



# Health and Safety Policy

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## **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

The West Herts College Group Corporation recognises and accepts its duty of care under the Health and Safety at Work Act (1974) to provide a safe and healthy working environment for all its employees, for students and for other people who use its premises. The Corporation and its employees will work together to promote safe working practices, prompt, and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities under the Act.

The policy sets out our arrangements in relation to:

- Assessment and control of health and safety risks arising from work activities
- Provision and maintenance of a safe workplace and equipment
- Emergency procedures in cases of fire or other major incidents
- Preventing accidents and work-related ill health
- Consultation with employees on matters affecting their health and safety
- Information, instruction, training and supervision in safe working methods and procedures

The responsibilities of each individual or group are outlined below.

## **STATEMENT OF ORGANISATION FOR CARRYING OUT HEALTH AND SAFETY POLICY**

### **The Corporation**

The Corporation, including the Principal as Chief Executive, has overall responsibility for Health and Safety within the College. The Corporation will, as a responsible employer, make every endeavour to meet its legal obligations under the Health and Safety at Work Act and to specific regulations made under the Act. To ensure, in so far as is reasonably practicable, the health and safety of its employees and the general public. The Corporation will receive reports from the Principal and Health and Safety Committee on the effectiveness of this policy.

## **The Principal**

The Principal and Chief Executive (CE) is accountable to the Board for ensuring the implementation and management of Health and Safety and the annual review of the policy.

## **College Leadership Group**

The Principal, Deputy Principals, and relevant members of the College Leadership.

### **Health and Safety throughout the College to include:**

- a) Reporting to the Principal and CE on health and safety matters
- b) Overseeing the implementation and management of the Health and Safety Policy
- c) Keeping the Principal and CE informed of developments which may affect the College's responsibilities in respect of health and safety

## **Health and Safety Manager and Estates Manager**

The Health and Safety and Estates managers will hold a formal qualification in health and safety. The College Leadership Group will be assisted in the above tasks on a day-to-day basis by both managers to whom he\she will delegate the necessary authority to obtain information and investigate working practices on his\her behalf.

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

- Acting as the focal point for day-to-day references on health and safety and giving advice or indicating sources of advice
- Monitoring standards of health and safety matters when required
- Obtaining specialist advice on health and safety matters when required
- Monitoring, producing statistics, investigating, and acting where appropriate
- and keeping records of accidents and hazardous situations
- Reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR)

- Developing, implementing, and reviewing health and safety arrangements in
- consultation with appropriate employee and management representatives
- Monitoring compliance with the Management of Health and Safety at Work
- Regulations and other relevant legislation and associated codes of practice
- Managing first aid provision throughout the College
- Advising on appropriate training and development to ensure compliance with the Act
- Advising on actions to be implemented for home-workers in periods of uncertainty or college mandatory closure when mandated by appropriate authorities

The Health and Safety Manager shall have the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Principal and/or Deputy Principals.

The Estates Manager is responsible for:

- Ensuring any building works comply with building regulations, fire regulations and construction design management
- Ensuring, so far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner
- Convening safety committee meetings as required by the Health and Safety at Work Act 1974
- Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure
- Reviewing and effecting procedures to be followed in the event of serious and imminent danger
- Managing the provision and maintenance of firefighting equipment
- Ensuring statutory checks and testing is maintained, where possible, in the event of an unprecedented, prolonged closure of the college.

## **The Senior Management Team (SMT)**

The SMT is responsible for implementing the requirements of this policy and the effective management of health and safety in their areas of work. In particular managers shall ensure that in their area of work:

- All staff and students are aware of, understand and implement the Health and Safety Policy and associated arrangements
- A safe place of work and safe systems are established and maintained
- Any health and safety problems are resolved, as far as they are able to do so, referring to the Health and Safety Manager for advice and further assistance if necessary
- Appropriate health and safety records are kept and maintained
- Regular safety inspections are conducted with remedial actions undertaken in a timely manner
- Suitable and sufficient risk assessments are conducted, and adequate control measures implemented
- All staff and students are given an appropriate health and safety induction
- Requirements for information, instruction, training, and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health, safety and welfare of all staff, students and others affected
- All staff and students are encouraged to contribute positively to their own health, safety, and welfare
- All learning takes place, so far as is reasonably practicable, in a safe, healthy, and supportive environment
- Support staff working from home in the event of a mandatory College closure caused by an unprecedented event to include adjustment to allow employees to perform in the home working environment and to take account of their physical and mental well-being

