



## HEALTH, SAFETY & WELFARE POLICY

**Subject:** Health, Safety & Welfare Policy  
**Date of re-approval:** November 2022  
**Person responsible:** CEO  
**Approved by:** SLT  
**For action by:** Chair of the Board of Governors  
**For information to:** All Staff

**Policy No. H1/22**

### Aim

HCUC aims to be a good employer in all matters relating to the health, safety and welfare of staff and the health & safety of other people who may be affected by college operations.

### Statement of Intent

HCUC consider the successful management of health & safety to be vital to the efficient operation of the College and of equal importance to educational, safeguarding, and financial goals.

HCUC recognises and accepts its statutory obligations under the Health & safety at Work etc. Act 1974, and other relevant legislation

HCUC will provide; so far as is reasonably practicable:

- Safe plant, equipment, and systems of work.
- Arrangements for the safe use, handling, storage and movement of articles and substances.
- The necessary information, instruction, training, and supervision to ensure the health & safety of its employees.
- Safe access to and exit from the workplace.
- A safe and healthy working environment.

HCUC accepts its responsibility for the health & safety of other people (students, contractors, visitors, and the public) who may be affected by the college activities. It is acknowledged that a healthy and safe workplace requires the active involvement of everybody within the college and as a result everybody has specific responsibilities in this area.


HCUC acknowledges the important part its staff play in ensuring a healthy and safe workplace and will consult them when it is taking specific measures which will affect their health & safety and on a routine basis. This document has been briefed to all staff.

The organisation for managing health & safety and people's responsibilities for health & safety is outlined in subsequent sections of this document.

The Executive Director - Corporate Services will own this document and ensure that it is kept up to date and reviewed at least annually. If circumstances change, it will be reviewed more frequently. The Executive Director - Corporate Services is not personally responsible for the policy being actioned, the organisation and responsibility for doing this is outlined in section 2 of this document.

Signed:

Name:   
**Nick Davies**  
**Chair of Governors**

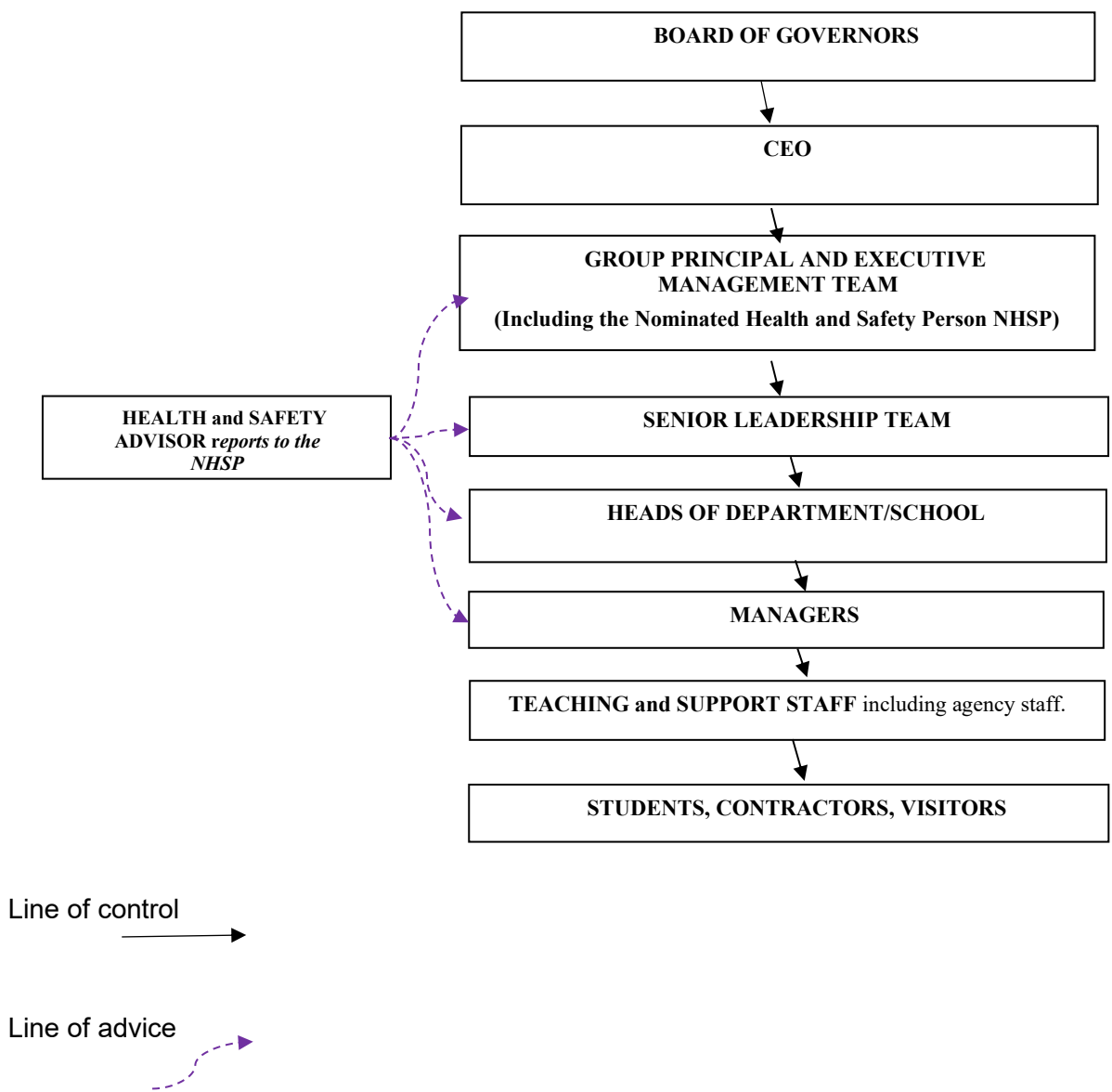
  
**Keith Smith**  
**CEO**

Date 2<sup>nd</sup> November 2022

# 1. Organisation

HCUC will operate an organisation where all people are aware of their responsibilities, are competent to carry out the work that they are being employed to do and implement effective health & safety measures. This will be underpinned by effective communications. This section details how this takes place.

## 1.1 Health & safety organisation chart.



## 1.2 Communication

HCUC will provide lines of communication, so that everyone is clear about their health & safety responsibilities, and knows about:

- This health & safety policy and what it means in practice.
- How health & safety responsibilities are allocated.
- The details of safe work / study practices, and
- The fire and emergency arrangements.

## 1.3 Co-operation

HCUC will seek the co-operation of everyone at the college, so that everyone knows what their safety responsibilities are and can implement safe work / study practices.

All employees must co-operate with this health & safety policy to achieve a safe and healthy workplace and take reasonable care of themselves and others who may be affected by their work.

Should a member of staff identify a health & safety problem that they are not competent to rectify, they must immediately notify their manager. The manager will then be responsible for escalating the problem up the line management chain until it is resolved.

## 1.4 Competency

HCUC must ensure that their staff can do their work in a way that is safe and healthy for themselves and other people.

Competence in health & safety matters will be achieved by:

- Operating an effective recruitment and placement procedure, ensuring that staff have relevant knowledge and experience of what they do and are competent to work in a safe and healthy way.
- Providing induction training for new staff and refresher training for established staff.
- Providing appropriate health & safety information, instruction, and training to maintain skills, especially where changes to duties, roles or equipment are planned.
- Ensuring adequate management and supervision is provided, so that competence is developed and maintained, especially for staff who are new to the job or task, or who are undergoing training.

## 2. ORGANISATION AND RESPONSIBILITIES

### 2.1 The Board of Governors

- The Board of Governors is accountable for the effective management of health & safety within the college.
- The Board of Governors will ensure that sufficient resources (time, money, and people) are made available to successfully manage health & safety and safety issues they have delegated to CEO.
- The Board of Governors require CEO and Group Principal to consistently and effectively discharge the actions that are outlined in section 2.2 of this document.

### 2.2 CEO

The CEO, on behalf of the Board of Governors, will ensure that:

- Genuine and visible leadership, direction, and commitment to health, safety and fire safety issues underpins the transition towards establishing a positive health & safety culture across the college.
- Ensure that a high-level health, safety, and fire risk management profile for the college is established and kept up to date, so that areas of risk are identified and subsequently managed effectively, to enable resources to be targeted at the most serious issues first.
- The Executive and Senior Leadership Teams (EMT and SLT) ensure that the health & safety management system is operating effectively, and that the health & safety policy and associated procedures are implemented consistently and effectively across HCUC.

The Group Principal on behalf of the CEO, will ensure that:

- A health & safety management system based on the model of health & safety management outlined in the Health & Safety Executive (HSE) document HSG65 is devised, operated and monitored to secure the continuous improvement of health & safety management and performance.
- Compliance with current health, safety and fire safety legislation occurs consistently across all college activities.

