

College Group Policy

Health, Safety & Welfare

Manager Responsible: Deputy Principal: Finance & Corporate Services

Version Number: 2.7

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AMENDMENT SUMMARY

<u>Version</u>	<u>Date</u>	<u>Remarks</u>
2.0.1	30 Mar 2015	Review and update of Policy
2.0.2	04 May 2016	Review and update of Policy to include Manager responsibilities
2.0.3	13 July 2016	Review of Policy to include Manager title changes
2.0.4	28 July 2017	Review and addition of further appendices
2.2	02 Sept 2018	Review of Policy to include Manager title changes
2.3	18 Oct 2019	Review and update of Policy including title changes and an update to the organisational arrangement section.
2.4	11 Sept 2020	Review and update Policy
2.5	01 Nov 2021	Review
2.6	20 Feb 2023	Review
2.7	08 Aug 2023	Review, clarification and changes to job roles and titles

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

Executive Summary

The College has health and safety responsibilities placed upon it by UK health and safety legislation requiring that arrangements are in place to ensure, so far as is reasonably practicable, the health, safety, and welfare of all of its employees, students and visitors whilst in College or participating in College-organised activities.

Chelmsford College is committed to compliance with health and safety legislation and has in place risk management procedures enabling the provision of safe working and learning environments with suitable arrangements to control risk to health, safety and wellbeing.

The aim of College risk management procedures is to encourage a common sense and practical approach to managing health and safety which should be part of the everyday process of running the organisation and an integral part of workplace behaviours and attitudes. The College does not consider health, safety and wellbeing to be a stand-alone procedure.

Based on guidance from the Health and Safety Executive – ‘Successful Health and Safety Management (HSG65)’, the following arrangements form the basis for the College Health, Safety, and Welfare Policy:

PLAN:

The College has determined and agreed a health, safety and welfare policy which is based on an assessment of its current risk management arrangements and areas where the College is aiming for further improvement. We have identified what is to be achieved and who is responsible for taking the appropriate actions to achieve those aims. How the College performs against the aims of this Policy is accessed and measured and includes how effectively we manage unplanned situations such as fire and other emergencies. The overall plan is flexible allowing for changes to our own ways of working and changes to current legal requirements applicable to the College.

DO:

Departments have identified and assessed the risk of all known hazards that may cause harm, who might be harmed, and to what extent they may be harmed. Risk assessing is a process, under constant review, to ensure that all significant risk and control measures are identified, implemented and if they are sufficient, to manage the level of risk identified, prioritising where the risk is deemed to be higher.

Risk Assessments are accessible to all employees, who are made aware of their content and location, through induction and staff development. Assessments are periodically reviewed or changed by departments or Estates to reflect new processes or changes to building layouts. The assessment process is designed to encourage a positive attitude to the management of health, safety, and welfare, supporting the College in its aims.

The College, having identified and implemented protective and preventative control measures, provides the appropriate tools and safety equipment for all planned activities whilst also providing training, instruction and supervision to employees and to students to provide a level of competence that enables them to work safely.

CHECK:

The plan, the control measures, and outcomes of actions, are under regular review to ensure the plan is being implemented and is effective in all areas of the College. We assess risk on an on-going basis, monitored using inspections and audit procedures to determine if the risks are being well managed and controlled and if we are achieving the aims of the plan.

ACT:

From the information received from our inspections and audits, the review of risks and of the protective and preventative control measures, from information received when accidents and incidents have occurred and have been investigated and reported on, plus the on-going involvement and consultation with our employees, we can identify areas where control measures may not be as effective as they should be and can take steps to improve control measures so as to reduce the future risk and we will, as part of this learning process, revisit and review our plans, policy documents, guidance information and risk assessments to identify areas where further or revised control measures are required.

Organisational Responsibilities for the Implementation of this policy

In effect there are three levels of responsibility for the managing of health, safety and welfare, these are:

Persons / Roles Responsible	Responsibilities
1a. The College Corporation: <ul style="list-style-type: none">• Chair of Corporation	<ul style="list-style-type: none">• Ultimate responsibility (ownership) for health, safety, and welfare
1b. Senior Leadership Team: <ul style="list-style-type: none">• Principal• Deputy Principal – Finance & Corporate Services• Deputy Principal - Curriculum and Quality	<ul style="list-style-type: none">• Management of health, safety and welfare on behalf of the Corporation• Provision and allocation of resources to enable procedures and arrangements for managing health, safety, and welfare and the provision of a safe learning environment
2a. Heads of department	<ul style="list-style-type: none">• Implementing and supporting the strategic development of Health, Safety, and Welfare within their areas of responsibility;• Day to day management of health, safety, and welfare in their areas of responsibility• Maintaining up to date, suitable and sufficient risk control measures

3a. Estates and Facilities Manager (H&S Team)	<ul style="list-style-type: none"> • Implementing Health, Safety and Welfare Policy and supporting the strategic development of health and safety across college • The maintenance of a safe environment for learning and working at both college campuses • Compliance with all health, safety and welfare legislation and statutory audit and inspection procedures relevant to the College, • Compliance with buildings and services maintenance systems
3b. Health & Safety Administrator (H&S Team)	<ul style="list-style-type: none"> • Implementing and monitoring of Health, Safety and Welfare Policy, • Supporting the strategic development of health and safety. • Compliance with all Estates, First Aid and Fire Safety health and safety policies and procedures • Monitoring of departmental compliance with agreed risk control measures
Supporting Arrangements	
4. Health & Safety Officer (H&S Team)	<ul style="list-style-type: none"> • To assist the three levels of health and safety management (above) and to monitor effectiveness of control procedures

Outline

This College Health, Safety and Welfare Policy includes the detailed organisation and arrangements for achieving its objectives.

The following items are included in the College Health, Safety and Welfare Policy and are based on the requirement to manage health, safety and welfare with the same degree of expertise, and to the same standards, as other core business activities, so as to control risks and prevent harm to people in accordance with UK health and safety legislation:

- 1 Health, Safety and Welfare Policy Statement
- 2 Commitment to Effective Management of Health, Safety and Welfare
- 3 Arrangements for Effective Health and Safety Management
 - 3.1 Proactive Control Processes
 - 3.2 Reactive Control Processes

- 4 Organisation
 - 4.1 Health and Safety Reporting and Consultation Chart
 - 4.2 Health, Safety and Welfare Responsibilities, an Overview
 - 4.3 Supporting Departments with Specific Responsibilities for Student Health Safety and Welfare
- 5 Cooperation, Consultation, Communication,
 - 5.1 Formal Arrangements (including Safety Committee)
 - 5.2 Informal Arrangements
- 6 Competence
 - 6.1 Provision of Health and Safety-Related Training
- 7 Control and Development of Health and Safety Management System
- 8 Monitoring Effectiveness of Health and Safety Management Systems (Measuring Performance)
 - 8.1 Active Monitoring Systems
 - 8.2 Reactive Monitoring Systems
- 9 Safety Policy Review
 - 9.1 Purpose of Review
 - 9.2 Health and Safety Review Statement

Appendices

Appendix 1: Specific Responsibilities for Health, Safety and Welfare

- 1.1 Chair of Corporation
- 1.2 Principal
- 1.3 Deputy Principal, Finance and Corporate Services
- 1.4 Estates and Facilities Manager
- 1.5 Health and Safety Officer
- 1.6 Health & Safety Administrator
- 1.7 Head of Department / Managers
- 1.8 Procurement Manager
- 1.9 Employment and Skills Operations Manager
- 1.10 Human Resources Manager
- 1.11 Safeguarding Specialists
- 1.12 Student Support Manager
- 1.13 Continuous Professional Development
- 1.14 All Staff
- 1.15 Students
- 1.16 Contractors

Appendix 2: Health and Safety Committee: Terms of Reference

Appendix 3: Health and Safety Improvement Plan (2023-24)

Appendix 4: Health and Safety Policy for Science

EAI Declaration

Health, Safety & Welfare Policy Statement

Overarching Policy

The College will ensure, so far as is reasonably practicable, that its arrangements for the Health, Safety, and Wellbeing of its staff, students, visitors, and other persons who may be affected by its activities are compliant with the duties placed on it by the Health and Safety at Work Etc. Act 1974.

Policy Framework

The College recognises and accepts its responsibilities as “the employer” as specified in the Health and Safety at Work Etc. Act 1974 and in all supporting health and safety legislation relevant to its activities. The College will seek, so far as is reasonably practicable, and within the resources available, to ensure the health, safety, and welfare of all employees, students, visitors and others who are directly or indirectly affected by the activities of the College.

