



Health, Safety and Environmental Policy Statement

Commitment

The College Board gives its commitment to health, safety and environmental management, and views this as being equal in comparison to all other management processes operating within the College. The College is committed to developing, implementing and promoting high standards of health, safety and environmental management across all its educational activities that ensure legal compliance is achieved across College academic activities.

It is Reaseheath College's continuing aim to promote, improve and maintain high standards by providing:


- *A constantly changing and evolving health and safety system to meet the changing needs of the College environment*
- *A risk assessment process at the heart of its activities and managing risk based upon the College risk profile*
- *Adequate information, instruction, supervision and training as is necessary to ensure the health and safety of all employees, students and others.*
- *Sustainable and achievable objectives and targets to achieve 'best practice' for health, safety and environmental improvement.*
- *Managing ill health and injury in line with established College processes*
- *A top down and bottom up approach to improve health, safety and environmental performance*
- *An effective consultation process for all stakeholders*
- *Places of work that are safe and without risk to health by injury and ill health from College activities.*
- *Maintenance, care and attention to all plant and equipment*
- *Initiatives to promote a positive safety culture across the College.*

Objectives

The College believes that strong health, safety and environmental management systems can deliver outstanding performance. The Board believes that much can be done to reduce accidents and incidents and will strive to identify areas of improvement in **planning, monitoring** and **controlling** activities in such a manner as not to harm those who interface with the College. The College will achieve this by:

- *Having a strategic HSE plan and objectives to improve that are reviewed annually*
- *Using accident statistics to monitor trends and indicators and create improvement programmes*
- *Internally and externally auditing our management arrangements and implement corrective actions*
- *Analysing and providing feedback on performance*

This Health, Safety & Environmental Policy will be displayed on all noticeboards and made available on the College website and intranet. It will be reviewed on an annual basis.



Organisational Health & Safety Arrangements

Introduction

Reaseheath College is committed to continually improving its health and safety systems and procedures and developing 'best practice' following the United Kingdom's Health and Safety Executive guidance HS(G) 65, Managing for Health and Safety.

A Plan - Do - Check - Act approach will be adopted to ensure the Organisational Health and Safety Management System (OHSMS) is being proactively implemented and monitored at Reaseheath College. The OHSMS is a mandatory document and is utilised by Reaseheath College across all academic and support operations within College buildings. This document sets out the minimum health and safety standards which all of these academic and support areas must follow.

Overall responsibility for health and safety for Reaseheath College rests with the Chair of the Board, but day-to-day responsibility rests with the Principal who also signs the Reaseheath College Health, Safety and Environmental Policy Statement. The OHSMS is made available on the College intranet site and within student literature.

Implementation, operation, and performance of safety, health and welfare within Reaseheath College requires commitment and leadership within all levels of management, staff and students in discharging the OHSMS.

To ensure that Reaseheath College meets its policy commitment, health and safety performance will be regularly reviewed and discussed, and actions addressed.

Organisational Structure for the Management of Occupational Health & Safety

The College Board delegates the day-to-day overall responsibility for Health and Safety to the Principal, who will primarily perform a monitoring role by delegating annual audits to senior managers.

The Chief Financial Officer, on behalf of the Principal, acts as line manager to the Health and Safety Manager who assumes front line responsibility for co-ordinating health and safety across the college. This is achieved by consultation and liaison with unit and curriculum managers.

The College Health and Safety Manager receives information regarding new regulations, Codes of Practice and other issues, this is disseminated and distributed by him and he will also give advice on any health and safety matters.

Executive members, Senior Managers, Curriculum Area Managers, Programme Leaders and Work Area Managers have responsibility for ensuring that safe systems are in operation in their areas of work, and to perform a monitoring role.

The Principal, Vice-Principal and Executive members have particular responsibility for Health and Safety in curriculum, support areas and the trading sections as follows:-

Principal

- Farm
- Human Resources

Vice Principal

- Curriculum areas (including practical facilities)
- Laboratories, gardens.
- Vocational Learning for Schools
- Work placements
- Reaseheath Training
 - Specific responsibility for Reaseheath Training (work-based learning) is delegated to the Reaseheath Training Managers for Apprenticeships and for Integrated Employability Skills who will work in conjunction with Heads of Department, Curriculum Area Managers, Programme Leaders, the team of placement visitors and the Health and Safety Manager to ensure the safety of work-based learners.
- Foundation & Adult Learning
- Student Residential, Social & Transport services

Chief Financial Officer

- Kitchens and Dining facilities
- Marketing and Business
- Administration and Offices
- Estates Maintenance Unit
- Classrooms
- Technical Services
- Capital Build Projects
- Sub-Contractors

General Responsibilities

The responsibilities detailed within this section are general and should be implemented by all within Reaseheath College. The Chair of the Board is responsible for ensuring that operational responsibilities are developed and issued to those within positions at Reaseheath College.

