



Health & Safety Policy

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Requirement	ESSENTIAL
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Contents

1.0	Health & Safety Statement	3
1.2	Purpose	4
1.3	Intent.....	4
1.4	Objectives.....	4
2.0	Responsibilities	6
2.1	All Employees	6
2.2	Students	6
2.3	The Corporation and the Principal and CEO.....	6
2.4	Deputy Principal Finance & Resources.....	7
2.5	Health & Safety Officer.....	7
2.6	Senior Leadership and College Leadership Members	8
2.7	Curriculum Area Managers	8
2.8	Teaching Staff.....	9
2.9	Technicians.....	10
2.10	Estates Operatives.....	10
2.11	Contractors.....	11
2.12	Health & Safety Committee	11
	Terms of Reference.....	11
	Membership.....	11
3.0	Arrangements to deliver this policy	12
3.1	Monitoring	12
3.3	Implementation.....	13
3.4	Presentation and Review	13
3.5	Supplementary Policies and Guidance	13
	Appendix 1 – Supplementary Policies and Guidance.....	14

1.0 Health & Safety Statement

In Pursuance of: The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999

Fareham College, through the Board of Corporation and the Principal, has responsibility placed upon it by The Health and Safety at Work etc. Act 1974, to provide and maintain safe and healthy working conditions, equipment and systems of work for all their employees, and to provide such information, training and supervision as they need for this purpose.

They also accept responsibility for the health, safety and welfare of other people who may be affected by our activities.

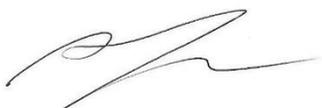
The College will need the support of all their employees in order to achieve the objectives of the safety policy. There will be employer / employee consultation on health and safety matters and individuals will be consulted before allocating particular health and safety functions.

The organisation and arrangements for implementing this policy are set out in the College Health and Safety Policy.

The College will ensure that all health and safety arrangements are appropriately implemented for students and staff involved in external work experience or work placement.

This Policy Statement and the College Health and Safety Policy will be regularly reviewed and revised, particularly as the business changes in nature and size.

Signed:



Andrew Kaye
Principal and CEO

Date: 24.11.2020



Kevin Briscoe
Chairman

1.2 Purpose

This is the Health and Safety Policy Statement of Fareham College. It indicates the intention, organisation and arrangements regarding the safety and health at work of employees and others, whilst on the organisation's premises, undertaking College activities in the community or placed/working with other Companies/Organisations, for the purposes of educational and occupational training.

This Policy also addresses the organisation's approach regarding the safety and health of learners/students, the public, visitors and contractors on its premises and those premises not owned by Fareham College.

Specific assessment of risk and supporting operational policies and procedures set out the health and safety arrangements, which the College will implement. These seek to eliminate, or reduce to minimum practicable levels, any risk to staff, learners/students, visitors and external clients

The policy is aligned with key stakeholder's policies and procedures. This includes the Skills Funding Agency (SFA) and The European Social Fund (ESF).

1.3 Intent

It is the policy of Fareham College to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate. It is the responsibility and duty of all staff, learners/students and others to co-operate with the organisation and to conform and comply with the requirements of this policy and associated arrangements, procedures and Codes of Practice which apply.

1.4 Objectives

In order to achieve compliance with the statement of policy, the organisation, has set the following objectives that apply to staff, learners/students, visitors, external clients and stakeholders where appropriate:

