

## Policy statement

This is the health and safety policy statement of: Reaseheath College Our health and safety policy is to:

### Plan improvements in health and safety management by:

- Complying, as a minimum, with applicable legislation, Reaseheath College requirements and any other adopted requirements.
- Ensuring the health and safety risks are managed to as low as is reasonably practicable through processes of risk assessment and risk control.
- Take due account of health and safety risks as an integral part of our operations.
- Plan for the management of, and recovery from, any major incident that could severely disrupt normal operation.
- Provide adequate resources and setting of appropriate safety objectives.

### Implement and operate effective risk control systems by:

- Ensuring that all work activities performed within Reaseheath College are performed by persons competent to carry out these activities or persons under appropriate and competent supervision.
- Providing employees with access to services to promote health and wellbeing.
- Providing premises, plant and equipment and systems of work that contribute to a safe and healthy workplace.
- Maintaining and making available approved standards, arrangements and guidance relating to health and safety.
- Encouraging a positive health and safety culture by securing the commitment and involvement of our employees and those we work with through effective communication and consultation mechanisms.
- Ensuring arrangements with contractors promote and actively support the implementation of this policy.

### Monitor health and safety performance by:

- Continually monitoring performance through inspection and audit to provide assurance and to identify and ensure appropriate corrective action where required.
- Using suitable proactive and reactive indicators to improve performance.
- Ensuring that all accidents and near misses are fully investigated within specified time frames and actions identified to prevent reoccurrence root causes are identified in the investigation of incidents.

### Review of health and safety management by:

- Undertaking regular reviews of the suitability and effectiveness of health and safety management, including this policy.

This Policy shall be reviewed, revised where appropriate, and re-authorised annually by the College Principal

Marcus Clinton Principal & CEO Reaseheath College	Signed 	Dated 17/12/2025
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## OVERVIEW

The overall objective of Reaseheath College is to provide and maintain a safe and healthy environment for its staff, students, people we work with and for those who visit. Health and safety is everyone's responsibility, and the prime responsibility of all levels of management, and everyone is expected to contribute towards achieving our overall objective. Reaseheath College is committed to having a health and safety culture and performance that we can be proud of.

It is the aim of the college, and that of the College's Board of Governors and the Executive Management Team, to promote, encourage and foster a culture where everyone is aware of their individual health and safety responsibilities and is actively engaged and committed to improving standards of health, safety and welfare. We expect every member of the College to share this commitment and to work together to achieve it. Nothing that we do is so important that it cannot be done safely. Our commitment to this is detailed within the H&S Policy statement

Our approach is based on education, intervention and collaboration. Sharing lessons learned across the College is fundamental to maintaining our track record in safety. The college safety culture emphasises the fundamental importance of incident prevention and intervention. Through awareness, information and training, we empower our people to take individual and collective responsibility for their own safety and the safety of those around them.

Everyone involved in the management of College business has their duties and responsibilities clearly defined within this policy. This is to ensure our Health and Safety Policy is properly considered when designing and implementing systems and procedures.

Whilst the Governing Board accepts that it has the overall responsibility for health and safety in connection with college business, it has given to the Principal the authority and the associated responsibility for the management of health and safety.

The Principal has, in turn, delegated day-to day Health & Safety management responsibilities to the Vice Principal Finance & Resources, who is supported by the college Health & Safety Manager. Where specified, the Vice Principal Finance & Resources, has delegated 'Responsible Person' responsibly to the Head of Property. Operational responsibility is further delegated to the Curriculum Area Managers, Programme Leaders & Support Managers

In preparing this policy and our health and safety procedures and framework we have taken account of the requirement for employees to take reasonable care for their own health and safety and to co-operate with their employer in managing health and safety risks

This policy has been written and approved with the goal of providing the College Board with this assurance that legislative compliance is met and improving upon the current safety culture within the college.

The College Board require the Vice Principal Finance & Resource to report on the operation of this policy and health and safety issues arising on no less than a termly basis.

