



Weston College **Group**

**HEALTH, SAFETY AND WELLBEING POLICY**

# HEALTH, SAFETY AND WELLBEING POLICY

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# HEALTH, SAFETY AND WELLBEING POLICY

## Change Control

<b>Version:</b>	3.0
<b>Date approved by CLB:</b>	05/11/2021
<b>Date approved by Corporation:</b>	TBC
<b>Name and title of policy holder:</b>	Michelle Clarke, Director of Estates & Health & Safety
<b>Date issued:</b>	05/11/2021
<b>Review date:</b>	November 2023

Version	Type – New/Replacement/Review	Date	History
1.0	New	July 2018	N/a
2.0	Replacement	July 2020	New replacement policy – fully revised and reformatted
3.0	Replacement	Nov. 2021	Multiple policies conflated to form a single central H&S policy, including: <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Loan Worker</li> <li>• Smoking</li> <li>• COSHH</li> <li>• Manual Handling</li> <li>• PPE</li> <li>• Risk Assessment</li> <li>• DSE</li> <li>• Asbestos</li> </ul>

This policy applies to Weston College Group and all wholly owned subsidiary companies of the Weston College Corporation which include Prison Education, Forward Futures, SOMAX, West of England Institute, Releasing New Potential, Inspirational Events and Investments

# HEALTH, SAFETY AND WELLBEING POLICY

## 1 PURPOSE

- 1.1 The Health and Safety at Work etc. Act 1974 requires all employers with 5 or more employees to prepare and, as often as may be appropriate, revise a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

The Act prescribes that a general statement of policy, the organisation (including health and safety responsibilities) as well as details of the safe working arrangements must be included in the Policy.

## 2 SCOPE

- 2.1 This policy applies to all individuals working for or on behalf of Weston College Group, including all colleagues at all locations and at all levels including members of the Board, Leadership Board/Senior management, external contractors, agency workers, partners, suppliers, customers, any associates, any subsidiaries or their employees or any other person associated with us in a professional capacity.
- 2.2 This policy sets out the responsibilities on all individuals, in line with their contract of employment (or other contractual arrangement).
- 2.3 Whilst this does not apply specifically to learners, Weston College Group fully accept and understand their duty of care towards them and their health, safety and wellbeing is at the forefront of operations.

## 3 POLICY STATEMENT

- 3.1 Weston College Group recognises that occupational health and safety is an integral part of its core business strategy. It believes in cost effective improvements in performance to enhance the environment for staff, students, tutors and visitors. The organisation commits to ensuring that its statutory obligations are discharged and that a process of continual review and improvement will be fostered within the organisation.
- 3.2 This policy applies to all operations within the Group. A copy will be held at each site and is to be used as a working document by personnel to manage health and safety at each unit in a manner commensurate with the responsibilities outlined below.
- 3.3 All staff are reminded that adherence to the requirements of this policy is a legal requirement, and that any failure to do so may invalidate the organisation's insurance cover or may render them individually liable to prosecution.
- 3.4 Weston College Group will develop and set objectives for safety performance and will strive to achieve these through the application of principles of risk assessment and risk management. The safety objectives will be publicised within the business and communicated to staff via the Extranet. The responsibilities of all managers and staff will be detailed within the policy as will standard operating procedures.
- 3.5 Weston College Group will provide adequate resources to ensure that the objectives of the policy and its safety arrangements are met. All levels of staff and managers will receive appropriate training to ensure they act competently.
- 3.6 Safety equipment and PPE will be provided where the risk assessment identifies the need for such, and the organisation expects the equipment to be used.
- 3.7 Weston College Group recognises that the achievement of safety is a partnership between the organisation, representative bodies and the employees. The organisation states its objectives and aspirations within this policy, and it expects the employees to match this with a commitment to work and conduct their activities in a safe manner. It is vital that the employees report safety defects and concerns to the Director of Estates and Health and Safety to enable Weston College Group to meet its stated objectives.

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- 3.8 Weston College Group will review and audit the effective management of and adherence to the policy and the safety arrangements. The College Governors and Senior Management Team will review reports on safety performance.

## 4 RESPONSIBILITIES

### Governors

- 4.1 The governing body are responsible for:
- Ensuring sufficient resources are made available to ensure statutory compliance and achieve the College's health and safety objectives
  - Reviewing annually, and monitoring the implementation of the College's health and safety policy and arrangements
  - Identifying a Governor responsible for health and safety across the College and to sit on the Health & Safety Committee

### Principal and Chief Executive Officer (CEO)

- 4.2 The Principal and Chief Executive Officer of the College has overall responsibility for health and safety on a day to day basis, this includes:
- Delegating the day to day aspects of health and safety to the COO and the Director of Estates and Health & Safety
  - Liaising with the College's governing body on health and safety matters as required
  - Bringing to the attention of the Colleges governing body any significant issue or challenge that might affect the Weston College Group, its employees or learners
  - Ensuring sufficient resources are made available to ensure statutory compliance and achieve the College's health and safety objectives
  - Promoting and maintaining a positive health and safety culture across the College and all its activities
  - Ensuring matters affecting health, safety and welfare are communicated effectively across the College
  - Ensuring health and safety is a standing agenda item on all leadership board meetings

### Deputy Principal and Chief Operating Officer (COO)

- 4.3 The Deputy Principal and COO is responsible for:
- Deputising for the Principal and CEO in their absence
  - Ensuring that the College exercises its legal responsibilities and duty of care with the regard to all student activities whether they take place on or off the premises
  - Ensuring health and safety is standing agenda on all team/departmental meetings
  - Promoting and maintaining a positive health and safety culture
  - Chairing the College Health and Safety Committee

### Director of Estates and Health and Safety

- 4.4 The Director of Estates and Health and Safety is responsible for:
- Providing strategic advice and direction on all aspects of health and safety across the Weston College Group.
  - Providing competent health and safety advice.
  - Investigating accidents, incidents and near misses.
  - Statutory reporting under RIDDOR and to other organisations linked to the College's undertaking.
  - Undertaking periodic reviews of all documents contained within the College's Health and Safety Management System.
  - Supporting managers to identify employees' health and safety training needs and provide health and safety training to employees and others who require it.
  - Providing advice and guidance regarding the use of subcontractors undertaking projects on behalf of Weston College Group, including the monitoring of their performance.
  - Ensuring that the implementation of the Health and Safety Policy is monitored.

