

Health & Safety Policy Statement

The continuing success of Reaseheath College is reliant on ensuring that we have a working environment that ensures, as far as possible, that our employees, students, visitors & contractors remain safe & healthy whilst at the college.

In order to achieve this, we place a high priority on providing a working environment that is safe and without risks to the health and wellbeing of all those in contact with college activities. We accept that positive health and safety performance provides significant benefits in our operational effectiveness and recognise that it has equal importance with all other aspects of business performance.

In achieving this we will meet the requirements of the Health and Safety at Work Act 1974 and subsidiary legislation in the UK. The college management structure supports this process and managers at all levels will consult employees on matters which may affect their health & safety.

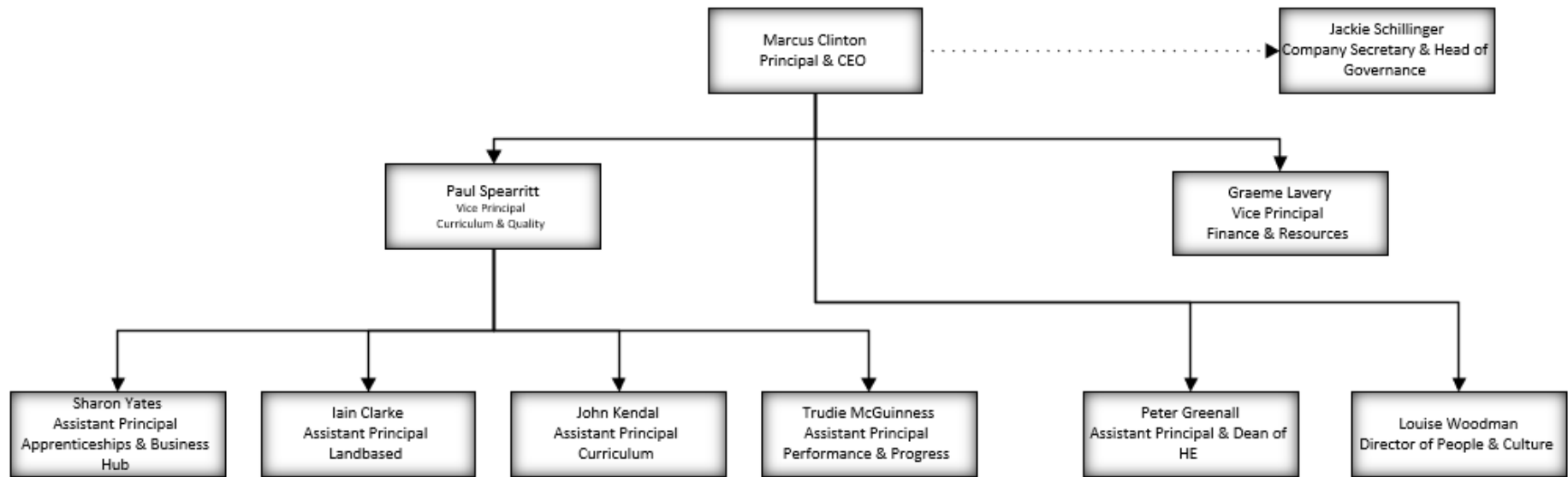
As Principal and Chief Executive of Reaseheath College, I am responsible for the health & safety impact on the college. This policy Statement reflects the importance I attach to those issues to protect staff, students, visitors and those who are affected by our activities. This policy statement is intended 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. Risk assessment will continue to be at the forefront of all college activities to reduce to an acceptable level or eliminate the likelihood of accidents, incidents and cases of occupational disease.

The senior management of the business recognises and understands that providing a positive and safe working environment is a function of good leadership. I therefore expect leaders at all levels to demonstrate and encourage best behaviours resulting in the establishment of a positive, just and supportive culture by conducting regular safety walks and engaging with our frontline teams, students and contractors. I actively encourage the development of open lines of communication, both formal and informal, to allow for successful consultation and dissemination of information on all aspects of health and safety. Managers and supervisors are to ensure that they treat the concerns of employees seriously and respond accordingly.

