



PLUMPTON COLLEGE --- GROUP

Health and Safety Policy and Procedures

This policy sets out a framework for dealing with health and safety. The policy is applicable to all employees within the **Plumpton College Group**.

Any reference to Plumpton College is relevant to the Plumpton College Group, meaning any employee employed by its subsidiaries, its holding company or any subsidiary of its holding company.

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Approved by	Corporation
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The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

Health and Safety Policy and Procedures

POLICY STATEMENT

The Health and Safety policy has been issued by the Corporation to comply with the requirements of the Health and Safety at Work Act 1974 (HSWA) and express the commitment the Corporation has towards health and safety provisions.

This document together with the associated policies, procedures and guidance establishes the responsibilities that the Corporation has to its employees and others who use College premises or services. This document sets out the formal arrangements for health and safety and will be reviewed annually.

These documents explain how responsibilities for health and safety are allocated, and provide details of the arrangements for effective implementation, maintenance and monitoring of the requirements under the Health and Safety at Work Act 1974 and associated regulations.

The Corporation also has closely-related and sometimes overlapping responsibilities for safeguarding its students. The specific statutory responsibilities towards students aged under 19 and vulnerable adults under the Education Act 2004 and the Vulnerable Groups Act 2006, are addressed under separate policies which should be read in conjunction with those relating to health and safety.

Plumpton College will, so far as is reasonably practicable, take all necessary steps to ensure the health and safety of all employees and students and any other people who may be affected, either directly or indirectly, by its activities. All staff and students are expected to assist the College in meeting their combined H&S responsibilities. In particular the college will focus on the below points for the following year:

- A review of the incident reporting system;
- Monthly reporting of H&S Statistics;
- Peer input, review and best practice sharing at an organisational level
- Assurance surrounding safe practicals for students
- Enhancing risk assessment practice and training
- Safe plant, equipment, transport and systems of work;
- Maintenance of IoSH Managing Safely for Managers and Supervisors certification;
- Arrangements for the provision of appropriate first aid treatment for those injured whilst on College premises;
- Suitable and sufficient welfare facilities, including hygiene protocols.

Signed

Name Chair of Corporation

Date

April 2020

PART I - POLICY

1. Health and safety management structure & responsibilities

1.1 Corporation:

The Members of the Corporation have overall responsibility for the health and safety of all staff of the College, whilst at work, and for ensuring that activities undertaken by the College in the course of its operation do not expose persons not in its employ to risks arising from its activities.

The Corporation will designate one member as the Link Governor for health and safety and its governance. This Governor will meet with relevant staff members twice per year to discuss health and safety matters and report these to the Corporation.

All staff regardless of their role have a duty to ensure that accidents, near misses and anything that they feel constitutes a health and safety concern is reported appropriately using the systems provided. This duty also extends to complying with any investigative work undertaken for health and safety purposes.

1.2 Principal:

The Principal is accountable to the Corporation for the implementation of all measures deemed necessary by them to ensure compliance with statutory obligations, and the College Health & Safety Policy, and will:

- 1.2.1 Ensure so far as is reasonably practicable the health and safety at work of all College employees, students and visitors and any person who may be affected by the College's activities;
- 1.2.2 Ensure arrangements are in place for the effective planning, organisation, control, monitoring and review of health and safety;
- 1.2.3 Appoint competent persons to assist in implementing the measures necessary to comply with statutory requirements;

1.3 Senior Management Team (SMT)

SMT members are responsible, collectively and individually, for ensuring adherence to the measures necessary to comply with statutory requirements and will:

- 1.3.1 Allocate budgets sufficient to ensure that legislation and College procedures can be complied with;
- 1.3.2 Manage in a way that ensures compliance with health and safety legislation.

1.4 Deputy Principal

The Deputy Principal is responsible for ensuring policies and procedures are implemented and will:

- 1.4.1 Ensure the Principal and the Corporation are regularly briefed on matters relating to health and safety provision within the College, and compliance with relevant legislation;
- 1.4.2 The Deputy Principal will present an annual report to the Corporation on health, safety and welfare matters, and further briefings will be presented on a regular basis and when requested;
- 1.4.3 Ensure that the College systems for health and safety are communicated effectively to all relevant persons;
- 1.4.4 Ensure effective planning, organisation, control, monitoring, review and auditing of the College's health and safety provision;
- 1.4.5 Convene and chair regular meetings of the Health & Safety Committee;
- 1.4.6 Receive appropriate training and briefings on health and safety matters;
- 1.4.7 Carry out any other reasonable health and safety duties when directed by the Principal.