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- Ensuring competent persons or specialists are consulted as necessary, to advise on specialist Health and Safety matters.
- Maintaining a central list of approved work placement providers utilising the CRM recording database.
- Maintaining an electronic record of all risk assessments and material safety data sheets (MSDS).
- Undertaking a programme of Health and Safety Audits and create action plans as required.
  - Ensuring fire risk assessments and College emergency evacuation procedures are appropriate and where required regularly tested.
  - Ensuring adequate first aid provision is in place across the College.
  - Promoting and maintaining a positive health and safety culture.
  - Ensuring employee health and safety training needs are identified and appropriate arrangements are made for training.
  - Ensuring asbestos and legionella risk assessments are undertaken where required, the appropriate controls put in place and up to date registers maintained

## Facilities Manager

4.5 The Facilities Manager is responsible for:

- Ensuring compliance with all property related health and safety regulations and procedures.
- Ensuring third parties and contractors on site comply with the health and safety policies.
- Ensuring that any premises related defects and hazards are responded to in a timely manner.
- Ensuring that all facilities contractors undertaking work on College premises are subject to periodic checks of competency.
- Ensuring that an effective permit to work system is in place where required

## Deans of Study and Heads of Department

4.6 Deans of Study and Heads of Departments are responsible for:

- Ensuring day-to-day management and implementation of the College's health and safety policies, procedures and arrangements.
- Ensuring the health and safety is a standing agenda item on all team/departmental meetings.
- Ensuring that risk assessments (e.g. faculty/department specific, DSE, nursing and expectant mothers, COSHH) are undertaken for activities within their area of responsibility, appropriate controls are put in place and safe methods of working adopted.
- Ensuring that written safe systems of work are in place and followed for all learning/workplace activities where appropriate.
- Identifying training needs and ensuring all persons within their area of responsibility are provided with the necessary information, instruction, training and supervision.
- Ensuring that all accidents, incidents and near misses are reported, proportionate investigations are undertaken, and the necessary steps are taken to prevent reoccurrence.
- Promoting and maintaining a positive health and safety culture
- Monitoring health and safety practices within their area of responsibility.
- Providing necessary personal protective equipment (PPE) ensuring it is maintained, stored and used correctly.
- Ensuring that all new learners/employees are given appropriate health and safety induction at the start of their course/employment.
- Ensuring that specialist equipment used to instruct learners/employees is maintained in accordance with legislative requirements and/or manufacturer's instructions as appropriate and records kept.
- Ensuring that PEEPs are completed for any learner or employee who require them.
- Ensuring that where required, workplace employer's health and safety declarations are completed prior to any learner undertaking a work placement.

## Employees

4.7 Employees are responsible for:

- Taking reasonable care of the health and safety of themselves and others (including colleagues, learners and visitors) who may be affected by their acts or omissions.
- Familiarising themselves and following all College's health and safety policies.

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- Ensuring that where required risk assessments are undertaken for activities within their area of responsibility, appropriate controls are put in place and safe methods of working adopted.
- Ensuring that all accidents, incidents and near misses are reported at the earliest opportunity.
- Promoting and maintaining a positive health and safety culture.
- Ensuring that any specialist equipment is maintained in accordance with legislative requirements and/or manufacturer's instructions as appropriate and records kept.
- Ensuring that written safe systems of work are in place and followed for all learning/work related activities where appropriate

## Employee and Trade Union Representatives

- 4.8 Employee and Trade Union Representatives can:
- Attend meetings of the College's health and safety committee.
  - Investigate potential hazards and dangerous occurrences at the workplace.
  - Investigate complaints by any employee s/he represents relating to that employee's health, safety or welfare at work and make representations to the employer on matters arising
  - Make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
  - Carry out workplace inspections.
  - Represent the employees s/he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority

## 5 HEALTH AND SAFETY POLICY ARRANGEMENTS

- 5.1 This policy covers the general arrangements in place for the management of health and safety at Weston College Group (hereafter referred to as the College).

This policy is supported by a number of additional documents including procedures, risk assessments, safe systems of work, templates and checklists. These can be found on SharePoint and AssessNET.

This policy is reviewed from time to time as required to reflect changes in working practice, legislation or similar. As a minimum this policy will be reviewed annually.

### Systems and Procedures

- 5.2 The College will continue to develop, maintain and monitor suitable and appropriate systems and procedures to ensure that there is compliance with legislative requirements.

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.

All systems and procedures are incorporated in the Health and Safety section on the College SharePoint platform

### College Safety Facilities

- 5.3 The Estates Departments are 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, updated 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.

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## Communication

- 5.4 The College will communicate information relating to health and safety matters to its staff through a number of channels including:
- Regular meetings of the Health and Safety Committee
  - A suite of supporting safety policies and procedures
  - Heads of Department and Faculty meetings
  - Health and safety signage throughout each campus
  - The Health and Safety Law 'what you should know' poster is displayed in prominent positions throughout each campus
  - Face to face meetings, including campus "drop-in" sessions
  - "All Users" Emails, Microsoft Teams meetings

## Health and Safety Committee

- 5.5 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.