### 2.3 The Executive Management Team.

The Executive Management Team (EMT) will ensure that:

- They support the CEO, and Group Principal to operate the college health & safety management system which will be based on the model of health & safety management outlined in the Health & Safety Executive (HSE) document HSG65.
- Provide, genuine and visible leadership for health & safety issues.
- Ensure the implementation of this policy and the effective day-to-day management of health & safety issues takes place consistently and successfully, at all levels of management throughout the college.
- Ensure they can evidence that where responsibility for health & safety issues has been delegated, evidence exists to demonstrate that responsibilities have been effectively discharged.

Risks to health & safety are reduced to as low as is reasonably practicable (where current legislation allows this) through sensible, proportionate, and effective risk assessment and risk management processes.

- Appropriate resources, information, supervision, instruction, and training are provided.
- Health & safety incidents, accidents and ill-health situations are investigated so that lessons can be learnt and shared to prevent future occurrences.
- Effective communication and consultation on health & safety matters takes place with staff, students, and others who may share our facilities or activities.
- Staff and students understand their personal responsibility to act in a safe and responsible way, and that they are encouraged to contribute to the continuous improvement of health & safety standards.
- A project manager for major construction and refurbishment projects is appointed in writing and discharges the role(s) they will be fulfilling under the Construction Design and Management Regulations 2015 (CDM), including the preparation of all associated documents and record keeping as required by the CDM regulations.
- The Project Manager must communicate and co-operate at the concept, planning and at all subsequent stages of major projects with:
  - The Senior Leadership Team (SLT).
  - The Executive Director - Corporate Services (NHSP).
  - The College Health & safety Adviser (HSA) and
  - The Head of Estates & Security.

## **2.4 Executive Director - Corporate Services**

The Executive Director - Corporate Services who is a member of EMT is also the Nominated Health & Safety Person (NHSP) for the college will monitor EMT health & safety performance to ensure:

- That EMT implement this policy consistently and effectively.
- That the college health & safety department is adequately resourced with professionally trained, suitably experienced and competent health & safety staff, to deal with both strategic as well as day to day health & safety issues.
- That monitoring and feedback to the CEO and The Board of Governors takes place to ensure the:
  - Implementation of the health & safety policy (this document),
  - Implementation of the college health & safety management system.
  - The health & safety performance of each department / service area.
  - Those involved with work where the Construction Design and Management Regulations 2015 (CDM) apply are complying with the letter and spirit of the regulations, including the preparation of associated documents and record keeping as required.
  - Preparation and presenting of information and reports for consideration by the Board of Governors, Group Principal / CEO and Senior Leadership Teams.

The Executive Director - Corporate Services will own this document and ensure that it is kept up to date and reviewed at least annually or if circumstances change, it will be reviewed more frequently. The Executive Director - Corporate Services is not personally responsible for the policy being actioned the organisation and responsibility for doing this is outlined throughout section 2 of this document.

## 2.5 The HR Director

The HR Director is responsible for the welfare and wellbeing of staff members, ensuring that:

- Health, safety, and fire safety training matrix is devised, (advice on health & safety course content and course suitability should be obtained from the college HSA).
- Training courses including induction, vocation / sector specific, managerial, professional and refresher training must be arranged by the HR Director along with training record keeping and training record retrieval.
- Adequate numbers of first aiders are, appointed, trained, and supported and that all necessary rotas and paperwork are devised and maintained.
- Mechanisms for formal consultation, with staff in respect of health & safety issues are devised, operated, monitored, and recorded. This will include:
  - Health & safety committee meetings and associated minute taking.
  - The provision of occupational health services, including on-site OHS visits and independent counselling for staff.
  - The co-ordination of the rehabilitation of staff returning to work from periods of sick absence or maternity leave.
  - The provision and funding of an independent whistleblowing line for health, safety, and welfare issues.

## 2.6 The Senior Leadership Team (SLT) Assistant Principals, Directors, Heads of School & Heads of Service Areas.

Assistant Principals, Directors, Heads of School & Heads of Service Areas will ensure that:

