



**Buckinghamshire
College Group**

Health and Safety Policy

2017-18

Responsible Officer:	Principal
Date:	November 2017
Review date:	September 2018 (unless preceded by legislation)
Procedure available:	Intranet
Policy Authorised by:	Corporation
Owner:	Health & Safety and Sustainability Manager

Checklist:

Impact on Students/Staff:

High – Health and Safety applies to all staff, students and visitors.

Impact on Diversity:

The policy includes all Buckinghamshire College Group users.

Impact on Health & Safety:

High – Health and Safety applies to all staff, students and visitors.

Impact on Data Protection/Freedom of Information:

Policy is available to all staff and students on Cloud.

Impact on Diversity:

This Policy applies to all staff, students and visitors.

Link with Strategic Plan:

Policy is in line with the Strategic Plan.

Communication/Consultation Plan:

To be available on the College Intranet.

Relevant aspects to be communicated with all building users/occupants.

Process of review:

The policy is reviewed annually.

Process of review of effectiveness:

Health and Safety Committee meets bi-monthly and reviews Health and Safety practice against policy aspirations.

Legal authority:

This policy is in accordance with the Health and Safety at Work Act 1974 and its Regulations and all other relevant legislation

Responsibility for maintaining this policy rests with:

Deputy Principal Corporate Services.

Links to other policies:

Links to all other Policies.

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Introduction

This policy applies to all Buckinghamshire College Group staff, learners, visitors and contractors and all sites owned or leased by or otherwise under its control.

It should be read in conjunction with all other Group policies, with particular reference to the Local Organisation and Arrangement Documentation (LOAD).

The Policy aims to ensure the management of health, safety and welfare by:

- Setting out the Health and Safety Policy of the Buckinghamshire College Group and confirming its arrangements to meet the requirements of the Health and Safety at Work etc Act 1974 and all other relevant Legislation;
- Detailing the organisation and responsibilities for health and safety at the most senior management level within the Group;
- Establishing core procedures and standards that are the foundation of our positive safety culture which are expected to be adhered to in all business activities.

1. Policy Statement

The Corporation of Buckinghamshire College Group, Principal, Deputy Principal, Vice Principal and remainder of the College Executive recognise that a positive approach to health and safety is a fundamental part of effective and efficient management. The Group is committed to its responsibilities to assess and manage risks in the workplace and its learning facilities, together with the potential effects on the community in which it operates. This responsibility is firmly established as a priority throughout the line of management.

Our safety management strategy is based on the ambition to develop a culture of continuous improvement, on documented procedures and processes that are applied in conjunction with relevant legislation and industry best practices.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees and students on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees and students;
- To ensure all employees and students are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

We expect every employee and student to:

- Ensure their personal safety and the safety of others whilst at work or study;
- Plan their work in a manner that prevents damage to buildings, plant, machinery, equipment and fixtures and fittings;
- Recognise hazards and control accident and ill-health risks, through attention to Group documented procedures and standards, together with the application of best practice;
- Maintain effective communication, knowledge-sharing and sustained cooperation and commitment;

We expect every student whilst at a Group College, or on a work-based learning programme, work placement or other activity associated with the Group to:

- Act in a responsible manner
- Demonstrate behaviour that is commensurate with the training and guidance that he or she has received.

Strategy for Safety Management

The Group expects to conduct business and business relationships in a manner that ensures that the risks associated with managing modern and progressive education and training facilities are effectively controlled.

- All activities carried out by the Group shall be managed through risk assessment and risk control procedures. Pertinent documentation shall be issued to staff and each campus as appropriate, including assessment and procedures.
- All new staff and students will receive adequate and appropriate induction on Health and Safety, together with the Health and Safety Policy requirements of the Group.
- All employees and students will develop the necessary skills, achieved through education, training and instruction, to identify and manage the risks in their working and learning environment.
- The Group recognises that it has a duty to take reasonable care to ensure that employee's health is not placed at risk through excessive and sustained levels of stress and aims to minimise any unnecessary and damaging stress within the working environment.
- Employees and students will be made aware of any health and safety risks associated with their work or study, together with the control and monitoring arrangements required for their protection.
- Employers and students engaged on any work-based learning programme will be made aware of, and should conform to, the Education Skills Funding Agency's Health and Safety Standards for Students.
- All levels of management within the organisation will receive the education and training necessary for them to effectively manage risks associated with their areas of work and responsibility.
- The Group will maintain contingency plans to address emergencies such as Fire, Flood or other foreseeable major incidents.
- The Group will operate a Health and Safety Committee for the purpose of effective communication and consultation with staff, their representatives and students.
- The Group will produce and maintain robust procedures for the effective assessment of the competence of contractors and joint-venture partners in relation to health and safety management. No person is authorised to commit the Group to sub-standard working conditions or procedures.