The College also recognises the requirement to comply with all relevant health and safety legislation so as to promote good standards of health, safety and wellbeing management. In particular, the College will continue to promote the “Safe Learner” concept as an integral part of its curriculum delivery.

The College will fulfil its health and safety duties by operating an integrated, structured, and documented system of health, safety, and welfare management which will include:

- **Undertaking appropriate assessments of risks to health and safety arising from College activities, regularly reviewing and measuring performance, progress, and effectiveness of its risk management procedures, so as to provide adequate control of risks, and ensuring compliance with all relevant health and safety legislation;**
- **Consulting and collaborating with employees on matters affecting their safety and health and ensuring, by careful recruitment, on-going staff development, (including specialist training), and the provision of necessary resources, that ensure employees are competent to carry out their tasks in a safe manner;**
- **Provision of resources and competent health and safety advice to enable the effective management of health and safety;**
- **Promoting good health and safety practices to staff and students, increasing their safety awareness by provision of suitable and adequate training, instruction, information, and supervision;**
- **Providing premises that are safe and secure, that provide adequate and suitable facilities and arrangements for the safety, health, and welfare of employees and students whilst on College premises;**
- **Providing and maintaining equipment that is safe to use and fit for purpose;**

- **Providing training and resources to enable the safe handling, storage, transporting and use of hazardous substances;**
- **Ensuring that contractors are competent and compliant with health and safety standards, best practice, health and safety legislation, and the requirements of this policy;**
- **Working to prevent accidents and cases of work-related ill-health.**

Whilst the Corporation and Principal and Chief Executive retain ultimate responsibility for health and safety matters, all Heads of Departments, Deputy HoD's, Managers employees, and students are required to ensure that procedures for enabling safe working practices are observed and complied with, and that they take reasonable care for the health and safety of themselves and other persons who may be affected by what they do.

It is intended that the above arrangements should enable management and staff to work in partnership positively to achieve a safe working environment where hazards are identified and managed, risks to the health and safety of staff and others are reduced to an acceptable level, and safeguarding of staff and students is maintained at all times.

The College Health, Safety, and Welfare Policy is supplemented and supported by other College policies and procedures arising from health and safety legislation that is relevant to the College.

College health and safety-related policies and procedures can be found on the College Policies intranet pages, or provided, on request, in hard copy format.

College Principal

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David Warnes
August 2023

2. Commitment to Effective Management of Health, Safety, and Welfare

Chelmsford College is committed to ensuring, so far as is reasonably practicable, that all necessary steps have been taken to ensure the health, safety and welfare of all its employees whilst they are at work, and also its students and visitors whilst on College premises or College-organised activities elsewhere. The College will carry out its activities in a way as to protect those who may be affected by its acts and / or omissions.

The College sees the management of health and safety as an integral part of good management generally rather than as a stand-alone system and is committed to effective risk management across all College functions. This will be in the form of a risk profile that covers:

- the nature and level of the risks faced by the organisation;
- the likelihood of adverse effects occurring and the level of disruption;
- costs associated with each type of risk;
- the effectiveness of control measures in place to manage those risks.

3. Arrangements for Effective Management of Health, Safety, and Welfare

The College recognises the importance of a management system that allows the effective control of risks and the on-going development of its procedures. It is College practice to provide written information and guidance on College procedures and systems.

The College health and safety management system is based on HSE guidance document “Successful Health and Safety Management” (HSG65) which recommends the following stages for planning and implementing a management system, ending with a review of performance against objectives set. The review process may result in the identification of systems weaknesses that require improvement, and leading to on-going improvement and development of the management system.

The recommended stages for managing health and safety are:

- Assess the current status of health and safety management system
- Identify and profile the risks
- Organise and implement the plan, involve employees, include competent H&S advice
- Identify and implement preventative and protective control measures
- Check the performance of the plan
- Review performance from feedback

The arrangements specific to managing health, safety and welfare, whilst part of the overall College risk management procedure, are separately defined and are designed, so far as is reasonably practicable, to provide a safe place of working and learning and take into account the above management systems procedures when setting objectives enabling arrangements for:

- assessing the risks identified and prioritising (profiling) them for remedial actions so as to reduce the potential for harm to an acceptable level within an acceptable time frame, based on the level of risk,
- maintaining an up-to-date risk assessment process that enables the identification of what might cause harm in the workplace and at any other locations used by the College for its activities,
- implementing, maintaining and, whenever possible, improving protective and preventative measures by way of pro-active and reactive risk management procedures, so as to ensure the provision and maintenance of safe working and learning environments,
- communicating and consulting with employees so that everyone is informed and aware of the risks within their workplace and how persons are to be protected, ensuring everyone is clear on what control measures are in place, and of any additional controlling actions that are required, and the timespan to complete them
- encouraging, by employee involvement and consultation, a positive attitude and behaviour towards all issues relating to the effective management of health, safety and welfare,
- ensuring that employees are competent to carry out their work in a safe manner so as to not put themselves, others or learners at risk and, where necessary, provide employees with additional information, instruction, training, and supervision in order to achieve or maintain the required level of competence the job holder requires,
- arranging for the provision of competent health, safety and welfare advice to enable the College Corporation, the Senior Leadership and Management Teams, and all employees, to achieve compliance with UK health, safety, and welfare legislative requirements and to promote and implement best and safe practices throughout the College,
- the provision of up to date information, guidance, and advice on new health and safety legislation and revised contractual requirements which may, if not implemented, affect employee and student safety and the safety of others.
- maintaining systems for making available health, safety and welfare information so as to ensure safe working, and compliance with UK health, safety, and welfare legislation, regulations, approved codes of practice, and guidance, on:
 - use of substances, materials, articles, processes, plant, equipment,
 - maintenance and safety inspection programmes,
 - health and safety risk control measures;

- approved codes of practice - implementation;
 - industry guidance notes - for best practice;
 - manufacturers'/suppliers' guidance notes; and
 - British and European safety standards
- providing tools and equipment that are fit for purpose and of a standard that does not create an unacceptable level of risk; are compliant with relevant and current health and safety legislation; and are inspected, serviced and maintained on a regular basis in accordance with health and safety legislation or guidance, as identified by risk assessment, and as suggested by manufacturers recommendations,
 - ensuring that arrangements are in place to allow for safe storage, transportation, handling, and use of all articles, materials and substances used by the College,
 - providing information and training to staff and students on safe working procedures and arrangements, and providing equipment, that enables safe and effective evacuation of College premises in an emergency situation,
 - providing premises that are well maintained and in safe condition, with safe access and egress, safe services and utilities, an acceptable level of risk of fire,
 - ensuring the procurement and engagement of only competent contractors and suppliers of services to the College
 - enabling procedures for the reporting of accidents, incidents, and near misses; where necessary, investigating and reporting the causes of accidents, incidents, and near misses; recommending systems improvements where control measures are considered to be inadequate, to the appropriate persons for them to action within an agreed timescale,
 - carrying out regular health and safety inspections and audits in order to monitor the arrangements for managing health and safety by checking that implemented arrangements are being followed, control measures are in place, and how well risks are being controlled,
 - regularly reviewing, as required, and reporting on, health and safety management performance based on information and findings of investigations, inspections, audits, and information received from employees and students who may be concerned about their safety,
 - regular evaluation of the effectiveness and implementation of this Health, Safety and Welfare Policy through the annual self-assessment and development planning processes.
 - Setting an annual Health & Safety Plan (see Appendix 3), based on objectives set by the Corporation and the Health and Safety review process, in order to address areas where improvement should be made.
 - Monitor the effectiveness of the health and safety responsibilities and arrangements, to ensure that they form an integral and co-ordinated part of the College management

procedures, enabling the requirements of this policy to be effectively implemented and desired objectives achieved.