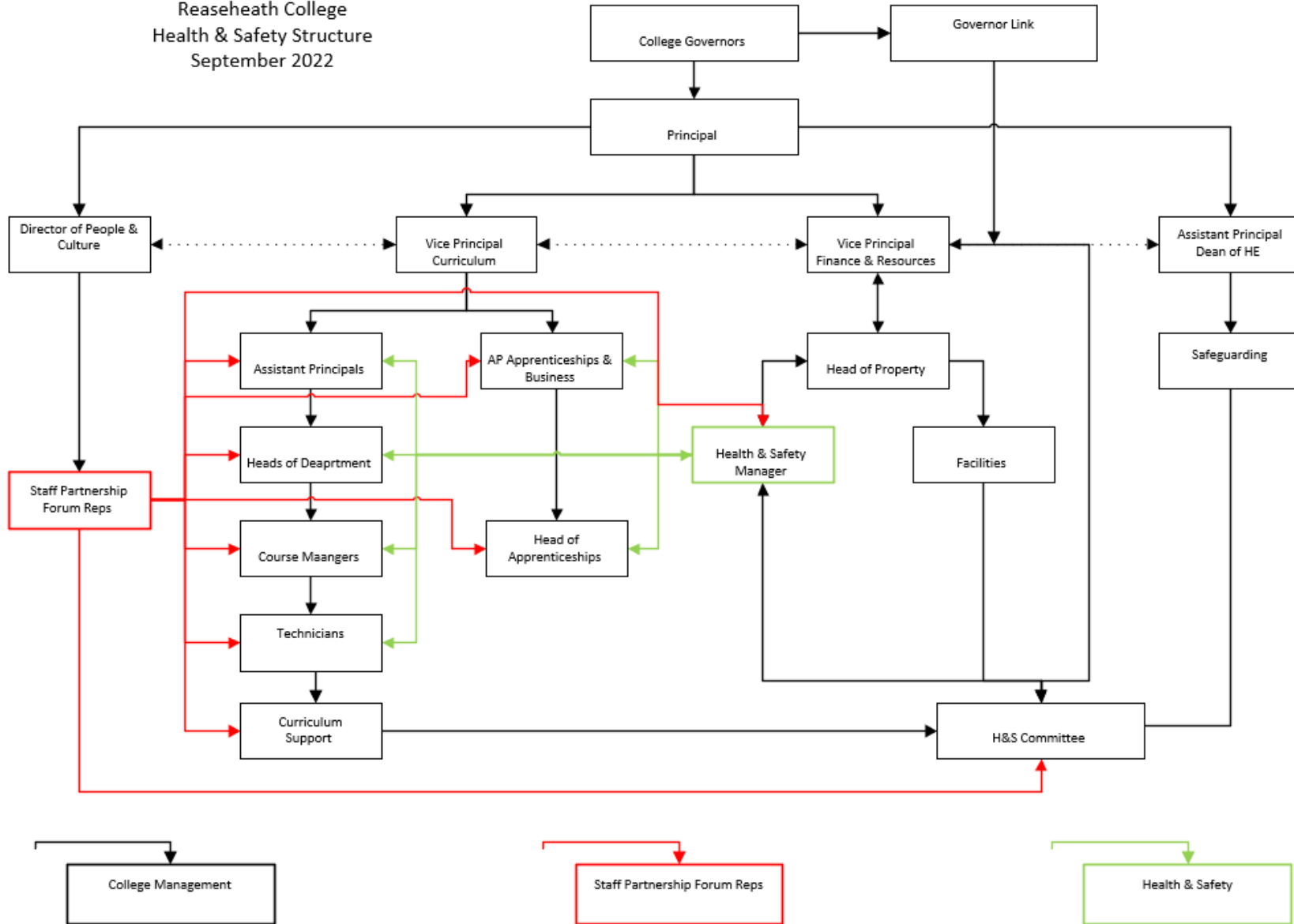
The Health & Safety Policy document outlines the responsibilities at all levels of the business. All employees should be aware of their own responsibilities and be familiar with the requirements of the Health & Safety Management System .

We expect employees to work safely and have regard for the safety of others working around them and those who may be affected by their work. We also expect employees to inform their supervisor or manager of any change in their physical or mental condition that may affect their health or safety while at work. This policy and the associated management system procedures are to be reviewed annually and revisions will be brought to the attention of all employees. This policy is available upon request

Executive Leadership Team Structure September 2022



Reaseheath College
Health & Safety Structure
September 2022



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 College Executive act as the primary mechanism for reviewing reports, information and accident statistics. The Executive is structured to allow the information and any required actions to be disseminated to the wider college audience.
- The Vice Principal Finance & Resources, on behalf of the Principal, takes 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.
- Curriculum Area Managers, Programme Leaders & Support Managers will be responsible as far as is reasonably practicable for ensuring that risk assessments & safe systems are in operation in their areas of work, ensuring that working practices and systems within their area of responsibility do not give rise to risk to the health and safety of employees, learners and visitors and to perform a monitoring and developmental role.
- All employees must take reasonable care for the health and safety of themselves and all other persons who might be affected by their acts of omissions at work.

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

Link Governor

A Governor is appointed to act as a link between the Board and H&S leads for the college and is expected to participate in 2-3 safety walks with the H&S leads and review/discuss accidents etc. A written report is the provided to the College Executive.

Principal & CEO

The Principal & CEO is accountable for 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:

- Monitor the overall effectiveness of the Health & Safety Policy ensuring the policy is reviewed at least annually and revised if necessary.
- Ensure 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 to set a good example to staff and students.
- Budget for all health & safety matters within the college

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 ensure that:

- Health & safety policies and procedures are implemented across the college.
- Risk assessment surveys are undertaken in conjunction with the college health & safety manager for areas under their direct control ensuring a consistent approach to managing health & safety within the respective departments.
- They actively promote and encourage the development of a culture of health and safety awareness
- Managers are nominated to carry out risk assessments and implement safe systems of work in their respective departments
- Key staff within their respective areas are trained and competent to undertake the required roles
- A Planned Preventative Maintenance (PPM) scheme for plant and equipment is produced and implemented
- Regular health and safety inspections are undertaken and resulting actions monitored where applicable
- Areas under their area of control are a suitable and safe place of work and education
- Regular fire and emergency drill are undertaken and recorded
- Health and safety implications of any materials, plant or equipment purchased for the college are addressed.