- A Group-wide annual health and safety report will be developed by the Health and Safety Committee for presentation to the Corporation of Buckinghamshire College Group, normally in October each year (for review of the previous academic year).
- Any serious accident which results in fatality or serious injury to employees, students or the public, or any Dangerous Occurrence as listed in Schedule 2 of the RIDDOR, will be reported immediately to the Health and Safety Manager or Officer who will ensure the necessary actions are taken and the necessary reporting procedures (RIDDOR) actioned.

2. Health and Safety Organisation and Responsibilities

This part of the Group's Safety Policy Statement establishes the organisation for implementing the Policy. It identifies specific management responsibilities assigned to senior managers. It also provides the general responsibilities of all employees and students. The chain of responsibility for Health & Safety matters within the Group will be the normal management structure.

The Corporation (Chair and Board of Governors)

- Will demonstrate a commitment to health and safety and its importance to the organisation by adopting the principles of the HSE's Managing for Health and Safety (HSG65) and promote open dialogue with business partners and with the Group Executive.
- Will appoint the Principal, the Deputy Principal and the Vice-Principal responsible for the operation of this Policy to ensure health and safety in all the Group's locations and all its activities is effectively implemented and to ensure that the Group's responsibilities as employers under the Health and Safety at Work etc Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- Will approve the Health and Safety Policy and any revisions when made, appointing a Governor to be the Health and Safety Champion and receiving bi-monthly reports from the Principal.

The Principal and Chief Executive

- Will ensure the implementation of this Health and Safety Policy is effected within the Group and is the officer responsible for keeping the Board informed about significant health and safety issues.
- Will provide the required level of leadership and objectivity for ensuring provision of adequate financial and other resources to meet statutory obligations and any corporate requirement relating to health and safety.

Vice Principal Corporate Services

- Will provide the required level of leadership and objectivity for ensuring provision of adequate financial and other resources to meet statutory obligations and any corporate requirement relating to health and safety.
- Will ensure that the Principal and Health & Safety Committees are kept informed of all health and safety issues.
- Will Chair the Group's Health & Safety Committee. The Committee has the function of assisting and advising the Principal on the measures taken to ensure the Health & Safety at work of the staff, students and visitors and keeping these under review. It is a statutory body consisting of management and staff representatives.
- Will undertake direct line management responsibility for the Head of Estates and Health & Safety and liaise with the person(s) appointed in the role of Safety Manager or Officer over the full range of their duties and responsibilities with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources.
- Will ensure that the Group is provided with adequate insurance to meet its employee, third party and property liabilities and that the necessary procedures are in place to ensure that Joint Venture Partners and Contractors carry appropriate and adequate cover.
- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of Appointed First-Aiders are displayed and maintained in prominent locations.
- Will ensure that Fire Risk Assessments are carried out by competent persons, that the fire precautions and provisions remain adequate and robust and is the Responsible Person appointed under the Regulatory Reform (Fire Safety) Order 2005.

Deputy Principal Learning & Quality and Directors with Curriculum Responsibilities

- Will provide the required level of leadership and objectivity for ensuring provision of adequate financial and other resources to meet statutory obligations and any corporate requirement relating to health and safety.
- Will ensure that all departments within their areas of responsibility have in place, a suitable and sufficient health and safety management system and are proactive in promoting and monitoring implementation of this Health and Safety Policy within their sphere of operation.
- Will ensure that the Health & Safety Committees are kept informed of all health and safety issues.
- Will ensure the Health and Safety Policy is effectively disseminated and implemented within their areas and that all staff are aware and carry out their duties and responsibilities.