- Adequate resources (time, money, and effort), facilities and infrastructure are made available to enable the implementation of the health & safety policy (this document) and the college wide health & safety management system, within their departmental/school area.
- They and their staff discharge their responsibilities as outlined in this document and the college health & safety management system.
- Ensure that work equipment is procured through official channels to ensure it is fit for purpose, and not acquired by direct purchase.
- Their managers must own and devise risk assessments, safe systems of work, work instructions and permits to work and ensure that such processes are quality checked, implemented consistently, and monitored for compliance.
- Ensure that adequate liaison takes place with the Head of Estates & Security to ensure that common areas of the college have been subject to risk assessments and that no gaps or omissions exist.
- That an asset register of equipment and plant is in place for the department and is kept up to date.
- Ensure that regular maintenance schedules, servicing, repairs, cleaning, and statutory inspection and testing are identified and take place as required for equipment, plant, and machinery.
- Ensure that adequate liaison takes place with the Head of Estates & Security to ensure that no gaps or omissions exist in respect of who will be responsible for the maintenance of asset registers and regular maintenance schedules, servicing, repairs, cleaning, and statutory inspections takes place as required for equipment, plant, and machinery and that assets are notified to the college's liability insurers.
- That a record of substances hazardous to health, flammable substances are in place and kept up to date.

## 2.7 Section Managers & Service Area Managers

Section Managers & Service Area Managers will ensure that:

- They provide and maintain a safe working and teaching environment.
- That they discharge their responsibilities effectively and consistently as outlined in this document and the college health & safety management system.
- Risks to health & safety are reduced to as low as reasonably practicable through sensible and effective risk assessments and risk management processes.
- Risk assessments, safe systems of work, safe working procedures and permits to work are developed, implemented, and monitored and kept up to date.
- Ensure that fire safety precautions are always followed.
- Appropriate resources, information, supervision, instruction, and training are provided for health, safety, and fire safety issues.
- Health & safety incidents, accidents and ill-health situations are investigated so that lessons can be learnt and shared to prevent future occurrences.
- That regular maintenance schedules, servicing, repairs, cleaning, and statutory inspection and testing are identified and take place as required for equipment, plant, and machinery.

## 2.8 Employees (including agency staff).

**Employees will ensure that:**

- They follow reasonable instructions given in the interests of health & safety.
- They take reasonable care for their own health & safety at work, as well as the health & safety of others who may be affected by their work.
- They follow the health & safety rules which apply to their job and within their workplace and any safety measures of any other company whose premises they may visit as part of their work.
- They do not misuse anything that has been provided in the interests of health & safety (for example, propping open a fire door with a fire extinguisher, removing guards from machines, blocking a fire escape route with rubbish or equipment etc).
- That they report anything that might present a danger to either themselves or anybody else.
- Avoid placing other people at risk, either by what they do or do not do.

If an individual fails to discharge their health & safety responsibilities, disciplinary action, including dismissal may be taken.

## 2.9 Teaching Staff (including agency and casual teaching staff).

Teaching staff will ensure that:

- They comply with the actions detailed in section 2.8 Employees and in addition:
- When preparing lesson plans, activities, and off-site trips that a risk assessment is in place before an activity commences.
- Appropriate controls as indicated by the risk assessment process, are put in place, complied with, and monitored with corrective action taken when necessary.

## 2.10 Students

Students will receive health & safety induction training when they start their course.

Students will ensure that:

- They follow reasonable instructions given in the interests of health & safety.
- They take reasonable care for their own health & safety when undertaking college activities, as well as the health & safety of others who may be affected by what they do.
- They follow the health & safety rules which apply to their attendance at the college and the safety measures of any other company whose premises they may visit as part of their education / work experience.
- They do not misuse anything that has been provided in the interests of health & safety (for example, propping open a fire door with a fire extinguisher, sounding the fire alarm system for malicious purposes, removing guards from machines, or blocking a fire escape route with rubbish or equipment etc).
- That they report anything that might present a danger to either themselves or anybody else.
- Avoid placing other people at risk, either by what they do or do not do.

If a student fails to discharge their health & safety responsibilities, disciplinary action may be taken.

## 2.11 Head of Estates & Security

The Head of Estates & Security is responsible for organising and progressing a programme of checks, repairs and renewals of the College premises and assets. The Head of Estates & Security will ensure that:

- Sufficient staff are provided to operate a dedicated facilities help desk to record both reactive and proactive issues and that issues are recorded and assigned a priority for completion.
- A planned program of proactive issues and statutory inspections is established and operated. This will include the management of:
- Fire Risk Assessments under the Regulatory Reform Fire Safety Order (2005) are completed and kept up to date and corrective actions identified and progressed.
  - Fire precautions (alarm testing, fire drills, fire safety inspections, inspections of passive fire safety measures etc).
  - Identification and management of asbestos based products in the estate.
  - Water service management.
  - Electrical services.
  - Gas services.
  - Heating and cooling systems.
  - Lightning protection.
  - Identification and management of mechanical and electrical assets.
  - Waste management.
  - Management of external areas, including, paths, roadways, trees, landscaped areas, cleaning, salting /gritting etc.