The above arrangements are supported by proactive and reactive control processes:

3.1 Proactive Control Processes

- Monitoring of risk control procedures to ensure that risk assessments are carried out initially and / or reviewed for:
 - all areas of the organisation at regular intervals;
 - all new processes and new equipment / technology so as to ensure safe installation, sufficient training, and safe use;
 - major changes to buildings configuration and services by refurbishment of existing premises to ensure the required level of health, safety and welfare and fire safety;
 - major building projects to ensure the required level of health, safety and welfare and fire safety
 - areas or activities which have experienced serious accident / injury or an unacceptable level of reported accidents / injuries;
 - control procedures for students who require special arrangements because of health-related issues; carrying out risk assessments in conjunction with Student Support Services staff via the inclusive risk assessment process;
- Carry out initial fire risk assessments, and then regular reviews of control measures for all areas in accordance with the Regulatory Reform (Fire Safety) Order 2005, in order to determine the potential for fire and to ensure that control measures have been identified and implemented and are suitable and sufficient to minimise the risk to an acceptable level; including:
 - preparation and publication of evacuation plans for all premises
 - arranging personal emergency evacuation plans (PEEPs) for employees and students who, because of disclosed health-related issues, require assistance to evacuate premises in an emergency situation.
- Have in place procedures for assessing and effectively managing risks associated with the many activities carried out by, and on behalf of, the College, for example:
 - General hazards
 - Manual handling tasks
 - Use of display screen equipment
 - Educational Visits

- Work Placements
- Handling, transporting, storing and use of hazardous substances
- Controlling of noise and vibration
- Controlling of asbestos containing materials
- Working at height operations
- Hot works

(this list is not exhaustive)

- Provide additional risk assessments for young and vulnerable people; pregnant and nursing mothers; persons who are at increased risk; and maintaining records of these assessments.
- Manage a system of safety inspections for all areas which are identified as having significant risks, record and report the findings, and implement necessary improvement actions.
- Ensure that all fixed electrical supply systems and portable electrical appliances are inspected, tested and certificated as safe to use at frequencies determined by safety standards and the College risk assessment process,
- Ensuring that for all risks which require new/additional control measures, these controls are prioritised and targeted (profiled) for implementation; that, after implementation, the control measures are reviewed to determine their effectiveness
- Communicate all known hazards and risk control measures to relevant staff, ensure that they are aware of and implement risk control measures.
- Manage a system of safety auditing of all departments within the College, identify any weaknesses within their management of health and safety, record and report the findings, and implement necessary improvement actions.
- For Subcontracted Apprenticeship training the College retains its duty of care for apprenticeship students by requesting that employers complete a pre-contract health and safety questionnaire on which the college can base their judgement as to the safety arrangements of the employer.
- For subcontracted training the College's subcontracted training providers are required to provide the same duty of care for apprentices as provided by Chelmsford College.
- For Subcontracted Learner Responsive provision the College requires that a pre-contract health and safety check of the planned delivery venue is completed.
- Carry out a health and safety assessment of all work placement provider health and safety arrangements to ensure that students are placed in a safe working / learning environment.

- Ensure that all statutory inspections of:
 - lifting equipment
 - pressure systems
 - local exhaust ventilation (LEV) systems

are carried out by competent persons, and at the required frequencies, inspection findings recorded, and necessary improvement actions completed.

- Deliver training to those affected by changes which will require new / additional control procedures and monitoring the arrangements to be amended or introduced.
- Ensure that health, safety and welfare responsibilities are clear, documented, communicated, and are well coordinated.
- Ensure that everyone with health, safety and welfare responsibilities clearly understands how to, and has the competence to, carry out their responsibilities.
- Set standards for those with health and safety related responsibilities, monitor performance against those standards. Advise Head of Departments of all incidents where standards have not been met.
- Identify where suitable PPE and RPE is required as a control measure. Provide this equipment to staff (free of charge), arrange suitable storage.
- Manage the use of PPE and RPE, ensure that staff and students are trained in its correct use, maintenance, and storage.
- Implement procedures for selecting suitable competent contractors, placing safe working controls on them, and controlling their work whilst on site.
- Implement procedures for the maintenance and inspection of equipment, and preventative control regimes for services and equipment. Ensure they are carried out in compliance with, and within, the time periods set out by, legislation, or guidance notes, and / or manufacturers' specifications. Ensure that maintenance work and safety inspections are documented and recorded.
- Identify the requirement for staff training.
- Deliver health and safety induction training to all new employees.
- Deliver job specific training to all employees who may be at risk.
- Deliver health and safety-related training* to all employees who are:
 - exposed to new or increased risk;
 - required to gain the competence to operate equipment;
 - required to work on new equipment or improved technology;
 - affected by new or changes to systems of working.

**This training to be recorded.*

- Carry out emergency evacuation training and regular practices for all College sites and record this training.

3.2 Reactive Control Processes

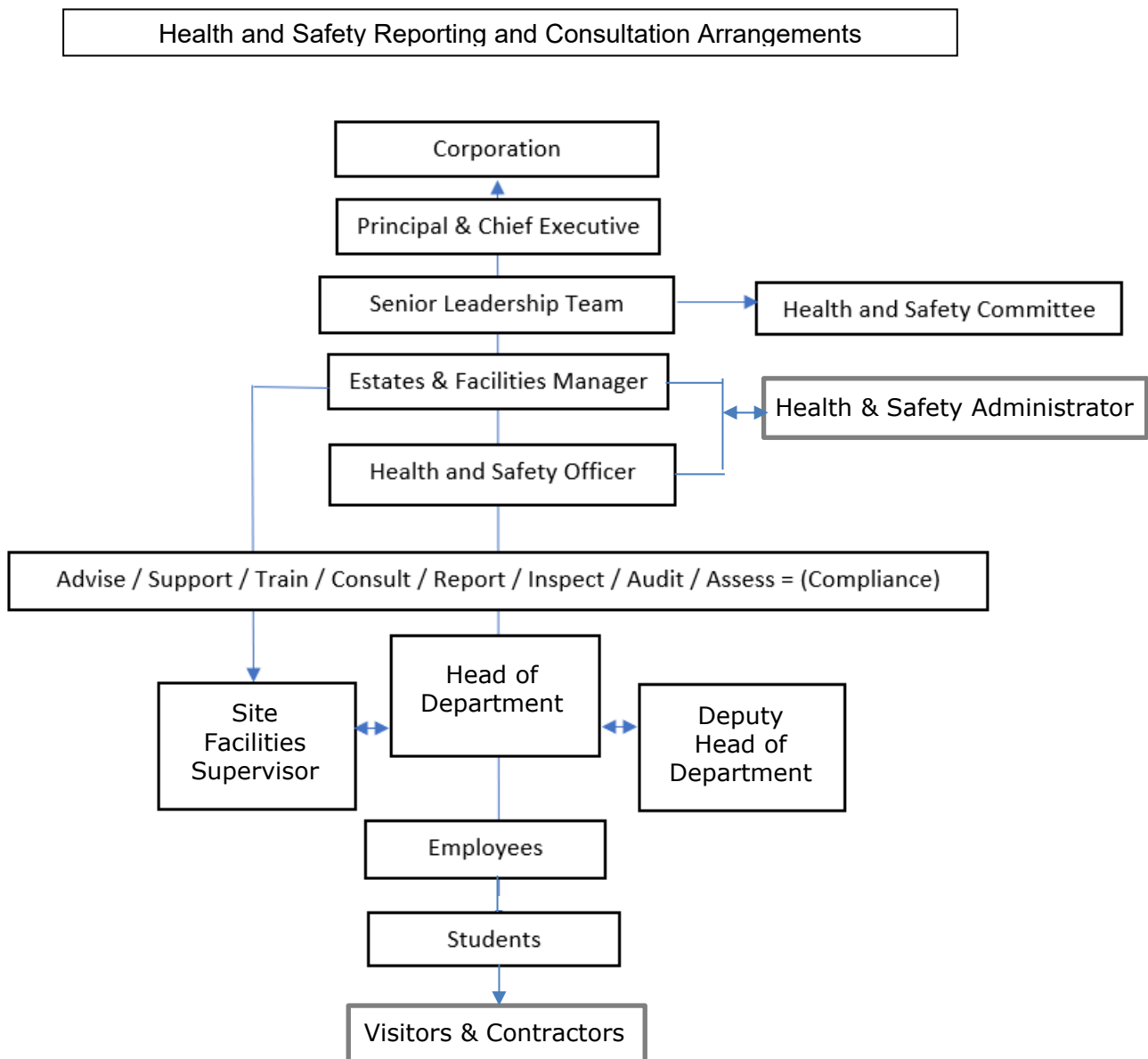
- Analyse first aid reports to identify weaknesses in risk control measures and areas of high incidence reporting possibly caused by possible weaknesses in risk control measures.
- Analyse near miss reports to identify weaknesses in risk control measures and areas of high incidence reporting possibly caused by possible weaknesses in risk control measures.
- Carry out accident and injury causation investigations, as required, to determine if there are failings in risk control arrangements, and if additional / revised control measures are necessary.
- Analyse and action feedback from emergency evacuation practices to identify if improvements to procedures are required.
- Investigate, and remedy as appropriate, reported breaches of health, safety and welfare, and failings in the risk control arrangements as reported by employees, students, the Safety Committee, trades union representatives, first aiders, fire marshals, insurance inspectors, other outside agencies.
- Implement changes, or request compliance by other Departments, of control procedures highlighted by external auditors, such as the emergency services.
- Arrange, and monitor to completion, remedial work on lifting equipment, pressure vessels, and local exhaust ventilation (LEV) systems which have been highlighted by statutory safety inspections carried out by external inspectors.
- Implement improvements to the health safety and welfare management system as highlighted by internal surveys and questionnaires, and the self-assessment process.
- Carry out an overall review of control measures and management procedures to identify systems weaknesses and failings that require improvement.