The Chair of the LOAD Committee

- Will oversee health and safety management and monitor the operation of the health and safety strategy for their respective areas of responsibility consistent with this Policy Statement.

Head of Estates and Health & Safety

- Will ensure all safety aspects of all buildings, grounds, plant and machinery are maintained, inspected and tested in accordance with legislation and Group procedures, maintaining appropriate records.
- Ensure that all construction work under his or her control complies with all relevant construction statutory instruments.
- Will liaise with occupiers/tenants and/or landlords in respect of shared premises regarding emergency procedures and in the control of risks arising in shared areas.

Health and Safety & Sustainability Manager and Health & Safety Officer

- Will ensure the processes for health and safety are in place and are being effectively managed. This is achieved by the production and review of policies, procedures and guidance, monitoring health and safety performance, providing statistics and reports as required, providing competent health and safety advice, developing standards, arranging requisite training, conducting safety inspections and working with the management team on the implementation and monitoring of standards, including audits.
- Will understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to the Group's business.
- Keep up to date with changes in current legislation and to bring to the attention of the Vice Principal Corporate Services and Head of Estates and Health & Safety any relevant new legislation.
- Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the Group.

Head of Workforce Development

The college acknowledges the additional exposure to risk of students operating within a workplace environment and accordingly delegates responsibility for monitoring the Health & Safety systems and procedures for all Work Based Learners to the Head of Workforce Development. In particular, they will be responsible for:

- Ensuring a Health & Safety check of an employer's workplace is undertaken prior to a student being registered;
- Ensuring a Health & Safety induction is undertaken with the student at the work environment within two months of the student's enrolment;

- Ensuring Health & Safety reviews are undertaken with the student at the work environment at intervals appropriate to the risk category of the employment type;
- Maintaining full and complete records of the above activities. Submitting termly reports to the College Health & Safety Committee setting out all issues related to the Health & Safety of Work Based Learners.

All Directors and Managers

Each Director and Manager is responsible for their personal safety and that of all personnel under his or her authority, including others who may be affected by the Group's activities, and will:

- Ensure that all departments within their areas of responsibility have in place, a suitable and sufficient health and safety management system and are proactive in promoting and monitoring implementation of this Health and Safety Policy within their sphere of operation;
- Prepare and maintain the Local Organisation and Arrangements Document for all areas they are responsible for;
- Conduct Risk Assessments on activities within their department ensuring that the methods and systems of work are safe. Also that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied;
- Prepare and maintain a scheme which identifies work equipment requiring inspection by competent persons and ensuring that the equipment is easily identifiable and available for inspection on the date required;
- Prepare and maintain suitable records of all inspections. These records to identify precisely what was inspected, how, who by, when, any defects found, remedial action taken and the date/time of the next inspection;
- When acting as a Duty Manager, take responsibility for decisions on Health & Safety matters referred to them in a timely manner.

All Staff

All employees are empowered to influence the direction that health and safety should take and therefore are key to the implementation of this Policy. Every employee has a responsibility for health and safety at work, both within the Group's campuses, in work placements, and on any other related activities, whilst recognising that accountability for health and safety performance lies with the Principal, Deputy Principal, Vice Principal and College Executive.

In cases where there is an imminent danger to life or serious risk to the health or safety of any person, **any** employee has the authority to take any action required to eliminate or minimise the danger involved, by acting within his or her levels of knowledge or skills. Such action shall, wherever practicable, be initiated through the relevant Line Manager.

Every employee and student is expected to cooperate with the implementation of this Policy by:

- Demonstrating a care for the health, safety and welfare of themselves, their colleagues and other persons;
- Complying with instructions and procedures given to ensure that safe working systems are followed, together with making full and proper use of protective clothing and safety equipment;
- Reporting to their Line Manager, Tutor or any work based Supervisor any observed risks to health and safety including defects to plant equipment, structure or safety procedures;
- Reporting to their Line Manager, Tutor or any work based Supervisor any incidents, accidents or near misses that have lead, or might lead to injury or damage;
- Informing their Line Manager, Tutor or any work based Supervisor of any ill health condition, medication taken, or disability that is likely to affect their safety. Workers or students who become pregnant should inform their Line Manager or Tutor as early as possible, in order that risks to mother or baby can be identified;
- Understanding their role in any emergency plan and participating in emergency exercises when required;
- No employee or student of the College is authorised to initiate, or continue any activity, that places themselves or others in danger. Any such act or action will be viewed as a disciplinary offence with the appropriate measures taken.