*(The above list is indicative not definitive)*
- Competent contractors are selected, controlled, and their health & safety performance periodically monitored when working for HCUC.
- Competent contractors' arrangements for managing their health & safety responsibilities include:
  - Having a policy of liability insurance proportionate to the work tasks they are undertaking.
  - Completing and providing to HCUC their arrangements for managing health & safety, including their: health & safety policy statement, risk assessments and method statements.
  - have received a health & safety induction from HCUC prior to starting work.
  - will be monitored periodically by HCUC as to their adherence to their RAMS and current health & safety standard and as to the quality of work in progress and on completion.



- The contractor management of mechanical and electrical assets undertaken by CBRE is monitored and co-ordinated by The Head of Estates and Security, on behalf of HCUC.
- An asset register is maintained, and appropriate servicing, maintenance, statutory testing, and record keeping is undertaken in respect of:
  - Compressed air supplies and equipment.
  - Electrical inspection and testing (both fixed wire and portable PAT testing).
  - Ventilation equipment.
  - Local Exhaust Ventilation (LEV).
  - Mechanical assets.
- Periodic inspections of classrooms.
- Periodic inspections of roads, road signs, external areas, and pathways.
- The Construction Design and Management Regulations 2015 will be complied with, and the roles and responsibilities required under these regulations will be adequately discharged.

## **2.12 Project Manager for major construction and refurbishment projects**

A project manager will be appointed by the CEO to manage all aspects of major construction, maintenance, and refurbishment projects on campus property.

The Project Manager must report to the Head of Estates and Executive Director – Corporate Services on all projects.

The appointment of the Project Manager must be subject to scrutiny and subject to existing HCUC policies.

The appointment of the Project Manager must be based on a professional assessment of the project managers performance against a published and visible selection criterion.

The selection criteria must consider the competency and qualifications of the Project Manager to undertake the task and their track record to discharge their responsibilities under the Construction Design and Management Regulations 2015 (CDM), their ability to understand and demonstrate compliance with other current and relevant health & safety legislation, their willingness and ability to communicate with SLT at all stages of the project and the quality of the work being proposed, as well as the price.

The Project Manager will ensure that:

- On all construction and refurbishment projects they clarify in writing and subsequently discharge the role (s) they will be fulfilling under the Construction Design and Management Regulations 2015 (CDM).
- Duties under the Construction Design and Management Regulations 2015 (CDM) must be discharged, and documentary evidence that this is taking place consistently and diligently be produced.

## **2.13 College Health & Safety Advisor (HSA).**

- The College HSA will report directly to The Executive Director - Corporate Services (who is the Nominated Health & Safety Person (NHSP) for the college)
- The HSA will provide both strategic and operational health & safety advice to all levels of management across the college.
- The role undertaken by the HSA is an advisory one and it does not absolve the line management team from their line management responsibilities outlined in this document.

The HSA will ensure that:

- The advice they provide, supports but does not take on the line management responsibility to effectively manage health & safety issues.
- They provide advice on the development of policy, practice and the implementation of health & safety issues, within a framework of line management ownership and responsibility for such issues.
- They undertake health & safety inspections, internal reviews and provide health & safety information as to the progress of the college on health & safety issues within a framework of line management ownership and responsibility for such issues.
- They deliver specialist accredited health & safety training courses to the Governors, EMT, SLT and managers as required.
- They can provide advice and assistance for accident, incident, and ill health investigations.
- They provide advice to the college Health & Safety Committee.

## 2.14 Safety Representation

Each Department and Sub-department will :

- Establish a Health, Safety & Welfare Working Group.
- Appoint a manager to be the safety champion to coordinate termly safety inspections and report on health, safety, and Welfare issues
- Prepare a termly health & safety report for their Assistant Principal, in time for the end of term Health & safety Committee meetings.

Health & Safety Representatives can be appointed under the Safety Representatives and Safety Committees Regulations 1977 (where trades union members are recognised) and The Health & safety (Consultation with Employees) Regulations 1996 (for non-unionised workplaces).

Trades union representatives and workplace representatives have slightly different 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.

## 3. ARRANGEMENTS FOR CARRYING OUT THE POLICY

### 3.1 Health & safety management system

The need to put in place suitable arrangements to manage health & safety is a legal requirement for employers. It is implied by virtue of the Health & Safety at Work etc Act 1974 and made explicit by The Management of Health & safety at Work Regulations 1999, which require employers to put in place arrangements to control health & safety risks.