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

Assistant Principals

Shall:

- Ensure that employees are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately, with a record kept of their induction and on-going training.
- Ensure all employees and visitors to the college including learners are informed of the hazards within the area and emergency procedures.
- Conduct termly inspections of respective areas of responsibilities.
- Budget with safety in mind i.e. safety equipment, capex submissions
- Instigate and ensure that safety procedures are developed and adhered to for operations carried out within this area.
- Ensure risk assessments are undertaken relating to this area of work including, work equipment and activities, manual handling, noise and COSHH assessments, together with the necessary documentation, taking appropriate action where necessary.
- Ensure all near miss and accidents are recorded on the college systems
- Ensure equipment used by the college is in a suitable, safe condition ensuring that provision for maintenance is made.
- Ensure all provision is made for the provision of personal protective equipment (PPE) and that it is maintained in a safe condition.
- Ensure application and storage of chemicals is carried out in a safe manner according to risk assessment and relevant legislation
- Ensure that any employees or learners that have physical, sensory, health impairment (eg epilepsy, asthma), emotional and behavioural difficulties are as far as reasonably practicable, safe in the work environment. This will be achieved through specific individual risk assessments. To also ensure (as appropriate), that a personal emergency evacuation plan (PEEPs) is completed for an employee or learner, and this is communicated to all that would need knowledge of this with regards to building, location and evacuation.
- Ensure that all first aid equipment and boxes are checked on a regular basis by a nominated employee.

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:

- Ensure Health & Safety Policies, procedures and rules are issued to and understood by their staff and learners
- Ensure there is effective supervision of their learners and/or staff
- Ensure that all educational day trips from their respective departments are subject to adequate risk assessment control in line with the college procedure.
- 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
- Development and updating of Safe Operating Procedures (SOP's)
- Ensuring all staff within the department are briefed on the contents of risk assessments & safe operating procedures and records of briefing retained.
- Ensure the organisation of health & safety duties within their area is clearly defined, documented and communicated.
- Facilitate weekly team meetings using the generic agenda
- Ensure that any employees or learners that have physical, sensory, health impairment (eg

epilepsy, asthma), emotional and behavioural difficulties are as far as reasonably practicable, safe in the work environment. This will be achieved through specific individual risk assessments.

- Ensure (as appropriate), that a personal emergency evacuation plan (PEEPs) is completed for an employee or learner as above, and this is communicated to all that would need knowledge of this with regards to building, location and evacuation.
- Ensure that Planned Preventative Maintenance (PPM) is undertaken on all plant & machinery and activities recorded, thus ensuring that all equipment, plant & substances used are assessed and suitable for the task.
- Ensure all accidents, near misses and dangerous occurrences are reported to the Health & Safety Manager using the college systems
- Ensure that appropriate action is taken when a hazardous situation is reported, being proactive in resolving the issue
- 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 all equipment is inspected before use and maintained in accordance with manufactures 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 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
- Promote a culture of health and safety awareness and set a good personal example

Head of Property (in addition to the requirements of CMT)

Shall:

- Assume the role of 'Responsible Person' in all matters relating to Legionella & Fire Safety Management and the role of 'Appointed Person' in all matters relating to Asbestos Management
- Ensure suitable budgets and resources are provided to allow the upkeep of the college infrastructure.
- Ensure that all contractors on site engaged in maintenance or capex activities are made aware of the college Contractor Management policy and that they provide the appropriate documentation before work commences
- Where the Construction and Design Management Regulations apply, the requirements are met.
- Ensure the college food provision is adequately supported by maintained equipment and a suitable working & dining environment

Head of Student Services (in addition to the requirements of CMT)

Shall:

- Ensure that employees are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately, with a record kept of their induction and on-going training.
- Organise and conduct a minimum of one practice of the emergency evacuation procedure for each hall of residence each term.
- Be responsible for the day-to-day management of safety issues relating to residential learners
- Issue appropriate disciplinary action where it is shown that learners have tampered with any equipment provided in the interest of employees and learner safety
- Provide first aid support
- Ensure due consideration is taken for the safety of employees and learners (in residential accommodation), who have physical, sensory, health impairment (eg epilepsy, asthma), or a mental disability, and a personal emergency evacuation plan (PEEPs) (as appropriate), is developed with the employees or learner and communicated to other employees that would need to know and copied to the Health, Safety and Wellbeing Cross College Lead
- Undertake risk assessments relating to the area of work
- Ensure all near miss and accidents are recorded on the college systems

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 all aspects of safety within the college
- Liaise with other professional health and safety organisations to maintain the progressive health and safety standards and requirements.
- Participation in health and safety committee meetings by setting the agenda, preparing papers for discussion/review and taking the lead in key subject areas,
- 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.
- Assist line managers and those managing sections to fulfil their statutory obligations
- 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 and safety incident on the campus.
- 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 via the Health & Safety at Work Act 1974 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
- Ensure all activities are undertaken in a safe manner, and if necessary stop the activity until reasonable adjustments are made, however long this may take.
- 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.
- Undertake a '5 Whys' Dynamic risk assessment before the start of each practical activity.
- 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.
- Ensure that when personal protective equipment is specified it is worn correctly and that appropriate care is taken with it, such that it performs its purpose adequately and is not wilfully or neglectfully damaged
- 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/Learners

It is the responsibility of the college and its employees to ensure the health and safety of students. Students/learners should be assumed to be untrained in all matters of safety until competence can be assured.

Teaching and, where appropriate, support employees, have therefore a duty to inform and instruct learners, as far as is reasonably practicable, in all matters necessary to ensure their health and safety while working in classrooms, laboratories, workshops or in the field.

Potentially hazardous equipment should not be used by learners unless adequately trained and safe systems of work and protective devices are in operation. A competent employee should be in attendance when this equipment is in use.

