



POLICY / PROCEDURE

Document Title	Health and Safety Policy
Version	Version 1
Approved by	Corporation
Date approved	22nd March 2016
Effective date	23rd March 2016
Date of next review	February 2017
Lead responsibility	Executive Director of Finance and Resources

1. Policy Aims

1.1. The Health & Safety Policy aims to:

- Facilitate the assessment and management of risks arising out of our work and learning activities by all departments;
- Facilitate effective co-operation, co-ordination and consultation between Derwentside College and its nominated contractors, partners and placement employers;
- Ensure the provision and maintenance of safe plant, equipment and systems;
- Ensure that our employees and learners, particularly those under the age of 18 and those with learning difficulties and disabilities, are given adequate instruction, information and supervision necessary to ensure their health, safety and welfare whilst at work or learning;
- Prevent personal injuries, occupational illness, and dangerous occurrences;
- Ensure the College provides a safe place of work and learning (including access and egress) and a healthy working environment for everyone involved in the college - including third party venues;
- Ensure the College provides adequate resources to meet the requirements of the Policy and to support the management system framework;
- Provide clarity to all employees and other involved parties on their roles and responsibilities.

2. Scope

2.1. This policy applies to all employees and learners of Derwentside College and to all visitors and contractors.

3. Roles and Responsibilities

3.1. The Corporation Board

- 3.1.1. Ensures that all board decisions reflect its health and safety intentions, as detailed in the Health and Safety Policy.
- 3.1.2. Ensures that it is kept informed of, and alert to, relevant health and safety risk management issues.
- 3.1.3. Ensures that it receives an annual report and occasional reports on the operation of the health and safety policy in order to carry out an executive review.

3.2. The Principal

- 3.2.1. Carries ultimate responsibility for health and safety management at Derwentside College.
- 3.2.2. Establishes Derwentside College Health and Safety Policy.
- 3.2.3. Highlights significant health and safety risk factors to the Board.
- 3.2.4. Ensures that departmental managers fulfil the principles contained in the policy and effectively implement the policy within their sphere of operation.
- 3.2.5. Oversees the development and implementation of policy which contributes toward ensuring the health, safety and well-being of all employees and others.

3.3. Senior Managers

- 3.3.1. Have overall responsibility and accountability for health and safety within their areas.
- 3.3.2. Are accountable to the Executive Director of Finance and Resources and the Principal for health and safety.
- 3.3.3. Are responsible for ensuring that this policy is fully implemented within their departments.
- 3.3.4. Will ensure that the management of health and safety is fully integrated into the general management structure.

3.4. Managers and Team Leaders

- 3.4.1. Are responsible for ensuring that all health and safety policies are effectively and rigorously implemented.
- 3.4.2. Will actively pursue continual improvement in the health and safety performance of staff.
- 3.4.3. Ensure that protective and preventative control measures, which have been established by the generic risk assessment process, are fully implemented.
- 3.4.4. Will promote staff well-being.

3.5. Partners (sub-contractors)

- 3.5.1. Are responsible for ensuring that all health and safety policies are effectively and rigorously implemented, as required in the contracting arrangements with the College.
- 3.5.2. Will provide the College with Health and Safety statistics on a regular basis.
- 3.5.3. Are responsible for dealing with RIDDOR incidents directly with the appropriate authorities. The college must be provided with copies of such reports.

3.6. Assistant Facilities Manager

- 3.6.1. Will provide health and safety advice and guidance as the nominated responsible person.

3.7. First Aiders

- 3.7.1. Will provide First Aid as required during opening hours in accordance with the level of training they have received (First Aid at Work or Appointed Person).

3.8. Fire Wardens

- 3.8.1. Will facilitate and assist with the evacuation of the building during a fire alarm.
- 3.8.2. Will ensure that the all staff, learners and others leave the building safely.
- 3.8.3. Will confirm that zones are clear to the Duty Manager.

3.9. Staff

- 3.9.1. Will take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do at work.
- 3.9.2. Will work in accordance with the instructions and training that they receive.
- 3.9.3. Will follow safe working practices and those procedures specified by the college.

3.10. Learners

- 3.10.1. Will take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do at College.
- 3.10.2. Will observe proper standards of behaviour and dress in respect of health and safety.