- 1.4.1 To set and maintain high standards for health and safety at all operational sites and with partners and external contracts.
- 1.4.2 A working environment, in all areas connected with the organisation that is safe, without significant risk to health and adequate facilities and arrangements for the welfare of those at work.
- 1.4.3 Means of access and egress that are safe and without risk.
- 1.4.4 Plant, equipment and systems of work that are safe and without significant risk to health.
- 1.4.5 Information, instruction, training and supervision as is necessary to ensure the health and safety, at work, of staff, learners and others undertaking their working activities, operating equipment and handling materials.
- 1.4.6 Arrangements for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles and substances.
- 1.4.7 To identify risks and set in place procedures to remove or reduce these risks.
- 1.4.8 To enter into joint consultation on health, safety and welfare at work with its staff through the Health and Safety Committee meeting at least three times a year, communicating this policy and relevant information on health and safety issues via induction and on-going training and through Health and Safety Committee representation. Sub-committees will report to the main organisation Health and Safety Committee.
- 1.4.9 To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken in connection with the operations of the organisation.
- 1.4.10 To provide first aid facilities and training for nominated personnel responsible for the administering of first aid; and to implement accident, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) investigation and recording arrangements.
- 1.4.11 To have in place emergency procedures and nominated trained personnel to facilitate the evacuation of staff, learners/students, visitors and contractors under such circumstances, to ensure hired premises have sufficient emergency procedures.
- 1.4.12 To monitor health and safety operations in all business undertakings.

- 1.4.13 To review, revise and add where necessary to this policy and operational procedures to ensure that current organisational arrangements, legislation and best practice are incorporated. Any such revisions or additions will be brought to the notice of staff and others to whom they apply.
- 1.4.14 The organisation also recognises its duty to conduct its undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment but who may be affected thereby are not exposed to risks to their health or safety.

2.0 Responsibilities

2.1 All Employees

All employees, including those more specifically identified in this policy statement, are responsible for:

- a. Familiarising themselves with the College Health and Safety Policy
- b. Maintaining good housekeeping and that all work areas are kept clean, tidy and free from obstruction
- c. Personally, following safe working procedures and observing College and other safety regulations, e.g. Personal Protective Equipment / Clothing (PPE/C)
- d. Ensuring that safety precautions are observed and that regulations regarding the use of PPE/C and protective clothing etc. are enforced
- e. Reporting details of faulty or potentially dangerous equipment to their manager and the Health & Safety Officer
- f. Reporting any accident, however minor on the Accident Report Form, fully completed, signed and supported by witness statements where possible
- g. Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty
- h. Ensuring awareness and compliance with the College fire drill and fire alarm procedures
- i. As far as it is reasonably practicable, ensuring that all work carried out conforms to the requirements of the Health and Safety at Work etc. Act 1974

2.2 Students

Students are responsible for:

- a. Co-operating and maintaining a tidy and safe working environment
- b. Observing College Health and Safety rules and regulations
- c. Using the appropriate safety equipment and clothing as directed
- d. Using in a safe manner and not wilfully misusing, neglecting, damaging or interfering with apparatus, equipment, College premises or services
- e. Reporting any hazard, dangerous equipment or service to the Lecturer in charge of their class or to any other member of the College staff
- f. Reporting an accident immediately to the Lecturer in charge of their class or to any other member of the College staff

All students are responsible to the Principal, College staff, fellow students and themselves for Health and Safety issues.

2.3 The Corporation and the Principal and CEO

The Principal and CEO, via the Corporation, has ultimate responsibility for:

- a. The health, safety and welfare of College employees whilst at work, including visitors, students and any other person likely to be affected by College activities
- b. Co-ordinating effective implementation of the Health and Safety Policy and practice in the College.
- c. College Health and Safety management and consultative procedures involving staff and students in line with guidance 'Managing for health and safety' (HSG65)
- d. Ensuring that all staff receive appropriate health and safety information and training

- e. Monitoring, implementing and updating changes in health and safety legislation and good practice
- f. Allocating adequate resources to meet the needs of the Health and Safety programme and practice in the College.