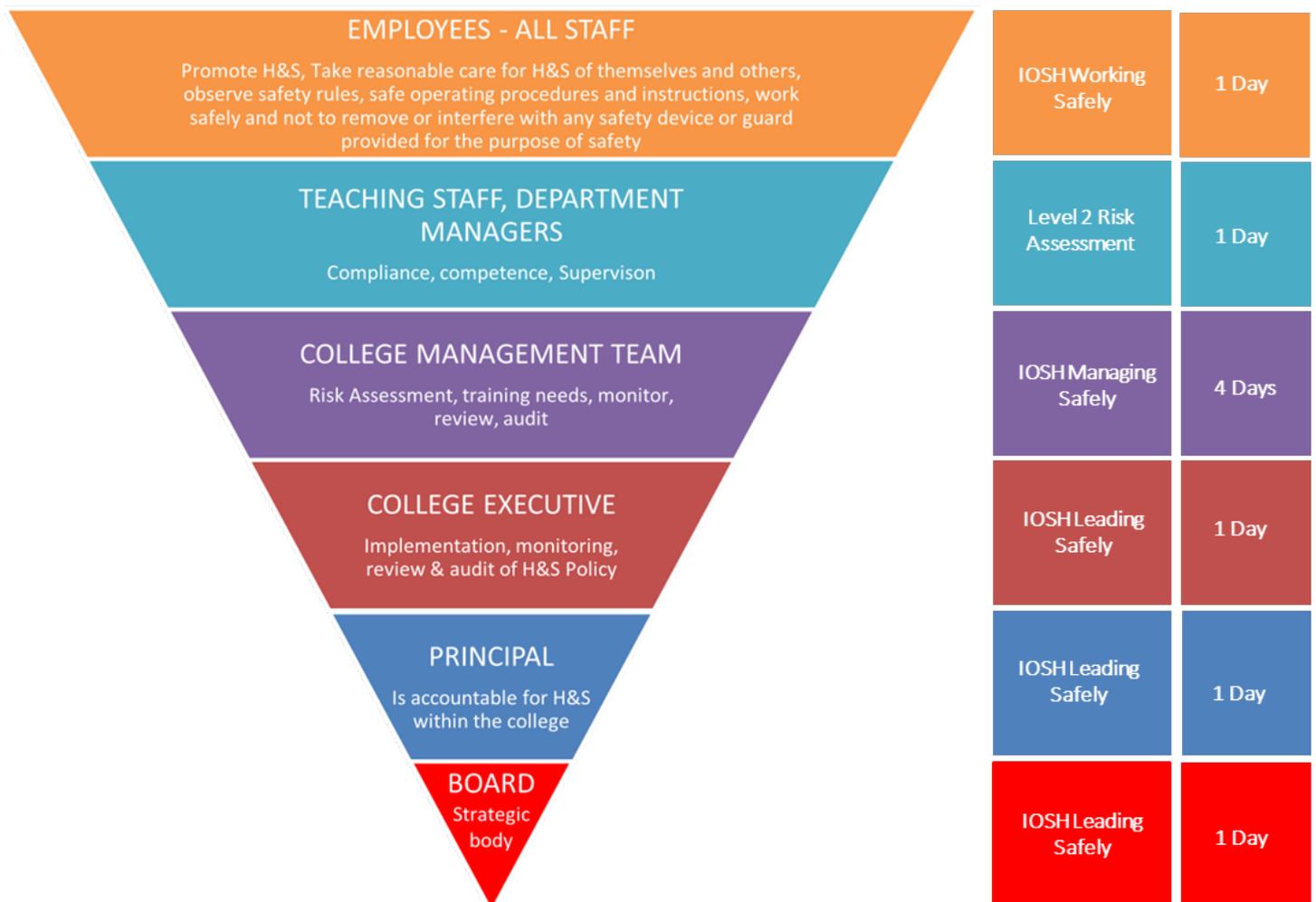
**HEALTH & SAFETY TRAINING**

All college training and development will be managed on the College Learning Management System (LMS).

- New starters will attend corporate induction, this will include
  - Health & Safety Manager introduction to the College Health & Safety framework
  - Cylix online training modules for both health & safety and safeguarding
  - IOSH Working Safely course.
- All Staff will undertake additional IOSH training relevant to their role over a 3-year rolling period as outlined in the next section.
- Additional health & safety related training as identified by position/department supported by the college Health & safety framework and the College skills matrix

**HEALTH & SAFETY RESPONSIBILITIES & ASSURANCE**

It is acknowledged that all positions have multi-faceted roles. The H&S responsibilities are directly related by position and are applicable to the specified roles. Where these responsibilities cannot be found in ‘Job Descriptions’ it is to be assumed that these responsibilities are implied within the role. As part of any recruitment process these implied responsibilities are essential to the role.



