

# Health and Safety Policy

<b>Policy number:</b>	HS001	<b>Policy lead:</b>	Health and Safety Manager
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<b>Approved by:</b>	SLT	<b>Date approved:</b>	June 2024
	Committee		
	Board		July 2024
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<b>External website appropriate:</b>			Yes
<b>Linked policies/ documents</b>			

# Health and Safety Policy

## 1. Policy Statement

Members of Newbury College Corporation recognise and accept this Policy and Guidelines on Health and Safety and acknowledge their accountability and responsibilities under the Health & Safety at Work etc. Act 1974. The Corporation will, as far as is reasonably practicable:

- ensure the provision of a safe and healthy workplace.
- provide adequate welfare facilities for the College community.
- make reasonable adjustments to ensure that the environment meets individual needs.
- arrange for sufficient information, instruction, and training to enable all their employees to contribute positively to their own and others' health and safety.

The Health and Safety team will implement the policy, and manage the arrangements and plans agreed by the Senior Leadership Team. Guidance published by the Health and Safety Executive will be used to develop the College's approach to managing its risks. The emphasis in guidance is that the Senior Leadership Team are expected to lead the organisation's Health and Safety and measure its performance along with other business activities.

By following this model, the College seeks a common-sense approach to the management of Health and Safety and determines the control measures that are needed to manage any risk to an acceptable level, thus reducing accidents and ill health.

The success of this policy will be defined by an organisation where all employees understand and fulfil their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives. This will, in turn, decrease business interruption, reduce the number and severity of incidents, while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

## 2. Commitment

The College will ensure that all staff are aware of this policy statement, to reaffirm its commitment to quality in health and safety, as in all other aspects of its operation.

Staff and students are responsible for safeguarding themselves and those affected by our work. All members of the College community must, therefore, be committed to safe working practices and to developing a positive, proactive approach to health and safety.

**Signed:**



**Date:**

9<sup>th</sup> January 2025

*Principal and Chief Executive*

Lee Probert

### 3. Responsibilities

The College aims to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees, students and all other persons who may be affected by our activities

#### College Corporation

As the employer, the Corporation is responsible for health and safety within the College and on any other College sites / campuses and assumes the employer's role. As such their responsibilities are:

- To ensure enough resources are made available to achieve the objectives identified in this policy.
- To review annually and monitor the implementation of the health and safety policy.
- To ensure that a member of the Corporation sits on the College Health and Safety Committee.

#### The Principal

The Principal has overall responsibility for managing and implementing health and safety policy on a day-to-day basis and will:

- Liaise with the Corporation on policy issues.
- Ensure that any significant difficulties in implementing health and safety policies are reported to the Corporation.
- Chair Health and Safety Committee Meetings.

#### The Director of Estates and Facilities

The DEF has operational responsibility for health and safety and will:

- Ensure that effective organisation of health and safety is in place and that adequate resources are available to implement the H&S policy.
- Periodically review the effectiveness of the policy (with support from the Health & Safety Manager) to ensure it continues to comply with current H&S legislation, Regulations and Approved Code of Practice.
- Promote liaison on health and safety matters between all key stakeholders.
- To chair the Health and Safety Committee Meeting in the absence of The Principal.

#### Health & Safety Manager

The College Health & Safety Manager will:

- Ensure the College continues to comply with all relevant health and safety legislation, regulations, and approved codes of practice, including the keeping of appropriate records.
- Report termly to the Director of Estates and Facilities and Health and Safety Committee on the record of health and safety for all the sites owned or used by the College and advise the Corporation on the effectiveness of the current policy together with any proposed amendments.
- Monitor and evaluate new legislation and disseminate information to all staff, together with allied procedures and guidance notes.
- Develop and improve the College emergency procedures, in both practice and real situations.

- Investigate accidents and incidents on all College sites, implement corrective action where required and recommend means of preventing recurrence.

## Senior Leadership Team

The SLT will:

- Encourage proportionate health and safety training for all levels of employees.
- Understand and promote the policy for Health & Safety and ensure that it is brought to the notice of all employees.