The '5 Whats' dynamic risk assessments must be undertaken with all learners undertaking practical activities. Where applicable, the formal department written risk assessments should be given and explained to learners in their practical work and must draw attention to potential hazards of the materials and equipment used

As far as is reasonably practicable, no substance or procedure should be introduced into the practical work of learners unless the hazards associated within it have been fully controlled, considered and explained to such learners.

Learner Responsibilities

All **learners** have a duty to conduct themselves with due regard for the health and safety of themselves and others who may be affected by their acts or omissions. As such all learners must ensure:

- 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

The above headers must be included in all departmental inductions

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 identified at sign in. Additional safety instructions may be issued by the respective department when at the area of work/visit.

College Health and Safety Meetings

- Each department is required to hold a weekly team meeting which will follow a generic agenda, H&S being an agenda item. All noted H&S issues must be forwarded to the H&S Manager as a matter of record, including actions, timescales etc.
- The H&S Manger will provide materials for weekly meetings in the form of lesson learnt, toolbox talks etc, where appropriate. These must be used within the meetings to share information and promote discussion.
- Department leads are expected to champion any areas for improvement in relation to H&S
- Once per term a formal H&S meeting will be held with the department team and will be attended by the H&S Manager and the respective AP.

Composition, Role and Functions of the Health & 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.

The College Health & Safety Committee will consist of:

- Vice Principal – Finance & Resources - responsible for safety, who will chair the meeting
- Health & Safety Manager
- Vice Principal Curriculum
- Assistant Principals Curriculum & HE
- Academic Employees – nominated by the Chair
- Support Employees – nominated by the Chair
- Staff voice representative as nominated by staff voice

The Committee will meet once a term at a date proposed by the Vice Principal of Finance & Resources', who will chair the meeting.

The role of the Health & Safety Committee is:

- a) to review and monitor the College Health & Safety Policy and its implementation and to ensure proper attention to all current legislation and other advice and guidance
- b) to fulfil the requirements of current legislation relating to safety committees and safety representatives.

2. The functions of the Health & Safety Committee are:

- a) to be the College's recognised forum for the development and review of health, safety and welfare
- b) to review and recommend additions or modifications to the College Health & Safety Policy and associated documents.
- c) to monitor progress with the recommendations contained within safety audit reports
- d) to receive details of new legislation and other information that may affect College activities
- e) to review any incidents of a serious nature and share lessons learnt, actions etc.

- f) to make recommendations through the Chair, to the Principal and Chief Executive on items requiring action.

The Chair of the Health & Safety Committee may invite 'experts' to attend meetings as occasions demand.

Staff voice representatives can bring forward agenda items, concerns, reports etc for discussion.

Minutes will be produced and circulated by the Health & Safety Committee.

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 maybe 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 and 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.

Statutory Inspections

The college takes seriously its responsibilities in relation to statutory inspections and mainly meets its requirements by utilisation of external contracting staff, however this is under the authority of a nominated college employee who is responsible for the specific requirements.

The table below identifies the requirement and the controlling person within the college who oversees

the requirements

REQUIREMENT	CONTROLLING PERSON	PERIODICITY
LOLER inspections of lifting Equipment	H&S Manager via 3 rd Party	6-12 months dependent on item
Pressure systems	H&S Manager via 3 rd Party	14-26 months dependent on item
Local Exhaust Ventilation (LEV)	Facilities Manager via 3 rd Party	14 months
Fire Management	Head of Property via 3 rd Party & internal staff	Review in line with risk assessment findings/recommendations
Legionella Management	Head of Property via 3 rd Party	Review in line with risk assessment findings/recommendations
Asbestos Management	Head of Property via 3 rd Party	Review in line with risk assessment findings/recommendations
Fixed electrical testing	Facilities Manager via 3 rd Party	Nominally 5 year rolling program
Gas (Storage tanks & installations, boilers etc)	Facilities Manager via 3 rd Party	Annual service to boilers etc
Lightening Protection	Facilities Manager via 3 rd Party	Annually
Food Hygiene	Cheshire East	Annual but decided by Cheshire East -Un-announced spot checks on catering & food facilities
BRC Food Safety Audit	Food Centre Manager via 3 rd Party	Annual
Animal & Plant Health Agency	External audit – Zoo Manager	Annual
Zoo Licence Inspection	External Audit	3 x periodic audits, 1 x full inspection. 4 year program
BALAI Audit	Animal & Plant Health Agency	Annual
Dog day care Licencing	Cheshire East	Annual
3G Pitch inspections	Sport CAM via 3 rd Party	2-3 Years dependant on use and findings
Climbing walls/structures & High Ropes	Sports CAM via 3 rd Party	Nominally annual but in line with inspection report findings and recommendation

In the cases of Fire, Legionella & Asbestos, the college has a legal duty to formally appoint a person, or persons to act as the 'appointed person' or 'responsible person' In these cases, this is deemed to be the Head of Property.

The controlling person has the duty to manage each 'contract' and to inform the specific departments involved of failings, remedial works etc as applicable.

The controlling person shall inform the college H&S Manager of any inspections undertaken to allow the H&S Manager to update records of inspection and inform the college executive of findings or actions

Where an inspection identified a defect that required notification to the HSE, this will be undertaken by the service provider.