**ASSURANCE PROCESS**

The college structure is based on a H&S Assurance model, where every layer has actions and responsibilities to ensure that the college is compliant with legislative requirements and that college procedures, requirements are being met.

All employees, regardless of position within the organisation have legal health & safety responsibilities. The diagram below shows this, and the subsequent responsibilities by position are in addition to those of EMPLOYEES and in some cases may relate to more than one position

## Part 2: Responsibilities for health and safety

### EMPLOYEES

All employees regardless of position/role have a legal responsibility defined in the **Health & Safety at Work Act 1974**. Under Section 7 of the Act employees are required:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- as regards any duty or requirement imposed on their employer, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

**The Management of Health & Safety at Work Regulations 1999** adds additional responsibilities on all employees, to:

- Report any health and safety shortcomings
- Report dangerous situations as well as actual incidents and accidents
- Use equipment in accordance with training and instruction
- Take reasonable care of their own health and safety and the safety of anyone affected by their work

Failure to comply with the above requirements could, in the right situation, result in an employee being prosecuted by the HSE for breaching H&S Law.

In addition to the legal responsibilities the college has 'expectations' that all employees will:

- Assist the college in fulfilling its health and safety obligations
- Actively promote health and safety within the college or when on college business
- Observe safety rules, the requirements of risk assessments and safe operating procedures or instructions developed on health and safety grounds.
- Work safely and not remove or interfere with any safety device or 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 properly 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.
- 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.
- Fully co-operate in any health and safety investigations.

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.

## TEACHING STAFF & DEPARTMENTAL MANAGERS

Teaching staff, departmental managers and, where appropriate, support employees, have 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 operating procedures and protective devices are in operation. A competent employee should be in attendance when this equipment is in use specifically where identified as a Big Ticket Item (BTI).

Staff within these roles have additional Health & Safety duties of employees. General responsibilities include:

- Ensuring that all staff and students are fit to undertake the required works/activities
- Ensuring that risk assessments and safe operating procedures are in place for the task being undertaken and are reviewed in advance of any teaching/training activity. Risk assessments must take into account:
  - Young persons and children
  - Any learners that have physical, sensory, health impairment, emotional and behavioural difficulties
  - Occupational health risks (noise, dust, vibration etc)
  - Physical risks
  - Suitability and effectiveness of control measures identified
  - Review dates (within 12 months)
  - Accompanying safe operating procedures are in place
- Ensuring staff and students are aware of the contents of the risk assessments and safe operating procedures
- Equipment to be used is fit for purpose and without faults
- PPE is provided for tasks where required
- All staff and students are adequately supervised
- Staff are competent to undertake the required works, holding the correct licences etc where required

### Teaching Staff

- The college has additional responsibilities towards children and young persons. are defined as those below minimum school leaving age. Young Persons are defined as 16-18 years of age. The HSE identifies these groups as vulnerable persons.
- All students, including Key stage 4, persons on fully funded courses and/or work experience must be deemed to have no competence in using the college equipment until this can be established. The college has a process for identifying the route to student competence.
- Students must be appropriately supervised during training in particular where Big Ticket Items are in use, this must be on a 1-2-1 basis.
- 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
- A '5 Whats' point of work risk assessment must be undertaken for all practical training; this is in conjunction with the task risk assessment and not instead of. This is a MANDATORY requirement.
- 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.
- Where unsafe working practices are identified, the work is stopped, and the issues discussed with the group. Interventions must be recorded on the AIR system/Pro Monitor ?.
- Ensuring that working practices and systems within their area of responsibility are fit for purpose and provide a safe environment for employees, learners and visitors

Teaching staff have an obligation to their students and learners, they are at the heart of everything the college does. It is the responsibility of the college and all its employees to ensure the health and safety of students & learners. It should be assumed them to be untrained in all matters of safety until competence can be assured. As part of the induction process, teaching staff must ensure that all learners are aware of their legal and moral obligations