2.4 Deputy Principal Finance & Resources

The Deputy Principal Finance & Resources is responsible for:

- a. Ensuring that all staff are aware of the Health and Safety Policy, organisation and arrangements
- b. Ensuring the effective formulation and implementation of: i) The College's Health and Safety Policy ii) Safe working procedures and codes of practice iii) Departmental safety using the assistance and expertise of the Safety, Health and Environment Advisor, Occupational Health Nurse and the Human Resources Department
- c. Updating Health and Safety information as appropriate and reviewing and amending the Policy on a regular basis
- d. Ensuring that all risk assessments are carried out in accordance with The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005
- e. Ensuring, through appropriate members of staff, that proper procedures are established and followed concerning the, storage, use and disposal of chemicals and hazardous materials in compliance with COSHH. Regulations 2002 and the Environmental Protection Act 1990
- f. Allocating funds within the approved College budget or from central funds to meet the needs of the Health and Safety programme and practice in the College.

2.5 Health & Safety Officer

The Health and Safety Officer in consultation with the Deputy Principal Finance & Resources will be responsible for:

- a. Assisting the planning and monitoring of health and safety policies, particularly to ensure the effective implementation of:
 - i. The College Health and Safety Policy
 - ii. Faculty / Departmental Health and Safety Information
 - iii. Safe Codes of Practice
 - iv. Safe Working Procedures
- b. Carrying out cross College safety audits in conjunction with the relevant 'line manager'
- c. Assisting in ensuring College premises are maintained in a safe condition, which is safe and without risk to health
- d. Organising throughout the College a system of reporting accidents, injuries, diseases and dangerous occurrences
- e. Advising Faculty Directors and Department Managers in undertaking risk assessments for their area in accordance with the Management of Health and Safety at Work Regulations 1999.
- f. Ensuring that warning notices, safety signs and posters are maintained and are appropriate and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- g. Monitoring procedures relating to all current health and safety regulations
- h. Assisting in ensuring that the necessary safety precautions are taken by staff
- i. Keeping the Principal and Chief Executive, the Health & Safety Committee, senior staff and other persons as may be necessary, informed of relevant correspondence with regard to health and safety
- j. Continually developing safe practices to ensure maximum safety for all staff

- k. Assisting managers in investigating accidents/incidents within their area of responsibility
- l. Arranging for the upkeep of reporting procedures throughout the College
- m. Maintaining relevant safety data for reference, including details of current health and safety legislation
- n. Forwarding to the various managers responsible for externally funded students, copies of accident notification forms involving their students
- o. Assisting the Deputy Principal of Finance and Resources and Estates Manager with the review, update and amendment of health and safety information, policy and guidance manual
- p. Attending Health & Safety Committee meetings
- q. Maintain the Health & Safety SharePoint site with relevant and up to date information

2.6 Senior Leadership and College Leadership Members

All Senior Leadership and College Leadership Members are responsible for:

- a. Health, safety and welfare matters within their areas of control and will assist the Principal in establishing an effective policy
- b. Continuous appraisal of the effectiveness of the policy and ensuring that any necessary changes are brought to the notice of the Deputy Principal Finance & Resources
- c. Implementing the College's safety policies and procedures within their areas of responsibility
- d. Ensure that accidents/incidents are recorded and investigated
- e. Ensuring that all staff receive appropriate Health and Safety information and training
- f. Implementing a programme of safety education for students as required
- g. Ensuring that a written comprehensive risk assessment is undertaken of all work areas under their control. Where an assessment identifies that further action is to be taken to remove or reduce an identified risk that the necessary action is taken and the risk removed or reduced
- h. Ensuring that records of inspection of workplaces are completed and that procedures and information arising from risk assessments are brought to the attention of staff and students concerned

2.7 Curriculum Area Managers

Curriculum Area Managers are responsible for:

- a. Study and understand the College Health and Safety Policy
- b. Ensure that the Faculty / Department Electronic Health and Safety information is kept current and implemented
- c. Ensure that accidents/incidents are recorded and investigated
- d. Ensure that statutory requirements are complied with for their Faculty / Department
- e. Ensure that their staff are aware of, and observe:
 - i. The Health and Safety Policy
 - ii. First Aid Procedures
 - iii. Evacuation Procedures
 - iv. Their Faculty / Department's Safety Policy
- f. Ensure that reporting and recording procedures are carefully followed
- g. Co-operate with the Health & Safety Officer during inspections
- h. Ensure that risk assessments are carried out and recorded for their area of responsibility by competent members of their staff. Assistance is available if required from the Health & Safety Officer.

