



**Buckinghamshire  
College Group**

# **Health and Safety Policy**

**2020-2021**

Responsible Officer:	Principal and Chair of the Corporation
Date:	September 2020
Review date:	September 2021 (unless preceded by legislation or other significant change)
Procedure available:	Intranet
Policy Authorised by:	Corporation
Owner:	Health & Safety and Sustainability Manager

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# Coronavirus (COVID19) Pandemic

Buckinghamshire College Group follows the Government, DfE and Public Health guidance for FE Colleges during the Pandemic. The College has a full overall College Risk Assessment, which is shared with staff, students and parents and published on the website. This overall College Risk Assessment is reviewed and updated regularly with further risk assessments carried out for activities and individuals

## 1. Policy Statement

The Corporation of Buckinghamshire College Group is committed to pursuing excellence in everything it does and this includes the management of health and safety.

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

1. We expect staff, students, visitors, contractors and other employers who work at our campuses to share this commitment by complying with our policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.
2. We intend to ensure the health and safety of all persons who may be affected by our activities, so far as is reasonably practicable, and will:
  - Consult with and involve our staff and students in matters relating to their own health and safety.
  - Provide, manage and maintain our facilities and equipment so that they are safe and that risks to health, safety and the environment are controlled.
  - Identify hazards and conduct formal risk assessments when appropriate in order to minimise physical risk and mental impact for activities undertaken by the Group.
  - Ensure that control measures and emergency procedures are in place, are effective, properly used, monitored and maintained.
  - Implement systems of work that are safe so that risks to health and safety are controlled.
  - Provide information, instruction, training and supervision to ensure that staff and students are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.
3. We recognise that we are a large and diverse organisation; therefore, every Department at each Campus must have written arrangements describing how they intend to comply with this Policy Statement, giving details of what, by whom and how health and safety will be managed locally, where these arrangements are *in addition to* organisational arrangements. This information will be contained in a Local Organisation and Arrangements Document (LOAD).
4. Some of our buildings are shared by external organisations. In such circumstances, we expect that all users, including external organisations, co-operate closely with us to establish clear lines of responsibility for the effective coordination of health and safety between users and to formalise any appropriate arrangements for these purposes.

## 2. Health and Safety Organisation and Responsibilities

This part of the Group's Safety Policy 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 and 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 and the Vice Principals 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 Health and Safety Manager or Officer over the full range of their duties.
- 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 Health & 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 named Responsible Person appointed under the Regulatory Reform (Fire Safety) Order 2005.

### **Vice 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 Committee is 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.

### **Head of Estates and Health & Safety**

- Will ensure all safety aspects of all buildings, grounds, plant and machinery under their control 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 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.

- Will 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 Group acknowledges the additional exposure to risk of students operating within a workplace environment and accordingly delegates responsibility for monitoring the health and 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 and approve Risk Assessments, including those required for the use of hazardous substances under the COSHH Regulations, 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 statutory 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;
- Prepare and maintain a scheme which identifies work equipment requiring servicing and maintenance, procuring suitably competent persons to do this;

- Maintain records of all service and maintenance work carried out, including defects and remedial actions and date of next visit;
- Ensure that all employees in their areas of responsibility are suitably competent for the tasks they are to undertake, and to identify when any training is required;
- When acting as a Duty Manager, take responsibility for decisions on Health & Safety matters referred to them in a timely manner.

### **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 a Personal Emergency Evacuation Plan is accurately completed in a timely manner for any student requiring one, and that a copy is 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 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.

## **All Staff and Students**

- We expect every employee and student to ensure their personal safety and the safety of others whilst at work or study and to:
- Co-operate fully on health and safety matters by 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;
- 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;
- Not misuse any equipment that is provided for safety purposes (eg fire extinguishers or Personal Protective Equipment).
- Report 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 and any incidents, accidents or near-misses that have lead, or might lead to injury or damage;
- Inform 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;
- Understand their role in any emergency plan and participate in emergency exercises when required;
- No employee or student of the Group 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.

## **Visitors, Contractors and other Workers**

All visitors, contractors and other workers not directly employed by the Group, are expected to adhere to the Group's policies and procedures as notified to them, at all times.