4. Organisation

4.1 Health and Safety Reporting and Consultation Chart

The diagram (below) shows:

- the reporting structure for implementing the Health & Safety Policy and the Health & Safety Plan,
- the various means of consulting and communicating across College and with external agencies:



4.2 Health, Safety and Welfare Responsibilities – an Overview

All employees have health & safety responsibilities and these must be understood in order to ensure that the College Policy is implemented effectively (See Appendix 1 for full list of job-specific responsibilities).

<p>The Corporation (Chair of Corporation)</p>	<p>Ultimate responsibility for:</p> <ul style="list-style-type: none"> • College compliance with the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005, all other health and safety legislation relevant to the College • Setting health and safety objectives and strategy, • ensuring that the Corporation decisions reflect their health and safety intentions, • setting out health and safety responsibilities at Corporation level.
<p>College Principal and Chief Executive</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • implementing and enabling arrangements and procedures for managing health and safety achieving objectives of the Health, Safety and Welfare Policy on behalf of the Corporation, • strategic development of health and safety within the College in accordance with the requirements of the Corporation, • reviewing the progress of the Corporation health and safety objectives and strategy • approval of health and safety-related policies, • management of enabling resources, ensuring arrangements are in place to support effective management of health and safety throughout the College, including access to competent health and safety advice, • involvement of employees, learners, or their representatives, in decisions which affect their health, safety or welfare, via consultation process, • provision of safe and healthy environments for working and learning,

	<ul style="list-style-type: none"> • review and implementation of health and safety-related policies
Head of Department / Deputy HoD	<p>Responsible for:</p> <ul style="list-style-type: none"> • implementing Health, Safety and Welfare Policy across their areas of responsibility and supporting the CEG in strategic development of health and safety within the College, • ensuring that their staff are competent to carry out their tasks • managing the control of risks by regular risk assessment and implementation of risk management procedures across their areas of responsibility
Estates & Facilities Manager (H&S Team)	<p>Responsible for:</p> <ul style="list-style-type: none"> • implementing Health, Safety and Welfare Policy across College and supporting the CEG in strategic development of health and safety within the College, • supporting the Principal and the Health and Safety Officer by dealing with facilities defects which are likely to compromise the health and safety of staff, learners, and visitors, • maintaining and monitoring arrangements for engagement of only competent contractors for College contracts.
Health & Safety Officer (H&S Team)	<p>Responsible for:</p> <ul style="list-style-type: none"> • monitoring of day to day systems and arrangements for managing all health, safety and welfare matters relating to College premises and activities, identifying where effective control systems are not in place; • reporting of control systems failures or weaknesses and advising on suitable improvement actions to the Estates & Facilities Manager and relevant Heads of Department • monitoring and advising on compliance with all relevant UK Health and Safety legislation, HSE codes of practice, specific standards,

	<p>and with contractual health and safety requirements of funding providers;</p> <ul style="list-style-type: none"> • maintaining an up to date library of health and safety legislation and guidance
Health & Safety Administrator (H&S Team)	<p>Responsible for:</p> <ul style="list-style-type: none"> • assisting the H&S Officer in monitoring control systems; • reporting of control systems failures or weaknesses • monitoring and advising on compliance
All Staff	<p>Responsible for</p> <ul style="list-style-type: none"> • the safety of themselves and others who may be affected by what they do, • maintaining a safe working environment, • following safe working practices as required by health and safety legislation and the College health, safety and welfare policy • actively encouraging students to be safe learners; • Implementing all safety control measures so as to ensure, so far as is reasonably possible, the health, safety and welfare of all learners and all who might be affected by their activities.
Students	<p>Responsible for:</p> <ul style="list-style-type: none"> • the safety of themselves and others who may be affected by what they do; being safe learners.
Non-Employees (Contractors) working on College premises and visitors	<p>Responsible for:</p> <ul style="list-style-type: none"> • the safety of themselves and of others who may be affected by their actions or omissions • compliance with College safety arrangements and health and safety legislation when on College premises and when carrying out activities on behalf of the College.

Specific health and safety responsibilities are detailed in Appendix 1

4.3 Supporting Departments with Direct Responsibilities for Student Safety

4.3.1 Employment and Skills Group Operations Manager

Apprenticeship Student Safety: The College has duty of care responsibilities for apprenticeship students and manages this by requesting that employers complete a pre-contract health and safety questionnaire, the employer information received enables the Employment and Skills Group to assess the level of safety management provided to the apprentice by the employer prior to a contract being confirmed.

Subcontracted Apprenticeship Training Providers: The College's health and safety responsibilities require that subcontracted training providers ensure the same duty of care for apprentices as is provided by Chelmsford College. The Employment and Skills Group, in managing the provider contract, ensures that this duty of care is in place.

Subcontracted Learner Responsive provision: The College requires pre-contract confirmation that the planned place of delivery is a safe and suitable venue. A pre-contract health and safety check of the planned delivery venue is carried out by a member of the college Employment and Skills Group.

4.3.2 Student Support

Provides additional support for students who have been identified as being "at risk" for a number of reasons, (for example, a disclosed medical condition), and where, unless that risk is assessed and managed appropriately and effectively, that risk may not be controlled.

Student Services works in conjunction with the relevant Departments, outside agencies and external advisers, and the Health and Safety Team to develop and implement safe learning arrangements

4.3.3 Safeguarding

See separate Safeguarding Policy

4.3.4 Dovedale Nursery

The Nursery Manager is responsible for ensuring the health and safety of children attending the on-site nursery. This includes developing and monitoring the impact of Nursery specific policies and procedures to meet statutory requirements and good practice within an Early Years setting.

5. Cooperation, Consultation, Communication

The College encourages and provides arrangements for consultation with its employees on health and safety matters and recognises the trades unions Unison and UCU representatives of these trades unions are allowed an agreed amount of time to undertake their health and safety roles.

The College actively encourages employee involvement in health and safety matters and decisions that affect their health and safety; it achieves this by cooperation, consultation, and communication, using a number of different routes:

5.1. Formal Arrangements

5.1.1 Safety Committee

The Health and Safety Committee is a vehicle for reporting and for consultation. The Committee meets termly and made up of representatives from across College. The Committee has a number of responsibilities detailed in its Terms of Reference (see Appendix 2).

The Committee actively encourages participation from its members as part of the consultation and communication process.

The Committee receives information on the current status of the risk management process including the reporting on:

- areas of concern or where control measures may be ineffective as identified by:
 - Accident and injury reports,
 - Near miss reports
 - Inspection reports (internal and external)
 - Staff absence levels
 - Audit reports (internal and external reports on health and safety and food hygiene matters)
 - Accident and incident investigation reports
 - Risk assessment
- changes to H&S legislation that may have affected / will affect the College H&S management procedures and where changes are required / have been required and implemented
- matters relating to staff health and welfare that are managed by Human Resources Department
- requirement for College policy updates because of recent legislation changes or failings in current safety control measures
- lack of appropriate training of staff which adversely affects staff competence, putting them and others at risk

Committee representatives are actively encouraged to submit ideas, raise concerns, and submit reports on health and safety-related items where they consider investigation or improvement action is required.

The Committee encourages participation and cooperation in the consultation process where issues that may affect the safety of staff, and students, are to be discussed.

5.1.2 Curriculum Areas Health and Safety

The Health and Safety Team actively seeks discussion with curriculum areas across College on matters relating to health and safety, in particular the higher risk areas. Discussion and consultation items will include:

- Safety and maintenance of equipment
- Training requirements
- Safety systems failures
- Accident and incident levels
- Accident investigation feedback
- New processes, procedures, technology

5.1.3 Project Management

Part of the consultation process involves the Health and Safety Officer in discussion and consultation with the College's appointed Project Managers, and appointed Architects, and Designers of large projects such as new builds and major refurbishment of existing buildings, the design of which may have safety implications for our staff and students.

5.1.4 Information and Guidance - Policies and Procedures

College policies and procedures documents provide information and guidance for staff and learners. The policies describe the procedural processes to be followed and set a standard. Policy documents are available to staff (and students, where applicable), on the College intranet.

A number of College policies relate to the control of hazards as required by health and safety legislation and therefore the policy guidance and information is based on and reflects the requirement of the relevant and current legislation.

Safety-related policy documents are reviewed on a regular basis by the Health and Safety Officer. Revisions to existing policies and procedures, and the publication of new policies and procedures, are initially made known to the Safety Committee and then made known to staff who make be affected by the changes by delivery of training or by informing them directly, or via the intranet message facility.