- i. Allocate funds from their budgets for the health and safety requirements of their area of responsibility. e.g. The purchase of Personal Protective Equipment, maintenance of specialist equipment
- j. Ensure when new or second-hand equipment or machinery is purchased, that it complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER)
- k. Training:

All College staff and students must have appropriate Health and Safety training as laid down by the Management of Health and Safety at Work Regulations 1999

 - i. Staff who may be required to change work areas or tasks, must receive safety training before starting
 - ii. Refresher training must be given when and where necessary
- l. Warning Signs:

Warning signs must be clear, un-obstructed and easily understood by all staff. Where appropriate, multilingual or pictorial signs must be displayed
- m. Safe Methods of Work:

All Faculties / Departments must:

 - i. Issue written instructions for safe methods of work specific to their areas. Contractors must be aware of and or given instructions where appropriate
 - ii. Ensure that proper precautions are taken in the use of workshop machinery and equipment
 - iii. Ensure that regular Health and Safety audits of machinery are undertaken
 - iv. Arrange for workshop machinery/equipment to be regularly monitored/serviced and records maintained
 - v. Report to the Deputy Principal of Finance and Resources or to the Estates Manager, any defects in the fabric of College buildings.
- n. Control of Substances Hazardous to Health Regulations 2002 (COSHH):

All areas must comply with COSHH Regulations, and copy assessments sent to the College Safety, Health and Environment Advisor. Any additional, replacement or discontinued substances must be assessed and recorded.

All safety data sheets for materials in your Faculty / Department must be obtained from the manufacturer and kept with the assessment and material being used.
- o. Personal Protective Equipment at Work Regulations 1992 (PPE): All staff must observe regulations regarding the use of the above, students must use the appropriate safety clothing and equipment as prescribed

2.8 Teaching Staff

Teaching staff are responsible through their Faculty Director to the Principal for:

- a. Familiarising themselves with the College Health and Safety Policy, and to instruct students regarding health and safety within their chosen curriculum area
- b. Ensuring Risk Assessments are completed and available for their curriculum area, which cover all significant risks, and control measures in place as required. This information must be forwarded to the Health & Safety Officer
- c. The safety of students whilst they are in their charge at College or at external venues or locations
- d. Ensuring that clear safety instructions and warnings are given, understood and obeyed
- e. Personally following safe working procedures and observing general safety regulations
- f. Ensuring that they and their students know the whereabouts of First Aiders and First Aid facilities

- g. Reporting and taking any practicable steps immediately to remove any hazard, existing or potential, and reporting without delay to the Faculty Director
- h. Ensuring that protective clothing, safety guards, etc. are used as required and enforcing safe working procedures
- i. Following an accident/incident a member of staff should complete an Accident Report form which must be submitted to the Health & Safety Officer without delay.
- j. Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty.
- k. Keeping up to date with health and safety legislation with regard to their curriculum area

2.9 Technicians

Technicians are responsible for:

- a. Carrying out the instructions of the College Leadership Team in ensuring observance of health and safety precautions throughout the College
- b. Ensuring workspaces are safe and properly maintained
- c. Ensure all users have received adequate health & safety training and are trained to use equipment
- d. Where appropriate being aware of the COSHH Regulations and to assist, as directed by the Faculty Director or Health & Safety Officer, in making assessments of substances that are hazardous to health
- e. Where appropriate ensuring that proper measures are taken for the storage, use and disposal of hazardous material, in accordance with established College procedures
- f. Where appropriate assisting, as directed, in the maintenance of an inventory of hazardous substances
- g. Where appropriate carrying out proper procedures when disposing of waste chemicals and hazardous substances in accordance with the appropriate legislation
- h. Maintaining records, as directed by the Faculty Director or Health & Safety Officer, of all apparatus and checking that all equipment and apparatus is regularly inspected and serviced
- i. Maintain records of training and compliance and supporting the Health & Safety Officer in periodical audits of records

