



HEALTH & SAFETY POLICY

Subject:	Health & Safety Policy
Date of re-approval:	September 2017
Person responsible:	Executive Director - Operations
Approved by:	SLT, HCUC Corporation
For action by:	Executive Director - Operations
For information to:	All Staff

Policy No. H1/17

Our Aim

HCUC aims to meet or exceed the minimum specified standards in all matters relating to the health, safety and welfare of its employees, students and visitors to the College premises.

Statement of Intent

The successful management of health and safety is considered vital to the efficient operation of the College. It is therefore the policy of HCUC to provide and maintain, as far as reasonably practicable, a safe, healthy, working and educational environment for all staff, students and visitors.

In particular, the College will pay attention to the provision and maintenance of:

- Arrangements to ensure the health and safety of children, young people and vulnerable adults within the College and while on work experience, placements or other off-site activities,
- Safe plant, equipment and systems of work,
- Safe arrangements for the use, handling, storage and transportation of articles and substances,
- The need to identify the hazards that its activities present and to assess the risks, to avoid or eliminate them, and if that is not possible to minimize and control them, with the provision of the necessary resources,
- Sufficient information, instruction, training and supervision as necessary to ensure the health and safety at work of all employees, students and visitors,
- Any place of work under the College's control in a condition that is safe and without risk to health including means of access and egress.

These arrangements will be documented but may vary from campus to campus.

In addition, the college will consult with its employees and students with a view to making and maintaining arrangements, which will enable the College and its employees to co-operate effectively in preparing and developing measures, to ensure the health and safety at work of the employees, students and visitors, and in checking the effectiveness of such measures.

The establishment of robust health and safety processes within HCUC will contribute to staff development, morale, and the overall efficiency of the College, as well as demonstrating compliance with legal health and safety requirements. In addition, this will provide our learners with a foundation in health and safety issues that will enhance their learning experience and provide a basis for social and professional development throughout their lives.

STRATEGIC OBJECTIVES

The Group Principal and Senior Leadership Teams will promote the following HCUC's health and safety strategic objectives throughout all campuses:

- To develop and maintain safe systems of work throughout the College.
- To ensure that an adequate risk assessment process is developed and effectively deployed.
- To ensure facilities are designed to minimise risk.
- To establish clear lines of responsibility and accountability for health and safety issues.
- To develop and apply a College system of safety audits, inspections and surveys.
- To investigate the causes of accidents and impairments to health arising in connection with the College activities and to institute all reasonably practicable remedial measures to prevent recurrence.
- To ensure compliance with all requirements of legislation relating to the College activities with respect to health and safety.
- To encourage the closest possible co-operation between management, trade unions, safety representatives and employees in all matters that affect health and safety.
- To provide the necessary resources for the effective management of health and safety.
- To ensure effective communication of the College Health and Safety Policy and objectives.
- To ensure adequate training is undertaken to achieve required competence levels in relation to health and safety matters.
- To ensure that health and safety systems and standards are adequately monitored and reviewed.
- To ensure that students enrolled at HCUC experience excellent standards in relation to all health and safety matters including those experienced in the work place.

Signed: *Loraine Smith*
Group Principal & CEO

Date: 26th September 2017

1. ORGANISATION AND RESPONSIBILITIES

The **Board of Governors** has the overall responsibility to ensure that suitable organisational arrangements are in place for HCUC to comply with its statutory health and safety responsibilities.

The **Group Principal/CEO** has overall responsibility for the approval, implementation and organisation of the HCUC Health and Safety Policy and the direction, management and leadership of the employees, contractors, students and visitors.

The policy is monitored, reviewed, resourced and endorsed by the **Senior Leadership Teams**, which includes the Nominated Health and Safety Person. They receive and review information on the implementation of the policy and the overall health and safety performance of the College. In addition, they approve and review the progress of the College Health and Safety Action Plan.