HCUC will operate a health & safety management system based on the Health & Safety Executive (HSE) document “Managing for health & safety (HSG65). This will enable HCUC to:

- Ensure that arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures required to manage health & safety are in place and operating effectively.
- Comply with the law, by following a proportionate and practical approach to managing health & safety.

## **The core elements**

The core elements required to effectively manage health & safety are:

- Strong leadership and management.
- A trained/skilled workforce.
- An organisation where managers and staff are trusted and involved.

The three elements listed above are required to be underpinned by an understanding of the profile of risks the college creates or faces and requires a sustained and systematic approach with key actions following a Plan, Do, Check, Act, management cycle.

### **3.2 Risk assessment, safe systems of work, method statements and safe operating procedures.**

Heads of department are responsible for ensuring that adequate health & safety risk assessments, safe systems of work, method statements and safe operating procedures are written, in place, followed, and monitored.

#### **Risk assessments**

We discharge our responsibility to carry out risk assessments as required by the Management of Health & safety at Work Regulations 1999.

The aim of our risk assessment process is to make sure that no one gets hurt or is made ill. To this end we try to eliminate hazards at source and if this is not reasonably practicable, control the risks so that harm is unlikely. Our assessments identify the control measures that we already have in place, and any further action required.

Our risk assessments are undertaken and signed off by managers, who review them annually [or sooner if new circumstances arise].

#### **Safe systems of work**

Safe systems (ways) of work, are implemented when hazards associated with work activities cannot be physically eliminated and some element of risk remains.

Safe systems (ways) of work are devised by systematically examining work tasks, to identify all hazards and then putting in place measures (including permits to work when required) to ensure the safety of both those undertaking work and those who may be affected by it.

Managers are responsible for ensuring that Safe systems (ways) of work are both in place and always followed.

#### **Method Statements**

When required and appropriate, health & safety method statements will be produced, setting out how an activity or experiment will be undertaken and the control measures to reduce the risk of anybody being injured or made ill. These statements will be communicated to people doing the work. Periodically, the people doing the work will be checked, to ensure they are following the method statement and that the method statement remains valid.

#### **Safe Operating Procedures**

Written Safe Operating Procedures (SOPs) will be devised, operated by staff, and monitored by line managers.

### **3.3 Training, Information, and Instruction**

Suitable and sufficient health & safety training, information and instruction will be provided to all staff.

Heads of department are responsible for ensuring that Managers have:

- Identified training, information and instruction needs.
- Provided job specific health & safety training, information, and instruction.
- Ensured that appropriate refresher health & safety training, information and instruction is provided.

### **3.4 Consultation with staff**

Consultation with staff on the health & safety issues takes place.

Consultation with staff who are represented by an appointed trades union safety representative will take place in accordance with the Safety Representatives Regulations 1977 and consultation with employees on the health & safety issues will take place directly and in accordance with the Health & safety (Consultation with Employees) Regulations 1996.

### **3.5 Competent health & safety advice**

The college HSA is the competent person for health & safety advice and provides:

- An advisory service on health & safety issues.
- Other advisory services as requested, such as site visits, accident investigation, document design, health, and safety training course design etc.

### **3.6 Staff who work away from the college.**

Heads of department are responsible for ensuring that adequate health, safety, and welfare arrangements for staff and students who work/study away from the College are addressed by their managers as part of their risk assessment process. This includes off site activities, work-based learning, education visits etc.

Potential hazards [things that can cause harm] for people who work away from the college can include travelling, including driving, lone working, manual handling, violence to staff issues, the use of equipment and work / study activities.

Managers are responsible for ensuring that adequate control measures are devised, implemented, and monitored to ensure that peripatetic employees and staff are kept safe and healthy.

### **3.7 Hazardous Substances**

All substances hazardous to health used by the college will be used in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended. Heads of department must ensure that COSHH assessments are undertaken by their managers when required.

Hazardous substances will be replaced by non-hazardous substances or less hazardous ones if non-hazardous alternatives are not available.

This means that prior to use, a potentially hazardous substance will be assessed so that all necessary control measures for its safe use are introduced.

Particular attention needs to be paid to the generation of hazardous substances from work and study activities.

### **3.8 Asbestos (Control of Asbestos Regulations 2012 applies)**

The Head of Estates & Security will take steps to identify whether asbestos based materials are present in the estate and maintain an asbestos register for buildings and ensure we comply with our duties under the Control of Asbestos Regulations 2012.