Safety Organisational Responsibilities***College Board***

The College Board is a strategic body made up of various stakeholders across academic and support functions.

The Chair of the Board has ultimate responsibility for health and safety within Reaseheath College. The Board takes its responsibilities seriously. It is committed to:

- Actively promoting safety, health and welfare and setting a good example to staff and students.
- Ensuring that the OHSMS has been formulated communicated and implemented.

- Approving the Health, Safety and Environmental Policy on behalf of Reaseheath College.
- Ensuring that material and financial resources are available to meet the requirements of the Health, Safety and Environmental Policy and OHSMS.
- Ensuring that the management team discharges their duties for health and safety through provision of the OHSMS.
- Regularly reviewing the OHSMS implementation via a set of key performance metrics to drive up health and safety performance, continually improve and meet legal compliance.
- Taking a lead in establishing the management of the College risk profile.
- Taking an active role in steering and risk committees.

Principal

It is the responsibility of the Principal and Assistant Principals to:

- Take a proactive role and lead health and safety.
- Actively promote safety, health and welfare and set a good example to staff and students.
- Ensure that managers and curriculum staff are charged with the duties imposed on them through accountability and responsibility systems.
- Ensure that material and financial resources are available to meet the requirements of the Health, Safety and Environmental Policy and its OHSMS.
- Appoint a Health and Safety Manager to provide specialism on health and safety responsibilities and provide a health and safety management system pertaining to Reaseheath College activities.
- Be conversant with the requirements of the main statutory provisions and ensure their observance through the OHSMS advising both the board and functional management.
- Assign health and safety Key Performance Indicators (KPIs) to the departments making up Reaseheath College.
- Ensure that regular reviews of the Health, Safety and Environmental Policy are administered.
- Review overall College performance as part of a management review.
- Chair the Steering/Risk Committee on a quarterly basis.
- Take a lead in establishing the management of the College risk profile.
- Fully review serious incidents.
- Provide termly reporting to the Board.

Executive

It is the responsibility of Executive to:

- Actively promote safety, health and welfare and set a good example to staff and students.
- Understand their risk profile and ensure suitable and sufficient risk assessments are being completed.
- Ensure that material and financial resources are available to meet the requirements of the Health, Safety and Environmental Policy and the OHSMS.
- Cascade KPIs or targets for health and safety to other relevant levels of line management under their control.

- Ensure that all levels of staff and students receive adequate safety information, instruction and training as is necessary to discharge their duties in accordance with the Health and Safety at Work Act 1974 and related regulations.
- Ensure that suitable and sufficient health and safety systems and procedures are in place and being adhered to and verified through physical observation.
- Co-operate fully with any requirement or advice given by the Health and Safety Manager.
- Ensure that all equipment sent to the learning environment/workplace is safe, efficient and maintained to a standard which complies with health and safety statutory legislation.
- Maintain and promote 'best safety practice' within the College.
- Be conversant with the requirements of the relevant statutory provisions and ensure their observance by all personnel.
- Participate within the management review of health and safety performance.
- Carry out periodic inspections/audits to reinforce visible leadership across their sphere of operations.
- Ensure accidents are being reported and to review all accidents and incidents within their sphere of operations.
- Ensure that health and safety systems are being monitored at regular intervals.
- Maintain a system of proactive hazard spotting and defect reporting using established systems.
- Maintain an "active hands on" role in emergency planning and emergency response.