**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:

- follow any health and safety rules, policies, instructions, signage etc that apply on their course and the wider college environment.
- refrain from horseplay, disorderly behaviour, alcohol and/or drug abuse or any other activity which could lead to personal injury or injury to others.
- not misuse equipment provide 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

## **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 that staff under their direct responsibility are aware of their individual health & safety responsibilities as described within this document and ensuring that the requirements are met
- Be responsible for ensuring that risk assessments and safe operating procedures relevant to their area are up to date, triangulated to the schemes of work (where appropriate) and uploaded onto the central college repository.
- Ensure there is effective supervision of their learners and/or staff
- Empower staff within the area to suspend/stop activities if they feel it is not being carried out safely
- Ensure that all new starters receive a departmental induction which is suitable and sufficient to the position including:
  - Significant departmental hazards
  - Local safety rules and procedures
  - Departmental risk assessments and safe working practices
  - Emergency situations
- Ensuring that Student induction is inclusive of health & safety content that is suitable to the department activity
- Perform a monitoring and developmental role through safety and Learning walks
- Undertake formal safety walks on practical activities ensuring H&S requirements are complied with.
- Ensure that staff are competent to undertake the required works/activities and identify training requirements where applicable
- Ensure that any employees or learners that have physical, sensory, health impairment (e.g. 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. In relation to Fire, 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 all accidents, near misses and dangerous occurrences are reported to the Health & Safety Manager using the college systems and investigated within the timeframes set.
- Take responsibility to make and record interventions as and when required
- Ensure the organisation of health & safety duties within their area is clearly defined, documented and communicated
- Conduct a workplace inspection for their respective areas every half-term, ensuring the facilities are suitable and provide a safe place of work and education
- Where applicable, ensure that Planned Preventative Maintenance (PPM) is undertaken on all plant & machinery and activities recorded.
- Ensure all equipment requiring statutory inspection be made available at the time of inspection. Prior notice will be given.
- Ensure that all educational day trips & study tours have completed documentation as required and have been approved before the trip commences.

- Facilitate regular team meetings, giving out a strong safety message and meetings are minuted for audit purposes
- Ensure fire precautions and procedures are maintained in their immediate work area.
- Review on an annual basis or after staff changes, the requirement for first aid trained staff and fire wardens and nominate persons within their area to be trained.
- Where applicable, safely organise and control all external contractors working under their jurisdiction on college grounds following the college procedures
- Ensure that appropriate action is taken when a hazardous situation is reported, being proactive in resolving the issue
- Assess the training needs and competence of staff under their control and provide instruction, training supervision as appropriate. This includes the induction of new staff/students.
- Consult with staff and students on health and safety matters
- Promote a culture of health and safety awareness and set a good personal example

## **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:

- Staff under their direct responsibility are aware of their individual health & safety responsibilities as described within this document and ensuring that the requirements are met.
- Where applicable, risk assessment reviews 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.
- Actively promote and encourage the development of a culture of health and safety awareness by:
  - Being visible on site promoting positive behaviours
  - Communication of strong safety messages via the weekly update and other means as required
  - Ensuring incident & near miss reports are closed in a timely manner
  - Promoting college processes, near miss reporting etc.
  - Taking responsibility to make and record interventions as and when required
  - Assisting in the H&S audit process
  - Undertaking formal learning walks on practical activities ensuring H&S requirements are complied with.
- Direct staff within their respective areas are trained and competent to undertake the required roles and identification of additional training requirements
- Regular health and safety inspections are undertaken and monitor resulting actions where applicable
- Health and safety implications of any materials, plant or equipment purchased for the college are addressed by managers under their direct control.

## **EXEC MEMBERS WITH H&S RESPONSIBILITY**

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.
- Acting as Chairperson to the college H&S Committee and overseeing the smooth running of said committee.
- 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 H&S Risk Profile

## **EXEC MEMBERS WITH ACADEMIC RESPONSIBILITIES**

In addition to the above those Exec members with academic responsibilities shall:

- Ensure that employees under their responsibility 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.

- Conduct termly inspections of areas of responsibilities
- Budget with safety in mind i.e. safety equipment, cap ex submissions.