The **Nominated Health and Safety Person (NHSP) is the Executive Director of Operations** and is responsible for monitoring the implementation of the policy, progress on the H&S Action Plan and the overall health and safety performance of the College; preparing and presenting information and reports for consideration by the Board of Governors, Group Principal and Senior Leadership Teams.

The Designated Senior members of staff with lead responsibility for Child Protection and Safeguarding issues are the **Curriculum Director, SEND, Safeguarding & Prevent (Uxbridge)** and the **Head of Learner Services, Experience & Employability (Harrow)**. These persons have a key duty to take lead responsibility for raising awareness amongst staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children, young people and vulnerable adults learning within the College.

Responsibility and authority for the implementation of the Policy is delegated to HCUC Managers according to their functional roles.

Heads of Departments (including Heads of School, Heads of Service Areas & Harrow department Heads) are responsible for providing the resources, facilities and infrastructure to enable the implementation of the Health and Safety Policy and Action Plan within their departmental area. They are also responsible for the overall health and safety performance of their department and to this end will ensure that appropriate measures and monitoring processes are in place to manage this.

In addition, they are responsible for ensuring that regular maintenance schedules, repairs and legislative checks are in place for those specific pieces of equipment, machinery and hazardous material identified by the departments as falling outside of the remit of the Head of Estates.

Managers of Sub-departments (including Section Managers, Senior/Curriculum Managers & Service Area Managers) are responsible for providing and maintaining a safe working and teaching environment through an ongoing process of risk assessment and hazard control, incident investigation and remediation, audit and inspection. They are responsible for implementing and maintaining department health and safety records, documentation and processes using the College OSHENS system.

In addition, they are responsible for the immediate application of, and adherence to, safe working procedures and processes, including:

- Ensuring Health and Safety tutorials for students.
- Providing adequate information on the health and safety hazards associated with workplace tasks,
- Recognising the need for and implementing protective measures required within their area of control,
- Recognising and reporting new or changed workplace risks.

Employees are responsible, through their own acts and omissions, for the health and safety of themselves and others who may be affected by their actions. All employees are expected to familiarise themselves with, and conform to, the College Health and Safety policy, Staff Health and Safety Handbook, college procedures and safe working practices. They will report to their manager for investigation and remediation all accidents, incidents and situations that cause, or have the potential to cause, damage or injury.

In addition, **Teaching Staff** are responsible for ensuring that risks and hazards are considered and appropriate risk assessments are in place before a hazardous classroom activity commences. Appropriate controls must be put in place when preparing lesson plans, activities and off site trips must have an accompanying risk assessment available. Students will receive a health and safety induction when they start their course about the hazards that may be encountered at College.

Students are responsible, for the health and safety of themselves and others who may be affected by their actions. All students are expected to conform to the College Health and Safety rules and instructions given by teaching and support staff.

Head of Estates

The Estate Manager is responsible for organising and progressing a programme of checks, repairs and renewals of the College premises and assets to ensure a safe place of work and study is maintained.

The Head of Estates will ensure that a Fire Risk Assessment is carried out, reviewed annually and that corrective actions identified are progressed.

In addition, the Head of Estates will ensure that only competent contractors are employed to work for HCUC, that they are adequately insured, complete the appropriate risk assessments, receive adequate induction and are periodically checked as to the quality of work in progress and on completion.

Where major projects are approved, separate health & safety reports and risk assessments will be made available by the project review group.

Competent Person

The **Health and Safety Advisor (HSA)** provides expert advice and support to the NHSP, Head of Estates, managers, safety committees, safety representatives and employees on health and safety issues. In addition, he/she will audit, measure and monitor, both formally and informally, the implementation of the Health and Safety Action Plan through the various Departments and Sections reporting findings to the Safety Committee and NHSP.

Safety Representation

Each Department and Sub-department is represented on the Safety Committees by an identified representative who attends meetings, raises safety issues and concerns, plays an active part in the business of the committee, feeds back information to their Department or Sub-department and promotes health and safety in their workplace.

Health and Safety Representatives appointed under the Health and Safety Committee and Safety Representatives Regulations 1977 have specific rights and responsibilities and provision is made to ensure that these can be exercised. Union representatives meet with the Group Principal and HR Director each term and health and safety is an agenda item.

2. PLANNING

In addition to the arrangements outlined below, there are a number of policies and procedures that include specific references to the College Health and Safety Management System (SMS). Separate arrangement may be in place for each of Harrow & Uxbridge Colleges. Each college will operate their own secondary Health and Safety Policy & Procedures.

2.1 RISK ASSESSMENT

Risk Assessment is recognised as a key process in the management of health and safety encompassing the identification and control of hazards, as far as reasonably practicable, within the workplace. All tasks and activities carried out by the College, on or off the premises are subject to a health and safety risk assessment.

This includes companies and premises used by the College for work experience and work placements. The Executive Director of Employer Services will manage these Risk Assessments and where significant hazards are identified work experience placement will not be authorised.

The Head of Department is responsible for the preparation of the sections risk assessments, for their annual review and the distribution to all members of the team. Copies of risk assessments are held in the college Risk Assessment database available on the intranet home page Health and Safety Directory.

The Heads of Department are also responsible to ensure that Risk Assessments are prepared for all off-site visits and activities in line with each of the College Policy's – UK and Overseas or the Off-Site Activities Policy's.

2.2 WORK EQUIPMENT

All activities requiring the use of tools and equipment shall be conducted in such a way so as to ensure compliance with the Provision and Use of Work Equipment Regulation 1998. Each Head of Department will ensure that tasks will be properly risk assessed and their risk assessments will be available to all users prior to use. Particular attention will be given to vibrating equipment. Unauthorised and untrained persons will not use powered machinery. Students should not use powered machinery, except as part of a proper lesson.

Workshops and Laboratories will be kept locked at all times when not in use. Students must not be left unattended in workshops or laboratories.

Heads of Department will ensure that all tools equipment within their care are regularly inspected for defects and receive Planned Preventative Maintenance in line with the college PUPER procedure and/or manufacture's instruction. All maintenance shall be recorded using the appropriate form.

Heads of Department must also ensure that equipment requiring it receives certification, inspection or calibration from suitably qualified persons. This will especially apply to any lifting equipment which is required to be inspected every 6 months to comply with the Lifting Operation and Lifting Equipment Regulation (LOLER).

The Head of Estates is responsible for the maintenance & inspection of fixed items of plant for heating and cooling buildings, person lifts, vehicle hoists (LOLER), compressed air systems under the Pressure Systems Safety Regulations 2000 and Local Exhaust Ventilation systems (LEV).

2.3 CONTROL OF HAZARDOUS MATERIALS

To comply with the Control of Substances Hazardous to Health Regulation 2002 (COSHH), it is essential that where substances that could be hazardous to health are used, a COSHH assessment is carried out by the Head of Department with the assistance of the College HSA and in line with the college COSHH procedures. The COSHH Assessments will be prepared & stored in an appropriate database. Safety Data Sheets must be readily available at 'point of use' for all products classified as hazardous. The college Academy Laboratories maintain a large collection of chemicals and the CLEAPS system is used as an alternative approved management process for these materials specifically.

All Hazardous materials must be securely stored following the COSHH Risk Assessment guidelines with attention to the needs for bund, fire protection and segregation as necessary.

The Dangerous Substances and Explosive Atmospheres Regulation 2002 (DSEAR) requires that a risk assessment of the college is conducted each year by the HSA. This process mainly deals with the storage of flammables such as fuel. No one is authorised to bring large quantities of flammable material onto the college without the consent of the Head of Estates. The manufacture of fireworks or the use Pyrotechnics in class is not permitted. The results of the assessment are recorded on the college DSEAR Risk Assessment.