1.5 College Management Team (CMT) and their equivalents

All CMT's, and their equivalents, are responsible for monitoring overall compliance with health and safety, and fire safety, within their divisions and will:

- 1.5.1 Ensure their staff comply with College health and safety requirements and effectively manage day-to-day health and safety matters relating to the activities they are undertaking;
- 1.5.2 Liaise with the Health and Safety Manager to monitor compliance with the Health and Safety policy, and other policies and procedures arising from it, within their area of responsibility;
- 1.5.3 If requested by the Deputy Principal, liaise with members of their staff on health and safety matters whenever employees, students or others have been exposed to undue risk.

1.6 Health, Safety and Compliance Manager

The Health, Safety and Compliance Manager leads the Safety Team when additional staff and resources are procured either on a temporary or permanent capacity. This role is responsible for the management of health and safety within the College and will:

- 1.6.1 Act as the 'Competent Person' to assist the College in fulfilling its health and safety duties using the Health and Safety Management Cycle as the primary tool in obtaining cross college awareness of compliance;
- 1.6.2 Liaise with agencies, such as the Health and Safety Executive, the Fire and Rescue Service and Landex, on relevant matters;
- 1.6.3 Ensure that regular safety inspections of the College site and premises are undertaken;
- 1.6.4 Ensure that all serious accidents/near hits and dangerous occurrences are investigated and preventative action taken;
- 1.6.5 Review the Health and Safety policy annually and make recommendations to the Health & Safety Committee, Senior Management Team and Corporation on its revision;
- 1.6.6 Lead on the college fire plan for the risk assessment and evacuation of premises during and out of normal College hours;
- 1.6.7 Review accident statistics and report significant findings to inform on year on year improvements.
- 1.6.8 Assist Curriculum and Support Staff to establish and maintain Risk Assessments and Safe Systems of Work and instruct staff and students as required;
- 1.6.9 Ensure adequate records of health and safety related training, and industry competence qualifications, are maintained within all Curriculum and Operational areas.
- 1.6.10 Provide advice and training for College staff on health and safety matters;

1.7 Estates Manager

The Estates Manager will:

- 1.7.1 So far as is reasonably practicable, ensure that College premises are safe and compliant with relevant legislation;
- 1.7.2 Ensure the effective co-ordination of health and safety matters in relation to contractors, including permits to work, method statements, risk assessment and safe systems of work;
- 1.7.3 Ensure contractors are given suitable and sufficient information regarding on site hazards, emergency evacuation procedures, first aid provision and accident/incident reporting;

- 1.7.4 Ensure that procedures are in place for the provision, inspection, testing, maintenance and repair of fire safety related equipment, e.g. fire detection and alarm systems, emergency lighting and fire extinguishers;
- 1.7.4 Monitor contractors to ensure they carry out their work in a safe manner, in accordance with current legislation and their Risk Assessments/Method Statements;
- 1.7.5 Ensure that procedures are in place for the provision, inspection, testing and maintenance of electrical, heating and ventilation systems (to include assurance of compatibility with area of installation) and portable appliances;
- 1.7.6 Comply with the requirements of fire safety legislation, Building Regulations and the Construction, Design and Management Regulations in respect of all building alterations/modifications.

1.8 Curriculum, Operational and Safety Managers

All Curriculum and Operational Managers are responsible for implementing the Health and Safety Policy within their areas of operation and will:

- 1.8.1 Ensure that suitable and sufficient Risk Assessments are undertaken, and Safe Systems of Work developed, for the activities under their control. As part of this to ensure that these are brought to the attention of all staff and reviewed annually;
- 1.8.2 Act immediately to resolve any reported health and safety concerns;
- 1.8.3 Complete and submit Health and Safety Management Cycle reviews as required by the Health and Safety Team;
- 1.8.4 Follow up reports of any defects identified during inspections and ensure that any other issues are reported to the appropriate department;
- 1.8.5 Ensure that the Health and Safety policy, Risk Assessments, Safe Systems of Work and relevant Codes of Practice, along with any revisions, are brought to the attention of all members of their staff;
- 1.8.6 Ensure their staff act in accordance with the College Health and Safety policy, and relevant legislation, and that they fulfil their obligations under this policy;
- 1.8.7 Ensure their staff receive suitable and sufficient health and safety training and instruction;
- 1.8.8 Ensure that all emergency procedures within their area are known and understood;
- 1.8.9 Ensure, so far as is reasonably practicable, that all College activities within their area of control are properly supervised;