Chief Financial Officer (Exec Member Responsible for H&S)

It is the responsibility of the CFO to:

- Ensure that financial resources are available to meet the requirements of the Health, Safety and Environmental Policy and OHSMS.
- Oversee the running and Chair the college Health & Safety Committee meetings.
- Consider health, safety & environmental issues when developing strategies for internal growth
- Ensure that all Capital Submission bids have carefully considered any health, safety and/or environmental issues that may impact on the bid value before approval.
- Take an active role in establishing the management of the College risk profile

Curriculum Leaders & Heads of Department

It is the responsibility of Curriculum Leaders/Managers/Supervisors to:

- Actively promote safety, health and welfare and set a good example to staff and students.
- Develop and maintain risk assessments pertinent to the work activities in the College in their sphere of operations.
- Familiarise themselves with the Health, Safety and Environmental Policy and the OHSMS requirements.
- Co-operate fully with any requirement or advice given by the Health and Safety Manager.
- Ensure before commencement of any work activities that safe methods of work are in place and Point of Work risk assessments are undertaken.

- Ensure that all work carried out at the College using machinery and equipment conforms to the requirements of health and safety law and all other relevant statutory legislation.
- Ensure all operational personnel and students obtain suitable induction training on tasks that have a health and safety bearing on their activities.
- Ensure that, when required, all equipment is tested and carries the necessary statutory documentation. Also that inspections, maintenance and periodic examinations are carried out and the results are recorded.
- Ensure fire precautions and procedures are maintained in their immediate work area.
- Ensure that all staff are only employed on equipment for which they have been trained, and that they are in possession of the appropriate qualifications/training certificates/records.
- Ensure that any event (accident, incident, near miss etc.) is recorded and fully investigated and communicated to the Health and Safety Manger.
- Ensure that when contracting staff are brought onto site under their direct control that they are managed whilst on site and that the College H&S requirements regarding contractors are upheld.
- Risk assesses College student work placements where applicable.
- To act as the Safety Coordinator for the area.
 - Being a focal point for health and safety issues within their respective workplaces.
 - Monitoring that risk assessments have been completed and that agreed safe systems of work are being applied.
 - Monitoring that inspections are undertaken at regular intervals to ensure health and safety performance standards are being maintained.
 - Ensuring that area training needs are identified and training is being delivered including induction, on the job and refresher training.
 - Inspecting any area brought to their attention as having health and or safety concerns, and if necessary escalating issues to management for resolution.
 - Being part of the safety committee structure.

Head of Estates

It is the responsibility of the manager responsible for estates management to:

- Maintain the buildings and infrastructure in accordance with planned preventative maintenance requirements.
- Manage a reactive maintenance system.
- Ensure effective controls are put in place to manage the fixed electrical wiring system, including controls over the water system and the management of asbestos.
- Agree work in accordance with risk assessments and method statements, particularly those provided by external contractors.
- Ensure that planned work takes into account staff and student movements and the hazards associated with the proposed works.
- Maintain documents to support compliance to health and safety legislation (health and safety files, statutory inspections, L8 water management, LEV and periodic inspection reports etc.)
- Play a key role in emergency management command and control in accordance with College emergency management protocols.

Health and Safety Manager

It is the responsibility of the Health and Safety Manager to:

- Maintain the OHSMS, writing new procedures where necessary.
- Advise on the minimum requirements for health and safety training requirements within Reaseheath College for staff and students. For students this will be based upon learning activities and curriculum needs.
- Liaise with other professional health and safety organisations to maintain the progressive health and safety standards and requirements.
- Provide a health and safety information base and advice for all within Reaseheath College.
- Collect and review the health and safety performance data on a regular basis.
- Report to the senior management team on all matters relating to safety, health, welfare and security issues that affect the College.
- Be conversant with the requirements of the relevant statutory provisions and ensure their observance by all personnel.
- Where required, investigate and report on any fatalities, major injuries and dangerous occurrences.
- Audit and inspect work locations within Reaseheath College as deemed necessary.
- Regularly monitor the Health, Safety and Environmental Policy to ensure identified weaknesses are eliminated.
- Conduct health and safety inspections and audits of Reaseheath College activities as required.
- Inform senior management of any serious breach of statutory regulations.
- Promote and advise on best practice and innovations throughout Reaseheath College.
- Investigate and report on all major injuries, reportable accidents and incidents and dangerous occurrences.
- Inform senior management as soon as possible of any 'major' health or safety incident on the campus.
- Develop in consultation with College line management safe systems of work that may be required.
- Assist management teams across the College in the development of health and safety related documents.
- Participate in health and safety committee meetings.
- Ensure that a schedule for statutory inspections is maintained and reviewed for completion.