3.11. Contractors

- 3.11.1. Must report to reception and collect a visitor's pass which will be worn at all times and must be returned at the end of the day.
- 3.11.2. Will display signs as appropriate to warn of potentially hazardous work being undertaken.
- 3.11.3. Must work within the guidelines of the Health and Safety at Work Act 1974 and all current relevant legislation.
- 3.11.4. Must notify the College of any hazardous substances/processes being used on site and must report all accidents/incidents/near misses to the Facilities Department of Derwentside College.

3.12. Visitors

- 3.12.1. Must report to reception and collect a visitor's pass which will be worn at all times and must be returned at the end of the day.
- 3.12.2. Will be met at reception by the member of staff they are visiting (or that member of staff's representative).
- 3.12.3. Must not enter any unauthorised areas.

4. **Procedural Arrangements**

4.1. Full and detailed guidance and information regarding the following can be found in the policy documents listed or the Health and Safety Manual.

4.2. Derwentside College Health and Safety Committee (DC.S2.01)

4.2.1. In order to comply with relevant legislation (Health & Safety at Work Act 1974; Management of Health & Safety at Work Regulations 1999 and associated ACOPs (Approved Codes of Practice) and the Safety Representative and Safety Committees Regulations 1977) Derwentside College operates a Health and Safety Committee. The Committee comprises representatives of management, staff, students, the college board and the main staff trade unions. The purpose is to ensure that the College consults and communicates effectively with employees on matters of Health & Safety.

4.3. Risk Assessments (DC.S3.01)

4.3.1. Regulation 3 of the Management of Health & Safety at Work Regulations 1999 and associated ACOPs make it a requirement that the College assesses the risks to workers and any others who may be affected by its activities. Risk assessments will be carried out by trained individuals in each department/curriculum area.

4.4. Risk Assessments: Young Persons (DC.S3.02)

4.4.1. Specific risk assessments must be carried out for young people as they are seen to be particularly at risk due to possible lack of awareness of existing or potential risks, immaturity and / or lack of experience.

4.5. Risk Assessments: Offsite Visits and Trips (DC.S3.04)

4.5.1. Specific risk assessments must be carried out for any visit or trip that takes place away from the College campus. It may be necessary to visit the location in advance of a trip in order to complete the risk assessment. The procedures are detailed in document DC.S3.41: Off Site Visits and Activities.

4.6. Risk Assessments: New and Expectant Mothers (DC.S3.22)

4.6.1. Regulations 16, 17 and 18 require a specific risk assessment be carried out for new and expectant mothers. All activities need to be assessed in relation to the risks to both the mother and her baby. Regulation 17 deals specifically with night work and may apply to some of the College assessors.

4.7. Emergency Evacuations: Fire and Bomb (DC.S3.36)

4.7.1. The College carries out and maintains a fire risk assessment and provides procedures for evacuations where there is serious and imminent danger - which may be fire or some other incident such as a bomb alert. This is in accordance with the Management of Health & Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005. Document DC.S3.43 details the procedure for the use of Personal Emergency Evacuation Plans (PEEPs) for those who may need assistance during any evacuation.

- 4.8. First Aid (DC.S3.34)
- 4.8.1. First Aid treatment is provided during the operating hours of the College by staff trained in First Aid at Work.
- 4.9. Control of Substances Hazardous to Health (DC.S3.06)
- 4.9.1. The College maintains a central database of assessments of substances that may cause harm or ill health (excluding asbestos, lead, ionising radiation and mining activities). In accordance with the Control of Substances Hazardous to Health 2002 (COSHH) regulations a trained assessor carries out a COSHH assessment of all potentially hazardous substances.
- 4.10. Prevention of Violence to Staff (DC.S3.08)
- 4.10.1. In accordance with the Health & Safety at Work Act 1974; and the Management of Health & Safety at Work Regulations 1999 and associated ACOPs, the College will carry out risk assessments on those members of staff who may be subject to acts of violence during the course of their activities and will take appropriate action to protect those members of staff.
- 4.11. Display Screen Equipment and Workstation Assessments (DC.S3.05)
- 4.11.1. The College will carry out workstation risk assessments to assess and reduce the risks for VDU workers in accordance with the Management of Health & Safety at Work Regulations 1999; and the Health & Safety (Display Screen Equipment) Regulations 1992 and associated ACOPs.
- 4.12. Workplace Health, Safety and Welfare (DC.S3.14)
- 4.12.1. The college will maintain the premises in compliance with the Health & Safety at Work Act 1974; the Management of Health & Safety at Work Regulations 1999; and in particular the Workplace (Health, Safety and Welfare) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002 and all associated ACOPs.
- 4.13. Working at Height (DC.S3.13)
- 4.13.1. The College will take all such steps necessary to comply with the Work at Height Regulations 2005. No person will be allowed to work at height without a Work at Height permit being issued from Facilities. All workers working at height must have their own safety equipment (harness, etc.) and must be properly trained in the use of any protective equipment (Man Safe, MEWPs, etc.).
- 4.14. Use of Contractors (DC.S3.27)
- 4.14.1. All contractors must submit risk assessments, method statements, any COSHH assessments and a copy of their Public Liability Insurance, where appropriate. Work will not be allowed to commence until the appropriate work permits have been issued and a contractor Health & Safety and Safeguarding induction has been completed.
- 4.15. Personal Emergency Evacuation Plans (DC.S3.43)
- 4.15.1. The college maintains Personal Emergency Evacuation Plans (PEEPs) which are designed to plan in advance for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.
- 4.16. Transportation of Learners in Staff Vehicles (DC.S3.42)
- 4.16.1. Transportation of learners in staff vehicles is not permitted unless in extreme circumstances whereby the learners safety is directly jeopardised.