General Arrangements for Health and Safety

Accident and Incident Reporting

The College also has a responsibility to investigate and keep a record of all accidents causing injury, dangerous occurrences, near misses and occurrences of disease or ill health where they arise out of the work of the College. In addition, the College also has a legal duty to report certain types of accidents, injuries and dangerous occurrences arising out of work activity to the relevant enforcing authority. The College positively encourages employees, learners, visitors and others associated with the College to report accidents/incidents to learn from the outcomes.

Business Continuity Plan (BCP)

A major incident may occur at any time day or night and cause significant loss with prolonged interruption to the business of the College. It is vital that the college is prepared and can respond at short notice providing a co-ordinated range of emergency, short term and long term measures.

The BCP sets out a series of responsive measures aimed at:

- Preventing or limiting the loss of life or injury
- Minimising or limiting the damage to buildings and assets
- Returning to full operational activities as soon as possible.

The decision to implement the Emergency Plan must be made by a member of the College Executive Team. The plan sets out guidelines to enable College employees to respond quickly and cope effectively with an emergency.

Depending upon the circumstances the BCP may be implemented either locally or cross college.

The purpose of the BCP is to co-ordinate the response of all departments within the College in the event of a major incident and to ensure business critical functions are reinstated as soon as possible.

This Plan is held with Key employees only, due to the personal information contained in the plan.

Administering Medicine

It may be necessary for a learner while they are attending the College to take prescribed medication to enable them to participate in learning. The taking of medication may be short term or long term. The college or its staff will not administer or store medication but will seek to make reasonable adjustments to ensure that no learner is discriminated against because of their medical need whether this is due to a disability or not.

Animals on Campus

Employees must not bring their pets to work with them, unless arrangements have been made to keep the animals in kennels at the college or they have been authorised for educational purposes, and guide/support animals and have had the necessary risk assessments/tests carried out. Assistance dogs are allowed providing that the correct process has been followed in line with the Assistance Dogs on Site Policy

Asbestos

The College has responsibilities for the Management of Asbestos under the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations 2012. The College will comply with all Approved Codes of Practice and Guidance issued by the Health and Safety Executive in respect of the exposure of its employees and others to asbestos at the College.

There is no legal requirement to remove asbestos where it does not constitute a significant risk to health. The ultimate aim is to remove asbestos, where practicable, from all buildings, plant and equipment owned by the College. This is normally achieved as part of refurbishment or demolition.

Member of the Public on site

As a rule, members of the public are not allowed on site unless invited. Certain members of the public, local residents living in 'The Green' area have been allowed access. They must wear visitors badges when on site

All other members of the public should be discouraged from entering the site and asked to leave if this can be done without putting employees at harm.

Staff are discouraged not to bring children on site but sometimes this is unavoidable in short term situations. In these situations, staff are responsible for the welfare of their children and they must not be allowed into workshops or external practical areas.

Departmental Rules

Some areas of the College have Health and Safety requirements that are particular for that area. This is due to the fact that hazards differ from area to area. Consequently, each area should have, if deemed necessary, produced its own unique Departmental Rules, visible to all upon entry. The instructions contained in the Departmental Rules include references to any statutory or non-statutory requirements

Contractors

The College will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to an acceptable level.

To achieve the above aims, the College will ensure that:

- It only engages suitably competent, financially viable contractors to undertake works on its behalf;
- All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy;
- Suitable asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres;
- Suitable and sufficient procedures are in place to gain effective communication, co-operation and co-ordination of all contractor works;
- All contractors are visibly identifiable to other members of the College;
- Contractors are only permitted to commence works once they have properly planned their works and put appropriate measures in to manage and deliver the works effectively with regards to health and safety, and quality of product;
- Where works are undertaken directly for the College, that the contractor is supervised by a competent representative of the College and that this supervision is in accordance with this policy and related procedures;
- Contractor performance is reviewed / audited on project completion.

Persons with disabilities

The College has an Equality, Diversity & Inclusion Policy and aims to provide full and fair opportunity for employment for all applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every reasonable opportunity for maintaining their position or for retraining if appropriate.

Any person who may require assistance in an emergency evacuation should have a personal emergency evacuation plan. A Personal Emergency Evacuation Plan (PEEP) is a means by which arrangements are made to ensure that an individual's physical or mental abilities or other circumstances do not prevent this from happening. It is the policy of the College to generate a PEEP for every employee or learner with a disability (temporary or otherwise), where this may affect their ability to respond to an emergency. The PEEP shall set out the adjustments necessary for maintaining their personal safety

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to work with DSE. Display screen operators may suffer from postural difficulties and visual fatigue, in addition to other hazards of the workplace, such as tripping over cables or carpets, lifting injuries, picking up boxes of paper etc.

The College aims to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to DSE users or operators (an operator is a self-employed DSE user), we will try to apply the principles to all DSE workstations regardless of the category of user.

Drugs or Alcohol

Non-prescribed drugs or alcohol are not to be brought on to College premises except where authorisation for the former has been obtained. Further details can be obtained from the College Drug and Alcohol policies. Separate policies exist for learners and employees.

Emergency Services

In the event of an emergency requiring an ambulance or police contact the emergency services and reception directly. The fire alarm system is linked to a monitoring system. The fire service will not attend site until a fire is confirmed. In this event, and if safe to do so, the fire panel should be checked, the location of the alarm checked and if necessary, the fire service contacted directly.

The college has 7 Entrance numbers all on the same post code CW5 6DF.