5.1.5 Changes to Health and Safety Legislation

The Health and Safety Officer has access to a number of sources of information and is therefore made aware of changes to health and safety legislation. These changes are assessed by the Health and Safety Officer to determine if a review of College safety arrangements and a revision of College policies and procedures are required or if a new policy document is required.

When revisions to existing policies and procedures, or the introduction of a new policy document, are required because of changes to health and safety legislation, these changes are initially made known to the Safety Committee and then made known to staff who are affected by the changes. Staff affected by policy changes require this information to be supplied to them directly and may require training. Staff not directly affected by the changes can obtain the updated information via the College intranet.

5.2 Informal Arrangements

5.2.1 Informal Meetings / Discussion / Information Sharing

There is on-going informal discussion on issues relating to health and safety which involves the Health and Safety Team meeting, informally, with staff at various levels, depending on the issues and the possible outcomes.

Such consultation / discussion may involve:

- Review of risk assessments
- Walk-through inspections
- Identifying specifications for planned purchasing of new equipment
- Arrangements for supporting the implementation of the Health, Safety, and Welfare Policy in all areas, including, where appropriate, discussion and agreement on the preparation of codes of (best) practice in conjunction with the Health and Safety Officer.
- Maintaining effective links between the College Health and Safety Officer and Estates & Facilities Manager on health, safety and welfare issues.
- Dissemination of general health, safety and welfare information to all appropriate staff and learners by various routes such as the College intranet and notice boards
- A process for receiving and responding to requests (via telephone, e-mail, team meetings and verbal requests) for health and safety advice, guidance, information, co-operation etc.

6. Competence

The competence of staff is considered an important issue as it is one that may have a significant, possibly detrimental, impact on the safety of staff and students, in particular in the higher risk areas, if not managed effectively.

Achieving the correct level of competence of staff is the responsibility of the job holders, Deputy HoD's supported by their Head of Departments, Human Resources, and Continuing Professional Development.

The College recognises the requirement for identifying job-specific competences at the recruitment or change of role stage when advertising a job role and will require that persons appointed are:

- competent to carry out their tasks safely, by proven previous training and expertise, or
- required and prepared to undertake training in order they achieve the required level of competence, but this may mean that the person cannot undertake some of their duties until at the required level of competence is achieved.

6.1 Provision of health and safety-related training

6.1.1 Formal Training

Based on the required level of competence the role requires, any training is identified by the Human Resources Department prior to appointment, or by assessing the introduction of new equipment or technology, or by the risk assessment process. Training arranged by Staff Development.

The Health and Safety Officer is actively involved in the training of staff in a number of safety-related activities and responsibilities, including:

- Health and Safety Induction of new staff
- Risk assessment
- COSHH Assessment
- Fire Marshalling
- Manual Handling
- Workplace H&S Assessment (for Work Experience Students)

Some of the formal training requires the use of contracted external providers for training such as:

- First Aid
- Display Screen Equipment (via e-learning)
- Managing asbestos

6.1.2 Informal Training

On occasion there is a requirement for informal training that provides brief and informal sessions as part of a departmental briefing or short one to one sessions that enables departments and the Health and Safety Officer to:

- inform staff of changes to legislation or control measures
- update staff on changes of systems that may only involve one person delivered as a one to one session,
- deliver information via a meeting organised by a third party
- review systems of working because of issues identified by the risk assessment or inspection processes that can be dealt with at the time
- share outcomes of accident and incident investigations where improved control measures are required

7. Control and Development of the Health and Safety Management System

The College recognises the importance of a management system that allows the effective control of risks and the on-going development of its procedures. It is College practice to provide written information and guidance on College procedures and systems as well as setting objectives for the development of a robust management system.

The College health and safety management system requires a review of performance against objectives set. There is a review process that monitors the effectiveness (measuring performance against objectives and targets set) of the management system (See Section 8). This review process may identify that not all objectives have been achieved, or result in the identification of systems weaknesses that require improvement and, therefore, subsequent further development of the management system.

8 Monitoring Effectiveness of Health & Safety Management Systems (Measuring Performance)

8.1 Active Monitoring Systems

Active monitoring of the health and safety management system measures the level of success of the management system can be determined when comparing the regular reviewing of:

- a. achievement of health and safety-specific plans and objectives
- b. the operation of the health and safety management systems
- c. compliance with performance standards (service standards and key performance indicators)
- d. compliance with new / revised health and safety legislation

Active monitoring procedures will also include:

- Regular monitoring of the management of the risk assessment process
- Regular monitoring of the management of the fire risk assessment process
- Monitoring inspections and audits of premises and processes against the set timetable
- Monitoring of achievement against service standards and key performance indicators
- Monitoring of achievement and completion of the development plan annual self-assessment process
- Regular review of strengths and weaknesses within the Health and Safety management system
- Monitoring of training plan and training delivered/received

8.2 Reactive Monitoring Systems

The Health and Safety Officer reviews reports which provide an indication of the effectiveness of the management system. Issues reactively reviewed include:

- Accident and incident reports,
- Injury and illness reports,
- Near Miss reports,
- Machinery breakdowns, possibly relating to poor servicing and maintenance and possibly unsafe equipment,
- Instances of fires occurring, poor fire safety management,
- High levels of absenteeism,
- High level of safety-related complaints,
- Reportable accidents and incident insurance claims,
- Identified weaknesses in service standards,
- Items identified as omissions from key performance indicators,
- Audit and inspection reports from external bodies,
- Non-compliances and control systems failures identified by safety inspection and safety audit reports,
- Non-compliance notices received from enforcing authorities.

9. Safety Policy Review

9.1 Purpose of Review

The purpose of a review is to reflect on the objectives of the planning process and the effectiveness of the policy by identifying:

- strengths and weaknesses and areas for improvement,
- the level of compliance, across College, with organisational procedures,
- activities where safety-related procedures do not exist or do not provide adequate information and guidance to enable safe operation,
- whether the objectives set by the Corporation have been achieved,
- whether the setting of health and safety objectives to support the strategic plan have been achieved,

- if the level of reported accidents and incidents is acceptable.

Inspection reports, audit reports, near miss and incident reports, accident and injury statistics provide an indication of the effectiveness of the management system.

Accident and injury statistics showing high levels of accidents and injuries or higher than expected levels in a particular area, are indications that control systems are not working effectively and a review of the control systems is required.

Inspection and audit reports showing non-compliance with the safety management control system lessons indicate systems weaknesses.

Lessons can be learned from the information reported that may necessitate a review and possibly a revision of:

- Risk control measures,
- Policies and procedures,
- Systems of working,
- Training procedures, to achieve improved competence,
- Previously set objectives where they were not addressing the issues identified,
- The health and safety plan to enable high profile risks to be addressed.

The review process provides the opportunity for improving risk control and management systems to reduce the accident, incident, and other causes of concern to an acceptable level. In addition, it allows for the objectives of the Corporation to be reflected in the Policy document and its health and safety management procedures.

A review of performance should be on-going, and at least annually, to assess the effectiveness of the management and control of risks.

9.2 Health and Safety Review Statement

The College recognises its statutory duty to provide effective reviewing of its health and safety provision. This is achieved by formal and informal arrangements.

Formal reviewing is carried out annually by the College Health and Safety Committee. The Safety Committee receives and considers procedures, codes of practice, staff development and training requirements, and general health and safety systems in accordance with scheduled review dates or evidence of ineffectiveness.

The College Corporation receives and considers an annual health and safety report presented by the Principal. The content of the report addresses the following items:

1. Summary of significant matters raised at Safety Committee meetings together with action taken to address those matters.
2. Statement regarding policy implementation and any suggested changes to the Health, Safety and Welfare Policy.

3. Summary report covering accidents, incidents and matters reported to the relevant authorities.
4. Statement regarding safety inspections, external audit reports and other monitoring activities.
5. Summary of contact with enforcement agencies e.g. Health and Safety Executive, Environmental Health Office, Fire and Rescue Service, etc., including any enforcement notices received.
6. Summary of outstanding health, safety or welfare matters from previous report.

Informal reviewing of health and safety procedures is expedited by Head of Department; Health and Safety Officer, employee representatives; who, upon identifying or becoming aware of ineffective health and safety practices or situations, will address the failings accordingly, seeking advice from the Health and Safety Officer if required

This policy will be monitored and reviewed by the Health and Safety Committee

For Review	November 2024
Post Responsible for Initiation/Review	Principal and Chief Executive
Committee/Group Involved	Safety Committee

APPENDICES

APPENDIX 1

Specific Responsibilities for Health, Safety and Welfare

1.1 Chair of Corporation

- College compliance with the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005, all relevant health and safety legislation,
- Setting health and safety objectives and strategy,
- Ensuring that the Corporation decisions reflect their health and safety intentions,
- Allocating health and safety responsibilities at Corporation level.

