

Policy	Health & Safety Policy - HR 05
Document owner	Director HR & Estates
Date first implemented	January 2016
Date last reviewed	October 2020
Date of next review	October 2022
Date governor-approved	January 2016
Associated documents	
Reference documents	
Initial reviewing body	Health & Safety Committee
Final approval body	Board
Published on website	Yes

Purpose	<p>Our College mission is to provide inspirational learning, development and care, and enable the achievement of aspirations to transform lives. As part of this mission we recognise the importance of creating a safe and healthy environment for our students, staff, clients and all others who interact with our College.</p> <p>This policy sets out our health & safety Statement of Intent, outlines key roles/responsibilities and our commitment to compliance across all areas.</p>
Scope	<p>The policy covers all the College facilities including the satellite provision.</p> <p>This policy does not include the safeguarding of students, trainees or clients. The College Safeguarding Policy is a separate policy.</p>
Equality & Diversity	<p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i> <i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

Our Statement of Intent

The Leadership commit to:

- Taking a sensible and measured approach to health and safety and balancing the need to manage risks whilst delivering great educational work experience and an outstanding living environment.
- Providing and maintaining a safe environment for students, staff, clients and visitors.
- Defining the roles that all staff have in providing and maintaining a safe environment.
- Involving students and staff through communication, consultation and direct involvement.
- Ensuring that students and staff receive sufficient induction, training and information.
- Taking all steps reasonably practicable to eliminate, substitute or control risks within the College.
- Measuring and communicating what works well and what needs improving. This includes ensuring all near misses, incidents and accidents are reported, recorded and causes identified and ensuring appropriate actions are taken to prevent reoccurrence.
- Making provision for appropriate First Aid arrangements, welfare facilities and wellbeing at work.
- Where the College shares a workplace with other employers, whether on a temporary or permanent basis, there will be co-operation and co-ordination with the other employer to ensure both parties are compliant with our health and safety requirements.

It is the duty of every member of staff to:

- Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions.
- To report any unsafe act, condition or occurrence.
- To co-operate and enable the College to carry out its legal duties in respect of health and safety matters.
- Not to intentionally or recklessly interfere with the rules or equipment provided by the College in the interests of health and safety

The Governors' commitment:

The Governors of Derwen College recognise their duties and overall responsibilities under the Health and Safety at Work Act 1974, the Health and Safety (Young Persons) Regulations 1997 and the Management of Health and Safety at Work Regulations 1999 and related legislation. They place as paramount the health, safety and welfare of College employees, students, trainees, volunteers, parents and other visitors.

They approve the College's Health and Safety Policy and shall approve any amendment before that amendment is introduced unless the amendment is a point of law.

The responsibility for monitoring the procedures resulting from the College Policy shall be vested in the Principal, Registered Managers, Leadership team and the Health & Safety Manager.

The Principal, Registered Managers and Leadership Team are responsible for each aspect of safety, health and welfare, ensuring that the specific responsibilities within the management structure of the College are identified. The structure and tasks are regularly reviewed with the Health and Safety Committee.

Health and Safety Committee

The Health & Safety committee is an information and consultation body that provides an opportunity for dialogue and exchange of ideas between management, staff representatives, student representatives and governors on health and safety issues.

It is intended to:

- Review the College's health and safety systems
- Monitor practices, accident figures and trends
- Ensure a uniform approach to health and safety
- Consider reports, correspondence or representations from safety representatives, outside agencies and enforcing authorities
- Review forthcoming legislation and assess implication
- Carry out formal departmental audits and site inspections
- Assist with the development of safety rules and safe systems of work

An up to date structure of the Health & Safety Committee can be located on SharePoint.