- Entrance 1 Main college
- Entrance 2 Sport/Sports Pitches/Foundation/Horticulture
- Entrance 3 Equine
- Entrance 4 Animal Management/HE/Main Hall/Canteen
- Entrance 5 Student Accommodation/Farm
- Entrance 6 Construction
- Entrance 7 Farm Road

Work Environment

The College is committed to ensuring a comfortable working environment for all employees and learners. The College will do all that is reasonably practicable to ensure that the temperature is suitable; there is adequate ventilation and space and sufficient lighting throughout our premises.

Where reasonable, we will adapt the premises and facilities to those employees/learners with disabilities.

It is our policy to meet the health and safety requirements of the law and to provide a working environment that is both comfortable and that maximises the effectiveness of employees.

In order to achieve this, we will put in place arrangements for the assessment of risks from the working environment and provide, maintain and monitor appropriate control measures to minimise the risks identified.

Equipment

Items of equipment which may contain inherently dangerous parts or be recognised as having particular hazards but are not owned by the College are only allowed onto College premises if it can be shown, to the satisfaction of the Health, Safety Manager or the relevant controlling manager that they are maintained and can be operated in a safe working condition.

Additional note: The college insurers may request certain pieces of equipment are not permitted onto site or require a more comprehensive level of cover to protect against use/misuse/damage etc. Please forward any enquiries to the PA to Graeme Lavery, Vice Principal Finance and Resources.

This additional requirement extends to College owned equipment, equipment not owned by the College, leased/rented equipment and any equipment brought in where a hire facility is offered.

Employees should not 'borrow' any college equipment for personal use, unless this has been agreed in advance by Senior Management.

Learners should not be allowed to borrow college equipment

Evening/Weekend Events

There are occasions when employees, learners and visitors may be in attendance during the evening and/or at weekends and may require the use of plant, equipment or materials provided by the College in particular areas.

It is possible in these circumstances that the learners will not be entirely familiar with their use. It is particularly important, therefore, that employees in charge of such courses/events ensure that sufficient information, instruction, supervision and training are given, and that procedure are followed in the event of any emergency.

Where facilities are rented out to others, it is the responsibility of the hiring department to have college staff on site to facilitate the use of the facilities including emergency procedures.

Fire

The College is committed to taking all reasonably practicable steps to ensure the health safety and welfare of employees, learners and other persons who may be affected by its activities. Under The Regulatory Reform (Fire Safety) Order 2005 (The Order) the College will:

- Ensure that suitable Fire Risk assessments are undertaken to identify any fire risks and/or required actions
- Implement improvements where known about or identified within the fire risk assessment
- Provides a means of escape in all buildings
- Demonstrate preventative action
- Maintain documentation and records in respect of fire safety management.

All employees as part of their induction will receive online Fire Awareness training

First Aid

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid which the College, as an employer, must provide.

The College recognises our legal duty to make sufficient provision for first aid to employees, including those travelling or working away from our premises. We will assess risks to employees and make appropriate first aid arrangements to deal with the risks.

We will reassess the first aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.

Additionally, we will ensure that contractors on our premises either have sufficient first aid provision, or if their work involves no special risks, the contract may include their use of our facilities, by agreement.

The H&S Manager is responsible for ensuring that the college has sufficient first aid cover. CAM's /Departmental Managers are required to update their 'First Aid Needs Assessment' on an annual basis, during the summer, to allow the H&S manager to plan training.

Fit to Work/Study

The College has a responsibility in relation to the wellbeing of employees and learners who are displaying visible signs of illness, mental health difficulties, psychological, personality or emotional disorders which may have a profoundly disturbing impact on the functioning of individual employees/learners and on the wellbeing of others around them.

The College provides a confidential Wellbeing service, and it is accessible to all staff and students.

Housekeeping

All working areas must be kept clean and tidy to minimise the risk of fire and tripping/slipping accidents.

Except when special arrangements are made, an individual creating any hazard must restore the situation when the work has been completed or at the end of the activity, whichever is sooner. Excess materials that are toxic or a fire hazard must be returned to a storage area as soon as possible. Under no circumstances should flammable materials be stored in unauthorised areas particularly under stairs.

Handling a Sudden Death

The College will handle any death on College premises in a professional manner ensuring that the police and ambulance services are notified and the family of the deceased is dealt with sensitively following formal notification by the police.

Induction of New Employees

The requirement for Health and Safety training to new employees is highlighted in general induction training which includes an overview of the management of health and safety within College. It is essential that all employees are aware of the safety culture of the College, operate safe systems of working and follow College procedures. Information regarding health and safety will be provided to all employees, including full and part-time, temporary and casual employees to enable them to work safely. It is the duty of Human Resources to ensure that this training is provided to a suitable level and within an acceptable timescale

Insurance

The College has appropriate building, contents, vehicle, public and employers liability insurance. Any College equipment that is taken off-site should be identified and the individual's manager should be informed before the event.

The College does not have any insurance to cover the use of employee's vehicles that are not owned by the College. Anyone who uses their own vehicle for College business, including travel between Centres, must arrange for their own insurance to cover this type of use.

Learners on Work Experience/Placement

All reasonable steps will be taken by the College to secure the health and safety of learners on work experience/placement.

Learner Searches

It is a criminal offence to bring knives, offensive weapons or drugs onto College premises. The College has a legal duty to protect all of the College community. Measures in the Apprenticeship, Skills, Children and Learning Act 2009, which came into effect on 1 September 2010, expand the powers to search and specifies a further list of items that can be searched for in a further education college, referred to as 'prohibited items'.