- 1.8.10 Ensure that all members of their staff are trained and currently competent in the work they are undertaking, and any person operating machines or equipment within their work area has been adequately trained, or is sufficiently supervised;
- 1.8.11 Monitor the safe storage/labelling of harmful, flammable, toxic or corrosive materials or sources of ignition, and that relevant emergency procedures are communicated;
- 1.8.12 Carry out any other reasonable health and safety duties as directed by the Health, Safety and Compliance Manager;

1.9 Tutors / Lecturers / Instructors

All tutors/lecturers/instructors will:

- 1.9.1 Be responsible for the safety of all students in their care;
- 1.9.2 Ensure that safe systems of work are complied with and in operation at all times, and that staff and students use the required Personal Protective Equipment;
- 1.9.3 Raise awareness of health and safety practices as an integral part of the work environment, and as part of the curriculum;

1.10 Technicians

Technicians will:

- 1.10.1 Only undertake tasks they are trained and qualified to do and follow stated Safe Systems of Work;
- 1.10.2 Ensure that all work in their area is carried out in accordance with relevant statutory regulations or safety codes of practice;
- 1.10.3 Develop and maintain schedules for the regular inspection and maintenance of all fixed and portable equipment.

1.11 All staff

All staff have a responsibility to ensure, so far as is reasonably practicable, the health and safety of anyone who may be affected by the College's undertakings and will:

- 1.11.1 Act in accordance with the College Health and Safety policy, and in a way that takes into account the health and safety of themselves and others. Failure to follow this policy could be considered an act of Gross Misconduct and subject to the College's Disciplinary Procedures.
- 1.11.2 Be aware of, and contribute to, the review of risk assessments and safe systems of work relevant to their role; in doing so ensure that stated control mechanisms are followed at all times;

- 1.11.3 Not misuse anything intended for the purposes of health and safety provision;
- 1.11.4 Inform their relevant line manager or the Safety Team of any problems or shortcomings in complying with the College Health and Safety policy;
- 1.11.5 Ensure that students, staff and others are advised of any risk to their health and safety and, if necessary, liaise with the relevant line manager or the Senior Manager;

1.12 Students

Students have a responsibility to ensure, so far as is reasonably practicable, the health and safety of themselves and others who may be affected by their acts or omissions and will:

- 1.12.1 Be responsible for their own health and safety, and that of others at all times;
- 1.12.2 Report any health and safety issue to a member of College staff for action without delay;
- 1.12.3 Comply with the College Health and Safety policy at all times;
- 1.12.4 Not interfere with, or misuse, anything provided for the purpose of health and safety.

2. Arrangements

To meet its statutory obligations, Plumpton College has specific arrangements, guidance and procedures, including staff responsibilities, in relation to:

Accident and Incident Reporting		Legionella
Asbestos		Lone working
Bio-security		Manual handling
Contractors		Mental health & stress at work
Control of substances hazardous to health		New and expectant mothers
Display screen equipment		Personal protective equipment
Driving at work		Pressure vessels
Electrical equipment		Risk assessments
Emergency planning and procedures		Safeguarding
Environment		Safety committees
Fire risk assessment		Trips and visits
Fire safety		Use of premises by non-college groups
First aid		Wellbeing
Inspection, monitoring, auditing and review		Whistleblowing
Laboratories		Work placements & work based learning

NB. Specific areas of the college (e.g. curriculum) will have their own additional codes of practice to ensure the health and safety of anyone within their area of responsibility.

Advice and further detailed information relating to these arrangements is available from the Safety Team. Codes of practice and procedures will also be held by managers in relation to their areas of responsibility, and be brought to the attention of, and made available to, staff directly affected. This list will be amended, as required, to reflect changes within the College.

The Safety Team will ensure that Standard Operating Procedures are in place to underpin these arrangements.

2.1 Accident Reporting and Investigation

The College requires:

- 2.1.1 Staff to report all accidents and near misses within at least 24 hours of the incident occurring. The report form is located on the staff Intranet and should be completed and submitted to the Safety Team mailbox without delay;
- 2.1.2 The Safety Team to ensure that all accidents and near hits, regardless of injury, are investigated appropriately to identify any action required to prevent a recurrence;
- 2.1.3 The Safety Team to manage the accident recording and investigation procedure in accordance with legislation and regulations;
- 2.1.4 The Safety Team to maintain a database of all reported accidents and Near Hits i) to enable trend analysis and data comparison to be undertaken and ii) for the purpose of preparing statistics for the Corporation, as part of the H&S Management Cycle, for the health and safety committees and when otherwise required;
- 2.1.5 The Health, Safety and Compliance Manager to report any serious incidents or accidents to the Health and Safety Executive, in accordance with the relevant regulations.