The asbestos register must be consulted when work is planned, and advice from the Head of Estates & Security taken when required.

If asbestos-based materials [or materials they are not sure about], are discovered then the member of staff must immediately notify their manager. The suspect material will be assessed by a competent person. Under no circumstances should staff attempt to remove or repair material suspected of being asbestos.

### **3.9 Manual Handling**

We are aware of our responsibilities under the Manual Handling Operations Regulations 1992 (as amended) and will continue working towards eliminating as much manual handling as possible. However, the nature of our work means that some manual handling is inevitable. Where possible, loads will be moved by using lifting aids such as, trolleys and where this is not reasonably practicable enough trained people will move loads. Manual handling issues are included in our risk assessments. Key staff have been instructed and trained in good manual handling technique.

### **3.10 Work Equipment (including Electrical Equipment)**

We will comply with the Provision and Use of Work Equipment Regulations 1998 (as amended), the Electricity at Work Regulations 1989, the Lifting Operations and Lifting Equipment Regulations 1998 and other legislation as they apply to equipment used at work.

We will ensure that all the equipment used by our employees and students is suitable and safe to use for the work being done and that those people who use it are competent to do so. It will be regularly maintained and visually checked before each use to ensure that it is in a fit condition for the task intended. Where required, equipment will be subject to inspection and test by an independent competent person (often an insurance company inspector).

Faulty equipment is taken out of service immediately and clearly identified as defective, pending repair by a competent person or replacement. Staff must immediately make their manager aware of faulty equipment.

All equipment will be used, maintained, serviced, cleaned, and tested in accordance with the manufacturer's instructions and where required examination and testing will be undertaken by a competent third party. We consider the noise generated [by work equipment in general] and vibration caused [by handheld tools].

Equipment is periodically inspected and tested in accordance with legal requirements or guidance.

Relevant electrical equipment will be PAT tested.

Where it is necessary to hire equipment, we only use reputable suppliers and take appropriate steps to ensure that it is properly maintained, is appropriate for the intended use and our staff are competent to use it.

### **3.11 Working at Heights**

When we need to work at height, we assess what is required to prevent our staff from falling as part of our risk assessment process and plan work accordingly as required by the Work at Heights Regulations 2005.

Steps and ladders are used for short duration work, and these are visually inspected before each use and in accordance with the manufacturer's advice.

### **3.12 Good Housekeeping**

We will keep the workplace clean and tidy and will designate areas for storing materials so that they do not impede the work being carried out.

We will take care with trailing leads, routing them away from walkways etc.

Waste will be cleared regularly and disposed of with due regard to environmental and safety considerations.

### **3.13 Personal Protective Equipment (PPE)**

We are aware of our responsibilities under the Personal Protective Equipment at Work Regulations 1992 (as amended).

Our staff have been instructed to inspect their PPE before each use and to obtain a replacement as necessary. When not being used PPE will be stored in a place where it will not get damaged. Managers must ensure that PPE is being used as required.

### **3.14 Vehicles and Road Safety**

Our vehicles are professionally maintained and driven by competent and experienced staff that have full and valid licences. Licences are checked annually.

Work schedules are planned to ensure that staff do not have to rush whilst driving and are not expected to drive when excessively tired or to take mobile telephone calls whilst driving. Our staff who drive minibuses are all Midas trained.

### **3.15 Contractors**

We employ the services of contractors to undertake work. We select our contractors to ensure that they can undertake their work in a safe and healthy way and periodically observe their performance to ensure that they are working safely.

### **3.16 Welfare**

The college provides adequate welfare facilities (toilets, handwashing and drying facilities, refectories), for its staff and students.

### **3.17 Protecting the public**

We take the protection of others very seriously. We assess the likely effect of our activities on other people and put in place the necessary control measures.

### **3.18 Fire and Emergency Procedures**

We comply with the fire precautions both of our college and workplaces that we visit. The CEO and Group Principal are ultimately responsible for ensuring that good fire precautions are followed by all staff at college.

### **3.19 First Aid Arrangements, Accident Investigation and Accident Reporting**

We comply with the Health & safety (First Aid) Regulations 1981 (as amended). We train a suitable number of staff to be available to provide first aid and provide first aid kits.

We enter the details of any accident that happens in our accident book.

We investigate all accidents to identify whether we can improve our systems of work. We will also report to the authorities any injuries, diseases or dangerous occurrences that are notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **3.20 Health Surveillance**

Health surveillance will be initiated by the HR Director when required and advice will be sought from a specialist Occupational Health Service Provider with onsite visits arranged when required.