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.
- Consider health and safety audit reports which Health and Safety Representatives may wish to submit.
- Consider reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act 1974.
- Submit Committee minutes to other functional committees within the risk management structure as required
- Produce and submit an annual report.

## Risk Assessments

- 5.6 The Management of Health and Safety at Work Regulations and other Regulations require that risk assessments are carried out by employers and that the significant findings from the assessments are brought to the attention of those at risk.

Within the College environment this includes the risks to employees, students and others with whom the college has contact during the course of its business activities.

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 risk assessments recorded electronically on AssessNET.

Where activities/tasks are not the subject of an existing risk assessment and could lead to significant harm occurring, a specific activity/task risk assessment will be required to be undertaken.

An electronic form is available on AssessNET that can be completed and recorded.

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Where existing controls are not adequate, additional controls will need to be identified and recorded on an action plan.

Advice and assistance on completing risk assessments can be sought from the College Health and Safety Department.

Examples of specific risk assessments include:

- New and Expectant Mothers (including learners)
- Residential Accommodation (including under 18's)
- 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.
- Display Screen Equipment (DSE)
- Control of Substances Hazardous to Health (CoSHH)
- Workshop machinery and equipment

## Work Equipment

5.7 The College will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).

This includes ensuring:

- That all users of products and articles supplied or hired for use at work are provided with relevant health and safety information.
- All work equipment hired or purchased for use by our employees or students is suitable for the purpose for which it is to be used and that employees have received appropriate information, instruction and training.
- Reasonable steps are taken to ensure that plant and equipment used or operated by sub-contractors who are under the control of the College, is used in compliance with current legislation and good practice.
- That the necessary arrangements are in place so that all work equipment is properly maintained, and that records of servicing, inspection, calibration and statutory tests/examinations are completed and available. Examples of records required include:
- Plant certification and inspections
- Portable electrical appliance testing and fixed electrical inspections
- Statutory examination/test of lifting equipment and routine inspections
- Employees are responsible for ensuring that any defects likely to affect personal safety or health are reported immediately and are required to carry out a visual inspection of equipment before use to ascertain that it is in good repair and appropriate for the task.
- Portable appliance testing (PAT) will be conducted by competent persons. Inspections and tests will be undertaken at intervals in accordance with the guidance.

## Information, Instruction and Training

5.8 Suitable information, instruction and training will always be provided to employees and such other persons as necessary on health and safety related matters, as identified during risk assessment, on the introduction of new technology, or a change in working methods, or as a result of knowledge gained from premises and site inspection.

Safety training requirements for both managers and employees will be identified, recorded and provided to all employees as necessary.

Deans of Study/Heads of Department are responsible for ensuring identified training needs are met. This may be from internal means, by use of external training providers or eLearning as appropriate.

Advice can be sought from the Health and Safety department on appropriate courses.

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## Safeguarding

- 5.9 In accordance with applicable legislation and its own Safeguarding policy, the College takes a preventative approach to protecting young people and adults from risk of potential harm, damage, radicalisation or being drawn into terrorism; take all appropriate action to address concerns about the welfare of young people and vulnerable adults; work to agreed local policies and procedures in full partnership with other local agencies; plan, implement, monitor and review policies and procedures to ensure that the maximum is done to provide a safe environment for young people and adults at risk in the College; take all reasonable measures to ensure that risks of harm to young people and adults at risk welfare is minimised.

Any student in danger of radicalisation or demonstrating extremist tendencies is deemed to be vulnerable and appropriate support under the PREVENT strategy or through CHANNEL will be sought.

The College will keep its policy and procedures on children and adults at risk under review to take account of any new Government legislation, regulations or best practice documents to ensure staff are kept fully up to date with their responsibilities and duties with regard to the safety and well-being of vulnerable parties

## Accidents and Incident Reporting

- 5.9 All accidents, incidents or near misses, however trivial they may appear, must be recorded on the accident/incident form (IR1) and reported to the Health and Safety Department within 3 working days.

When College employees/learners are away from any College Campus/site any specific recording/reporting requirements for that site must also be adhered to.

The College will maintain and hold all documentation for accidents, dangerous occurrences and notifiable diseases and conditions.

Copies of all notifications made on behalf of the College will be kept for record purposes.

The Health and Safety team has the responsibility for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) on behalf of the College.

A proportionate investigation into all accidents involving staff, or learners, should be undertaken by a line manager or Dean of Study with support from the Health and Safety Department if required.

All accidents will be considered health and safety 'failures' with lessons to be learned from them. Additional control measures will be identified and introduced as necessary to prevent the recurrence.

Where applicable, recommendations will be forwarded to the appropriate line manager/Dean of Study to ensure that risk assessments are reviewed, and control measures improved as required.

## Fire Safety Arrangements

- 5.10 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. A Generic Emergency Evacuation Policy and Procedure is included in appendix 1 of this policy.

Fire Risk Assessments in compliance with the Regulatory Reform (Fire Safety) Order 2005 are completed and reviewed for all premises and are centrally held on the extranet as follows:

- Knightstone Campus
- Loxton Campus
- University Centre Weston – The Winter Gardens
- Construction Training Centre

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- Weston Bay Hotel
- South West Skills Campus (SWSC)
- Conference and Events Centre
- Lauriston Hotel
- Animal Management Centre, Puxton Park

## First Aid

- 5.11 To comply with the Health and Safety (First Aid) Regulations, all College sites, premises and vehicles will be supplied with adequate first-aid facilities appropriate to location in which they are placed.

