

## 1 Statement of Intent

- 1.1 This College is committed to creating a safe and secure working and learning environment to support teaching and learning excellence. Our aim is not only to comply with best practice in Health and Safety legislation but also to create a positive environment and culture that promotes being healthy, safe and secure. The management of Health and Safety is therefore integral to achieving this aim. Our commitment to excellence shall apply to the manner in which the College discharges its responsibilities for the Health and Safety of its employees, students, visitors (including contractors) and all those who may be affected by its activities.

## 2 Policy

- 2.1 The Governing Body, as the employer, has the ultimate responsibility for Health and Safety. The Principal is responsible for the running of the College, which includes the management of Health and Safety. The Principal is the lead person for Health and Safety and will ensure that proper systems are in place to oversee Health and Safety at the College including a properly constituted Health and Safety Committee. Deputy Principal and key functional cross-college managers have constituted the Health and Safety Committee to plan and implement this policy.
- 2.2 The College aims to ensure that a whole College approach to Health and Safety is embedded to ensure that all staff, students and College users work together to create a safe and secure environment. It will seek to promote being safe and making positive health choices.
- 2.3 The College undertakes to demonstrate its commitment to excellence through a process of continual improvement involving the incorporation of new legislative developments and best practice safety management into its systems and procedures and through incorporation of lessons learned from consultation, audit, inspection and review.
- 2.4 The College will include in its Annual Report an assessment of its Health and Safety performance.
- 2.5 This document represents the College's Statement of Health and Safety Policy as required under section 2 (3) of the Health and Safety at Work etc. Act 1974.
- 2.6 The various components of the College's Statement of Health and Safety Policy shall, from time to time, be revised as appropriate. However, in any event, this College Statement of Health and Safety Policy shall be subject to revision and re-authorised by the Governing Body every twelve months in consultation with the Principal and the College's Health and Safety Committee.

Owner:	Deputy Principal	Approved by & on:	Governing Body, 11/12/2014
Review interval:	1 year	Impact assessed on:	23/03/2105
Date of next review:	December 2015	Post to website:	

- 2.7 Each Directorate and Service Area must ensure that all persons who may be affected by its activities understand the nature of the arrangements for Health and Safety as outlined in this policy.
- 2.8 The attention of all College employees is drawn to their legal responsibilities under section 7 of the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and all others who may be affected by their acts and omissions, and to co-operate with the College policies and arrangements for safe working in order to enable the College to discharge its legal duties with regard to Health and Safety. It shall be a condition of registration of students and the terms of attendance of visitors that they also co-operate with the College in complying with this policy.
- 2.9 This policy also draws the attention of students and visitors to their legal responsibility, under section 8 of the Health and Safety at Work etc. Act 1974, not to interfere with or misuse anything, objects, structures or systems of work, provided by the College in the interests of Health and Safety.
- 2.10 The College is committed to minimising the risks to Health and Safety through the process of risk assessment and risk control. Risk assessments identifying risks to Health and Safety and the corresponding control measures will receive immediate attention in accordance with the relevant College policies. Managers are responsible for ensuring that no work shall be permitted to start unless the risks from that work have been assessed and adequately controlled.
- 2.11 Competent people who have the authority commensurate with their management responsibilities must supervise all employee activities and work activities undertaken on behalf of the College. In particular managers are responsible for ensuring that all students and visitors to the College are adequately supervised to ensure the Health and Safety of themselves and others that might be affected by their acts and omissions.
- 2.12 The College is committed to ensuring that all work activities performed on its behalf will be performed by employees who are competent to undertake those activities. The College demonstrates this commitment by ensuring that all employees receive such training as is necessary for them to be able to discharge their duties in a competent manner.
- 2.13 The College shall exercise such control over its premises as required to reasonably ensure the Health and Safety of persons occupying or visiting them (including contractors).
- 2.14 The College shall consult with staff on matters pertaining to Health and Safety through its Health and Safety Committee.

Owner:	Deputy Principal	Approved by & on:	Governing Body, 11/12/2014
Review interval:	1 year	Impact assessed on:	23/03/2105
Date of next review:	December 2015	Post to website:	

## 3 Organisation for Health and Safety at the College

### 3.1 Governing Body

The Governing Body is the employer with whom rests the ultimate responsibility for Health and Safety. Current membership of the Governing Body is shown on the College website.

