all Risk Assessments and Material Safety Data Sheets.</p> <p>Undertake a programme of Health and Safety Audits and create action plans as required.</p> <p>Facilities Manager</p>



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		<p>The Facilities Manager will be responsible to the Group Director - Marketing, Estates & Systems , for the following specific duties:</p> <p>Ensuring compliance with all property related Health and Safety regulations and procedures. The emergency evacuation facilities of College owned or leased premises.</p> <p>Ensuring third parties and contractors on site comply with the Health and Safety Policies</p> <p>Compiling and regularly updating a “Buildings Register” identifying known hazardous substances and materials, including an asbestos register.</p> <p>Ensuring that any premises related defects and hazards are swiftly dealt with, or if this is not possible for ensuring they are raised with the Group Director - Marketing, Estates & Systems</p> <p>Attending the College’s Health and Safety Committee and if required, deputise for the Group Director Marketing, Estates & Systems.</p> <p>Ensure that all contractors are working in accordance with Weston College Policies, Procedures, Method Statements and Risk Assessments.</p> <p>All Second and Third Tier Managers/Members of Senior Management Team</p> <p>Second and Third Tier Managers are responsible, <i>in</i> so far as is reasonably practicable, for implementing the Health and Safety Policy within their areas of activity and responsibility. In particular they are responsible for: -</p> <p>Ensuring that activities under their control are carried out, safely and without risk to health.</p> <p>Monitoring the implementation of the Health and Safety Policy in their area of responsibility.</p> <p>Carrying out visual inspections of the workplace and equipment and reporting any defects to the appropriate person.</p> <p>Ensuring that individual employees are aware of their responsibility for health and safety.</p> <p>Making suitable arrangements for consultation with employees’ safety representatives.</p> <p>Ensuring that employees and learners under their control are adequately trained, informed, instructed and supervised.</p> <p>Ensuring that Codes of Practice appropriate to their areas of activity are brought to the attention of all employees in the group and applied and complied with as necessary.</p> <p>Ensuring that safety signs or notices are displayed.</p> <p>Ensuring that relevant health and safety information is communicated to employees and learners.</p> <p>Ensuring that first aid procedures are complied with, accidents reported and investigated, paperwork completed and forwarded to the ESO.</p> <p>Ensuring that reasonable arrangements for allowing safety representatives to carry out their functions are complied with.</p> <p>Ensuring that employees and learners are aware of fire procedures and emergency evacuation procedures.</p> <p>Ensuring that new employees receive all appropriate health and safety information/training including Faculty/Departmental safety procedures.</p> <p>Carrying out regular risk assessments in their areas of activity to comply with EU directives,</p>



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		<p>reporting if appropriate to the College's ESO any practice, premises, equipment etc. which gives rise to risk to health and safety.</p> <p>Ensure that all hazards identified by the risk assessments within their area of responsibility are adequately controlled, so far as is reasonably practicable.</p> <p>Ensuring that specialist equipment, within their area of control, is maintained in accordance with legislative requirements and/or manufacturer's instructions as appropriate and records kept.</p> <p>Ensuring that Personal Protective Equipment is readily available for both staff and learners and is maintained, stored and used correctly.</p> <p>All Line Managers and Supervisors below Third Tier Level</p> <p>All Line Managers and Supervisors are responsible for ensuring that the Health and Safety Policy arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for health and safety is determined by the extent to which they have authority to take executive action, in other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.</p> <p>All Employees and Learners</p> <p>All employees and learners are reminded of the need to report any accidents, incidents or near miss occurrences that arise at college. Failure to do so may lead to difficulties when employees claim industrial injury benefit, or when learners claim the equivalent benefit under the analogous industrial injuries scheme.</p> <p>Any employee having or identifying a problem about health and safety must raise the matter with his or her Line Manager or Supervisor. Employees who, during the course of their duties, are required to visit premises other than their normal place of work, must comply with those health and safety instructions in force at those individual establishments. Learners should report health and safety concerns to their Tutor.</p> <p>The attention of all employees is drawn to the following:</p> <p>Section 7 of the Health and Safety at Work Act 1974 This requires employees to take reasonable care for their own health and safety and that of other people who may be affected by their acts or omissions. To co-operate with the College in meeting its responsibilities towards health and safety at work.</p> <p>Section 8 of the Health and Safety at Work Act 1974 This states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.</p> <p>Any breach of the foregoing sections of the Act will be treated as a breach of <i>the conditions of service, misconduct or gross misconduct, depending on the circumstances, and disciplinary action may be taken.</i></p>



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		<p>Further Arrangements</p> <p>The Health and Safety Policy is incorporated, together with other relevant information, procedures, codes of practice and statements, in the Health and Safety section of the extranet. (Link here)</p> <p>A General Policy Statement (Link here) will be posted within the reception or entrance to each College building. The notice will be signed and dated by the Principal and Chief Executive on an annual basis.</p> <p>Weston College will establish such further arrangements and procedures as from time to time are necessary to enable compliance with this Policy.</p> <p>Systems and Procedures</p> <p>The College will continue to develop, maintain and monitor suitable and appropriate systems and procedures to ensure that there is compliance with legislative requirements.</p> <p>These systems and procedures enable hazards to be identified and control measures put in place to reduce the risks from those hazards to an appropriate and acceptable level.</p> <p>All systems and procedures are incorporated in the Health and Safety section on the College Extranet.</p> <p>First-Aid</p> <p>Facilities staff are trained to be first responders for First Aid incidents and as such are fully compliant and certificated to “First-Aid at Work” standard. A First-Aid Room, First-Aid Kits and suitable supplies are available at all material times.</p> <p>Risk Assessments</p> <p>Risk Assessments will be required for those activities that are not considered ‘normal’ college events or where significant harm could occur. Normal college events are covered by ‘generic’ risk assessments recorded electronically on the college SharePoint. Where activities are <u>not</u> the subject of an existing risk assessment and the event may cause harm, a specific risk assessment will be required to be undertaken. An electronic form is available on SharePoint that can be completed and recorded, where existing controls are not adequate, additional controls will need to be identified and recorded on an action plan.</p> <p>Specific risk assessments include:-</p> <ul style="list-style-type: none"> • New and Expectant Mothers (including learners) • People with specific disabilities • External Visits and trips abroad • Manual Handling • Specific items of work equipment • For one off activities like shows, open days etc.