Where a First Aid Needs Assessment has identified that a designated first aid room is appropriate, one will be located in a suitable place within the site.

Facilities staff are trained to be the first responder for first aid incidents and are trained to 'First Aid at Work' standards

In the event that an incident requires a first aid attendance at our main campuses, contact must be made via the appropriate Customer Information Service (CIS) on the following numbers by using the emergency phone.

- Knightstone Campus Tel: (01934 41)**1888**
- Loxton Campus Tel: (01934 41)**2888**
- South West Skills Campus Tel: (01934 41)**3888**
- Winter Gardens/UCW Tel: (01934 41)**4888**

The numbers quoted above will be prioritised by CIS staff, this to ensure calls obtain an immediate response.

On our other sites, reception can be contacted and the First Aider on duty will respond.

Automated External Defibrillators (AED's) can also be accessed at all locations.

When a College First Aider decides that a casualty should be taken either to hospital or home, they must be transported:

- By ambulance when the casualty's condition is or is thought to be serious. When a casualty is transported by ambulance, College First Aiders or other staff are not required to accompany them.
- By College transport when available and when the casualty's condition is not serious. When transported by College transport casualties must be accompanied by a College First Aider as well as by the driver.
- By taxi when no College transport is available and when the casualty's condition is not serious. When transported by taxi casualties must be accompanied by a College First Aider.
- The First Aider will determine if the casualty requires a Taxi to return to College/home address if so, arrangements must be made for the cost to be debited to Weston College.
- Following registration at the hospital with medical staff, the First Aider may determine if they need to remain with the injured person or can return to previous duties, taking account of the casualty's trauma, personal circumstances etc

## Health Surveillance

- 5.12 The College will provide occupational health surveillance at work whereas a result of risk assessment it is shown to be required i.e. the work remains hazardous and carries significant risk, even with certain control measures in place.

The College will:

- Consult with employees over the proposed arrangements for occupational health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees of the health risks and of the health surveillance procedure.
- Monitor any trends in exposure to all relevant employees by the annual completion of a confidential health and safety questionnaire.

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- Ensure that the person(s) carrying out the health surveillance procedure are competent to undertake the task.
- Ensure that the results of the health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary, review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Ensure that health surveillance records are retained for statutory retention periods.

## Display Screen Equipment (DSE)

5.13 Weston College will comply with the Health and Safety (Display Screen Equipment) Regulations and where anyone is identified as a Display Screen User, Line Managers will ensure that those persons undertake a workstation assessment.

These will be carried out on commencement of employment and on an ongoing basis should circumstances require, such as the installation of new equipment or reorganisation of the workplace.

This assessment form can be accessed via AssessNET via the Health and Safety department.

Users of DSE will be given appropriate training to minimise any risks identified in the risk assessment and provided with guidance on correct use of the equipment and advised of the reporting procedure should problems develop.

Where the assessment identifies that equipment or furniture, such as keyboards, computer mouse, chairs etc. would reduce the risk of harm coming to the DSE user these will be provided by the College.

All employees identified as DSE users are entitled to eye tests on request in accordance with the Display Screen Equipment Regulations.

The College will make the following provision for DSE users:

- Vision screening carried out by suitably qualified professionals either in College premises or at another agreed location.
- If problems of visual acuity at screen distance are detected, then referral to a designated optician will be authorised.
- Corrective appliances where deemed necessary.

Any health symptoms or concerns believed to be attributed to the use of display screen equipment should be reported to line managers who should seek advice in the first instance from the Health and Safety department who can also advise on current amounts that can be claimed for eye tests and corrective appliances.

Payments made can be claimed via the Petty Cash claim form on SharePoint.

## Smoking

5.14 In line with the Health Act 2006, Weston College will fully comply with the requirements of the legislation in that smoking is prohibited in all College premises with the exception of those designated smoking areas/shelters

The smoking ban applies to all staff, learners, contractors and visitors.

Smoke-free areas include:

- All buildings owned by or leased to the College.
- All grounds and areas immediately outside any entry or exit doors (within 6m).
- All College owned vehicles or vehicles hired to the College for the transport of goods and or personnel whether single or multiple occupancy.

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This smoking ban has been extended to include electronic cigarettes, and similar electronic devices, as these give the impression of smoking within buildings.

Employees who wish to smoke, including the use of e-cigarettes during working hours must do so within their own designated break or rest periods.

The taking of unauthorised breaks may result in disciplinary action.

## Lone Working

- 5.15 The College seeks to avoid lone working wherever possible, however recognises that on occasions employees may be required to do so during the course of their work.

Lone working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker.

Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance.

All employees who lone work will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance.

## Control of Substances Hazardous to Health (COSHH)

- 5.16 In order to comply with the Control of Substances Hazardous to Health Regulations the College will obtain information on any substance or materials that may be hazardous, usually in the form of Material Safety Data Sheets (MSDS) from the manufacturer or supplier in the form of material safety data sheets.

Written CoSHH assessments will be undertaken for any work with substances where a significant risk is identified using the information provided from safety data sheets.

The College will look to eliminate exposure to hazardous substances but where this is not possible will look at the following hierarchy of control measures to reduce the risk to as low as reasonably possible:

- **Substitute:** using another substance which presents a lower risk i.e. non-acetone-based nail varnish.
- **Isolate:** enclose the process to reduce the potential for contact with the substance i.e. fume cupboards.
- **Engineering controls:** control the exposure of the substance at source i.e. local exhaust ventilation (LEV).
- **Training and administration:** those likely to come into contact with the substance have appropriate training and safe systems of work are produced and followed.
- **PPE:** Appropriate PPE is provided i.e. gloves, respiratory protective equipment (RPE).