## College Leadership Team

The CLT collaborates with the Health & Safety Manager, and Health & Safety Committee on all health and safety matters. Their responsibilities include:

- Ensuring that health and safety requirements for planned activities and courses are implemented.
- Developing, maintaining, and reviewing safe working practices and assessments within their respective areas.
- Assisting designated individuals in conducting health and safety assessments in the College and its sites to meet legal obligations.

## Employees

The duties of employees are to:

- Take reasonable care for the health and safety of themselves, their visitors and others who may be affected by their acts and omissions while on the College premises.
- Familiarise themselves with and conform to the College Health and Safety Policy, codes of practice and associated policies on the maintenance of professional boundaries.
- Report promptly all accidents, incidents, unsafe conditions or practices and potential risks to their Line Managers and copy to Health and Safety Manager.

## Curriculum Area Technicians

Technicians will:

- Ensure that equipment is maintained, is safe to use, or is removed from use.
- Ensure that safety data sheets are obtained and submitted to the Health & Safety department, and the COSHH (Control of substances hazardous to health) register is maintained.

## Academic Staff

Academic staff have a key responsibility for student safety and will:

- Maintain adequate records in relation to student health and safety e.g., induction and curriculum safety training.
- Undertake visual inspections of all tools and equipment prior to use by students and take any item that appears damaged out of use.

## Students and Apprentices

Students and Apprentices have a duty, by a contractual undertaking in their conditions of enrolment, to look after their own well-being. They are held to be equally responsible for the health and safety of others, or those who may be affected directly or indirectly by their behaviour on College premises.

## Mitie FM Manager and FM Services

Mitie is the appointed PFI FM contractor based at the College. Their Health and Safety responsibilities are set out in the PFI contract with the College. All records are available to view on request.

## College Health & Safety Committee

The Committee's main responsibilities are to develop and review policy measures; and to discuss and make recommendations on health and safety related topics to College leaders.

The Committee has a membership consisting of:

- Principal (Chair)
- Director of Estates & Facilities
- Health & Safety Manager
- Governor H&S Representative
- Representative of the SLT
- Safeguarding representative
- Facilities Co-ordinator
- Representative for Heads of Department
- MITIE FM Manager or representative
- Health and Safety Union Representative
- Any other relevant persons as agreed by the Chair

## 4. Arrangements for Implementation of the Policy

### Risk Assessments

Risk Assessments for work activities are conducted and recorded formally. These include work activities, the working environment, work with display screen equipment (DSE), manual handling tasks, working at height, hazardous substances (COSHH), work having a risk to personal safety, work of new and expectant mothers and any other tasks or activities where an assessment is indicated by regulation or the level of risk. Identified control measures are implemented on the assessment. Additionally, risk assessments are required for all College events and external hires of College grounds or facilities.

### Incident (Accident, Injury, Near Miss or Dangerous Occurrence) Recording and Reporting

Employees must promptly report hazardous situations for investigation. Incidents should be reported through the College safety system.

The College will conduct thorough investigations into accidents, injuries, near misses, to understand associated risks. Incidents, including minor and major accidents or near misses, should be reported promptly.

#### Reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR)

Serious workplace accidents and specific dangerous occurrences must be reported to the enforcing authority through the HSE website, applicable only to work-related incidents. The Health and Safety Manager is responsible for Reporting RIDDOR reportable incidents to the HSE and SLT for review.

#### Fire Safety

The College has two fire risk assessments (FRA) in place, one for the main building (Mitie FM) and one for the Sports Hall and Renewable Centre (College).

The Principal is the responsible person for the premises. Fire marshals are appointed and trained periodically to assist in evacuations. Fire safety training is mandatory every year and is accessible to all staff. Fire drill evacuation arrangements, evaluating staff training, is conducted periodically throughout the year.

Fire safety equipment and fire detection systems are provided throughout and are tested by authorised contractors. Personal Emergency Evacuation Plans (PEEPs) are created for those with evacuation difficulties.

#### First Aid Provision

The College's first aid provision, assessed by the Health and Safety Manager, maintains a robust system with specific first aid trained employees. A needs assessment has directed first aid training, including Emergency First Aid at Work (EFAW) for practical activities in high-risk areas.