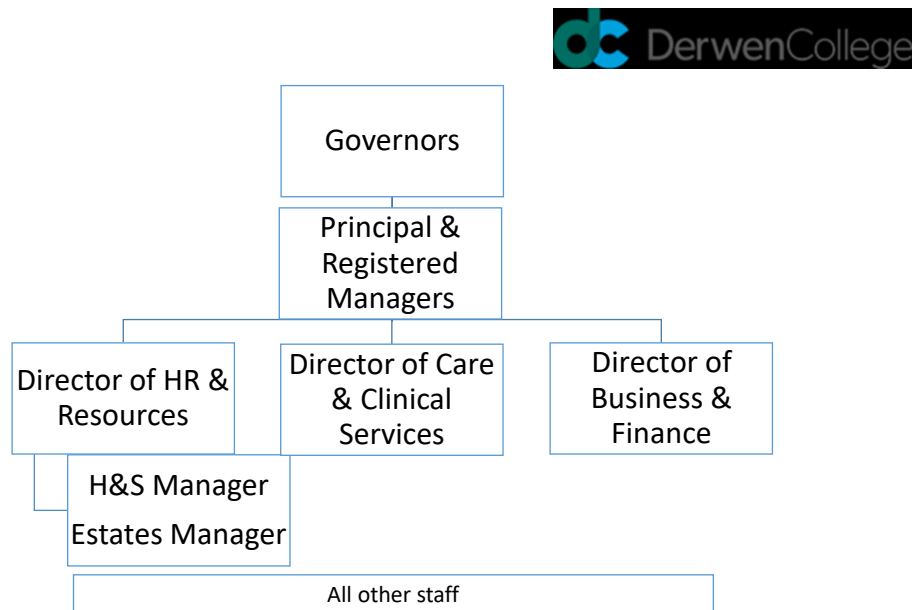
The Health & Safety Manager

- Will monitor Health and Safety matters within the premises under their management on a daily basis, and take corrective action in a timely manner when issues arise which may impact on the health, safety and welfare of staff.
- Will conduct work place audits, escalating for specialist advice where appropriate, and arrange for the purchase of necessary equipment.
- Will attend meetings of the Health and Safety Committee

The Estates Manager

- Will ensure that all contractors are appropriately qualified for the work they will undertake.
- Will ensure that health and safety matters are considered when contracts are being tendered.
- Will ensure that contractors provide method statements for work undertaken that is likely to pose significant risk Derwen College staff, students, visitors etc. or the contractors themselves.
- Will attend meetings of the Health and Safety Committee

The Organisation of Health & Safety at Derwen College



Specialist Health & Safety advice is provided by our Health & Safety Manager and may be supported from time to time by MBO Services, Oswestry (01691 688723).

The Arrangements for Health & Safety at Derwen College

Derwen College adopts a Plan, Do, Check, Act approach to the management of health and safety. This approach achieves a balance between the systems and behavioural aspects required to effectively manage health and safety across the College.

PLAN – Determine the college policy and plan – this plan is then communicated to all staff

DO – Identify the college risks – what could cause harm, who could it harm and how will the college manage this risk. The college will involve staff so that they are clear on what is needed and to support the effective implementation plans – this may involve training, resources and receiving competent advice.

CHECK – The College will measure its health and safety performance and ensure that plans are fully implemented, and investigate the causes of accidents, incidents and near misses

ACT – The College will review its health and safety performances i.e. accident/incident data, safety inspections etc. and act upon the lessons learned.

Specific arrangements for Health & Safety that are not covered by a separate policy or procedure

Electricity at Work

The Electricity at Work Regulations require that any electrical equipment that has the potential to injure is maintained in a safe condition. The College will therefore ensure that PAT testing will be carried out by competent persons on an annual basis. This includes students' own electrical appliances. Electrical circuits and systems will be tested at five year intervals.

The register of equipment tested and results will be held by the Estates Manager.

Staff are responsible for ensuring, as far as is possible, that regular visual examinations are carried out of all electrical equipment in use and that any item believed to be unsafe is removed from use and reported to Estates Manager as soon as possible. Items that are brand new can be accepted as safe unless there is reason to believe otherwise, and staff can request PAT tests for any item if there is reason to believe that it has been damaged. Staff are also responsible for checking PAT labels and ensuring that testing remains up to date.

The member of staff with responsibility for PAT testing is the H&S Manager.