2.10 Estates Operatives

Estates Operatives are responsible for:

- a. Assisting the Estates Manager in maintaining the College premises in a safe condition
- b. Observing proper safe working procedures when carrying out work in the College
- c. Being aware of regulations concerning the storage of hazardous materials
- d. Regular monitoring and testing of firefighting equipment, emergency lighting, fire doors, etc. and reporting defects to the Estates Manager and Health & Safety Officer
- e. Ensuring that rubbish and other combustible waste is safely removed from buildings
- f. Regularly monitoring the condition of the fabric of the College buildings, regular inspection of heating plant and regular monitoring of the condition of gas, electric, water supplies and drainage systems and to report any defects or necessary repairs to the Estates Manager
- i) Ensuring that the Colleges extensive CCTV system is monitored and the digital recording facility enables discs to be produced in evidence if necessary

2.11 Contractors

Contractors appointed to undertake work at the College shall:

- a. Comply with the Health & Safety at Work etc. Act 1974 and all relevant subordinate legislation, especially the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 and approved codes of practice
- b. Appointed contractors will at all times comply with College health and safety procedures
- c. Contractors will ensure at all times the health and safety of themselves and others who may be affected by their undertaking
- d. Contractors will ensure that College fire procedures are followed and that access and egress, to and from all College sites is not obstructed in any way
- e. Equality & Diversity Obligations. Fareham College is committed to safeguarding and promoting the welfare of children, young people and adults, we are also responsible for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality. We fully expect all contractors to share our commitment and responsibility and note that the College will:
 - i. Investigate complaints of discrimination, bullying or harassment and take prompt and appropriate action
 - ii. Ensure that all members of the College, contractors, visitors and work placement providers are responsible for complying with the College policy
 - iii. Inform all people that discrimination is not acceptable
 - iv. Stop discrimination, bullying or harassment and take positive action when it occurs

2.12 Health & Safety Committee

The Health and Safety Committee reports through to the Finance & Resources Committee. The Committee was set up by the College to provide a means of effective communication and consultation with staff in instigating, developing and carrying out measures to ensure staff, student and visitor health, safety & welfare at College.

Any matters arising from discussions related to staff terms and conditions of service will be referred to the Joint Consultation and Negotiation Committee (JCNC) which has separate terms of reference.

The objective of the Committee is “The instigating, developing and carrying out of measures to ensure health, safety and compliancy at work for all those on college premises”

In order to ensure legal compliance, the Health & Safety Committee will meet at least three times a year.

The organisation recognises its legal duty to consult with the College community. Legislation includes the Health and Safety at Work Act 1974, Health and Safety (Consultations with Staff) Regulations (HSCER) 1996 and other relevant legislation.

Terms of Reference

- a) To consider legislation, information, statistics and reports relating to health, safety and welfare matters affecting the College generally and to make recommendations accordingly
- b) To make recommendations regarding the effective application and development of the Health & Safety Policies of the College and ensure these are enacted
- c) To advise on safety codes of practices affecting the College generally and adherence to safety policy
- d) To consider Health & Safety training at all levels
- e) To review reports of routine workplace inspections
- f) To make recommendations for additional workplace inspections
- g) To consider reports from the Health & Safety Executive, Statutory Bodies and Inspectorates

Membership

- Principal and CEO(Chair)
- Deputy Principal Finance and Resources
- Managing Director Business Plus

- Estates Manager
- Health & Safety Officer
- Faculty Representatives
- HR Advisor
- Union Representatives (maximum of 3)

3.0 Arrangements to deliver this policy

This policy will be delivered by:

- The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to the College which will be made available internally
- Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility
- The use of SharePoint to provide management tools to both assist managers to implement the Health and Safety management system and to monitor their progress
- The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc
- The promotion of health, safety and welfare of all colleagues through campaigns, communications, seminars and questionnaires
- Engaging our recognised trade union colleagues in effective consultation and actively supporting Safety Representatives in the fulfilment of their role