## **3. Health and Safety arrangements**

Health and Safety arrangements applicable to all areas of the Group's activities are made known in Group-wide procedures and as documented in Local Organisation and Arrangements Documents where additional arrangements are required.

### **Emergency Procedures – Fire and Evacuation**

The Group will ensure that robust procedures are in place in all Campuses and will ensure that:

- All occupants are safely evacuated;
- Fire Risk Assessments are conducted annually and whenever there are significant changes to buildings, activities or arrangements, with any identified issues actioned promptly;
- Escape routes are checked by designated staff, daily;



- Assistance equipment (e.g. Evac-Chairs) are provided and maintained, with appointed staff trained in their use;
- Personal Emergency Evacuation Plans (PEEPs) are developed for staff, students and visitors where required;
- 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 evacuations are tested at least twice per year;
- Sufficient Fire Wardens are appointed, and suitably trained.

### **Emergency Procedures for Injuries and Ill-Health**

- *Arrangements for managing suspected or confirmed Coronavirus (COVID19) cases are documented separately.*
- 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 and investigate if necessary.
- 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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), will be reported immediately to the Health and Safety Manager or Officer, who will ensure the necessary actions are taken and the required reporting procedures (RIDDOR) followed.

### **Risk Assessments**

- Risk Assessments will be undertaken by Managers within their department(s) ensuring that the methods and systems of work are safe for all activities. Managers will also ensure that the necessary procedures designed to achieve this are formulated, published and applied. Pertinent documentation shall be issued to staff at each campus as appropriate, including assessment procedures.
- Risk Assessments required under the Control of Substances Hazardous to Health Regulations (COSHH) will be undertaken by Managers within their department(s) ensuring 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 require a COSHH assessment and will check that new substances can be used safely before they are purchased;
- 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).
- 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.
- Managers will 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 and COSHH Assessments will be reviewed every year (preferably September) or when the work activity or substance 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 the Line Manager and an action plan put in place for any risks identified, if necessary with assistance from the Health & Safety Manager or Officer.

### **Safe Premises, Plant and Equipment**

We manage our premises to provide a safe place of work and learning. We maintain the fabric of our buildings, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation. Our workplaces are regularly cleaned, maintained, adequately lit and ventilated.

- All plant and equipment within premises under our control such as fire detection systems, intruder detection systems, electrical installations, gas installations and equipment, heating, ventilation and air conditioning systems, lightning conductors, pressure vessels, passenger and goods lifts are inspected and maintained and records are kept;
- All portable electrical equipment is tested at frequencies not less than those recommended in HSG107 to ensure that any electrical equipment that has the potential to cause injury is maintained in a safe condition;
- Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement;
- We assess the risk of Legionella infection in our water systems and eliminate that risk or implement suitable control measures. These control measures are reviewed at least every 12 months.
- We have surveyed all areas of the premises under our control to establish the location and condition of asbestos containing materials. An asbestos management plan has been developed to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. We check regularly to ensure the condition of any asbestos remaining in the premises is maintained. Contractors coming to work for us are informed of its presence.

- To protect our workforce and others from risks to their health and safety we have developed and implemented permit to work systems for all high risk work activities such as:
  - Hot work on plant that has contained flammable or hazardous substances and/or hot work anywhere on our premises which poses a fire risk
  - Work on electrical distribution systems and high voltage installations
  - Access or work in any area or on any equipment which may contain Asbestos
  - Where any other proposed work is identified through risk assessment as having a high risk to persons or property
- We recognise that as a client for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations. We will comply with our legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.

### **Safety Training**

- Induction training will be provided for all employees by HR and relevant Line Manager.
- Mandatory online safety training will be completed by all employees for Fire Awareness, DSE, Health & Safety at Work and Manual Handling. Further training in COSHH Awareness, Fire Warden Duties, Work at Height and Asbestos Awareness, is provided as appropriate. Some mandatory training will be provided by external trainers, as appropriate, to supplement online training. Other task-specific or industry training will be identified and arranged by Line Managers.
- 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.
- 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.