Any necessary work with new materials or substances rated as hazardous will not commence until the necessary safety data sheet has been obtained, or the material has been analysed and an assessment made of the risks involved in the operation.

## Personal Protective Equipment (PPE)

- 5.17 PPE is provided as a final line of defence against potential risk and used in conjunction with more collective protective arrangements according to the tasks being completed.

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An assessment will be carried out by the Department Manager in consultation with the Health and Safety Department, if required, to ensure that any PPE provided is suitable and provides an adequate level of protection against the hazard identified.

It is the responsibility of the appropriate manager to ensure that the site rules regarding the use of PPE are enforced and where necessary to take disciplinary action to ensure compliance.

Where PPE has been identified as being appropriate for the work being carried out managers will ensure that employees are given sufficient training for its use.

This will include the selection, use and maintenance of personal protective clothing and equipment where it is required.

Managers will ensure that suitable arrangements are provided for the storage and maintenance of PPE.

## Legionella

- 5.18 As the Duty Holder the College is responsible for ensuring that a suitable and sufficient risk assessment is carried out to assess the risk of exposure to legionella bacteria from activities and water systems on College premises.

Honeyfield Property Services, contracted to carry out planned and reactive maintenance works throughout the College will, in consultation with the Estates Team, carry out the monitoring regimes i.e. temperature monitoring, to reduce the risk of bacterial growth in the College water systems.

## Asbestos

- 5.19 The College recognises its duties under the Control of Asbestos Regulations to prevent, so far as is reasonably practicable, exposure to asbestos.

The College recognises its responsibilities as a duty holder and, through the Facilities Department will:

- Identify premises that may contain Asbestos.
- Maintain an Asbestos Register.
- Ensure Asbestos surveys are carried out by a competent surveyor on all properties within their control built before 2000.
- Develop and implement Asbestos management plans based on any survey findings.
- Provide information to any person requiring it (e.g. contractors) who might come into contact with Asbestos.

Should there be any doubt as to whether Asbestos is present, it MUST always be presumed Asbestos is present

## Manual Handling

- 5.20 Manual handling operations will be avoided wherever practicable by automating or mechanising handling wherever possible.

Plant, tools, materials and equipment should always be delivered as close as possible to work areas to avoid unnecessary handling.

Where manual handling cannot be avoided and there is likely to be a significant risk or injury, specific assessments will be made by the appropriate manager, having consulted with the health and safety department where required, and procedures developed to eliminate or minimise the risks.

The capability of employees will be taken into consideration and where required further information, instruction, training and supervision will be provided to ensure competence.

## Working at Height

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- 5.21 Working at height is to be avoided wherever possible. Where this is not possible or practicable, working at height is to be properly planned, organised and supervised.

Where the use of a stepladder, or ladder, is unavoidable e.g. putting a box on a shelf, appropriate steps will be provided. Ladders should only be used for light work and for a short duration (maximum in one position of 30 minutes) and only Class 1 (pre 2018 whilst still in good condition) or Class EN131 Professional ladders will be used.

Ladders will be recorded on a register and will be subject to periodic inspection as determined by the Facilities Manager.

Where work at height tasks fall outside the definition of light work and short duration, Honeyfield Property Services, contracted to carry out planned and reactive maintenance works throughout the College will be tasked to carry out the work having provided appropriate suitable and sufficient risk assessments.

## Noise

- 5.22 There are a number of different areas within the College environment in which employees and students might be working, where exposure to noise might need to be considered:

- Performance spaces
- Plant rooms
- Construction environments
- Workshops

When operating or working near plant, machinery and other noise sources, employees are required to:

- Keep machinery covers closed.
- Wear suitable hearing protection.

Information and instructions for safeguarding hearing will be given to employees as a toolbox talk.

Where permanent noise hazards are identified, 'Hearing Protection Zones' will be designated, and the use of appropriate control and protection measures enforced.

Where there are concerns that noise within areas of the College may reach the noise action (exposure) levels, the health and safety department are to be contacted and an assessment of noise carried out.

Where noise cannot be reduced at source, appropriate hearing protection will be provided by the College.

## Food Safety

- 5.23 The College accepts its legal duty to comply with the provisions of The Food Safety Act 1990, and all other subsequent, or relevant, legislation made under the Act.

The College has a number of food outlets including:

- The Grove Training Kitchen and Restaurant
- Costa Coffee
- The Bistro's
- Lasseter's Restaurant (Winter Gardens)
- Florentine Restaurant (Winter Gardens)
- Lauriston Hotel

The Grove Training Kitchen and Restaurant is located within the Knightstone Campus and offers a realistic working environment for our Catering and Hospitality students, Lasseter's, Florentine and Lauriston by IEI staff, and the remaining outlets are managed on behalf of the College by external caterers.

The College is committed to identifying potential food safety hazards and will implement any control measures necessary to reduce the risks to customers of our food outlets.

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Each outlet will have a comprehensive risk-based quality management procedure based on the principles of Hazard Analysis and Critical Control Points (HACCP) to ensure all practicable due diligence and the maintenance of our high standards.

These procedures include procurement, delivery, storage, preparation and service.

In order to achieve this, the following conditions must be observed:

- All food will be produced under hygienic conditions that do not expose the food or food contact surfaces to risk of contamination.
- Food contact surfaces and equipment will be kept clean and sanitised.

All staff and learners must maintain a high standard of personal cleanliness and wear the correct protective clothing supplied at all times during their hours of work.