Academic responsibilities extend to:

- Ensuring that departments under their control have specific safety procedures for operations carried out within the respective areas. This includes Big Ticket Items (BTI) and any new equipment.
- Intervening when departments incident deadlines are missed
- Having an overview of departmental fire procedures ensuring that PEEP's are created where required.

## **PRINCIPAL & CEO**

The Principal & CEO is accountable for all 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 set a good example to staff and students.
- Attend H&S Committee Meetings and additional meetings as required
- Budget for all health & safety matters within the college

## **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
- Supporting the Principal, the Executive Management Team and all levels of management in achieving the policy objectives.

## **SUPPORT FUNCTIONS**

### **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.
- Assist departments in developing detailed risk assessment considering operational requirements and occupational health needs, when requested
- 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 or safety incident on the campus.
- Participate in health and safety committee meetings and provide reports, information etc. as necessary.
- Ensure that a schedule for statutory inspections is maintained and reviewed for completion.
- Take the lead in undertaking fire evacuation drills within the college facilities including residential buildings
- Manage First Aid and Fire Warden training requirements
- Instigate and manage a process of Occupational Health Workplace monitoring and a subsequent Occupational Health Screening process in partnership with the college HR dept.

#### **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, buildings and services/building services.
- Ensure that all contractors on site engaged in maintenance or cap-ex activities are made aware of the college Contractor Management policy and that they provide the appropriate documentation before work commences and are suitably managed whilst on site
- Where the Construction and Design Management Regulations apply, the requirements are met, and the appropriate persons appointed for key roles.
- Ensure that any refurbishment/new works are undertaken with legislative requirements in mind and ensure that statutory requirements are met where required.
- Ensure the college food provision is adequately supported by appropriately trained staff, maintained equipment and a suitable working & dining environment
- Ensure that arboricultural surveys are undertaken and where applicable, recommendations acted upon within the specified timescales or an agreed management plan created.
- Provide a termly report to the H&S Manager on completion of Statutory PPM works, against the plan for inclusion in the H&S Term Report for Board

#### **RESIDENTIAL SUPPORT MANAGER (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.
- Support the Wellbeing, Transport and Student Life Officer in their roles with regard to health & safety
- 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
- Ensure the provision of additional first aid support for the campus
- 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

## **LINK GOVERNOR (IN ADDITION TO REQUIREMENTS OF REASEHEATH COLLEGE BOARD)**

A Governor is appointed to act as a link between the Board and H&S leads for the college. The link Governor is expected to participate in a termly review with the H&S leads and review/discuss accidents, progress against any plans and other issues as they arise. A written report is required to be provided to the College Exec and H&S leads.

## **HEALTH & SAFETY COMMITTEE**

The Health and Safety Committee is at the centre of H&S requirements for the college. This body of people are responsible for ensuring that processes and procedures are suitable and sufficient for use within the college and that locally the requirements are understood and met.

### **Composition, Role and Functions of the Health & Safety Committee**

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 Deputy Principal of Finance & Resources, who will chair the meeting.

### **Terms of Reference**

The role of the Health & Safety Committee is:

- to have oversight of college processes and activities
- to review and monitor the college Health & Safety Policy & supporting processes to ensure proper attention to all current legislation and other advice and guidance, identifying shortcomings/improvements as required
- to ensure the implementation of the policy and processes
- to fulfil the requirements of current legislation relating to safety committees and safety representatives
- to provide information and recommendations to the college Executive where necessary

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

- to be the College's recognised forum for the development, implementation and review of health, safety and welfare requirements
- to review and make changes or modifications to the College Health & Safety Policy and associated documents
- Set college H&S objectives for the academic year and monitor progress
- to monitor progress with the recommendations contained within any safety audit reports
- to receive details of new legislation and other information that may affect College activities
- to review any incidents of a serious nature and share lessons learnt, actions etc.
- 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.

A record will be produced and circulated to the Health & Safety Committee members who should share them with their respective teams.

## **OPERATIONAL REQUIREMENTS & RESPONSIBILITIES**

### **Risk Assessment & Safe Operating Procedures**

#### **Risk Assessment**

Risk assessment is at the centre of all college activities to ensure, so far as is reasonably practicable, the health and safety of staff, students and those connected with college activities. This includes practical lessons, educational day trips, study tours, appointment of contractors etc.

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.