Teaching Staff:

In addition to the responsibilities listed for All Staff, a tutor is expected:

- To ensure students follow evacuation procedures when required;
- To ensure that Personal Emergency Evacuation Plan (PEEP) forms are accurately completed in a timely manner and returned to the Health & Safety Manager or Officer;
- To ensure a First-Aider is called when necessary;
- To know the special safety measures to be adopted by students, including adherence to any relevant College's policies and procedures;
- To give clear instructions and warnings to students as often as is necessary (notices, posters and hand-outs are not enough);
- To integrate all relevant aspects of safety into the teaching process and, if necessary give special lessons on safety at the beginning and throughout a course or programme;
- To ensure students use protective clothing, guards, special safe working procedures etc., where necessary in relation to any activity being carried out.

These rules also apply to students who are carrying out teaching practice under the auspices of the Group and they must be made aware of their responsibilities by the relevant line manager.

Technicians and Instructors

Technicians and Instructors are responsible to their Line Manager for maintaining Health & Safety standards within their area of work and for supporting teaching staff in their Health & Safety responsibilities.

In addition to the responsibilities listed for All Staff, Technicians and Instructors (when defined in their job description or stipulated as a specific duty) are expected to ensure the following as it relates to their area of work:

- That up to date inventories are kept of substances hazardous to health;
- That all portable electrical equipment has been tested according to Group policy;
- That all equipment is maintained in a safe condition and that guards etc. are in place;
- That, under instruction from teaching staff, they assist in exercising adequate control over students within their work area in order to ensure safe working practices.

3. Health and Safety arrangements

Health and Safety arrangements applicable to all areas of the College activities, as documented in Local Organisation and Arrangements Documents, confirm adoption of these arrangements.

Risk Assessments

- Risk Assessments will be undertaken by Managers within their department(s) ensuring that the methods and systems of work are safe. Also that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- The findings of the Risk Assessments will be reported to the Chairperson of the LOAD group.
- Action required to remove/control risks will be approved by the Manager (if necessary acting on advice from the Health and Safety Manager or Officer).
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- Risk Assessments will be reviewed every year (preferably September) or when the work activity changes, whichever is soonest.
- When staff embark on a work placement as part of their continuous professional development, (industrial updating), a risk assessment must be completed before the placement begins. The risk assessment must be completed by a competent person and an action plan put in place for any risks identified.

Safe handling and use of substances

The Group will ensure that the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) COSHH, are assessed.

- COSHH Assessments will be undertaken by Managers within their department(s) ensuring that the methods and systems of work are safe. Also that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied;
- Managers will be responsible for identifying all substances which need a COSHH assessment;
- Managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;

- Managers will check that new substances can be used safely before they are purchased;
- Assessments will be reviewed every year (preferably in September) or when the work activity changes, whichever is soonest.

Safe Plant and Equipment

All plant and equipment that requires maintenance is identified, that the maintenance is carried out and that new or second-hand plant and equipment meets all statutory health and safety standards.

- The Group will have all portable electrical equipment tested annually to meet the Provision and Use of Work Equipment Regulations 1998;
- The Group will have the electrical systems tested every 5 years to meet the Electricity at Work Regulations 1989;
- The Group will have all gas fuelled equipment tested annually;
- Managers will be responsible for identifying all equipment/plant needing maintenance;
- Managers will be responsible for ensuring effective maintenance procedures are drawn up;
- Managers will be responsible for ensuring that all identified maintenance is implemented;
- Any problems found with plant/equipment should be reported to the Health & Safety Manager or Officer or the Head of Estates and Health & Safety;
- The Health & Safety and Sustainability Manager or Officer will check that new plant and equipment meets health and safety standards before it is purchased.

Competency for tasks and training

- Induction training will be provided for all employees by HR and relevant Line Manager.
- Job-specific training will be provided by Line Manager.
- Specific jobs requiring special training are to be identified by Line Manager.
- Training records are kept by Line Managers.
- Training will be identified, arranged and monitored by Line Managers.

Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in the main foyer.
- Health and safety advice is available from the Health & Safety Manager and Officer.
- Supervision of young workers/trainees will be arranged, undertaken and monitored by the Line Manager.
- Line Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, Line Managers should institute a regular checking process to ensure all equipment is fit for purpose. Records will be maintained. All equipment must be maintained according to the manufacturer's recommendations and current legislation, where applicable.
- The Group will monitor driving licences and vehicle insurance and MOT documentation of staff driving for work.
- The Health & Safety Manager and Officer are responsible for investigating accidents.
- The HR department is responsible for investigating work-related causes of sickness absence.
- The Health & Safety Manager or Officer and/or HR is responsible for acting on investigation findings to prevent a recurrence.

First Aid and Ill-Health

- First Aid Needs Assessments are carried out for each of the Group campuses.
- First Aiders are the Duty First Aiders and Duty Manager, who have received appropriate training.
- First Aid supplies are provided at each location, within First Aid Rooms and within First Aid boxes provided at appropriate strategic locations.
- All accidents, injuries and cases of ill-health are recorded on an Accident Report form and provided to the Health & Safety Manager or Officer, to record.
- The Health & Safety Manager or Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE).

Emergency Procedures – Fire and Evacuation

The Group will ensure that robust procedures are in place in all Campuses to safely evacuate all occupants, including the following as a minimum:

- Escape routes are checked by designated staff, daily;
- Fire extinguishers are maintained and checked by the Estates Team monthly and the External Contractor yearly;
- The fire panels are inspected and tested by a competent person in accordance with BS5839 part 1;
- Emergency Lighting is tested according to current BS EN 50172:2004/BS 5266-8:2004, by the Estates Team and External Contractor, as appropriate;
- Alarms are tested by the Estates Team weekly;
- Emergency evacuation will be tested at least twice per year.

Employee and Student Participation

- Employee consultation on health, safety and welfare matters is a legal requirement and the College demonstrates its commitment to employee participation through the Health and Safety Committee and welcomes the input of employee representatives.
- Student involvement and input on health & safety matters from the student body via the Student Council will be welcomed.
- Before the commencement of learning in the workplace, the Health & Safety Risk Assessment must be completed by a competent person. Actions arising from the risk assessment, if applicable, will be followed up in a timely manner. The safety of our students in the workplace is of paramount importance to the Buckinghamshire College Group.

Notification of Employees and Review

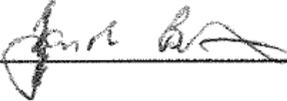
The Policy Statement, together with those documents that supplement it, are made readily available to all employees through the College intranet. Any amendments that stem from periodical reviews of the Policy or Procedures are similarly notified.

This Health and Safety Policy will be reviewed and updated if necessary in September each year, or sooner in the light of changes to legislation or substantial changes are made to the Organisation and arrangements before that date.

This policy is subject to formal approval by the Corporation

Signed 

Principal

Signed 

Chair of Governors

Date 15/3/18



List of Supporting Documents

Policies, Procedures and Guidance Supporting the Health & Safety Policy include:

- Asbestos Procedures and Guidance
- Contractor Management Procedures
- Disaster Recovery
- Display Screen Equipment and Laptop Policy and Guidance
- Driving Policy and Guidance
- Duty Manager Policy
- Emergency Procedures
- Events Management Procedures
- Fire and Emergency Plan and Procedures
- Fire Risk Assessments
- Fire Emergency Policy and Plan
- First-Aid Policy
- Hazardous Substances Guidance
- LOAD Preparation and Audit Template
- Lone Working Policy and Procedures
- Management of Infectious, Communicable and Notifiable Diseases Guidance
- Manual Handling Policy and Procedure
- Outside Visits and Activities Policy and Procedures
- PEEP Template and Checklist
- PPE Policy and Procedures
- Protocol Document for Buckinghamshire College Group Buildings
- Reporting of Accidents, Incidents, Hazards and Near-Misses Procedure
- Risk Assessment Procedure
- Work at Height Policy

This list of Supporting Documents is not exhaustive and may be updated as necessary. All health and safety-related policies and procedures will be updated to the Group's Intranet(s) as necessary.