2.2 Work Based Learning

- 2.2.1 Guidance to ensure the safety of students on work based learning is set out and communicated in the Work Based Learning policy;
- 2.2.2 Staff arranging or co-ordinating work based learning, or work placements, will follow the Work Based Learning policy to ensure the safety of students whilst at their work placement.

2.3 Disciplinary Action

- 2.3.1 The College staff disciplinary rules provide for disciplinary action to be taken in the event of neglect or disregard of the College's health and safety procedures;
- 2.3.2 Disciplinary action may also be taken against students who commit serious breaches of College health and safety procedures;
- 2.3.3 Breaches of the College's Health and Safety Policy and guidelines by staff or students will be considered under the appropriate disciplinary procedures;
- 2.3.4 Misuse of anything provided in the interests of health and safety or in pursuit of any legal obligation imposed upon the College by the various statutory provisions or any failure to comply with any requirement detailed within the policy and procedures issued by the College will be regarded as gross misconduct.

2.4 Training for Health and Safety

- 2.4.1 All staff are to attend a health and safety induction session;
- 2.4.1 Managers must ensure all staff have received a suitable and sufficient safety induction for their particular area of work, and suitable training for the work they are expected to undertake;
- 2.4.2 College Management Team (CMT) and Curriculum Managers (or equivalents) are responsible for identifying and programming health and safety training for their staff
 - i) on recruitment into the College;
 - ii) when there is a change in role or responsibilities, or;
 - iii) when new equipment or technology is introduced.
- 2.4.3 The Health, Safety and Compliance Manager will provide H&S training for members of the Corporation periodically through briefing documents that will be circulated with meeting papers.

2.5 Hirers and Others

- 2.5.1 When any part of the College is to be used for purposes not under the direction of the Principal, the use of College Facilities by Non-College Groups policy will apply, under the direction of the Conferencing and Events Manager.

2.6 Staff Consultation

- 2.6.1 Staff consultation is provided through the H&S Committee (chaired by the Deputy Principal) which is convened twice per year;
- 2.6.2 The responsibilities of the Committee is set out in the Terms of Reference and will include:

- To act as a consultative body on all matters relating to health and safety;
- Receive reports on health and safety performance;
- Oversee the investigation and management of serious incidents and monitor approved actions;
- To report at least termly to the College Senior Management Team;
- To report at least annually to the Corporation;

2.6.3 Recognised Trade Unions may appoint safety representatives from within their membership.

2.7 First Aid

2.7.1 First aid provision will be sufficient to ensure suitable and adequate levels of treatment can be given when required;

2.7.2 Staff will receive such training in first aid techniques as is required to meet the needs of all reasonably foreseeable circumstances based on the activities undertaken across the College;

2.7.3 Supplies of first aid equipment will be held at various locations throughout the College and be checked and replenished regularly, including as part of the Health and Safety Management Cycle;

2.7.4 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-college activities.

2.8 Lone Working

2.8.1 Staff should avoid working alone and an appropriate risk assessment should be undertaken for anyone required to do so;

2.8.2 Students are not permitted to lone work i.e. when no member of staff is present.

PART II – PROCEDURES

3 General Arrangements

3.1 Compliance

In order to identify measures necessary to comply with the College Health and Safety and related policies and procedures, Curriculum, Operational and Safety Managers will:

- 3.1.1 Complete the termly H&S Management Cycle and submit their return to the Safety Team within the required time frame. As this is a vital part of the College's H&S Management system, any failure to comply with this requirement will be taken in to account when scoring that division's SAR.
- 3.1.2 Complete and disseminate suitable and sufficient assessment of risks to which Employees of the College, or persons using the facilities within their areas of control are exposed. This is to include staff and students undertaking any activity as part of their work or study course, with particular attention being paid to vulnerable individuals / groups e.g. young persons, those with a disability, the inexperienced or new / expectant mothers.

3.2 Consultation arrangements

- 3.2.1 Staff consultation on matters relating to health and safety is provided through the Health and Safety Committee. This is chaired by the Deputy Principal and attended by the College Management Team. Minutes from the meetings of each committee will be sent to members and to the Corporation.
- 3.2.2 Recognised Trade Unions may appoint safety representatives from amongst their membership, in accordance with the appropriate regulations, and the appointment notified to Human Resources;
- 3.2.3 Nominated representatives may:
 - Contribute to the identification and the resolution of potential hazards, dangerous occurrences and general matters affecting health and safety in cooperation with management;
 - Represent those employees in consultations with any enforcement inspectors;
 - Investigate complaints made by an employee they represent and to undertake workplace inspections in accordance with current regulations;

3.2.4 The College will also employ a range of other consultation methods accessible to all employees on matters related to their health and safety at work.