Regulation 9 of the MHSWR requires the inclusion of young persons to be taken into account to ensure so that young persons are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

The MHSWR also makes specific mention of new & expectant mothers and temporary workers. These should be included within the risk assessment process where applicable.

Members of the College Management Team have ultimate duty of ensuring that risk assessments within their respective areas are completed, acted upon and reviewed as necessary. Assistance can be sought from the health & safety manager.

The college has introduced the requirement for all items of equipment and/or activities that have the potential to cause serious harm to someone, to be individually identified. These are known as Big Ticket Items, (BTI).

The responsibility for identification of BTI within respective departments rests with the applicable College Management Team member. Further detail can be found in the next section.

#### **Requirements for Risk Assessment**

- The risk assessment starts at the beginning of a process and should include set up/set down if required, not just the activity.
- All risk assessments must be completed on the college template and must include a Safe Operating Procedure.
- All risk assessment and safe operating procedures must be cascaded down to relevant staff
- Departments are required to maintain records of briefings to staff
- All completed risk assessments and safe operating procedures are to be uploaded onto the college H&S web pages on SharePoint
- Departmental managers are required to identify any staff that require training for the undertaking of risk assessments and notify the H&S Manager.

#### **Dynamic Risk Assessment**

The risk assessment process is supported using the '5 Whats' process. These are additional risk assessments undertaken at the point of work that will consider local conditions and will supplement the information contained within the formal risk assessment.

5 Whats boards are available in all curriculum areas for staff and students. Where an activity is not covered by a standard risk assessment such as facilities activities/general repair, then a dynamic risk assessment form should be used. Where higher risk activities are required, i.e. hot works, working at height etc then a Permit to Work must be issued with suitable controls identified.

#### **Safe Operating Procedures**

Safe Operating Procedures should be written in accordance with manufacturers operating instructions and the completed risk assessment. They should be completed on the college template and uploaded onto SharePoint with the risk assessment.

## HEALTH & SAFETY REQUIREMENTS FOR CURRICULUM AREAS

### Student Training - Delivery

Staff will identify what and when they are training through their Scheme of Work (SoW) and the sequencing of learning document. The Equipment Training Specification, will detail the outcomes of the training. Evidence that students have completed the training will be based on their register of attendance.

Risk assessments must be updated prior to the delivery of practical training. Ahead of the start of any practical training, teaching staff must hold a theory-based session which explores the relevant risk assessment. This is a mitigation put in place due to age, maturity and experience of the students being trained. This should also be used as an initial assessment opportunity, to see if students have any prior experiences.

Training will focus on equipping students with the safe working practices, which is one element of building competency. Students will work with the equipment in a supervised setting until they have the knowledge and safe working practices to be classed to work competently without supervision. This is the exception rather than the rule as to achieve competency, you must have the relevant knowledge, safe working practices and be applying both consistently. In most cases, this will take the period of the course to achieve.

Where the teacher feels competency has been achieved, this will be identified on the ProMonitor MarkBook. Where competency is not currently in place, students must be supervised at all times when using the big-ticket items, to ensure the supervising staff (Lecturer/Instructor and support staff) can intervene. Individual risk assessments will outline full controls and any restrictions/limitations.

If following training, a student incorrectly uses equipment which is not in line with the safe working practices, an intervention must take place and be recorded on the College **AIR system/Pro Monitor ?** outlining the actions taken for audit purposes. The student must not use this equipment again until the teacher is satisfied that misconceptions or incorrect uses have been rectified and that safe working practices are restored.

The Scheme of Work must plan for refresher training, to ensure that students have been reassessed based on their prior training and still have knowledge of the relevant safe working practices.

At the commencement of each academic term, or when students have been absent for a significant period of time, refresher training will be delivered by a series of toolbox talks.

### Schemes of Work

Where an item of equipment or activity has been identified as a big-ticket item, this item/task must be identified separately within the appropriate scheme of work.

Where a big-ticket item has been referenced in a scheme of work, the information detailed must include:

- Intended use and limitations
- Identification of key parts
- PPE Requirements
- Safety Devices
- Restrictions on use
- Danger zones & precautions
- Pre use checks

This information must be included along with any other relevant safety information depending on the piece of equipment being used or task to be undertaken. For example, if the SoW was in reference to a saw, you might include further information such as:

- Types of cuts
- Putting on/taking off
- Supporting timber – use of extension bars
- Clamping timber

- Housekeeping & push sticks
- Demonstration by staff

### **Risk Assessments**

Risk assessments must recognise the context in which training is occurring, i.e. the students in which we are training are generally young persons or children, and therefore carry risks with maturity, attitude, and lack of experience.