Maintenance and Use of College Equipment

Derwen College will take all steps that are reasonably practicable to meet its responsibility for providing a safe and healthy work place for all staff, students and authorised visitors, paying particular attention to the provision and maintenance of the premises and equipment.

All staff have a responsibility to notify a member of the Estates team if they become aware of any college equipment that requires maintenance:

The College will ensure that:

- regular maintenance is carried out at suitable intervals
- any potentially dangerous defects are remedied
- access to defective equipment is prevented in the meantime
- regular maintenance and remedial work is carried out properly
- appropriate records are kept of any maintenance work carried out
- only competent and authorised staff use the equipment provided (such as ladders)
-

College staff must ensure that the following guidelines are observed: -

- that the equipment is suitable for the purpose for which it is used
- that the equipment is properly maintained and kept in good repair
- that safe maintenance procedures are followed
- that all staff are competent and have received the necessary training
- that effective guarding is used where necessary
- that the equipment has proper controls for start, stop and emergency stop
- that there is a means of isolating equipment.

For further information please contact the Estates Manager.

Display Screen Equipment (DSE)

The College will:-

- ensure that an assessment of each workstation is carried out, taking into account the display screen equipment, the furniture, the working environment and the worker
- take all necessary measures to remedy any risks found as a result of the assessment
- take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- advise members of staff of the risks to health and how these are to be avoided
- give sufficient information, instruction and training as is necessary to ensure the health and safety of those who use display screen equipment.

The College will provide free eye tests for members of staff. Please refer to the Staff Eye Test policy, which can be located on SharePoint for further information.

Lone Worker

A lone worker is a member of staff who is working alone and has no personal communication contact with a colleague or known responsible person who can summon assistance in the event of an accident or illness.

Many of the College staff are expected to work alone from time to time and for some staff lone working is the norm. Working alone is not necessarily unsafe but there are circumstances where lone working can increase the risks.

All tasks requiring lone working must be subjected to risk assessment and must be reviewed at least annually as part of the departmental risk assessment.

All members of staff who work alone should ensure that they are familiar with the content of the lone worker risk assessment, which can be located on SharePoint.

For further information, please contact the H&S Manager.

Safe Working at Height

The college aim is to do everything possible to avoid working at height. Where this is not possible then the next option is to use systems or equipment which prevent people falling whilst working at height and where this is not possible the employer has to do everything possible to minimise the effects of a fall should one occur.

The use of ladders as a working platform (rather than as a means of access) is permitted where the risk is low and the work is of short duration (no more than 30 minutes). The ladder should be secured whilst in use, either by tying back to a structure, by the use of a proprietary stabilising device or, as a last resort, by the footing of the ladder by another employee/trainee.

Where ladders are to be used the College will ensure:

- that the ladder is suitable for the purpose

- that it has been checked by a designated person appointed to inspect ladders by the College (not the user) within the agreed timescale.
- that it is checked by the user before use.
- that the user has received training appropriate to the intended use.
- that the user is authorised by the College to use ladders.
- that the user is physically fit and able to use a ladder safely

The College has instituted a system for checking ladders by a designated person who physically checks all ladders owned by the College on a six monthly basis and a register of such inspections is kept. Any ladders which are identified as damaged as a result of this inspection are withdrawn from use and either repaired or destroyed as necessary.

The person with specific responsibility for control of working at height is the Estates Manager.

The following Policies and Procedures, which can be located on SharePoint, all have a focus on Health & Safety and should be read in conjunction with this policy

- Manual and Client Handling
- C.O.S.H.H.
- Contractor Control
- Risk Assessment
- PPE – Personal Protective Equipment
- Fire Safety
- Accident Reporting and Investigation
- Legionella
- College Vehicles
- First Aid

In addition, all staff should make themselves aware of the other relevant policies and procedures which are important to maintain their health, safety and wellbeing:

- Safeguarding Policy
- Stress at Work Policy
- Smoking Policy
- Bullying & Harassment Policy
- Equal Opportunity Policy
- Infection Prevention and Control Policy
- Medication Policy