### **3.21 Display Screen Equipment (DSE)**

DSE is used in accordance with the Health & safety (Display Screen Equipment) Regulations 1992 as amended. All workstations are assessed, and staff instructed on how to use the equipment safely. We provide eye tests and glasses specifically designed for DSE work if required. Staff are aware of the importance to take regular breaks from periods of intensive DSE work and to ensure that they are taken to prevent the onset of fatigue.

### 3.22 Construction (Design and Management) Regulations 2015 (CDM)

We are conversant with our responsibilities under the CDM Regulations and will discharge our duties under the regulations.

### 3.23 Monitoring, Review and Audit to improve health & safety performance

To ensure that our arrangement for health & safety work, periodic checks are carried out, these include monitoring, review and audit processes which are detailed below. The Board of Governors and Group Principal / CEO discuss the findings of their monitoring and review processes and put in place a plan of action to discharge corrective actions required.

When necessary, amendments are made to our processes and systems as appropriate.

### 3.24 Lone Working

Lone working whether on or off site will only be allowed if line managers have undertaken a health & safety risk assessment and consider that effective control and communication arrangement are in place so that the health & safety risks associated with the proposed lone working is low risk.

### 3.25 PPE

Personal protective equipment (PPE) will be provided when required by our health & safety risk assessments. PPE is required under the Personal Protective Equipment at Work Regulations 1992 (which are to be updated on 6 April 2022 when The Personal Protective Equipment at Work (Amendment) Regulations 2022 become law).

## 4. MONITORING

We do not assume that our health & safety arrangements work. We check that procedures are being operated effectively. Accordingly, managers undertake routine safety monitoring.

## 5. REVIEW

We accept that management control systems can erode with time and periodic reviews of the management control systems in place will be undertaken by Assistant Principals, Directors, Heads of School and Managers.

## 6. AUDIT

Periodically, the Board of Governors will consider the need for an independent audit of the processes and practices operated, and in some circumstances review, will be undertaken by a suitably qualified health & safety organisation.

| DOCUMENT VERSION HISTORY |   |   |        |             |
|--------------------------|---|---|--------|-------------|
| Document Name            |   | Health & Safety Policy  |        |             |
| Version                  | Description of change   | Rational for change   | Author | Review date |
| V1                       | Original version<br>Change of organisation name following amalgamation of Harrow & Uxbridge Colleges.<br>Changes of key responsibilities & position titles. | Interim single overarching policy required.<br>Both Uxbridge and Harrow policies & Health & Safety procedures to operate as local policies in the short term. | LScott | Sep. 2017   |
| V2                       | Added section on specific risks to Expectant mothers in 2.7 and specific prohibited activities for loan workers at 2.12                                     | Recommendation from UMAL audit.   | LScott | Aug 2019    |

|    |   |   |         |          |
|----|---|---|---------|----------|
|    | Add the name & signature of new CEO. The Harrow & Uxbridge policies are to be discontinued. This policy now has an upgraded section 3 - HEALTH & SAFETY ARRANGEMENTS.   | Update policy with new appointment.<br><br>Increase the scope of the policy to reflect Harmonisation of all Safety Procedures at all HCUC campuses.   |         |          |
| V3 | Amendment to include enhanced welfare section. Change from Oshens to Safesmart  | To bring more importance to welfare following the pandemic. To recognise the adoption of a new software system  | AMiller | Sep 2021 |
| V4 | Amendment to:<br><br>1) Establish line management responsibility for health & safety at HCUC.<br><br>2) Define and establish a health & safety management system capable of delivering good health & safety performance.<br><br>3) Establish out how health & safety roles, responsibilities, and Leadership, should flow from the Board of Governors down and through the organisation.<br><br>4) To establish the key actions that the Group Principal/CEO must be tasked with by the Board of Governors to provide leadership, direction, and commitment to managing health & safety.<br><br>5) To establish how the Group Principal/CEO's performance on key health & safety targets can be made visible and his performance in achieving these goals assessed by the Board of Governors. | V3 of this document has placed far too much legal responsibility for health & safety compliance on the Executive Director – Corporate Services, to the extent that the roles of the Board of Governors, Group Principal/ CEO/ Senior managers had not been articulated nor discharged.<br><br>This document aims to reposition the ownership of health & safety issues to the line management team and instil a hierarchy of management control and accountability. | AMiller | Jan 2022 |
| V5 | Adjusted job title CEO  | Amended to reflect adaptation of CEO and deletion of CEO & Group Principal role   | KSmith  | Nov 2022 |