Colleges have the power to carry out non-consensual searches of learners within the procedure laid down below. The new guidance covers the power of a College to screen learners for weapons and prohibited items without suspicion and the statutory power to search learners without consent when there are reasonable grounds for suspecting that the learner has a prohibited item on them. The disciplinary process would then be followed and the police involved if necessary.

Lifting and Handling

The College undertakes to comply with the Manual Handling Operations Regulations 1992 (as amended) and any future statutory requirements made in relation to Manual Handling.

All employees as part of their induction will receive online Manual Handling Training.

Lone Working

Working alone is not illegal but can bring additional risks to a work activity. Consideration for lone working activities should be made within departmental risk assessment.

Machinery and Equipment

The College takes all reasonable steps to ensure the safety of all persons who are working on or near machinery. Should employees have any problems relating to machine safety they should immediately inform a responsible person (usually a line manager) so that steps can be taken to remedy the situation promptly.

All staff who use work equipment must be competent to do so. Employees who have not been authorised or who are not competent to do so should not use any equipment or machinery.

Students will have available adequate training, supervision and health and safety information and, where appropriate, written instructions relating to the use of the equipment.

Mobile Phones

The following points of advice and guidance may help the mobile phone user (when driving):

- Using a mobile phone including hands free, is prohibited whilst driving college vehicles or your own vehicle if being used for college business, calls must only be taken/made when the vehicle is stationary and the engine stopped.
- When calling another mobile phone user, always ask whether it is safe to speak.
- Encourage colleagues to consider your safety first and to place non-urgent calls to an answering service or to take messages on your behalf rather than giving your number to a third party.

New and Expectant Mothers

If an employee of the College is either pregnant or a 'new' mother (that is a woman who has given birth within the last six months or who is breast feeding) she is, by law, required to advise her line manager in writing. This enables the College to take steps to eliminate or reduce any risks.

This policy applies to all employees who have advised their manager, in writing, that they are pregnant or a 'new' mother.

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the line manager will review the risk assessments relevant to that person's work. For any risks to which the pregnant or new mother is potentially exposed, and which represents an additional risk because of the pregnancy, recent birth or breast-feeding, efforts will be made to reduce the risks. Particular note will be made of any representations made by the woman's medical advisors.

Following action to reduce the risks, they will be reassessed. If they remain significant, the pregnant or new mother will be reassigned to other work for which the risks have been assessed as not significant. If it is not possible to reassign the worker to low risk work, she will be placed on paid leave until either she ceases to be a pregnant or new mother, or suitable alternative work may be found.

Noise Control

Noise may interfere with working efficiency by being an annoyance and causing stress; it may directly cause accidents by hindering communication; and it can cause damage to hearing.

The risk of damage depends on the dose of sound energy received over a period of time. A temporary loss of hearing lasting from a few seconds to a few days may result from exposure to intense noise for a short time

Hearing loss is not always caused by exposure to noise at work; it is part of the normal ageing process and can also be caused by disease. It is the aim of the College to put in place measures to protect employees and others who may be exposed from the risks of noise-induced hearing loss and to comply with the Control of Noise at Work Regulations 2005, the Management of Health and Safety Regulations 1999 and the Health and Safety at Work etc Act 1974.

Educational Visits

An educational trip or visit enriches the college curriculum and, in some cases; it is an essential requirement of the courses. It is very important that all trips and visits are properly planned and organised and that all employees involved with college trips and visits take all reasonable steps to ensure that risks are minimised. The college has procedures for both day trips and overnight Study tours.

Outdoor and Peripatetic Workers

Where employees are required to work outdoors or at locations away from their normal base, the College will ensure that, so far as reasonably practicable, all steps are taken to ensure their safety and health.

It is the duty of the employee to carry out the activities in the way which the risk assessment has shown to be best, to control the risk and to comply with any safe systems of work and standard operating procedures.

Where there is any doubt about the employee's ability to work to these agreed methods, owing to the nature of the particular location of the activity, work should not commence until the situation has been reported to, and reviewed by the departmental manager and the health & safety manager, and a specific system of work has been prepared.

Permits to Work

As part of the duties under the Health and Safety at Work Act 1974 the College has permits to work for the following work activities:

Hot work: this includes on site welding, cutting and grinding, hot tar work and paint stripping. Entry or working in confined spaces

Major electrical work

Roof work or other work at height

The permit to work system applies to all work carried out on College sites, and to all employees, visitors or contractors. The person responsible for implementing this procedure is the Maintenance Manager.

Plant and Equipment Compliance

Lifting Equipment - All lifting equipment is tested and examined by independent insurance engineers in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Pressure Systems - All pressure systems are tested and examined by independent insurance engineers in accordance with the requirements of the Pressure Systems Safety Regulations 2000.

Local Exhaust Ventilation Systems- All College L.E.V. Systems are tested and examined by independent engineers in accordance with the Control of Substances Hazardous to Health Regulations 2002.

Water Hygiene Hot and cold-water systems at all College centres are tested for Legionella and maintained in a hygienic condition by an external specialist organisation in accordance with HSE guidance document 'HSG 70 Prevention or control of Legionellosis'. Records of all the above inspections and tests are kept by the Facilities Manager.

Fixed Wire Testing – is tested by an external company every 5 years.