### **Communication and Consultation**

- The Group operates a Health and Safety Committee for the purpose of effective communication and consultation with staff, their representatives and students.
- Employee consultation on health, safety and welfare matters is a legal requirement and the Group demonstrates its commitment to employee participation through the Health and Safety Committee.
- The principles and key information reviewed at the Health & Safety Committee is disseminated to other key operational meetings and groups throughout the Group e.g. via the Learning & Quality meeting that happens fortnightly. By embedding Health & Safety into key operational meetings, any issues are raised and resolved more quickly.
- Student involvement and input on health & safety matters from the student body via the Student Council is actively encouraged.
- The Health and Safety Law poster is displayed in the main foyer in each workplace.

- Health and safety information and advice is available from the Health & Safety Manager and Officer.

## **Monitoring**

- All areas will be subject to internal audit of documentation and systems on an annual basis, which will include physical inspections of the areas. These will be conducted by the Health and Safety Manager or Officer and will include departmental staff to assist; findings will be reported to the Corporation;
- 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.
- A Group-wide annual health and safety report will be developed by the Health and Safety Manager and Officer, for presentation to the Corporation of Buckinghamshire College Group, normally in October each year (for review of the previous academic year).
- Injuries, safety hazards and near-misses will be investigated by the Health & Safety Manager and Officer and findings will be acted upon to prevent a recurrence; and reported to the Corporation.
- Where employees use their own vehicles for driving on company business, the Group requires that the vehicle is properly taxed and maintained and that the driver has a valid driving licence and business-use insurance cover.

## **Notification of Employees and Review**

The Policy Statement, together with those documents that supplement it, are made readily available to all employees through the Group's 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 made to the organisation and arrangements.

This policy is subject to formal approval by the Corporation

Signed

Principal

Signed

Chair of Governors

Date

## List of Supporting Documents

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

### **Overall COVID19 Risk Assessment**

Accident, Incident, Hazard & Near-Miss Reporting Procedures  
Agency and Self-Employed Health & Safety Arrangements  
Asbestos Procedures and Guidance  
Buildings Protocols Document  
Contractor Management Procedures  
Disaster Recovery Plan  
Display Screen Equipment and Laptop Policy and Guidance  
Driving Policy and Guidance  
Duty Manager Policy and Procedures  
Educational Trips & Visits  
Emergency Procedures  
Events Management Procedures  
Fire and Emergency Plans and Procedures  
Fire Risk Assessments  
Fire Emergency Policy and Plan  
First-Aid Policy  
Hazardous Substances Guidance/COSHH Assessment Guidance  
LOAD Preparation and Audit Procedures  
Lone Working Policy and Procedures  
Management of Infectious, Communicable and Notifiable Diseases Guidance  
Manual Handling Policy and Procedure  
New and Expectant Mothers  
Outside Visits and Activities Policy and Procedures  
Personal Emergency Evacuation Planning (PEEP)  
Portable Electrical Equipment Maintenance  
Personal Protective Equipment (PPE) Policy and Procedures  
Risk Assessment Procedures  
Violence & Personal Safety in the Workplace  
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 as necessary.

## Equality Impact Statement

We have a duty to consider the impact of changes on groups with Protected Characteristics (race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership)

What are the overall aims of the change? Why are you proposing it?	To provide a framework to ensure the safety of staff, students and visitors within the college.
Given the aims of your proposal, what issues does your data/information highlight?	The requirement to effectively manage the Health & Safety risks that arise in carrying out the college's day to day activities.
How could the proposed change affect positively/negatively on groups with protected characteristics?	The policy aims to ensure that all groups are considered and treated equally and have an overall positive impact. Within this policy this would be particularly important for disability.
What actions will you take to mitigate any negative impact?	None envisaged.
Is there any potential negative impact justified in light of wider benefits of the proposal	None envisaged.
Recording final decision	This policy requires the approval of the Corporation.
Has the policy taken into consideration the requirements of GDPR regulations? Are there any actions that need addressing, e.g.; data sharing agreement; has data consent been considered; data retention timescales?	Student and staff information that is collated for the purposes of informing the work of the policy is collated with their consent and held in line with the principles of the college's Data Protection Policy.