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		<ul style="list-style-type: none"> • Following an accident or incident or near miss • Display Screen Equipment (DSE) <p>Fire Safety Arrangements Fire Alarm and Detection systems and appropriate Fire-Fighting equipment is maintained in serviceable condition, tested at appropriate intervals and certificated in accordance with legislative requirements. Fire Evacuation procedures are maintained, bespoke to each college building, monitored and evaluated at appropriate intervals for effectiveness, practiced evacuation drills take place each term for each college building/location.</p> <p>Fire Risk Assessments in compliance with the Regulatory Reform (Fire Safety) Order 2005 are completed and reviewed for all College premises and are centrally held on the extranet as follows:-</p> <ul style="list-style-type: none"> • Knightstone Campus • University Campus • Conference and Events Centre • The 'Bay' Hotel • Skills Zone • SWSC <ul style="list-style-type: none"> ○ CECE ○ MVW ○ Partnership Building ○ Eco House ○ Lord Baker Innovation Centre (BEC) ○ Engineering <p>Accident Investigation The Environmental Services Officer, in accordance with HSE guidelines, will investigate all significant accidents involving staff and learners. Where applicable, recommendations will be forwarded to the appropriate line manager to ensure that risk assessments are reviewed and control measures improved as required. A Procedure for the Management of Accidents, Incidents, Dangerous Occurrences and Near Misses etc. can be viewed on SharePoint – Corporate Services – Health and Safety – First Aid – Accident Investigation.</p> <p>Signage All signage within the College is monitored to ensure that there is compliance with current legislative requirements.</p>



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		<p>Information, Instruction and Training Appropriate information, instruction and training is given to all employees and such other persons as necessary to ensure that no-one is put at unacceptable risk as a result of attending the College's premises or any activity associated with its business operations.</p> <p>Maintenance of electrical and mechanical equipment All electrical and mechanical equipment and work equipment is maintained, tested and risk assessed to ensure compliance.</p> <p>College Safety Facilities The College maintains an Environmental Services/Sites and Estates Department which is the focal point for the College's commitment to health and safety. Copies of all relevant documentation and guidance on legislative compliance are held, either in hard copy or electronically, up-dated and added to as appropriate. Membership of appropriate organisations is maintained to enable the College to participate in meetings, discussions and conferences with similar businesses and operations with the intention of ensuring that the best ideas, systems and procedures are implemented to the benefit of the college, its employees, its learners and others who may be affected by its operations.</p> <p>Health and Safety Committee http://staffsp.weston.ac.uk/CorpS/HealthSafety/Terms%20of%20Reference%20HS/Forms/AllItems.aspx of Reference can be viewed here</p> <p>Weston College has an established Health and Safety Committee with representation from Faculties, Facilities Department, Union Representative bodies, College Management and Learners. The Committee will seek to promote and secure the health, safety and welfare of all persons having access to college premises, through the co-operation of all employees and the publication of Health and Safety policies, practices and procedures. The Committee will meet on a bi-monthly basis, with a quorum for decision-making being 50% of membership, ex officio members not included. The work of the Committee must be seen as supplementing the arrangements introduced by the College for ensuring the continued wellbeing of all. Where necessary, persons with specialist knowledge or skills may be co-opted to the Committee in an ex-officio capacity.</p> <p>The main functions of the committee are to: Advise on the development of the Health and Safety policies, procedures and safe working practices contained therein, Monitor and review all reportable incidents (RIDDOR) and all incident investigation reports, Review incident statistics and trends in order that reports can be made on unsafe conditions and practices, together with recommendations for corrective action,</p>



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		<p>Consider Health & safety Audit reports which Health and Safety Representatives may wish to submit,</p> <p>Monitor inspections of workplaces in the form of Health & Safety Tours,</p> <p>Monitor the arrangements for Learner Work Place Assessments</p> <p>Consider reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act 1974.</p> <p>Submit Committee minutes to other functional committees within the risk management structure as required,</p> <p>Produce and submit an annual report to the Corporation,</p> <p>terms of reference will be reviewed at least annually.</p>
5	References	<p>References to other policies, statutes, legislation or other sources that are cited within this policy.</p> <p>Health and Safety at Work etc. Act 1974</p> <p>Management of Health and Safety at Work regulations 1999</p> <p>HSE Guidance INDG259 An introduction to Health and Safety.</p>
6	Appendices	<p>This policy is supported through a suite of procedures, guidelines and forms see additional support documents available on the Extranet, Health and Safety. (Link here)</p>
7	Approvals	<p>Approved by CMT</p>
8	Approval Dates	<p>This Policy was approved on 09/10/2009</p> <p>This version takes effect from 02/09/11</p> <p>This Policy was reviewed on the 20/01/2017</p> <p>This Policy will be reviewed on 20/01/2019</p>
9	Policy Owner	<p>The person that owns this Policy and can be approached in relation to this Policy</p> <p>Rory O'Connor Environmental Services Manager</p>