Portable Electrical Appliances - All portable electrical appliances on campus and at its centres, including all such equipment owned by employees or Learners, with the sole exception of appliances brought in to residential accommodation by occupants for personal use, will be subjected to regular testing. Portable electrical appliances brought into residential accommodation remains the responsibility of the owner, however at the beginning of the new academic year Learners will have the opportunity to have their equipment tested in line with College procedure. The person responsible for implementing this procedure is the Maintenance Manager.

Unauthorised electrical equipment should not be brought onto College premises.

Protective Clothing & Equipment

Employees and Learners are required to wear appropriate clothing for the areas in which they work and to ensure that appropriate protective clothing is used, where identified as a requirement by risk assessment. It should be noted that protective clothing should be used when all other attempts to remove or reduce the hazards and risks have proved unsatisfactory.

It is the responsibility of Line Manager/Heads of Area to ensure that employees are provided with, and wear, protective clothing where it is necessary, and for employees to ensure that learners provide or have access to and wear protective clothing as appropriate.

Risk Assessment

In addition to the assessment of specific hazards, Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR) requires that a formal risk assessment is carried out to determine the risks associated with general working locations and activities.

Heads of Area/Line Manager's will undertake the duty of ensuring that risk assessments are completed, acted upon and reviewed as necessary. Assistance can be sought from the Health & Safety manager.

The college takes the approach that all risk assessments will be reviewed over the summer to be in place for the start of the new academic year in September, training will be offered to employees that are required to carry out risk assessments.

Roadways and Parking Areas

Roadways, footpaths and parking areas will be kept free from obstructions and holes. Where temporary obstruction is unavoidable, a substantial barrier at least 1.2 metres high must be provided to enable the hazard to be seen from inside a car. Barriers and speed humps will be well illuminated when the College is in operation at night.

The maximum speed on all College premises is 10mph.

Slips Trips and Falls

Slips and trips are the single most common cause of injuries in the workplace. It is important that the college puts in place management systems to eliminate or minimize risks from slips and trips. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings.

The College will:

- Provide a safe working environment for employees, learners and visitors which is free from slip and trip hazards, so far as reasonably practicable.
- Adequately control or reduce the slips and trips, by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.
- Encourage all employees and learner to take personal action to reduce the risk of slips and trips as far as possible.
- Ensure there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
- Ensure the college premises are designed and maintained to minimise the risk of slips and trips.

Smoking/Vaping

Smoking, of any form including the use of electronic cigarettes- vaping is not permitted in any area of the College, including College vehicles, except for the designated smoking areas.

Transporting of Fuel

The transport of petrol should be done so in a college vehicle which is roadworthy and has a separate storage area. The containers should be steel, green and be marked with the "flammable" diamond and with the UN number for petrol (UN 1203).

Vehicles carrying fuel must be fitted with a fire extinguisher.

Vehicles of the College

College vehicles are and operated through the Transport Team. Any employee using a central College vehicle, including minibuses, or a vehicle hired by the College is required to provide certain log details and complete specific safety checks before the vehicle is used

Visitors and Members of the Public

The College recognises its responsibility for the health and safety of all persons who visit the premises and provides insurance in the form of public liability insurance cover. It is essential that all visitors report to the reception area on main campus

Visitors must be pre-logged using the college system. Upon arrival visitors will be required to check in and obtain a visitors badge which must be worn at all times whilst on site. Visitors must be escorted whilst on site and will also be required to observe the health and safety requirements of the College.

Welfare Facilities

The College recognises the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences, this includes adapted facilities that are deemed necessary and cover protected characteristics, in appropriate places across college.

Waste Disposal

This College is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials which result from our work. The policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements, notably the Hazardous Waste (England & Wales) Regulations 2005. The person responsible for the implementation of this policy is the Maintenance Manager.

Working at Height

Any work carried out above floor or ground level is potentially dangerous and is subject to the Working at Height Regulations 2005. If work at height is unavoidable, the correct access equipment should be used. The use of tables or chairs, etc. is not acceptable. Where ladders or stepladders are used, a visual inspection should be carried out before use to ensure the safety of the equipment, which should then only be placed on a firm, level non-slippery surface. If this latter requirement cannot be complied with, the ladder should be tied or "footed" by a second person during use.

Ladders and step ladders of the College should be registered with Health and Safety Manager and inspected on a regular basis by the Company Insurers. A 'Ladder Tag' is fitted to all ladders within the inspection system.

Working Time

The College complies with the requirements of the Working Time Regulations 1998, and any subsequent amendments. Further information regarding this can be obtained from the Human Resources Team.

Young Persons

All work undertaken within the organisation is subject to risk assessment and suitable preventative and protective measures are to be put in place. As young persons (under 18 years of age) are acknowledged as being at particular risk, an additional and specific effort is required to ensure that their work is subject to adequate risk assessment.

Where work has already been subject to a formal risk assessment for adult employees, it is sufficient to review the risk assessment taking care to ensure that the specific vulnerability of young persons is taken into account.

Where children (under the age of 16 years) work within the organisation, typically for work experience, their activities shall be agreed in advance of commencement and subject to a risk assessment and/or review of the existing risk assessments. A summary statement of the work, any risks and appropriate precautions shall be completed and made available to parents, guardians, schools etc. as appropriate.

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 the full list of documents and their retention can be found in the Document Retention Policy.

Date of issue	December 2022
Next Review Date	December 2023
Lead	Vice Principal Finance and Resources
Approved	College Executive (28.11.22) Corporation (09.12.22)
Published	Website, staff and student intranet, health and safety intranet site.
Equality Analysis Review (if applicable)	-