The college has a small stock of radioactive materials stored in the college Academy Laboratory. The material is to be inspected annually by a licenced and certified inspector and records are kept.

2.4 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks in office work by ensuring that workplaces and jobs are well designed. In order to comply with the Regulation, DSE users at HCUC may request a personal assessment carried out by the HSA. Staff requesting an assessment will be able to:

- Have Workstations analysed and assess and reduce risks.
- Ensure workstations meet minimum requirements.
- Help to plan work so there are breaks or changes in activity.
- Each college has an arrangement to claim back the costs of eye tests and glasses.

In addition, all new employees will be required to complete an E-learning module shortly after commencing employment. This training programme will also be distributed to all staff on a 3-yearly rotation.

2.5 OFF SITE VISITS

ARRANGEMENTS FOR THE MANAGEMENT OF OFF SITE ACTIVITIES

HCUC has a duty to ensure the Health and Safety arrangements for students participating in activities off campus including educational visits, enrichment activities, sporting activities and cultural events. The local arrangements for these activities are described in the "Off Site Activities" policy documents. A Risk Assessment will be completed for all off-site activities involving College students.

2.6 YOUNG PERSONS

Safeguarding and Child Protection

The local Safeguarding and Child Protection Policy's apply to all College staff, students and contracted staff, whether they work or study in the main College campuses, outreach centres or other designated areas, volunteers and governors. The intent of the Safeguarding and Child Protection Policy is to ensure that a safe environment is provided for children and students at all times. Children and students who are at risk of and/or likely to suffer significant harm are identified, and appropriate action is taken with the aim of making sure they are kept safe, both at College and at home or elsewhere. It ensures that there exist safe recruitment practices in checking the suitability of staff and volunteers to work with or in proximity to children and students. Also, it ensures that staff are made aware of issues relating to the welfare of children and young people.

2.7 EXPECTANT MOTHERS

The Management of Health and Safety at Work Regulations 1999 (MHSW) requires employers to protect the health and safety of employees who are expectant mothers. On receiving written notification by a member of staff that they are an expectant mother, the Head of Department is required to revisit their original risk assessment/s and the COSHH assessment for the section to identify if they need to do more to make sure the staff member is not exposed to risk and make any reasonable adjustment that may be required. The findings of the assessment will be kept confidential and will be recorded on an expectant Mothers risk assessment. A copy of the assessment will be provided to the Human Resources Department.

2.8 FIRE SAFETY

In line with the requirements of the Regulatory Reform (Fire Safety) Order 2005, a Fire Risk Assessment has been carried out by the Head of Estates and the findings of the assessment implemented. Each site has an appropriate means for raising the alarm in the case of fire or another emergency. Please refer to the college Fire Safety Procedure.

Means of escape are provided and identified. Students, contractors, visitors and employees receive information about Fire Evacuation at induction training. The college evacuation process is outlined in the college Emergency Evacuation Procedures and includes; Trained Fire Marshals/Wardens ensure the swift evacuation of the premises; Fire Extinguishers are available and training is given to Fire Marshals/Wardens about how to use them. All emergency fire equipment is inspected and maintained in line with the Fire Risk Assessment.

2.9 ASBESTOS

An Asbestos Management Plan has been prepared and is reviewed annually by the Head of Estates. From the Management plan, an Asbestos register has been developed to identify the actual location of Asbestos Containing Material throughout all college campuses. In compliance with the Asbestos Regulations 2012, a copy of the asbestos register is made available to effected staff and contractors. At any time that extensive works are required to repair or alter college buildings, a specialist contractor is engaged to prepare a 'Refurbishment and Demolition Survey' and all works will follow the advice and guidance of the survey.