The Governing Body receives regular Health & Safety reports, including safeguarding matters.

### 3.2 The Principal and Chief Executive

The Principal is responsible to the Governing Body for the running of the College in all its activities, including the management of Health and Safety. The Governing Body has authorised this College Statement of Health and Safety Policy and the arrangements made under it, and the Principal shall satisfy the Governing Body that the Policy has been adequately implemented.

### 3.3 Health and Safety Committee

The Health and Safety Committee is responsible to the Principal for the safe management of all work under their authority. Each member of the Health and Safety Committee has been designated to take a lead role on particular aspects of Health and Safety to ensure that appropriate action is taken to champion a whole College approach to developing a positive Health and Safety culture. The Health and Safety Committee meets at least termly to report on their work and monitor their performance. The membership is as follows:

- Deputy Principal, Chair
- Assistant Principals
- Head of School
- Director of Quality
- Capital Development Manager
- Head of Staffing and HR systems
- Senior Technician representing Technicians
- Head of Information Technology

The terms of reference of the Health & Safety Committee are as follows:

- To ensure a strong and positive Health and Safety culture that provides a safe and secure learning and working environment
- To ensure compliance with all relevant Health and Safety legislation and accepted good practice

Owner:	Deputy Principal	Approved by & on:	Governing Body, 11/12/2014
Review interval:	1 year	Impact assessed on:	23/03/2105
Date of next review:	December 2015	Post to website:	

- To ensure that every member of staff and student understands and carries out their role and responsibilities in promoting the College’s Health and Safety Policy and Procedures
- To ensure training is provided to develop staff and students to undertake their roles effectively
- To monitor incidents, accidents and relevant monitoring data to constantly improve performance
- To ensure that Governors are advised on the College’s performance on Health and Safety and Safeguarding of Young People and Vulnerable Adults

### **Specific Duties of members of the Health and Safety Committee**

#### 3.4 Deputy Principal

The Deputy Principal will chair the Health and Safety Committee on at least termly basis to ensure that there is an effective strategic overview and that implementation is properly monitored and evaluated. S/he will be responsible for coordinating monitoring information to ensure that all risk assessments, incidents, accidents and monitoring information is provided to inform the work of the Health and Safety Committee and compiling all reports to the Governing Body. S/he will review and update on an annual basis a Health & Safety Manual to provide management with guidance and information on Health and Safety procedures across all functions.

The Deputy Principal is also responsible for ensuring that all risk assessments are completed and that personal data is protected and that the College complies with the Data Protection Act.

The Deputy Principal will ensure that the Marketing Team is familiar with the College’s Disaster Recovery Plan so that the College can effectively respond and provide appropriate information and public relations in the event of a serious incident. The Marketing Team is responsible for providing a first point of contact for information on Health and Safety for external hire and events. The Team is also responsible for identifying activities which require risk assessments to be carried out prior to events/hires.

Owner:	Deputy Principal	Approved by & on:	Governing Body, 11/12/2014
Review interval:	1 year	Impact assessed on:	23/03/2105
Date of next review:	December 2015	Post to website:	

### 3.5 Assistant Principal, Head of School and Director of Quality

The Assistant Principal, Heads of School and Director of Quality are responsible for ensuring that all teaching and learning activities are safe and that all students are properly inducted and that risk assessment for all learning activities has been conducted. They are also responsible for monitoring the adequacy of the implementations thereof. As and when a risk assessment identifies hazards within the learning area that require control in order to minimise the risk within their area they are responsible for devising, disseminating and monitoring feasible and adequate arrangements necessary to control such risks. In addition the Assistant Principal as the lead Safeguarding Officer for Young People and Vulnerable Adults will report any safeguarding incidents to the Principal.

### 3.6 Head of Staffing and HR systems

The Head of Staffing and HR will ensure that the College discharges its duty of care to its learners, visitors, employees and contractors, that legislation relating to Health and Safety is adhered to and that policies and procedures support the work of the College.