1.2 College Principal and Chief Executive

- Reviewing the progress of the Corporation health and safety objectives and strategy and achieving objectives and compliance with the College Health, Safety and Welfare Policy on behalf of the Corporation
- The strategic development of health, safety and welfare within the organisation
- Reporting to the Corporation on health, safety and welfare matters including accident/injury statistics; changes to, and new control procedures implemented, via policies and guidance documents; and learner H&S performance.
- Ensuring that arrangements exist and responsibilities are defined for the translation of the Health, Safety and Welfare Policy into working practices
- Authorisation and provision of resources to support the management of health and safety at the College,
- Ensuring sufficient resources are made available to support the health and safety requirements of the organisation.
- Integration of Health and Safety arrangements into all College Departments, Sub-contractor Partners, Shared Services and other designated organisations
- Ensure compliance with all relevant health and safety legislation
- Ensure the effective assessment of risks and risk management

- Ensuring the Health, Safety and Welfare Policy is monitored, audited, reviewed and revised as necessary.
- Authorisation and approval of health and safety-related policies,
- Liaising with the Health and Safety Executive and funding organisations on health and safety matters where necessary
- Chair of the Health and Safety Committee

1.3 **Estates & Facilities Manager**

Health, Safety and Welfare Responsibilities:

- Management of the Health and Safety Provision
- Ensure safe working and learning environments including security of premises
- Ensuring the provision and maintenance of fire safety equipment, procedures for preventing fires, and fire protection arrangements.
- Consulting with, and involving, the Health and Safety Officer and employees affected by proposed changes to layout or use of facilities and services.
- Ensuring that all Estates Staff are trained and competent to carry out their duties so that neither they nor others are put at risk directly or indirectly by their activities.
- Ensuring that health and safety (including fire prevention and protection systems and equipment) defects, are dealt with in order of safety priority and by the date targeted so as to eliminate the potential for harm.
- Informing the Principal and Health and Safety Officer of matters relating to health and safety.
- Supporting the Principal in the coordinating of strategic development of health, safety and welfare within the organisation.
- Supporting the Principal in the implementation and development of health, safety and welfare policies and procedures,
- Ensuring the following is compliant with all health, safety and welfare issues:
 - the fabric and structure of the building,
 - maintenance and inspection regimes;
 as required by:
 - legislation;
 - codes of practice;
 - British and European safety standards;
 - suppliers' and manufacturers guidelines;

by arranging for competent persons to carry out the regular maintenance and inspection of:

- boilers;
- lifting equipment;
- plant;
- pressure systems;
- fume cupboards and other extraction systems;
- services;
- electrical and water supply installations and equipment;
- other hazardous equipment;
- portable electrical appliances;
- asbestos containing materials;
- possible sources of legionella;
- the building itself.

(The completion of all maintenance and inspection programmes to be recorded).

- Ensuring the safety of all occupants of the College premises by inspection and maintenance regimes of the fire prevention and protection systems and evacuation routes. The inspection findings to be recorded.
 - Providing support for monitoring and auditing of H&S systems within the organisation.
 - Maintaining a central file of all fixed equipment inspections, maintenance logs and repair records.
 - Enabling effective communication with the Health and Safety Officer and with external health and safety advisers and enforcing agencies.
 - Ensure that the College procurement process is followed to establish that the competence of the contractor is checked and is of the required standard prior to contract, by using the College's Contractor's Health and Safety Competency Questionnaire (see College Procedures for Managing Contractors)
 - Maintain an "Approved Contractor" list which should be reviewed annually
 - Ensure that the person charged with the task of appointing contractor(s) for major projects, where health and safety will be a priority consideration, is fully competent and able to:
 - define the planned project,
 - identify the type(s) of contractor(s) required to undertake the work and to complete it to a satisfactory standard,
 - ensure, or alternatively seek H&S advice to ensure, that all contracted activities will be compliant with all health and safety regulations relevant to the project.

- identify the health and safety regulations and requirements relative to the planned work so that these are taken into consideration when discussing the project and when appointing a contractor for the work.
- Managing the procurement and retention of competent contractors, ensuring that contractors' systems of procuring sub-contractors complies with the College Procurement Standards, that systems of working used by contractors are safe and are compliant at all times with current health and safety legislation and the health and safety requirements of the College.
- Reporting to the Health and Safety Committee on matters relating to premises safety.
 - provision of premises that are secure and safe to use at all times,
 - maintenance of services and utilities by regular inspection and servicing,

1.4 Health and Safety Officer

Main responsibilities:

- Monitor the implementation of the Health, Safety and Welfare Policy cross College and report any failings.
- Implement arrangements and advise the Principal, Head of Department, and Health and Safety Committee members, of the schedule for health safety and welfare inspections that are carried out on an annual basis.
- Advise the Principal on the requirement to implement changes to policies and procedures in accordance with changes to UK health and safety legislation, or contractual arrangements, or a failure of a control system.
- Support Head of Department and staff in the reduction or elimination of hazards including fire hazards.
- Manage the fire risk assessment procedures for all college premises and advise the Estates & Facilities Manager of required improvement actions.
- Ensure that risk assessments take account of young, inexperienced learners carrying out learning activities.
- Provide Head of Department with up to date information and guidance, raising their awareness of all known risks, advising on risk control measures and the levels of control required which are to be communicated to all staff in their areas of responsibility, so that the controls can be implemented and maintained.
- Development and implementation of a proactive and responsive health and safety provision across College and at all levels
- Provision of advice and guidance on occupational health and safety
- Lead on accident reporting procedures in accordance with RIDDOR and College procedures

- Ensuring that management systems are in place and maintained so as to achieve compliance with all relevant health, safety and welfare legislation.
- Promoting health, safety and welfare awareness to all Head of Department employees, students, and visitors, via information, instruction, and training.
- Preparing and issuing specific policies, guidance notes, and codes of practice relevant to the College that reflect current health and safety requirements.
- In conjunction with Head of Department, carry out regular safety inspections of each area of the business as a means of checking that control procedures are being implemented.
- Provide health, safety and welfare advice for Head of Department and all employees as required.
- Appraise the effect of, and communicate any amendments required by, changes in UK health, safety and welfare legislation to the relevant members of the organisation.
- Provide information and data for the Safety Committee.
- Provide health, safety and welfare training, in conjunction with Continual Professional Development (CPD), to new employees via the College-wide induction and CPD programme.
- Providing information on matters relating to employee health, safety and welfare to trades union representatives as part of consultation process
- Providing information to enable liaison with funding bodies and outside enforcement agencies on matters appertaining to health, safety and welfare control relating to employees and students.
- Liaising with and cooperating with external health, safety and welfare auditing bodies as required.
- Reviewing of all accident reports, carrying out accident causation investigations and reporting findings as necessary.
- Maintaining a central library of health, safety and welfare publications and general literature.
- Providing guidance, information and instruction on safe working systems,
- Preparation of training information and / or training of staff on health and safety related issues;
- Advising on and implementing procedures for managing and controlling work-related ill-health issues;
- Advising on, implementing, and monitoring procedures for managing and controlling fire risk and emergency evacuation procedures

- Providing information to Senior Leadership Team, Safety Committee, external agencies as required,
- Maintaining records on accidents, injuries, illness and near miss incidents
- Review of the College Health, Safety, and Welfare Policy

1.5 Head of Department

Health, Safety and Welfare Responsibilities:

Head of Department will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare in their areas. They are responsible for the implementation and development of the Health, Safety and Welfare Policy in their department. Consequently, Head of Department will ensure that the Health, Safety and Welfare Policy, including the organisation and arrangements for carrying out the policy, is brought to the attention of all staff and students, and the objectives achieved, by:

- Implementing the Health, Safety and Welfare Policy in their operational areas
- Making their staff aware of all College policies, procedures, and guidance relative to health, safety and welfare arrangements which must be followed at all times for all College-based activities and arrangements.
- Informing individual employees of their specific responsibilities for health & safety, as detailed in this policy
- Informing employees of health and safety arrangements and procedures, including emergency evacuation procedures
- Arranging for competent persons to carry out the risk assessment process and to assist with managing health and safety
- Consulting staff prior to implementing changes that may affect their health and safety and with regard to risk control measures which affect their work activities.
- Ensuring that health, safety and welfare training needs of all staff in the Department are identified, delivered, and training recorded
- Ensuring that employees have the proven acceptable/accredited levels of competence and experience required to carry out their duties and responsibilities in a safe and proper manner
- Ensuring that all work equipment and facilities available for use by the Department are inspected and maintained to an acceptable level of safety by competent persons and in accordance with the manufacturers' handbook, UK health, safety and welfare legislation and approved codes of practice, are safe to use and are used safely. All inspections and maintenance records to be retained.
- Identifying and assessing all hazards within their areas of responsibility, implementing control measures so that the risk is controlled and potential for harm is reduced to an acceptable level by implementation of control measures, by:

- ensuring that all hazardous equipment, activities and substances are assessed,
 - assessments for new equipment or activities are completed prior to use,
 - existing risk assessments for all identified hazards are reviewed and, where necessary revised, annually, by a person who is competent to do so
 - ensuring that exposure to hazards is minimal and for the shortest time period, and only whilst the appropriate controls are in place and, for students, whilst they are supervised
- Ensuring, so far as is reasonably practicable, that all work/learning activities under their control are carried out safely and without risk to health, and in accordance with UK Legislation, current risk assessments, College policies, procedures and guidance.
 - Ensuring compliance with HSE codes of practice, appropriate safety signs and notices displayed are complied with.
 - Making employees (and students) aware of the hazards and associated risks in their work areas/areas of learning and of the control procedures required to reduce the risks to themselves and others to an acceptable level. Employees must be made aware of and given access to risk assessments.
 - Making available (free of charge) to staff and, where appropriate, to students, Personal Protective Equipment (PPE), as identified by the risk assessment process, ensuring that it is worn when required and where necessary, and arrange for provision of training to ensure it is worn in the correct manner by staff and students as part of the overall control procedures specified in safe working practices.
 - Carrying out in conjunction with the Health and Safety Officer, health, safety and welfare inspections of the workplace, implementing improvement actions by the agreed target dates.
 - Monitoring health and safety performance against targets and policies
 - Managing and monitoring health and safety and the arrangements and controls which are required to ensure a safe environment for staff and students.
 - Accidents, incidents, near misses are reported to the Health and Safety Officer for recording and for investigation if required;
 - Specifying details for procurement of new equipment, including information relating to health and safety, ensuring that equipment to be purchased complies with health and safety legislation and does not introduce new hazards into the workplace, by specifying and providing equipment that is:
 - safe to use
 - suitable for the designed task and of the required standard
 - maintained and used in a safe and proper manner;

- External venues used by the Department should be subject to the risk assessment and inspection process prior to use which will ensure appropriate health and safety arrangements are in place to ensure staff and student safety.
- Provision of information, instruction, training to, and supervision of, students so that they are able to learn in a safe environment.
- Preparing a Personal Emergency Evacuation Plan (PEEP) for all employees and students in their areas of responsibility who have made known that they require assistance to evacuate College buildings in an emergency situation
- Delivering to all students safety induction training relevant to their course requirements and curriculum activities. Induction training must be recorded on student files.
- Actively encouraging students to be safe learners.
- Ensuring the health, safety and welfare of students, and staff, on educational visits, in accordance with the College's Educational Visits Policy.
- Ensuring the health, safety and welfare of students whilst on work placement is assured, in accordance with the College's Work Placement Procedures which requires a pre-placement safety assessment.
- Ensuring that, if deemed necessary within the requirements of the Work Experience Policy, placement providers are DBS checked.

1.6 Premises Manager

Health, Safety and Welfare Responsibilities:

- Maintaining and improving procedures and arrangements so far as is reasonably practicable to ensure an acceptable standard of health, safety and welfare at all College premises.
- Providing health and safety equipment and welfare facilities for use by staff and students as required by H&S legislation.
- Managing the fire prevention and fire protection arrangements so as to maintain the risk of fire at an acceptable level.
- Ensuring that cleaning and housekeeping procedures of all College premises achieves the cleanliness appropriate to the areas and that all cleaning materials and substances are safely stored and that staff engaged on cleaning duties are fully trained so as to be able to work safely and not to put themselves, or others, at risk. Monitor performance on a regular basis and report non-compliances to Estates & Facilities Manager.
- Ensuring the appropriate control of all maintenance and installation contractors and sub-contractors, ensuring that they and their sub-contractors are competent and comply with risk assessments, permits to work, method statements, safe systems of work, and relevant H&S regulations; that they wear the appropriate protective equipment for the task; use only approved materials; and that their actions do not put themselves or others at risk.
- Maintain an up to date asbestos survey file for all college premises.

- Acceptance of contractors' risk assessments, issuing of permits to work and other control procedures relative to contractors.
- Ensuring that all fixtures and fittings are maintained so as not to put anyone at risk of accident or injury or to put the College at risk of prosecution.
- Ensure the control of persons entering the premises at all operating times.
- Ensure that inappropriate actions, such as violence and abuse, are dealt with, reported as necessary, and recorded.
- Ensure the security of the premises and the persons within it.
- Ensure that external contractors are made aware of the health & safety controls within the College prior to commencing their contracted works.

1.7 Procurement Manager

Health, Safety and Welfare Responsibilities:

- Maintain an "Approved Contractor" list which should be reviewed annually
- Consult with, and involve the Health and Safety Office and Estates & Facilities Manager in proposed changes to layout or use of facilities and services.
- Ensure that the College procurement process is followed to establish that the competence of the contractor is checked and is of the required standard by using the College's Contractor's Health and Safety Competency Questionnaire
- Ensure that the person charged with the task of appointing contractor(s) for major projects where health and safety will be a priority consideration must be fully competent and able to:
 - define the planned project,
 - identify the type(s) of contractor(s) required to undertake the work and to complete it to a satisfactory standard,
 - ensure, or alternatively seek H&S advice to ensure, that all contracted activities will be compliant with all health and safety regulations relevant to the project.
 - Identify, or alternatively seek H&S advice to ensure, all health and safety regulations and requirements relative to the planned work so that these are taken into consideration when discussing the project and when appointing a contractor for the work.
- Ensure that equipment and articles purchased for projects are compliant with health, safety and fire legislation, are fit for purpose and of a standard that does not create an unacceptable level of risk

1.8 Employment and Skills Group Operations Manager

Ensuring that the health and safety arrangements are in place and a pre-contract assessment of the provision completed for:

- subcontracted Apprenticeship training
- subcontracted training subcontracted training providers
- Subcontracted Learner Responsive provision

1.9 Human Resources Manager

The Human Resources Department will ensure that:

- Job specifications identify the level of competence by qualification, training, and experience, required to ensure that the role can be carried out safely and without risk of harm to the person engaged.
- Employees engaged are deemed competent through qualifications, experience, and training in order to carry out the tasks required of them as part of their employment. Staff not competent at time of engagement to be trained to the required level of competence before undertaking any part of their role which would, unless trained, puts them and others, at risk.
- Safeguarding procedures are implemented and completed prior to engagement of new staff.
- Issues of health and safety which may affect the wellbeing of staff members are managed and referred to the College Occupational Health Advisor where considered necessary.
- Provision of occupational health surveillance of staff will be arranged for those employees who may be placed at risk of harm by their work practices or exposure to physical, chemical, or biological hazards.
- Changes of personal circumstances which may affect the health and/or safety of the employee or that of others whilst at work to be investigated and, where possible, implement reasonable changes to reduce the potential for incurring harm

1.10 Safeguarding Specialists

- The College has appointed staff who are competent in safeguarding management procedures enabling the College Corporation, Senior Leadership and Management Team, and others, to comply with UK legislative requirements and controls placed upon the College by external agencies (funding providers and Ofsted) to promote best practice throughout the College and its activities.
- The College has a Safeguarding Policy, the controls within this policy are reflected and incorporated in the relevant health and safety policies and procedures and control procedures.

1.11 Student Support Maager

- The Student Services Team have responsibilities for assessing the requirement for additional support arrangements for learners who have disclosed medical conditions which might, if not addressed, put them or others at risk.
- Assessments are carried out by the Student Services Team, in conjunction with department representatives, the Health and Safety Team, and outside agencies, as appropriate, using the College Inclusive Risk Assessment procedure (see College Inclusive Risk Assessment Procedure).

1.12 Continuous Professional Development

Continuous Professional Development is responsible for arranging and providing cost-effective health and safety-related training courses as requested by the Head of Department, by the Human Resources Manager, and by the Health and Safety Officer on matters relating to ensuring a safe learning and working environment for employees, students, and visitors by provision of appropriate training which ensures compliance with UK Health & Safety legislation. Sufficient funding is required to enable the training to be delivered in such a time period that a member of staff is not placed in an unsafe situation by not having received the training and therefore not having the competence to carry out their role in a safe a proper manner. All training must be recorded.