All risk assessments must be updated as per the College policy and must be reviewed by staff members delivering lessons prior to the delivery. Any amendments made must be notified and agreed by the appropriate member of the College Management Team.

At the start of every practical session, a 5 Whats dynamic risk assessment must be completed.

### **Staff Competency and declaration**

Each curriculum area will design an Equipment Training Specification, which will detail the intended outcomes of training delivered for each of the big-ticket items. Staff members will use these outcomes to self-assess their knowledge & competency in using the equipment.

They will evidence this for each Big Ticket Item (BTI) by completion of the Curriculum Specific Form where they will identify whether they

- are competent through prior experience,
- competent through qualification or
- not competent and require training.
- not required to use equipment, training not required

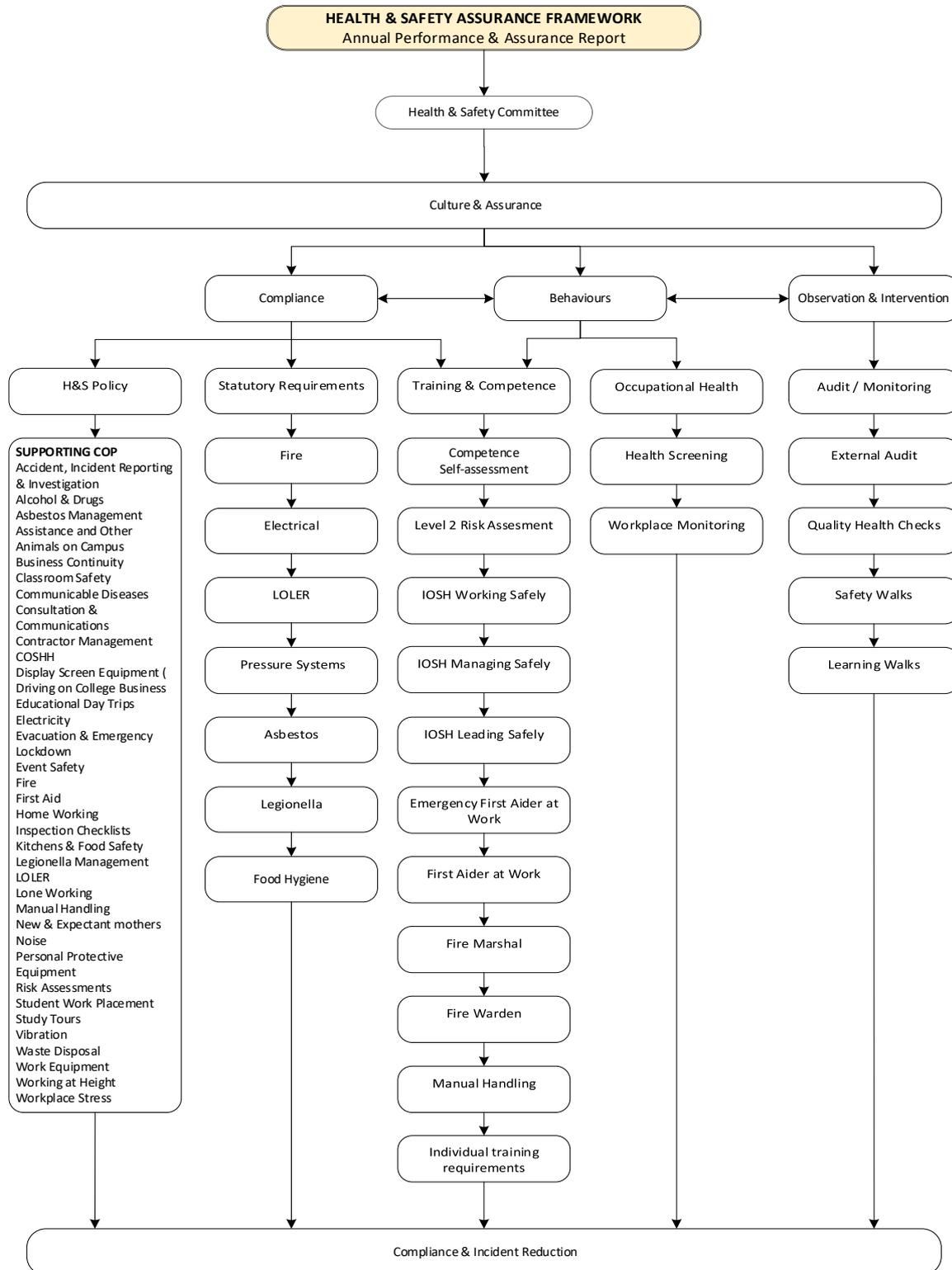
This form will populate a SharePoint list, which will be the central record for staff skills and competency matrix and training requirements.