She will ensure that the College has in place a Disaster Recovery Plan which is reviewed and updated annually to ensure business continuity and that this is disseminated to staff. All relevant Health & Safety Committee members shall contribute to the content of the Plan.

With support from the HR team the Head of Staffing and HR systems will ensure that Health and Safety is included in the College’s annual training plan and that all staff are trained to understand their Health and Safety roles and responsibilities including safeguarding duties. This includes responsibility for the training of first aiders. . HR will ensure that appropriate risk assessments are performed for staff affected by disability; returning to work after illness; suffering from stress; or work-related medical conditions. The Head of Staffing and HR systems will also be responsible for ensuring that employees and sub-contracting staff have the appropriate level of Disclosure and Barring checks). All necessary records will be kept in the HR office.

### 3.7 Capital Development Manager

The Capital Development Manager is responsible for the Health and Safety requirements of the Capital Project regarding new build and decant operations, and is responsible for ensuring that the College’s Health and Safety obligations as an employer to the main contractor are discharged through the CDM Consultant.

Owner:	Deputy Principal	Approved by & on:	Governing Body, 11/12/2014
Review interval:	1 year	Impact assessed on:	23/03/2105
Date of next review:	December 2015	Post to website:	

He is responsible for ensuring that Health and Safety and fire evacuation procedures as affected by the capital works are up to date and information on changes disseminated to all staff, students, visitors and contractors through regular updates, information and appropriate signage.

The Capital Development Manager will ensure that updates on New Build Project health and safety issues are brought to the Health and Safety Committee on regular basis.

The Capital Development Manager also has a role in managing the Estates team and will ensure that all College buildings are safe, secure and fit for purpose and that best practice in sustainability is implemented. They will ensure that all risk assessments on the buildings are completed and available for inspection. They will ensure that all contractors are properly approved and supervised and that any building works comply with safe working practices. As and when a risk assessment identifies hazards within the buildings and that require control in order to minimise the risk they are responsible for devising, disseminating and monitoring feasible and adequate arrangements necessary to control such risks. They are also responsible for stocking first aid boxes with exception of specialist rooms (these are stocked by Technicians).

The College will have appropriate signage and systems in place to ensure the safety of visitors. The Estates team will be responsible for providing a first point of contact for information on Health and Safety and coordinating management action on dealing with accidents and emergencies.

The manager will also be responsible for record keeping of incidents, accidents, near misses and hazards. They will also ensure that cases requiring investigation will be referred to the Chair of the Committee to appoint person responsible to carry out investigation.

### 3.8 Head of Information Technology

The Head of Information Technology will be responsible for ensuring that there is an appropriate IT and Internet Safety system in place to protect the College from user abuse and that all users are aware of their rights and responsibilities for using the College IT Systems through development of IT User Policy. He will also be responsible for ensuring the safety and security of all IT equipment at the College and that its usage is effectively monitored. As and

Owner:	Deputy Principal	Approved by & on:	Governing Body, 11/12/2014
Review interval:	1 year	Impact assessed on:	23/03/2105
Date of next review:	December 2015	Post to website:	

when a risk assessment identifies hazards within IT systems area that require action to control in order to minimise the risk, Head of Information Technology is responsible for devising adequate arrangements necessary to control such risks.

### 3.9 Senior Technician and Technicians

The Technicians are responsible for ensuring that all specialist equipment used in learning is fit for purpose, safe, well serviced and secure. As and when a risk assessment identifies hazards within the equipment that require action to control in order to minimise the risk they are responsible for devising adequate arrangements necessary to control such risks. They also need to ensure that the first aid boxes in specialist art area are filled with all necessary items at all times.

## 4 **Authorisation**

This Statement of Health and Safety Policy and the organisation and arrangements for implementing it have the authority of the Governing Body who have delegated the responsibility for ensuring its implementation and monitoring thereof to the Principal and Chief Executive.

Signed.....Date.....

Louise Fluker  
Chair of the Governing Body

Signed.....Date.....

Gabrielle Flint  
Principal and Chief Executive

Owner:	Deputy Principal	Approved by & on:	Governing Body, 11/12/2014
Review interval:	1 year	Impact assessed on:	23/03/2105
Date of next review:	December 2015	Post to website:	