Employees

All employees have a responsibility to:

- Actively promote health and safety in the College.
- Exercise reasonable care for the health and wellbeing of themselves and others who may be affected by their acts and omissions.
- Co-operate with Reaseheath College in all matters relating to safety, health and welfare.
- Co-operate fully with any requirement or advice given by management and or the Health and Safety Manager.

- Work within any method statement or risk assessment which applies to their work operations.
- Report any accidents, near misses or dangerous occurrence to their line manager.
- Wear items of personal protection equipment when required or when instructed.
- Report any defective plant or equipment to their line manager.
- Refrain from horseplay, disorderly behaviour, alcohol and or drug abuse or any other activity which could cause personal injury or injury to others.
- Advise line management of any unsafe condition or work practice.
- Advise line management such as supervisory personnel if they feel the need for additional health and safety training.
- Advise line management or supervisory personnel if they require any further information with regard to carrying out their duties safely.
- Maintain personal protective equipment (PPE) that has been issued to them in a suitable manner and request replacement when necessary.

Students

All Students will:

- Be required to take responsibility for their own personal safety and for the safety of others.
- Co-operate with the College in all matters concerning health and safety by following instructions and adopting sensible behaviour whilst at the College.
- Observe proper dress codes for certain activities including the use of personal protective equipment (referred to as PPE).
- Never intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in accordance with health and safety legal requirements.
- Ensure that any vehicle brought onto College grounds is properly parked to avoid hindrance to delivery/emergency vehicles. Vehicles are parked within College grounds at the owner's risk.
- Report any incident of aggression or abuse.

Fire Warden

- The role of the Fire Warden is to assist in an orderly evacuation of the College and to sweep areas in line with agreed sweep parameters.
- Training will be provided for the roll of Fire Warden.
- Regular emergency drills both planned and unscheduled will test preparedness.

First Aid

- The roll of the First Aider is to provide first aid to prevent injuries becoming worse until such time as the emergency services arrive (subject to the incident).

College Health and Safety Committees

This Health and Safety Committee provides the wider Reaseheath College governance with oversight of health and safety matters and annual performance review information, and gives a focus on key Reaseheath College trends and issues. Membership includes the Principal, Executive members, and Heads of Section and the committee sits at monthly intervals. This is a top led senior management health and safety committee that focuses its time on the management of the College risk profile, top level action plans and a full review of health and safety performance across sections. The committee function is outlined in detailed arrangements within the OHSMS.

OHS Arrangements

The arrangements for managing occupational health and safety are detailed within the OHSMS. The structure of the arrangements section could be established around the following themes:

- Arrangements based upon an A-Z listing
- Document control and retention
- Planning for health and safety
- Performance Monitoring
- Key Performance Indicators

Arrangements

These arrangements indicate how Reaseheath College will manage and control health and safety systems and procedures at all their academic/work locations to comply so far as is reasonably practicable with current UK legislation.

Reaseheath College operates a documented safety procedures system comprising:

- Health, Safety and Environmental Policy and Procedures and Safe Systems of Work
- Health and Safety Plans
- Health and Safety Monitoring Systems
- Health and Safety Forms
- Health and Safety Guidance
- Sub-Contractors Safety Requirements
- Safety Representatives and Safety Committees

The OHSMS has been split into a number of folders on the College intranet site arranged in an A-Z list of health and safety topics. These folders contain the key information and control strategies to make the College as safe as is reasonably practicable and a healthy learning environment for students.

The Health, Safety and Environmental Policy is delivered through the College health and safety organisation (its people) who then act upon and deliver the health and safety arrangements (using OHSMS system forms).

The arrangements and safe systems of work are designed to inform and provide a practical method of control. Several documents are designed to gather information about the management system to establish controls and verify compliance. These are very much working documents and will be subject to amendment over time.

The health and safety arrangements are closely monitored and controlled and will be used throughout the College. These arrangements are sectionalised into topic folders and cover the undertakings of Reaseheath College and its selected contractors. Whilst contractors will have their own standard arrangements, the College expects its contractors to adhere to theirs.

A-Z lists of arrangements have been developed to make it easier to navigate the health and safety management system at the College. The list of arrangements is detailed below. Each arrangement is hyperlinked on the College intranet making navigation simple.