3.1 Monitoring

The effectiveness of the organisation's Health and Safety Policy will be monitored in the following way:

3.2.1 Accident/incident reporting and analysis

There are systems in place for reporting, recording and analysis of all accidents and incidents with a view to determining and reducing, as far as a reasonably practicable, their causes

Investigations will be conducted, where appropriate, in order to determine potential breaches of statutory obligations or internal policy/procedures. These identify, where appropriate, additional preventative and protective measures

Where the organisation is undertaking contracted work for another organisation, the accident reporting procedures will be clarified in the agreement with that organisation

3.2.2 Measuring performance

Inspections, risk assessments and health and safety audits will be carried out at the organisation's workplaces and the resulting action plans addressed by managers in conjunction with representative

The Health and Safety Officer will formally monitor the site health and safety inspections and risk assessments completed through an internal audit programme

3.2.3 Reviewing Performance

The Health and Safety Office will prepare an annual report evaluating the health and safety performance of the organisation. The annual report will refer to the following areas:

- Health and safety performance for the previous year
- Measuring performance statistics
- Health and safety learning and development
- Health and Safety planning for the coming year

An annual report will be submitted to the Board of Governors

3.3 Implementation

The policy describes a broad range of responsibilities across all levels of the college. The Policy will be delivered and followed at all levels and subject to frequent revisions as appropriate to ensure that the College maintains a safe environment. It is the responsibility of any staff who suspect any reason why the policies or procedures are no longer effective or are not being followed should address them with their individual line managers and the Safety, Health and Environmental Advisor for potential review.

The full delivery of a safe workplace is supplemented by the carrying out of risk assessments specific to individual work areas generated within faculties/departments which will contain additional controls, procedures and instructions not detailed in this policy

3.4 Presentation and Review

This policy and any revision will be drawn to the attention of every stakeholder, partnership and employee of the organisation

The contents of the documents produced under this policy will be brought to the attention of anyone for whom the contents are relevant

This policy and accompanying documentation will be reviewed and where necessary revised on an annual cycle unless an earlier revision is prompted by changes in organisational structure, legislation or procedures

3.5 Supplementary Policies and Guidance

The organisation Health and Safety Policy will be supplemented by a number of specific policies and related procedures which will be reviewed and updated as appropriate. All policies will be available on the intranet. Department specific policies will be kept in local files. Please see appendix 1 for a list of policies and guidance available on the organisation's intranet

Appendix 1 – Supplementary Policies and Guidance

These documents are available on the College Health & Safety SharePoint site

A range of specific appendices, policies, draft policies and procedures are in addition, but not in whole a part of this policy. They include:

- Accident, Incident, Near Miss or Hazard Reporting Forms
- Asbestos Management
- Bomb Threats
- Legionella Management
- Display Screen Equipment
- Drivers of College Vehicles (including 'own' vehicles)
- Educational and Residential Visits and Trips
- Fire Prevention, Precautions and Evacuation Procedures specific to all properties within the College Estate
- Generic Risk Assessments
- Procurement of Contractors
- Safeguarding (Child Protection / Vulnerable Adults)
- Prevent
- Work Based Learning, Student Placements and Projects
- Dealing with offensive weapons
- Power to restrain and search

Additional College Policies and Procedures and information can be found on the College Policies Intranet site

Policies

1. Accident and Reporting Policy
2. COSHH Policy
3. Display Screen Equipment Policy
4. Electrical Safety Policy
5. Fire Safety Policy
6. First Aid Policy
7. Infection Control Policy
8. Legionella Management Policy
9. Lone Working policy
10. Manual Handling Policy
11. Minibus/College Vehicle Policy (HR)
12. Occupational Health Policy (HR)
13. Slips, Trips and Falls Policy
14. Snow and Ice Clearance Policy
15. Transportation of Injured or sick persons to hospital
16. Violence and Aggression Policy
17. Wellbeing Policy (HR)
18. Working At Height Policy
19. Young Worker's Policy