1.13 All Staff

Health, Safety and Welfare Responsibilities:

- Carry out their tasks in a safe and proper manner which will ensure the safety of themselves and others by taking reasonable care of themselves and of others who may be affected by their actions and omissions as defined in Section 7 of the Health and Safety at Work Act.
- Maintain a safe working environment at all times, do not interfere with or misuse any equipment provided for the purposes of health and safety.
- Cooperate with the College on all matters relating to H&S.
- Be aware of the hazards and risks identified by the risk assessment process and comply with the control measures.
- Follow procedures that allow the safe handling, storage, transportation and use of hazardous substances
- Be aware of processes, procedures and policies which provide guidance and information relevant to safe working systems and follow this guidance at all times.
- Manage their work areas safely and in accordance with policies and procedures.
- Report any hazard or safety concern to their line manager or the Health and Safety Officer.
- Know the emergency procedures in respect of fire and first aid.
- Allow and support the maintenance, servicing, and safe use of plant and equipment / safe systems of working
- Comply with and carry out pre-use inspections of plant and equipment where these are an identified risk control measure
- Provide information, instruction and training to staff colleagues and to students
- Provision of initial health, safety and welfare induction training for all students, including safe working procedures and emergency evacuation procedures. This training to be recorded.

- Provision of relevant consideration to health, safety and welfare of those around them when planning, developing and delivering course programmes by assessing the safe learner environment, identifying hazards and putting in place appropriate controls.
- Integrate all relevant aspects of health, safety and welfare into the teaching and learning process and if necessary, give special training in health, safety and welfare to ensure that safe working procedures are always used: Give clear instructions and warnings as often as necessary when:
 - training students in the safe use of equipment.
 - involving students in activities that have an identified risk.
- Follow a safe working procedure personally, including the use of personal protective equipment by staff and learners.
- If approved codes of practice require that a risk assessment be carried out prior to carrying out a teaching project, ensure that this is completed and recorded, and kept on file.
- Ensure that all equipment used by students is:
 - safe to use prior to each use;
 - maintained in safe condition, in accordance with legislation, codes of practice, or the supplier's handbook;
 - withdrawn from use and report immediately any equipment if you notice any defects which compromise it's safety
- Exercise effective supervision of students and ensure that the staff and students know the emergency procedures in respect of fire and first aid.
- Ensure, by safety induction training, that students are aware of the special safety measures of the teaching areas.
- Ensure that students' personal belongings, coats, bags, cases etc, do not create an unsafe situation.
- Ensure that protective clothing, equipment, guarding, are always available and specific safe working procedures are complied with by staff and students at all times.
- Ensure that all the criteria outlined in the Work Experience Policy are adhered to for the health, safety and welfare of their students on work placement.
- Make recommendations on health, safety and welfare matters to their Deputy HoD, or Head of Departments.
- Ensure that staff, and students, always follow safe working procedures and actively encourage students to be safe learners.

- Provide, for students:
 - safe systems of learning,
 - in a safe environment,
 - using safe and suitable equipment and
 - safe systems of working;

1.14 Students

Students have a responsibility to carry out their College-related activities in a safe and proper manner at all times to protect themselves and others from the potential for harm. They will achieve this by:

- carrying out their activities in a safe and proper manner and as instructed and demonstrated by staff.
- using hazardous substances in line with the risk and control of hazardous substances assessments
- using protective equipment required by risk assessments and mandatory signage.
- maintaining a clean and tidy work area so as not to present a risk of accident or injury to themselves or others.
- safe use of facilities and equipment as instructed by staff,
- using equipment only for the intended purpose at all times,
- carrying out their studies and presenting themselves whilst on College premises or participating in College activities, in a manner which does not put themselves or others at risk of harm.

1.15 Contractors

Contractors have responsibility for their own safety and the safety of others who may be affected by their actions /activities. These responsibilities extend to all works they are contracted to carry out on behalf of the College.

See *College Procedures for Managing Contractors* for details of managing project safety

APPENDIX 2

Safety Committee: Terms of Reference

1. To consider the strategic implications of current UK health, safety and welfare legislation and guidance.
2. To renew and approve the annual Health, Safety and Welfare strategy and issue progress reports.
3. To ensure that up-to-date Codes of Practice are in place.
4. To ensure Committee members and persons with health and safety responsibilities are adequately trained in Health & Safety issues in order to carry out their responsibilities.
5. To review accident statistics and evidence of ineffectiveness, ensuring that action has been taken to remedy failings and identify best practice.
6. To review and update the Health & Safety Policy and associated policies and procedures on an annual basis or as required by changes in legislation or as identified by the Health and Safety management process.
7. To act as a consultation forum on matters affecting the health, safety and welfare of employees, students, and the public in attendance at the College.
8. To report to the Corporation, the Senior Management, and other College Committees, as appropriate, on Health, Safety, and Welfare issues

APPENDIX 3

Annual Health and Safety Improvement Plan (2020-21)

- **Work Placement Policy and Procedures**

Work placement monitoring has been reviewed and risk assessment revised to include safe arrangements for staff and students in relation to COVID-19. Employers are now encouraged to share COVID-19 risk assessments and any mitigation arrangements for young people under their duty of care. Ongoing monitoring will be required to ensure changes to government guidance is reflected in the college risk assessment for staff, visiting employers. Also ongoing monitoring will be required to assess employers responsibilities for student welfare relating to government changes and the information must be shared with the college.

- **Fire Management – Fire Risk Assessments**

Annual review of the fire management procedures and risk assessment development will be due for renewal in December 2020. The implementation of fire risk assessments and working procedures will be reviewed for both campuses. Documentation and guidance of fire information will be completed, working with Estates ensure compliance.

- **Health and Safety Team**

The Health and Safety Administrator continues to monitor and oversee the management of first aiders, fire marshals, accident statistics, developing procedural documents and supports training as this is essential statutory health and safety requirements.

- **Statutory Safety Audits – Action Plan**

Systematic audits will be updated this academic year to included monitoring of safe practice. All reports are issued to Heads of Department for action, any outstanding action points not addressed are to be reported to the Deputy Principal Finance and Corporate Services and the Head of Department for action.

- **Educational Visits**

Ongoing support continues to be provided across the College to ensure safe guarding of learners and the mitigation of risks is achieved. Planning for overseas visits is reviewed and, if necessary, further clarification is sought from the college insurance company and travel insurance provider.

APPENDIX 4

Health and Safety Policy for Science

This document can be found under Health and Safety Policies within the official document section of the intranet. Following the link below:

<http://cci/officialdocs/officialdocuments.asp#>

Equality Impact Assessment (EIA) Initial Screening Form

Name of the Policy, Procedure, Practice or Proposal being screened:

Health, Safety and Welfare Policy

Provide a brief description of its purpose:

The Health & Safety At Work Etc Act 1974 requires an organisation to have a health and safety policy; the strategy identifies how that organisation then implements the policy in terms of practical solutions. The Corporate Manslaughter and Homicide Act 2007 is statute law enforced by the police through the criminal courts. It introduced the possibility of organisations facing prosecution for manslaughter where it can be shown that gross negligence lead to a death or deaths, without the need to establish the negligence of any particular individual within an organisation. With this in mind therefore, the courts will consider the management systems and practices that do or do not exist within an organisation when determining whether or not there has been a breach of duty owed.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes**No**

By the very nature of the service, health, safety and well-being is monitored on an on-going basis i.e. if there is an accident, incident, near miss or indeed any unsafe practice identified it is the responsibility of all Managers and employees to bring this to the attention of line or senior management.

Each department has a nominated Health & Safety Representative and it is their responsibility to ensure the department's activities are carried out and conducted in a safe manner through appropriate training, monitoring and feedback.

The Health & Safety Officers report to a senior representative who is primarily responsible for health and safety. It is the responsibility of the Health & Safety Officers to ensure senior management are kept fully informed of all aspects of health and safety on a need to know basis. The Health & Safety Representatives are also required to produce an annual report for their senior management identifying the arrangements that need to be put in place including training to ensure the departmental service activity areas comply with the policy and that employees and others using or coming onto or into service activity areas do so in the knowledge that it is a safe working environment.

A range of data is collected and used to inform line and senior management in order to support health and safety decision making e.g. a variety of incident reporting and regular auditing of activities.

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

The Health & Safety Officers are required to continually review and monitor all working practices and arrangements to ensure that there is no adverse impact or discrimination.

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

Yes

No

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes

No

If the answer to the above question is no, please give the reasons for this decision:

There is unlikely to be any resentment between different groups of people arising out of the implementation of this policy/strategy.

If a full impact assessment is required, please give the date by which it will be completed

N/A

(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)

Declaration:

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [is / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

Manager:

Signature:

Date:

Countersigned

Signature:

Date: