

Health & Safety Policy Statement

As Principal and Chief Executive of Reaseheath College, I am responsible for the Health & Safety impact on the college. This policy Statement reflects the importance I attach to those issues to protect staff, students, visitors and those who are affected by our activities. This policy statement is intended to provide all employees and students with the general indication of my strong views on health & safety and my intent to ensure the college remains a safe place to work & study.

The Health & Safety Policy document outlines the responsibilities that is placed on all individuals and ensures the organisational structure and competence is in place to fulfil the requirements of this policy and provides procedural guidance documents to provide greater details on responsibilities and processes required.

The College Board gives its commitment to Health & Safety management and views it as 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 management across the college and its outlying interests to ensure legal compliance is achieved.

The risk assessment process is at the heart of all college activities to reduce to an acceptable level or eliminate the likelihood of accidents, incidents and cases of occupational disease. Each department head holds the responsibility for the safety for the health, safety & welfare of their staff students and visitors.

The College believes that strong health, safety and environmental management systems can deliver outstanding performance, and this is complimented by creating and maintaining a positive health & safety culture where any person can contribute by identifying potential hazards and risks. Our staff and students are at the heart of what we do, it is our belief that a strong and healthy, health & safety culture will support staff in ensuring that our students are better equipped and prepared for life after leaving the college.

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.

This Health & Safety Policy will be displayed on the main college noticeboard in reception and is available on the College website and intranet.

This policy 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 Health and Safety Management System (HSMS) is being proactively implemented and monitored at Reaseheath College. The HSMS 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 HSMS 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 HSMS.

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 Vice Principal Finance & Resources, on behalf of the Principal, take on the day-to-day responsibility for the college with the support of 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 and developmental role.

Responsibilities

Reaseheath 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 student Approving the Health, Safety and Environmental Policy on behalf of Reaseheath College
- Support the Principal, the Senior Management Team and all levels of management in achieving the policy objectives.

Principal & CEO

The Principal & CEO is accountable of health & safety within Reaseheath College. This will include providing and maintaining adequate workplace health and safety provisions and standards to safeguard all employees, students, visitors etc. The Principal will:

- Monitoring the overall effectiveness of the Health & Safety Policy ensuring the policy is reviewed at least annually and revised if necessary.
- Ensuring that adequate resources are made available to comply with Health and safety requirements
- Delegate responsibilities both general and specific to appropriate staff as identified in the following sections
- Ensure the implementation of this policy by active management and review health and safety within the organisation.
- Actively promote high health and safety standards set a good example to staff and students.

Executive

This group is responsible to the Principal for health and safety issues in terms of implementation, monitoring and review of the policy. This line of management will:

- Be responsible for the health and safety management of all staff, contractors and students within their area of control.
- Be conversant with the requirements of the relevant statutory provisions and ensure their observance by all personnel.
- Actively promote and encourage the development of a culture of health and safety awareness Ensure that key staff within their respective areas are trained and competent to undertake the required roles
- Ensure regular health and safety inspections are undertaken and monitor resulting actions where applicable
- Ensure managers are nominated to carry out risk assessments and implement safe systems of work in their respective departments
- Consider health and safety implications of any materials, plant or equipment purchased for the college
- Ensure that areas under their area of control are suitable and safe place of work and education
- Ensure that regular fire and emergency drill are undertaken and recorded

In addition to the above the Vice Principal Finance & Resources (Exec Member Responsible for H&S) is to:

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

College Management Team

This level of management has day-to-day responsibility for the management of health and safety of all staff, students, contractors and visitors within their areas of responsibility. CMT Members will:

- Carry out suitable and sufficient risk assessments taking into account occupational health risks, noise, dust, vibration etc, alongside physical risks, within their respective areas and as a minimum. to annually review the findings
- Ensure the organisation of health & safety duties within their area are clearly defined, documented and communicated.
- Ensure employees, students, visitors, contractors are made aware of any significant hazards, safety rules, or procedures that may be applicable for the area of responsibility including emergency situations.
- Empower staff within the area to suspend/stop activities if they feel it is not being carried out safely
- Enforce the use of identified protective measures, guards, PPE etc.
- Ensure that '5 Whats' dynamic risk assessments are undertaken before the commencement of any practical work.
- Ensure that all equipment, plant & substances used are assessed and suitable for the task.
- Ensure all equipment is inspected before use and maintained in accordance with manufacturers instructions. Records of maintenance to be kept.
- All Equipment requiring statutory inspection must be made available at the time of inspection. Prior notice will be given.
- Ensure fire precautions and procedures are maintained in their immediate work area.
- Assess the training needs of staff under their control and provide instruction, training supervision as appropriate. This includes the induction of new staff/students.
- Ensure all accidents are reported via topdesk and ensure that they are investigated in a timely manner and the findings (including actions) are reported to the health and safety manager.
- Ensure regular safety walks are undertaken
- Consult with staff and students on health and safety matters
- Nominate persons within their area to be trained for key roles, fire wardens, first aiders etc.
- Safely organise and control all external contractors working under their jurisdiction on college grounds
- Plan, organise and run any planned event for the department either on or off college grounds
- Promote a culture of health and safety awareness and set a good personal example

In addition to the above, the Head of Property assumes the role of 'Responsible Person' in all matters relating to Legionella management and the role of 'Appointed Person' in all matters relating to Asbestos Management

Health & Safety Manager

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

- Maintain the HSMS, writing new procedures where necessary.
- Advise the college Executive, H&S Committee and CMT on the minimum requirements for health and safety training requirements within Reaseheath College for staff and students.
- Liaise with other professional health and safety organisations to maintain the progressive health and safety standards and requirements.
- Assist in developing detailed risk assessment taking into account operational requirements and occupational health needs
- 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 college executive 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 and Safety 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 maybe 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 college employees are expected to comply with health and safety arrangements that are in place within the college. Staff are under a legal obligation to take reasonable care for the health and safety of themselves and others through their acts and/or omissions. Anyone breaching these requirements, could be subject to disciplinary proceedings. All employees will:

- Actively promote health and safety within the college or when on college business
- Assist the college in fulfilling its health and safety obligations by taking reasonable care for health and safety of themselves and others who may be affected by their acts or omissions.
- Observe safety rules, safe systems of work or instructions developed on health and safety grounds.

- Work safely and not remove or interfere with any safety device, guard provided for the purpose of safety
- Report any defective plant or equipment to their line manager.
- Report all significant hazards, incidents, accidents to their manager and to the health and safety manager using the college reporting systems.
- Fully co-operate in any health and safety investigations.
- 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 if they feel the need for additional health and safety training.
- Ensure that required PPE is worn when specified and that it is replaced when damaged
- Ensure that work areas are kept clean and tidy and free from significant hazards
- Evacuate the building to a place of safety upon hearing the fire alarm, ensuring that persons around you are encouraged to leave also
- Work within their personal level of competence and seek advice if necessary.

Students

It is the responsibility of the college and its employees to ensure the health and safety of students. However, students do have health and safety responsibilities. They will:

- Follow any health and safety rules, policies, instructions, signage etc that apply in their course area and the wider college environment.
- Refrain from horseplay, disorderly behaviour, alcohol and or drug abuse or any other activity which could cause personal injury or injury to others.
- Not misuse equipment provided in the interest of health and safety
- Wear or use safety equipment as required by prescribed tasks
- Report all accidents, incidents etc that they consider to be a risk to health or safety
- Use designated walkways avoiding traffic areas where possible

Visitors, contractors and members of the public

All visitors to campus are required to be pre booked in and report to reception upon arrival. Visitors must not be allowed to walk the site unattended and must always be accompanied by a host.

Contractors must report to the appropriate department and sign in upon arrival. Contractors must wear contractor vests whilst on site.

- All visitors, contractors and others who may come to the college to work, learn etc are required to comply with the requirements of the H&S policy
- On no account should any work be undertaken until they have provided the college with insurance details, documented risk assessments, safe systems of work and been given approval to commence.
- All visitors and contractors must comply with relevant health and safety instructions appropriate to their area of work.

College Health and Safety Committee

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 members of staff from the college Executive, CMT & Staff Voice. The committee will meet 6 times per academic year. 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 HSMS.

Occupational Health and Safety Arrangements

The arrangements for managing occupational health and safety are detailed within the HSMS. The structure of the arrangements section will 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

All new procedures will be developed by the health and safety manager and 'logic checked' by utilising the knowledge and experience of selected key departmental personnel, who are best placed to assess the day to day requirements of any document but ensuring that legislative requirements are met and adhered too. Once the arrangements have been finalised, the finished document will be presented to the H&S Committee, which if in agreement, will recommend to the college executive that the document be accepted.

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 HSMS 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 and Safety Policy is delivered through the College health and safety organisation (its people) who then act upon and deliver the health and safety arrangements (using HSMS 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 HSMS:

Accident, Incident Reporting & Investigation	First Aid
Alcohol & Drugs	Home Working
Asbestos Management	Inspection Checklists
Assistance and Other Animals on Campus	Kitchens & Food Safety
Business Continuity	Legionella Management
Classroom Safety	Lone Working
Communicable Diseases	Manual Handling
Consultation & Communications	New & Expectant mothers
Contractor Management	Noise
COSHH	Personal Protective Equipment (PPE)
Display Screen Equipment (DSE)	Risk Assessments
Driving on College Business	Student Work Placement
Educational Day Trips	Study Tours
Electricity	Vibration
Evacuation & Emergency Lockdown	Work Equipment
Event Safety	Working at Height
Fire	Workplace Stress

The above identifies the key requirements of the HSMS 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	RetentionPeriod
Health and Safety Policy Statement	HSMS	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
HSMS Document	HSMS	H&S Manager	Annual Review	1 Year
COSHH Assessments	HSMS	CAM's Area Manager Support Service Managers	2 year review	3 years
Risk Assessments	HSMS		As detailed on assessment / Annually	3 Years
Completed Audit Reports	HSMS	As above H&S Manager	N/A	5 Years
Statutory Compliance Audits (Allianz etc.)	HSMS	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 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 and Safety 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.

The H&S Committee develop a workable and achievable College Health & Safety Objectives for the forthcoming year. When agreed at committee level this will be forwarded to the College Executive with the recommendation to approve.

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.

Progress against the Health & Safety Objectives will be monitored by the H&S Committee and progress noted in Board reports

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.

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Lead	Vice Principal Finance and Resources
Approved	Executive 22.11.21 Corporation [09.12.21]
Published	Website; staff and student intranet; H&S site
Equality Analysis Review (if applicable)	