## 5. Other Arrangements

#### Electrical Work (and portable appliance testing - PAT)

Portable electrical equipment throughout the College undergoes regular inspections to ensure ongoing safety.

#### Smoking, including E-cigarettes

The College adopts a no smoking policy for the campus, except in the monitored designated smoking areas.

#### Control of Substances Hazardous to Health (COSHH)

The College adheres to COSHH Regulations for the storage and use of hazardous substances.

#### Infection Control

The Infection Control Plan provides guidelines on infection prevention and control within the College to reduce transmission of infections to staff, students, and members of the public. The plan is reviewed and updated based on the advice and guidance received from Public Health England.

#### Hazardous Waste Management

As a registered producer of hazardous waste, the College has a duty of care to ensure that the different types of waste are correctly segregated and disposed of in compliance with the Waste (England and Wales) Regulations 2011.

## Operating Machinery

Anyone operating machinery must undergo training, be authorised to use the equipment, and documented.

## Personal Protective Equipment

Personal Protective Equipment (PPE) is provided to staff and students for activities or tasks requiring PPE. The proper use of PPE is required, and Technicians and teaching staff are required to remain vigilant to ensure students follow the correct procedures.

## Electromagnetic Field Hazards

The College ensures compliance with The Control of Electronic Fields at Work Regulations.

## Radiation

Under the Radiation Regulation (IRR17), the College is dedicated to maintaining low exposure to radiation. Equipment or items identified as holding a radiological source will be properly recorded and stored.

## Visitor and Public Safety

The College ensures visitor safety under the Occupiers Liability Act 1984, extending protection to trespassers and non-visitors.

## Welfare

The Workplace (Health, Safety, and Welfare) Regulations and Construction (Design and Management) Regulations outline the necessary working conditions for employees. Adequate welfare facilities are available at each College site.

## Lone workers

Our aim is to minimise or remove hazards to a safe level relating to the risks of lone working. Further details can be found in the Lone Working Procedure.

## Contractors

The College will ensure the highest standards of health, safety, and welfare for contractors working in its establishments. Contractors and their employees are obliged to ensure safety in all aspects of their work.

Key points for contractors include:

- Relevant Risk Assessment and Method Statements (RAMS) for the task/job are understood by the contractor before carrying out the task.
- Public Liability Insurance covering their work activity is in place
- A requirement for a relevant Permit To Work.

## Gas Safety

Only a Gas Safe registered engineer can carry out work on gas appliances.

## Health and Safety Induction

All employees will receive a health and safety induction course through the online e-learning system, when starting work at the College.

### Manual Handling

All employees identified as working in an environment which includes manual handling will be required to undertake the manual handling online training. If the condition is deemed high risk, the H&S department / Manager will conduct a specific assessment of the activity to ascertain best practice.

### Noise and Vibration

All noise or vibration hazards undergo assessment and documentation in risk evaluations. If tools or processes exceed noise limits, the user may be restricted from these tasks. Where such tasks are vital for learning objectives, strict adherence to specified control measures will be maintained.

### Statutory Equipment Inspections

Equipment in use may be subject to statutory examination. Existing equipment is typically under an annual or bi-annual inspection / servicing, monitored through audits and external agencies.

### Lifting Equipment and Lifting Operations Regulations 1998 (LOLER):

Periodic testing is conducted by an external reputable company. Lifting equipment used for lifting persons undergoes inspection every 6 months.

### Provision and Use of Work Equipment Regulations (PUWER):

The College is committed to ensuring all equipment is safe, maintained properly, and inspected to ensure correct installation and ongoing safety.

## 6. Performance Monitoring and Audit

The College will monitor health and safety performance by:

- Undertaking inspections and audits to provide assurance, to identify appropriate corrective action, and to ensure these actions are taken where required.
- Using suitable proactive and reactive indicators to improve performance.
- Ensuring that root causes are identified in the investigation of incidents.

Review of health and safety management:

- The Health & Safety Manager will undertake regular reviews of the suitability and effectiveness of health and safety management, including this policy. Identified actions, where appropriate, will be incorporated into the planned improvements for the College, notified to both relevant members of the CLT, and reported to the Health & Safety Committee meetings.



**Reviewed:** June 2024

**Next review date due:** June 2025