All food will be stored and processed under safe conditions and within the specified range of temperature according to statutory requirements and recommended approved guidance

Staff or learners who are aware they are suffering from any infection or condition likely to cause food poisoning either directly or indirectly must report to their Line Manager or Tutor immediately

Staff and learners involved in preparation and service of food must observe all College hygiene procedures.

## Work Placements and Apprenticeships

- 5.24 Whilst the College must always satisfy itself that suitable health and safety arrangements are in place, it must also be recognised that the primary responsibility for managing any significant risks and the safety of a learner on any type of work placement lies with the host employer.

An “Employer Health & Safety Declaration” must be obtained prior to any student commencing their work placement/apprenticeship, ensuring that the environment complies with all relevant safety regulations.

All placements will be subject to monitoring visits, carried out by the assessor to observe students in the workplace and to check that the work environment is in accordance with the agreed standards. The assessor will also ensure that there are sufficient on-going arrangements in place for providing information, instruction and guidance for the student for securing their health and safety welfare.

10% of placements will be subject to a Workplace Health and Safety Assessment for quality and auditing purposes. This is in line with national auditing guidelines.

## Subcontractor Procurement and Competence

- 5.25 The College will endeavour to undertake reasonable checks to ensure that those employed on our behalf are suitable, insured, knowledgeable and experienced in the tasks that they are going to undertake.

Competence will be defined by those sub-contractors who hold a current Safety Schemes in Procurement (SSIP) accreditation, e.g. CHAS, SMAS, Exor, Safe Contractor or similar equal accreditations. A certificate of current accreditation will be requested prior to contracts and work commencing.

For those sub-contractors engaged by the College outside the SSIPS scheme, we will vet, evaluate and assess them for carrying out work to ensure they are competent.

The College's procedure for the evaluation of sub-contractors is as follows:

- The evaluation will take place in the form of a pre-qualification health and safety questionnaire sent to each sub-contractor requesting documents and evidence of competence in order to be included on to the College's database of “approved” sub-contractors.
- Once questionnaires have been sent, returned, assessed and approved, they may be deemed “Approved” and included on the College's database. In some cases, further enquiries may be made by Directors in order to substantiate information provided in the questionnaires.
- Enquiries are to include issues such as relevant health and safety training, CSCS certification, provision and evaluation of statutory documentation. This includes risk assessments and safety method statements, which must be provided for review prior to any order being confirmed, so that

# HEALTH, SAFETY AND WELLBEING POLICY

the College may be assured that any works will be undertaken safely and without risk to health and safety and in compliance with legislation.

- The sub-contractor's competence and performance will be a condition of any order or contract being placed.

This assessment of contractors includes, but isn't limited to those persons engaged in:

- Planned and reactive facilities maintenance.
- Equipment maintenance and servicing activities.
- The training of our employees.
- The provision of catering outlets.

## COVID-19

- 5.26 During the COVID-19 pandemic within the UK, we have closely monitored the advice of Public Health England and other governing bodies in relation to COVID-19 and its impact.

We continue to monitor government guidance and react accordingly to ensure that staff and learners can work safely. Risk assessments will be undertaken for the campuses, events and any other required areas as appropriate

## Children on College Premises

- 5.27 This identifies the arrangements required to ensure that children and young persons (defined as those under the age of 16 years) may be permitted on College premises, together with the standards of supervision required and conduct to be adopted.

The College requires that children shall, at all times, be the responsibility of, and under the supervision of, an adult.

Children may be in attendance as:

### Official Visitors

These will be officially invited either as a group or as individuals e.g. on school visits or work experience placements, or who enter the campus to enquire about the College or specific activities. An official visitor may also be a child who wishes to make contact with, or accompanies a parent, relative, carer or friend. Such attendance will normally be with prior knowledge of the member of staff or student. The adult responsible will ensure that throughout the visit, adequate supervision and control is provided. Generic Health and Safety risk assessments should be in place to cover these occasions. In certain locations for example laboratories specific safety instructions will be provided as well as relevant personal protective equipment.

### Work Experience Placements

No arrangements for work experience should be made without the knowledge of the HR department.

### Emergency Situations

There may be emergency situations where child care problems are encountered by parents/guardians, staff and students. Should such a situation arise it is the clear responsibility of the responsible adult to gain approval for the child to be at the College from a member of CMT. Such matters as supervision and containment of the child, and what to do if an emergency, for example fire arises must be discussed. All other options for child care must be explored prior to this arrangement being requested.

### Unauthorised Visitors

Being neither officially invited nor having a proper reason for being in attendance, they may be engaged in seemingly innocuous activities such as football on the University Campus field. College caretaking staff should be called immediately such activities are detected and will require the children to leave.

# HEALTH, SAFETY AND WELLBEING POLICY

## General Safety Requirements

- Children authorised to be on College premises shall be supervised by an adult at all times.
- No children shall be brought onto College premises by the staff of any contractor.
- The College reserves the right to exclude children, at any time, from any part of the premises.
- In principal all 'Summer Schools' will adopt a lower age limit of 11 years, due to Insurance restrictions. On no account should children, who have not reached the age of 11 years on the first day of the start of the Summer school be enrolled.

## Work Related Violence Policy

5.28 The Management of Weston College fully supports this policy and will not tolerate any instances of work-related violence, including verbal abuse, to staff. No member of staff will be answerable for an instance of work-related violence caused by a learner, visitor or member of the public. This policy provides a framework to reduce the risk of violence and to protect staff; violent or abusive behaviour towards staff will not be tolerated under any circumstances.

This policy applies to all staff working or visiting our premises, including learners, contractors, visitors and delivery personnel. All members of staff have the right to expect, that the College is a safe place to work and learn.

### Definition of Violence at Work

Violence at work, to staff, includes any incident at work in which a member of staff is intimidated, threatened or assaulted by a student, colleague, parent or member of the public. It need not involve physical force or harm – intimidation could include verbal abuse, rude gestures, innuendo, sexual and racial harassment and written threats. Malicious damage to a member of staff's property is also included as this can make someone feel violated:

- IO – Investigating Officer
- LO – Lead Officer
- SMT – Senior management Team
- CMT – Corporate Management Team
- HoF/HoD – Head of Faculty/Department

### Responsibilities

All College managers have a responsibility to implement this policy and to ensure their staff are aware of it and understand it. Managers should also:

- Treat any reports of WRV seriously
- Record details of the incident
- Give full support during any investigation
- Set a positive example by not tolerating any abuse
- Resolve any incidents before they escalate
- Monitor any abuse and initiate appropriate actions
- Direct staff to the appropriate support
- Assist with any internal/external investigations.

### The Legal position

# HEALTH, SAFETY AND WELLBEING POLICY

- 1) Under Section 2 of the Health and Safety at Work etc. Act. 1974 (HSWA), all employers have a legal duty to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees. This duty includes risks arising from violence at work.
- 2) Employers have duties under the Management of Health and Safety at Work Regulations 1999 to assess the risks to their employees and to take appropriate measures to prevent or reduce the risk, including the need to protect employees from exposure to 'reasonably foreseeable' violence.
- 3) Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) employers must notify their enforcing authority resulting in injury, or incapacity for normal work for three or more days, this includes any act of non-consensual physical violence to a person at work.

## Risk Assessment and Controls

Faculties and Departments must undertake general risk assessments and the subject of violence should be covered within these.

It should be noted that the risk assessment process, to reduce the risk of violence, is an on-going process that involves a continuous cycle of activity undertaken both at an organisational level and an individual level.

Dynamic risk assessment should be carried out by members of staff when engaged in any potential incident to prevent a conflict escalating into violence.

If any new procedures or activities are introduced which could lead to a new and significant risk, the assessment will be reviewed and revised at that time by the HoF or HoD as appropriate.

## Reporting incidents

The reporting of incidents is an explicit duty under Health and Safety legislation, and although we all have different tolerance levels, we have a duty of care to our colleagues who may see a similar incident in a different light and be adversely affected by it.

It is important that all staff report violent incidents, using the Incident Report Form on AssessNet, so that a true picture of their nature and frequency is built up.

There may be a reluctance by some staff to report incidents, for fear that it will reflect on their professional ability to manage, for this reason, it is important that all staff realise that reported incidents will not be viewed as 'failures', and appropriate support mechanisms will be put in place, depending on the circumstances.

Investigations of reported incidents will be carried out by the Faculty/Department Manager, and/or a Senior Management Team member if significant.

All physical assaults will be reported, by a (designated) senior manager to the police (except, in minor cases, where the victim agrees).

Where appropriate, letters will be sent to people who make threats or verbally abuse staff, warning them that legal action may be taken, with copies to parents, carers etc.

When learners make threats or verbally abuse staff they will be dealt with through the College Disciplinary Procedure.

## Staff Support

# HEALTH, SAFETY AND WELLBEING POLICY

If someone does experience violence at work they may need support; this might include, but is not limited to:

- Immediate medical assistance,
- Talking about the incident. Specialist counselling is provided for all staff through the Occupational Health providers or from a specific counselling service or from a person's own trade union or other professional body. Leaflets are available.
- Time off from work, although this may need to be balanced with encouraging a return to 'normality'.
- Support on return to work, especially if the aggressor is still within the working environment, this will depend on the seriousness of the incident.

## Staff Training

Staff who may be exposed to violence need to be aware of the risks they face and be capable of recognising the potential for danger to themselves or to others within the College. Training will be provided from time to time and guidance to staff on personal safety will be published on the Staff Extranet.

## Monitoring and Review

This policy will be monitored through the receipt of Incident Reports and the process of faculty/department risk assessments which will be audited annually.

An annual report on the data collected will identify:

- Changes in the number of incidents recorded over a time period. (12 Months)
- Changes in numbers of incidents for particular categories of staff.
- Increases in the number or severity of particular incidents.
- A Review will take place following audit, or after any major incident, and the policy amended or revised as necessary.

## Specific issues to which this applies

- An assessment of the risk of WRV to all staff will be made by each faculty/department and control measures put in place by that department, to minimise the risks.
- Staff will be encouraged to report all incidents of verbal abuse, threatening behaviour, assault or malicious damage. The existing IR1 Report form should be used for reporting incidents.
- All reported incidents will be investigated and appropriate action taken against the aggressor. If appropriate the Police will be involved. See flow diagram at appendix 1.
- Staff suffering WRV will be treated sympathetically and offered support. This will be arranged via the HR Dept.
- Information on how to deal with difficult, and potentially violent, situations will be provided for all staff. Mandatory Training will be identified and provided for staff who foreseeable, may come into contact with/be in direct situations of conflict. (Reception staff, Facilities Staff, staff working at The 'Hub' etc)
- Signs and notices will be proximately displayed indicating the college stance on not tolerating WRV or abuse and that CCTV is in operation throughout the college premises.

This Policy is supported through procedures, guidelines and forms identified as follows:

- Weston College Risk Assessment Policy and Procedures.
- Procedure for the Management of Accidents, Incidents, Dangerous Occurrences and Near Misses.

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- Form IR1 (Incident Report Form)
- Appendix 2 – Flow chart
- Formal Training

## 6 APPENDICES

This policy is supported through a suite of procedures, guidelines and forms. See additional support documents available on AssessNET, SharePoint, Health and Safety. Further appendices are included below.

# HEALTH, SAFETY AND WELLBEING POLICY

## APPENDIX 1

### GENERIC EMERGENCY EVACUATION POLICY AND PROCEDURE

All members of Weston College Corporate and Senior Management Team are required to read, understand and implement these supplementary procedures; failure to do so may result in disciplinary action against those in default. All Corporate and Senior Management Team Members are required to oversee the evacuation of college premises where an evacuation is required. This procedure applies whether you are at your normal place of work or otherwise.

#### PROCEDURE ON HEARING THE FIRE ALARM

Those members of the Corporate and Senior Management Team not with students, clients or visitors must report to the appropriate Fire Control Point immediately on leaving the college building.

The first member of the Corporate/Senior Management Team to arrive at the designated Fire Control Point will:

- Assume control of the Fire Control Point as Senior Fire Marshal.
- Take the Emergency Bag, Radio's and PEEPs folder from the CIS Staff.
- Don a fluorescent jacket and 2-way radio from the Emergency Bag or Reception.
- Designate the second member of the Senior Management Team to arrive as the Assembly Point(s) Co-ordinator and send that person to take up a position near the Assembly Point, with the second 2-way radio and a fluorescent jacket.
- Designate 2 CMT/SMT members to act as 'Road Marshals', dedicated radio's and Motorway standard fluorescent coats marked 'Road Marshal' are contained within the Emergency Bag. The radios are dedicated for 'Road Marshal' use only and will not communicate with the main scheme College radios.
- Other than 'Road Marshals' all other CMT/SMT staff are to Maintain 2-way radio contact with the Senior Fire Marshal whilst keeping radio traffic to a minimum.
- Designate any additional CMT/SMT members of staff as Fire Marshals to assist as necessary.
- Knightstone Campus - One Fire Marshal will be stationed on Lower Church Road and the other in Lovers Walk to ensure a smooth flow of evacuees to the Assembly Point.
- Disabled and SLB evacuees can use the Hans Price Reception area as their place of Assembly and will be given the opportunity to reoccupy Knightstone Campus first to enable them to make use of the lifts.
- University Campus – Marshals will be stationed to guide learners and staff to the 3 Assembly points.
- South West Skills Campus – Stationed to guide learners and staff to the appropriate Assembly Points for any particular building as follows:
  - CECE – Main Car Park Assembly Points
  - Partnership – Assembly Point within the MUGA
  - Eco House - Assembly Point within the MUGA
  - Motor Vehicles – Assembly Point in Motor Vehicles Car Park.
  - Engineering – Assembly Point in Motor Vehicles Car Park.
  - BEC and Lord Baker - Main Car Park Assembly Points
- The Bay Hotel – as escorts to the grass area opposite the front of the Hotel.
- The Workshop – as escorts in the Triangle car park.
- Winter Gardens Commercial side – in conjunction with 'Foster's managers/marshals to act as escorts directing evacuees 'outside main reception'
- Winter Gardens UCW – In conjunction with 'Foster's managers/marshals to act as escorts directing evacuees to the raised area within the 'Italian Gardens/Town Square'
- The Senior Fire Marshall will ensure good liaison with the Fire Service Incident Commander (IC) - Fire Brigade and will inform the IC of any incident details known, persons trapped or missing, floor or location, details of what's involved etc.
- Information must be shared with the IC regarding any College building that contain refuge points, where they are located and how many people are waiting to evacuate. (Details will be available in PEEPs folder)
- Depending on the particular situation, all Fire Marshals are expected to assist as appropriate.

# HEALTH, SAFETY AND WELLBEING POLICY

- When the situation has returned to normal the Fire Marshals will ensure re-occupation is undertaken in a controlled manner, ensuring that disabled staff and students are allowed into the building first so that early use of the lifts speeds their return to their respective floors.
- CMT/SMT staff must assist where possible by directing evacuees to use all available entrance points to Knightstone Campus.
- CMT/SMT staff to ensure all items are returned to the Emergency Bag and the bag returned to Reception.
- Fire Marshals must fill in the Fire Log Book as appropriate.
- CIS to ensure all radios are fully charged and ready for further deployment.

Subsequent members of the Senior Management Team to arrive at the Fire Control Point will:

- Act as assistants to the Fire Marshal (one of whom will ensure the welfare for any people who have a disability).
- Take a fluorescent jacket and assist in the smooth transfer of evacuees to the Assembly points as directed by the Fire Marshal.
- Ensure that all staff, students, clients and visitors remain at the Assembly Point until clearance to return to the College building has been received by the Assembly Co-ordinator.

In the case of an evening evacuation, the Duty Manager will act as Fire Marshall and will enlist assistance from appropriate staff to carry out the evacuation.

Please note – Refuge Points have been designated on each floor of both Knightstone Campus, University Campus, the Law and Professional Services Academy (Arosfa) and The Winter Gardens Pavilion where people with impaired mobility and / or disabilities may wait for assistance in a 30-minute fire protected area.

Evacuation Chairs are available for evacuation if necessary, although lateral evacuation should be considered in the first instance.

Details of those waiting will be recorded with reception in the Personal Emergency Evacuation Plan (PEEP) Logbook maintained by Reception Staff and will be transferred to the Fire Control Point with the Emergency Bag. Facilities Staff trained in the use of the evacuation chairs will attend the FIRE CONTROL POINT and await instructions.

Depending on the severity of the incident, the Fire Marshal will have to decide when and if a full evacuation of evacuees waiting within 'Refuge Areas' will need to take place.

Reception Staff will remain in situ and will only evacuate if threatened by smoke/fire.



# Weston College Group

## Appendix 2 Work Related Violence Flow Chart

