



## Health & Safety Policy

**Version**

Final

**Author**

Health & Safety Manager

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**Date Approved by SLT**

10 June 2024

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9 July 2024

**Impact Assessment Completed**

Yes

**Date of Next Review**

July 2025

**Principal's Signature**

*Diana Ford*

## Equality Impact Assessment Form

The completion of the Equality Impact Assessment [EIA] will help us to ensure that our policies, procedures and practices do not discriminate or disadvantage people and also improve or promote equality.

**In relation to: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.**

1. Please explain if you identified any inequalities or possible discrimination in the policy, procedure or practice?

No inequalities or areas of discrimination identified.

2. If identified, how have you changed the policy, procedure or practice to remove or mitigate the inequality or discrimination?

Not applicable.

3. Any follow up actions required?

Not applicable.

## **1. Purpose**

This is the statement of general policy, responsibility and arrangements for the provision of health & safety at Shipley College as required under the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999.

## **2. Scope**

This Policy applies to all College employees and learners, contractors and subcontractors working at the College, personnel on secondment to the College, volunteers and visitors to the College.

## **3. Responsibility**

It is the responsibility of all College employees and learners, contractors working at the College, personnel on secondment to the College, volunteers and visitors to the College to comply with College policies and legal obligations.

## **4. Policy**

The Corporation Members and Principal of Shipley College recognise and accept their duties and overall responsibilities under the Health & Safety at Work Act 1974 and supporting health & safety legislation and regulations. The College proactively pursues best practice in its provision and management of a healthy and safe working and learning environment, regarding legal requirements as defining the minimum standard required.

### **4.1. Statement of General Policy**

In order to set and maintain high standards for health and safety in all College premises the College undertakes to provide:

- A healthy and safe working and learning environment in all College premises which manages the risks in the workplace.
- Information, instruction, training and supervision as is necessary to ensure the health and safety at work of all College employees and learners, contractors and subcontractors working at the College, personnel on secondment to the College, volunteers and visitors to the College.
- Effective two-way channels of communication regarding daily and periodic health and safety issues.
- Safe means of access and egress during routine and emergency situations.
- Plant, equipment, machinery and systems of work that are safe and without significant risk to health.
- Adequate personal protective equipment, facilities and welfare arrangements for those working in and using College premises.

### **4.2 Organisation and Responsibilities**

**The Corporation Members** are responsible for strategic health and safety planning and the annual review of the College's health and safety performance.

**The Principal** is responsible for ensuring full implementation of the College Health & Safety Policy.

**The Senior Leadership Team** is responsible for ensuring that the requirements of this policy and subsequent arrangements are implemented and managed effectively, utilising staff and resources as appropriate.

## **College Managers** are responsible for:

- Effectively managing health and safety and promoting safety awareness in all areas of work under their control.
- Maintaining health and safety as a standing agenda item for individual team meetings.
- Arranging that risk assessments are completed, relevant, accessible, reviewed every three years, or as required, and used as a working document.
- Facilitating all staff under their control are made fully aware of the College Health and Safety Policy and additional relevant College policies and procedures, safe working practices etc. and the relevant legislation.
- Incorporating health & safety procedures in all induction training.
- Planning training and instruction in the safe use of equipment and machinery scheduled during induction, initially when new resources are introduced and regularly updated as required.
- Training staff in safe systems of work so that staff observe safe working practices and procedures including the correct use of all safety devices, safety equipment and personal protective equipment [PPE] provided, as appropriate for the work carried out.
- Maintaining an inventory of all plant and equipment in their area.
- Ensure all work equipment is maintained and suitable for the purpose for which it is intended, and in the environment of its intended use.
- Informing staff of the need to notify their manager immediately of any defects or damage to equipment. Line managers shall then assess whether the hazard is such that work / study should stop or can be continued within specific constraints and / or conditions.
- Reporting any defects in plant, equipment, materials or facilities, which may give rise to a health & safety hazard to the Premises Manager or nominated representative.
- Ensuring that all accidents, incidents and near misses are recorded using the College Accident & Incident Reporting System, and investigated immediately as appropriate. [See Accident & Incident Reporting Policy]
- Ensuring staff are aware of the first aid provision, emergency evacuation procedures and staff welfare facilities in all premises and / or areas they may work in.
- Monitoring good standards of general housekeeping are maintained at all times.
- Investigating complaints and / or suggestions relating to health & safety issues promptly in conjunction with the College Health & Safety Manager.
- Initiating corrective action on health and safety matters brought to their attention in conjunction with the College Health & Safety Manager where appropriate.
- Invoking disciplinary action for staff who knowingly disobeys College health & safety procedures.
- Enlisting the help and advice of the College Health & Safety Manager and Health and Safety Committee where appropriate.