4.17. Reporting and Investigation of Accidents, Diseases and Near Misses (DC.S4.01)

4.17.1. All accidents and near misses must be reported to the Facilities department immediately, if appropriate the Facilities department shall report them to HSE and SFA.

5. Relevant Legislation / Regulation

5.1. The following legislation and regulations apply to this policy / procedure:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Safety Representative and Safety Committees Regulations 1977
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health & Safety (Display Screen Equipment) Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Work at Height Regulations 2005
- Health & Safety (Miscellaneous Amendments) Regulations 2002
- Approved Codes Of Practice associated with above legislation

6. Related Documents

6.1. The following related documents are relevant to this policy / procedure:

- Legislative Update (DC.S2.01)
- Health and Safety Risk Assessment (DC.S3.01)
- Risk Assessment and Young Persons (DC.S3.03)
- Risk Assessment for Offsite Visits or Trips (DC.S3.04)
- Risk Assessment for New and Expectant Mothers (DC.S3.22)
- Emergency Plan (DC.S3.36)
- Provision of First Aid (DC.S3.34)
- COSHH Guidance (DC.S3.06)
- Prevention of Violence to Staff (DC.S3.08)
- Workstation Assessments (DC.S3.05)
- Workplace Health, Safety and Welfare (DC.S3.14)
- Offsite Visits and Activities (DC.S3.41)
- Working at Height (DC.S3.13)
- Use of Contractors (DC.S3.27)
- Personal Emergency Evacuation Plans (DC.S3.43)
- Transporting Students in Staff Vehicles (DC.S3.42)
- Reporting and Investigation of Accidents and Near Misses (DC.S4.01)

7. Accountability

- 7.1. The Executive Director of Finance and Resources is responsible for the drafting and implementation of this policy.
- 7.2. He or she is also responsible for ensuring that this document is regularly reviewed and updated – and is the first contact point for managers seeking advice and guidance about the Health & Safety Policy or making enquiries about its interpretation.
- 7.3. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

7.4. All employees are responsible for adhering to the requirements set out in this document.

8. Equality & Diversity

8.1. The College has paid due regard to equality considerations during the preparation and implementation of this Policy and Procedure.

8.2. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.

8.3. The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

8.4. The operation of this Policy and Procedure will be monitored by the Personnel Manager in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

9. Review

9.1. This document will be reviewed by 31st January 2017

9.2. The Executive Director of Finance and Resources will undertake this review, taking into account the outcomes of the monitoring process, legislative changes and developments in good practice.

9.3. As part of the review, the Executive Director of Finance and Resources will seek and consider the views of the College's employees and of the recognised trade unions.

9.4. The outcome of the review will be reported to the Senior Management Team.

10. Document Identification

<p>Category [select ONE only]</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Programmes/courses <input type="checkbox"/> Partnerships <input type="checkbox"/> Finance <input type="checkbox"/> Quality <input type="checkbox"/> Governance <input checked="" type="checkbox"/> Health and safety <input type="checkbox"/> Facilities <input type="checkbox"/> Computer Services <input type="checkbox"/> MIS <input type="checkbox"/> Admissions <input type="checkbox"/> Teaching and learning <input type="checkbox"/> Personnel
<p>Audience [select ALL that apply]</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Learners <input checked="" type="checkbox"/> Partners <input checked="" type="checkbox"/> Suppliers