2.10 FIRST AID

In line with the requirements of the Health and Safety (First-Aid) Regulations 1981, a First Aid Risk Assessment has been carried out and is reviewed by the HSA each year with the purpose to identify the First Aid cover required by the College. First Aid Cover is provided by trained and qualified First Aiders who have ready access to a First Aid box. First Aiders attend incidents, provide treatment, escalate the incident when required and ensure the OSHENS accident report is completed for all incidents. The college First Aid Policy gives further details of the arrangements.

2.11 MANUAL HANDLING

The Manual Handling Operations Regulations 1992 (as amended) apply to work which involves lifting, lowering, pushing, pulling or carrying. Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

Heads of Department and Sub-Department Managers must ensure that potential Manual Handling hazards are identified by the Risk Assessment process and that suitable control measures are applied. All employees are responsible to ensure they follow the simple lifting techniques highlighted in Staff Health and Safety Handbook/Policy.

Wherever possible use mechanical assistance or equipment to move loads or get assistance from another person. Any staff (technicians) that may need to do regular lifting or moving of loads will be provided with Manual Handling training. Contact the Facilities Helpdesk for assistance with any projects that may have manual handling issues.

2.12 LONE WORKING

Lone Working should be properly managed. Lone workers are those who work by themselves without close or direct supervision, for example: people working in offices on their own outside normal hours or representatives visiting domestic and commercial premises on their own. All staff must leave the college buildings by no later than 9.30pm Monday to Thursday and by 6pm on Friday evenings.

If it is unavoidable for staff to be working on their own, the Head of Department must be informed and that all possible hazards must have been identified and controlled. Attention will be given to emergency contact arrangements by mobile phone contact with the line manager.

2.13 WELFARE

HCUC is committed to providing a comfortable working environment for all staff. Toilet facilities are located within easy walking distance for all offices, classrooms & workshops. All toilets have hot and cold water with soap provided. All workshops have access to hand washing facilities. A professional cleaning contractor is engaged to regularly maintain the welfare facilities.

All offices & classrooms have heating & ventilation. The Estates section undertake to provide a service guarantee to heat offices & classrooms to a minimum room temperature of 16 degrees Celsius.

The welfare arrangements are regularly audited by the Head of Estates and records are kept.

3. HEALTH AND SAFETY ARRANGEMENTS

Each college within the HCUC group will continue to operate a local Health and Safety Policy and Procedures that will make provision for suitable local Health and Safety arrangements.

4. MEASURING, AUDIT AND REVIEW

4.1 SAFETY INSPECTIONS

In addition to the review of accident and incident data in OSHENS and progress against the Health and Safety Action Plan a system of Department inspections is used to monitor and measure the effectiveness of the health and safety management system and to ensure compliance.

Safety compliance inspections by the HSA and/or H&S Consultant, Heads of Department or Managers of Sub-departments will take place. Frequency is based on the risk assessment process with those higher risk Departments and Sub-departments undertaking more frequent tours and inspections.

Formal system and compliance audits are scheduled and carried out by the H&S Advisor with the relevant manager/s of the Departments and Sub-departments at least once per college year. The findings of these inspections are fed back to the Head of Department and Sub-Department Managers and reviewed by the Health & Safety Committee.

4.2 SAFETY AUDIT

There will be an annual desktop audit of the college Health and Safety Management System. A report on the results of the audit will be completed by the Health & Safety Advisor. A consultant will be engaged and an external report provided in alternate years.

4.3 DOCUMENT REVIEW

This policy will be reviewed as necessary or every two years by the Senior Leadership Teams.

DOCUMENT VERSION HISTORY				
Document Name		Health and Safety Policy		
Version	Description of change	Rational for change	Author	Review date
V1	Original version Change of organisation name following amalgamation of Harrow & Uxbridge Colleges. Changes of key responsibilities & position titles.	Interim single overarching policy required. Both Uxbridge and Harrow policies & H&S procedures to operate as local policies in the short term.	L Scott	Sep. 2017

HCUC - Health and Safety Organisation