Arrangements within the OHSMS:

<ul style="list-style-type: none"> • Accident and Incident Reporting & Investigation • Asbestos • Audit Checklist • Classroom Safety • Computer Users • Consultation and Communication • Contractors • CoSHH • Drinking Water • Drugs and Alcohol • Electrical Equipment • Electrical Systems and Equipment Policy • Emergency Planning • Expectant Mothers • Fire • Fire Policy • First Aid • Health and Safety Action Plan • Health and Safety Policy • Home Working • OHSMS List of Abbreviations • Induction • Inspection Checklists • Kitchens and Food Safety • Legionella • Legislation Guidance Sheets 	<ul style="list-style-type: none"> • Lone Working • Manual Handling Monitoring and Review Policy • New and Expectant Mothers • Noise • Office Work • Occupational Health • Plant and Boiler Rooms • Personal Protection Equipment (PPE) • Premises Security and Safety • Reporting Health and Safety Issues • Risk Assessment • Risk Assessment Policy • Safety Committees • Slips Trips and Falls • Smoking Policy • Trade Workshops • Traffic Management • Training • Training Information Sheets • Vehicle and Driving Policy • Violence and Bullying • Vulnerable Persons • Welding and Cutting • Work Equipment • Work Experience • Work Experience Policy • Working at Height
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The above identifies the key requirements of the OHSMS but by its very nature will be subject to review and amendments as the system matures and grows.

Document Control and Retention

Document control sets out the key documents needed for retention to validate the effective implementation of the health and safety systems in use across academic and support areas of Reaseheath College. Documentation and information control will be subject to internal audit for verification and can be seen in extract within the table below.

Document Ref	Document Usage	Owner	Updates	Retention Period
Health, Safety and Environmental Policy Statement	OHSMS	Board	Annual Review	2 Years
Accident Records	Reaseheath College accident recording form	H&S Manager	Annual Review	3 Years (or until the IP is 21 if under 16 at the time of the accident)
Health Records	OH Record	H&S Manager /Human Resources	Annual Review	40 Years
OHSMS Document	OHSMS	H&S Manager	Annual Review	1 Year
COSHH Assessments	OHSMS	CAM's Area Manager Support Service Managers	2 year review	3 years
Risk Assessments	OHSMS		As detailed on assessment / Annually	3 Years
Completed Audit Reports	OHSMS	As above H&S Manager	N/A	5 Years
Statutory Compliance Audits (Allianz etc.)	OHSMS	H&S Manger	As specified	5 Years
Internal Health & Safety Audits	OHMS	H&S Manger	Annual	5 Years

Planning for Health and Safety

Reaseheath College is committed to developing 'best practice' for health and safety to ensure the health, safety and welfare of all employees, students, subcontractors and those who may be affected by its activities. Reaseheath College senior management and College staff shall plan work activities in order to achieve 'best practice'.

There is a planned and systematic approach to implementing the Health, Safety and Environmental Policy through an effective health and safety management system. The aim is to eliminate, reduce, inform and control all of the risks within Reaseheath College.

Risk assessment methods are used to decide upon priorities and to set objectives for eliminating hazards and reducing the risks. Wherever possible, risks are eliminated through selection and design of facilities, equipment and work processes.

If the risks cannot be eliminated, such risks will be reduced in so far, as is reasonably practicable. Procedures within Reaseheath College will stipulate on how and where control methods are utilised by College management.

Performance Monitoring

Measuring Reaseheath College's performance with regard to health and safety is achieved by many different methods, from section/area inspections to annual health and safety management audits.

Each College department will be set targets known as Key Performance Indicators (KPIs) for health and safety year on year, ensuring that the College maintains and improves its health and safety performance.

Reviewing and auditing both the work activity and safe systems of work enable management to identify weaknesses within the system, which form the basis of independent scrutiny and self-monitoring.

Key Performance Indicators

The OHSMS establishes arrangements for managing health and safety across all areas of the College. Key performance indicators are intended to be a tool for achieving continuous improvement and for measuring positive action (leading safety indicators) taken to manage health and safety rather than only failures (lagging safety indicators).

These key performance indicators measure and target performance improvement and will assist Reaseheath College in identifying priorities for action and will be useful for bringing about improvement. They will be set annually by College management and reviewed on a quarterly basis at management health and safety meetings. Periodic audits will determine the effectiveness of Reaseheath College performance across a number of areas.

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