If staff have self-assessed as competent, they are able to deliver training. This will be quality assured through the learning walk and safety walk process, by a subject specialist.

# Part 3: Arrangements for health and safety

## Health & Safety Assurance Framework

The diagram below shows the college approach to achieving assurance on statutory issues but also identifies the additional requirements to implement change of the health & safety culture within the college



The college will provide, update and disseminate policy documents, code of practice (CoP) or other to ensure, as a minimum, it meets its legislative requirements. Where reviews are required, this will be led by the H&S Manager utilising the skills and knowledge of key personnel within the college environment to provide the updated document. This will then be presented to the H&S Committee for final review/feedback who, after any further amendments, will recommend to the Executive that the document be approved.

The college will publish the following documentation on the H&S SharePoint Page

Document No	Title
CoP 01	Accident, Incident Reporting & Investigation
Policy	Alcohol & Drugs (inc prescribed drugs)
Policy	Asbestos Management
Policy	Assistance and Other Animals on Campus
CoP 02	Business Continuity Plan
CoP 03	Communicable Diseases
CoP 04	Confined Spaces
CoP 05	Consultation & Communications
Policy	Contractor Management
CoP 06	COSHH (Control of Substances Hazardous to Health)
CoP 07	Document Retention & Controls
Policy	Driving on College Business (Minibus & Cars)
CoP 08	DSE (Display Screen Equipment)
CoP 09	Educational Day Trips
CoP 10	Emergency Services
CoP 11	Evacuation & Emergency Lockdown
CoP 12	Event Safety (inc Evenings & Weekends)
CoP 13	Eyecare Vouchers
CoP 14	Fire
CoP 15	First Aid
CoP 16	Hand Arm Vibration (HAVS)
CoP 17	Home Working
CoP 18	Induction
CoP 19	Kitchens & Food Safety
Policy	Legionella Management
CoP 20	LOLER (Lifting Operations Lifting Equipment Regulations)
Policy	Lone Working
CoP 21	Manual Handling
CoP 22	New & Expectant mothers
CoP 23	Noise
CoP 24	Permits to Work
CoP 25	Persons with Disabilities
CoP 26	Portable Appliance Testing
Policy	PPE (Personal Protective Equipment)
CoP 27	Pressure Systems
CoP 28	Risk Assessments
CoP 29	Statutory Inspections
CoP 30	Student Work Placement
CoP 31	Study Tours
CoP 32	Training
CoP 33	Waste Disposal
CoP 34	Work Equipment
CoP 35	Working at Height
CoP 36	Working on electrical systems
CoP 37	Workplace Inspections
Policy	Workplace Stress

**Version Control**

**Version History**

Version	Date	Policy Development Agreed by <i>(Executive Owner)</i>	Policy Development Author	Draft Policy Verified by	Policy Approval
V1		Vice Principal Finance & Resources	H&S Manager		

Version	Date of Review / Revision	Description of Change	Reviewed by	Approved by
V1		Complete review of previous document and changes to reflect change of approach towards implementation of H&S & culture change requirements.  Requirement for review of all CoP to match intent of Policy		

*Please make explicit if change/review relates to procedures, guidelines, and associated documents only*

**Communication of Policy**

(To be agreed by college Executive)

Announcement via specific email		External Website	
Weekly college update		All staff email	
CMT Meeting		Cascade briefing	
CMT Meeting		4 Action	