3.3 Health and Safety training

All managers will ensure that all their staff have appropriate health and safety related skills and are adequately trained in their particular area of work to effectively discharge their health and safety duties;

3.3.1 Suitable and sufficient health and safety training will be provided for all staff on appointment to, or transfer within the College, or when new equipment or ways of working are introduced;

3.3.2 Skill requirements will be assessed as part of the appraisal process and appropriate support and training provided where necessary.

3.4 Accident reporting and investigation

The College, through the College Safety Team, will maintain an accident reporting and investigation procedure to meet statutory requirements. Statistics will be prepared and made available, at least once per term, or on request as necessary, and a full summary will be included as part of the end of year report provided by the Health, Safety and Compliance Manager.

3.4.1 Staff are required to report all accidents and near hits, without delay, to the College Safety Team using the electronic report form located on the College intranet;

3.4.2 The Safety Team will appropriately investigate reported incidents, regardless of injury or damage, both to verify the statement made by any injured person, and to identify any action required to prevent a re-occurrence;

3.4.3 The responsible Safety Manager, or their representative, will be accountable for the reporting of any incident and for making the area safe. In serious cases, immediate notification to the Health Safety and Compliance Manger or SMT is required;

3.4.4 The Safety Team will advise the appropriate Safety Manager of any action(s) considered necessary as a result of the incident, or matters of concern identified during the investigation.

They will monitor the progress of those actions and report to SMT as appropriate;

3.4.5 The Safety Manager will refer any actions requiring financial support, that fall outside their budgetary scope, to the Director of Finance.

3.5 Safety monitoring arrangements

The College will put appropriate health and safety monitoring arrangements in place to maintain and improve compliance, and identify potential areas of failure that could lead to injury or loss.

3.5.1 Monitoring activities will include, but not be limited to, the following:

- Safety inspections of the physical aspects of the College operational areas, undertaken in accordance with established procedures;
- Operational compliance audits covering all aspects of health and safety implementation including systems and procedures;
- Reviews of documentation to ensure they continue to reflect current operational need.

3.5.2 All staff and students are required to report any hazards they have identified in their workplace to their Safety Manager, or a member of the College Safety Team, without delay. Information is provided for visitors to advise them how to report any issues they might identify;

3.5.3 Safety Managers are required to ensure appropriate action is taken to remove or adequately control reported hazard, seeking advice from the Safety Team as necessary.

3.5.4 The Corporation will meet their statutory health and safety duties by requiring the Health, Safety and Compliance Manager to report to them at least twice per year. Those reports are to include:

- Details of any contact with / from enforcement agencies (HSE, Fire, Police etc);
- Significant matters raised at meetings together with actions required / taken;
- Accident statistics and analysis;
- Information following safety inspections, Management Cycle returns and auditing activities;
- Details of H&S training delivered to staff;
- Any other significant health and safety issues;
- Proposed health and safety initiatives for the coming period;

3.6 Emergency arrangements

The College will devise and implement such arrangements as it considers appropriate, to address any potential emergency situations that might arise.

3.6.1 The following specific procedures are individually documented, and will be fully implemented, by the College under the direction of the Principal:

- Fire affecting the College premises, including residential accommodation – Emergency Operational Procedures (including Wardens’ Manual, Emergency Evacuation Procedures and Fire Safety Management Strategy);
- Accident or incident involving physical injury or property damage either on or off College premises - Accident and Incident Reporting and Investigation Procedures;
- Failure of a control system designed to prevent exposure to an identified hazard affecting people, animals or the environment – Near Hit Reporting and Investigation Procedures;
- Work related disaster caused by environmental factors or the failure of a structure, machine or process, or due to human error - Business Continuity and Disaster Recovery Plan;
- The CMT and Safety Managers, or their representatives, are required to ensure that any emergency procedures affecting their areas of responsibility are fully implemented and adequately supported by both staff and students.

3.8 Policy review and revision

3.8.1 The College Health and Safety Policy and guidelines and any associated codes of practice, guidance, or procedures will be reviewed annually by the Corporation and revised as necessary following advice from the College Safety Team.

3.8.2 The Corporation has delegated authority to the Principal to approve minor revisions to this policy and associated guidance.