## **All Employees**

All employees, whether permanent or temporary, are expected to:

- Be conversant with the fire, evacuation and first-aid emergency procedures and apply them as required
- Know the specific control measures to be adopted in their own area of work and ensure they are applied
- Be conversant with and comply with the Health and Safety Policy and associated arrangements
- Follow any safe systems of work in place
- Check that all required risk assessments are in place and readily available before undertaking any work-related activities, whether on College premises or elsewhere
- Ensure that all portable electrical equipment in use carries a valid test sticker
- Bring to the attention of the appropriate line manager concerns over matters affecting health and safety
- Observe standards of dress and hygiene consistent with health and safety
- Exercise good standards of housekeeping and cleanliness consistent with health and safety
- Use and not willfully abuse, neglect, or interfere with things provided for their own safety and/or the safety of others
- Co-operate with other staff in promoting improved safety measures in the College and comply with instructions given by their line manager in relation to health and safety
- Co-operate with SLG/SMT, as far as reasonably practicable, to enable a suitable remote working environment in the event of a mandatory college closure caused by an unprecedented event resulting in home working

**In addition to the responsibilities listed for All Staff, teachers are expected to:**

- Ensure that all students through the quality of their learning experience
- Gain an understanding of the importance of health and safety

- Understand how hazards are identified, risks are assessed and the principles of control measures
- Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience
- Exercise effective supervision of their students
- Ensure learners follow evacuation procedures when required
- Be aware of the College first aid procedures in relation to students
- Ensure activity/area specific risk assessments and control measures are understood and applied by all students
- Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the learner's understanding
- Give clear instructions and warnings to students as often as is necessary (notices, posters and handouts are not enough)
- Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.

## **Students**

All students are expected to:

- Exercise personal responsibility for the safety of themselves and their colleagues
- Observe standards of dress consistent with safety and hygiene
- Follow the instructions of staff in relation to safety and particularly in the use of tools, machines, and apparatus
- Obey all the safety rules of the College and in particular the instructions of staff given in an emergency or an unprecedented college closure period which results in remote access to teaching, learning and other support services
- Use and not willfully abuse, neglect, or interfere with things provided for their safety
- Comply with the Health and Safety Policy and associated arrangements, in particular those relating to smoking, alcohol and drugs

## **STATEMENT OF ARRANGEMENTS FOR CARRYING OUT THE HEALTH AND SAFETY POLICY**

The College will conduct its health and safety activities in accordance with the Health and Safety Policy and associated arrangements. The chain of responsibility for Health and Safety matters within the College will be through the normal management structure and as outlined in this policy. The Corporate monitoring of Health and Safety will be carried out through the Safety, Health and Environment (SHE) Committee before being reported to the College Leadership Group and Corporation. The SHE committee will receive reports from managers with responsibility for Health and Safety to monitor how it is meeting its legal obligations under the Health and Safety at Work Act (to include both internal and external audit reports).

All health and safety procedures will be reviewed by the Safety, Health and Environment Committee annually or sooner if prompted by external factors such as legislative changes, new or revised Approved Codes of Practice or guidance or internal factors such as audit findings, accidents, work related ill health, organisational changes etc.

Policy and procedural documents and forms (new or revised) will be made available to all staff via the College Intranet as soon as they are adopted. It is the responsibility of all managers to be aware of the College Health and Safety policy and procedural documents and to ensure that their staff (permanent or temporary) are able to access relevant health and safety documents.

This Health and Safety Policy should be read in conjunction with other WHC Group policies and procedures as appropriate.

## **STATEMENT OF ARRANGMENTS FOR BUSINESS CONTINUITY IN RESPONSE TO THE COVID-19 PANDEMIC**

The chain of responsibility for Health and Safety matters within the College during a compulsory shutdown as mandated by the Government, or where required in response to

the event of an outbreak, will be through the normal management structure and as reviewed and outlined in this policy.

Roles and responsibilities have been edited accordingly and appropriate measures implemented to include, the completion and implementation of Covid-19 risk assessments in accordance with the latest official guidance and to allow for statutory maintenance and building checks, home-working and remote learning.

<b>Approved by</b>	<b>Date</b>
CLG (SK)	October 2021

**Contact us**

West Herts College: 01923 812000

Barnfield College: 01582 569569