## **Additional Managerial Duties**

All Managers shall have knowledge of:

- All College Health & Safety policies relevant to their role within the College and that of their sector / service.
- The First Aider[s] for their sector / service.
- Emergency evacuation procedures and the location of all fire-fighting equipment

in their work area.

- Staff welfare facilities in their work area.
- The Health & Safety equipment and personal protective clothing [PPE] required for the work carried out in their sector / service.

**The Health and Safety Manager** is responsible for:

- Advising the College's Leadership and Management Team on all matters of health and safety.
- Taking the lead in the College towards compliance with existing and new health and safety legislation and regulations.
- Carrying out the review of health and safety policies every three years or as required.
- Facilitating and promoting the safety of employees, learners, volunteers, personnel on secondment, contractors and visitors while on the College premises, or undertaking duties in accordance with College requirements.
- Promoting a positive health and safety culture across the organisation.

**College employees and learners, contractors and subcontractors working at the College, personnel on secondment to the College, volunteers and visitors to the College** are responsible for:

- Complying with Shipley College's Health and Safety Policy and procedures and cooperating with College managers.
- Participating in the training provided and carrying out instructions as directed.
- Taking reasonable care of their own health and safety and that of others that may be affected by their acts or omissions.
- Using all College equipment, materials and substances in accordance with the information, instruction and training given.
- Not deliberately misusing equipment that is provided for the purposes of health, safety and welfare.
- Reporting all health and safety issues, accidents, incidents, near misses, hazards and faults relating to health, safety and welfare as soon as is practical to do so.

### **The Health & Safety Committee**

The Health and Safety Committee shall review the measures taken to ensure the health and safety at work of College employees and learners, contractors and subcontractors working at the College, personnel on secondment to the College, volunteers and visitors to the College. It shall be responsible for advising the College management on:

1. The development of the College policy on health, safety and welfare matters.
2. The development and updating of safety rules and safe systems of work.
3. Conclusions and recommendations for corrective action arising from the examination of safety audit reports and from the consideration of reports and information provided by the Health & Safety Executive [HSE] and funding bodies.
4. Conclusions and recommended corrective action arising from its consideration of reports, trends and statistics relating to accidents, dangerous occurrences and notifiable diseases.
5. The provision and monitoring of the effectiveness of training in health and safety for all employees at College.
6. The effectiveness of communication in respect of health and safety matters;

7. The provision of links with the appropriate Inspectorates such as funding bodies and the enforcing authority of the HSE.
8. The arrangement of any health and safety inspections, in addition to those carried out by management and trade union representatives.

### **Membership of the Health & Safety Committee**

- Director of Physical Resources – Chair
- Health & Safety Manager - Secretary
- Premises Manager
- Victoria Hall Representative
- Staff Governor
- Union Staff Member
- Non-Union Staff Member
- Askham Bryan College Staff Representative

### **4.3 Arrangements for the Provision of Health & Safety**

Arrangements for the provision of health & safety are detailed in the range of College policies which set down detailed procedures for all aspects of health & safety at work available on the Staff Portal and listed in section 6 below. Safe methods of work are subsequently developed from the principles set out in the College policies.

### **5. Monitoring and reporting**

Performance management is an essential part of the College Health and Safety Management System. Performance will be measured through both internal and external audit systems. There will be an annual report to the Corporation with termly reporting to the Health & Safety Committee pertaining to monitoring and performance indicators as established. The Health and Safety Committee will review audit procedures and results as applicable.

The key purposes of performance measurement are to:

- Determine whether health and safety development plans have been achieved.
- Check that risk controls have been implemented and are effective.
- Examine health and safety management system failures, including accidents, incidents, near misses and RIDDOR reportable incidents.
- Promote training, effective supervision and implement plans and risk controls;
- Provide information that can be used to review and, where necessary, improve aspects of the health and safety management system.
- Provide feedback to all parties.

### **6. Related Policies and Procedures**

- |                               |                     |
|-------------------------------|---------------------|
| ● Accident & Incident         | ● First Aid         |
| ● Asbestos                    | ● Lone Working      |
| ● Contractors Health & Safety | ● Manual Handling   |
| ● COSHH                       | ● Noise at Work     |
| ● Display Screen Equipment    | ● Risk Assessment   |
| ● Driving at Work             | ● Vibration at Work |
| ● Electrical Safety           | ● Visitor           |
| ● Emergency Evacuation        | ● Working at Height |