

<b>Policy</b>	<b>Health &amp; Safety Policy - HR 05</b>
<b>Document owner</b>	Director of People & Resources
<b>Date first implemented</b>	January 2016
<b>Date last reviewed</b>	February 2024
<b>Date of next review</b>	February 2025
<b>Date governor-approved</b>	January 2016
<b>Associated documents</b>	Safeguarding 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 Safe Use of College Vehicles First Aid Electrical Safety Gas Safety Display Screen Equipment Provision and Use of Work Equipment (PUWER) Medications Policy
<b>Reference documents</b>	Health & Safety at Work Act 1974 Management of Health & Safety Regulations 1999 Managing for Health & Safety (HSG65) Health and Safety (Young Persons) Regulations 1997
<b>Initial reviewing body</b>	Health & Safety Committee
<b>Final approval body</b>	Board
<b>Published on website</b>	Yes

<b>Purpose</b>	Our mission is to enable everyone to achieve beyond what they and others believe possible. As part of this mission, we recognise the importance of creating a safe and healthy environment for our students, colleagues, clients, and all others who interact with our college.  Safeguarding is a key element of this policy and, therefore, the safeguarding policy should be read in conjunction.
<b>Scope</b>	The policy covers all the College facilities including the satellite provision.
<b>Equality &amp; Diversity</b>	"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected

	<p><i>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>
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**Our Statement of Intent**

**The Senior 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, colleagues, clients and visitors.
- Defining the roles that all colleagues have in providing and maintaining a safe environment.
- Involving students and colleague through communication, consultation and direct involvement.
- Ensuring that students and colleagues 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 all colleagues 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 interfere with the rules or equipment provided by the College in the interests of health and safety

### **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, clients, volunteers, parents and other visitors.

They approve the College's Health and Safety Policy.

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

The Principal, Registered Managers and Senior 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
- Assist with the development of safety rules and safe systems of work

The Committee minutes are issued to all colleagues in the weekly staff newsletter.

### **The Health & Safety Manager**

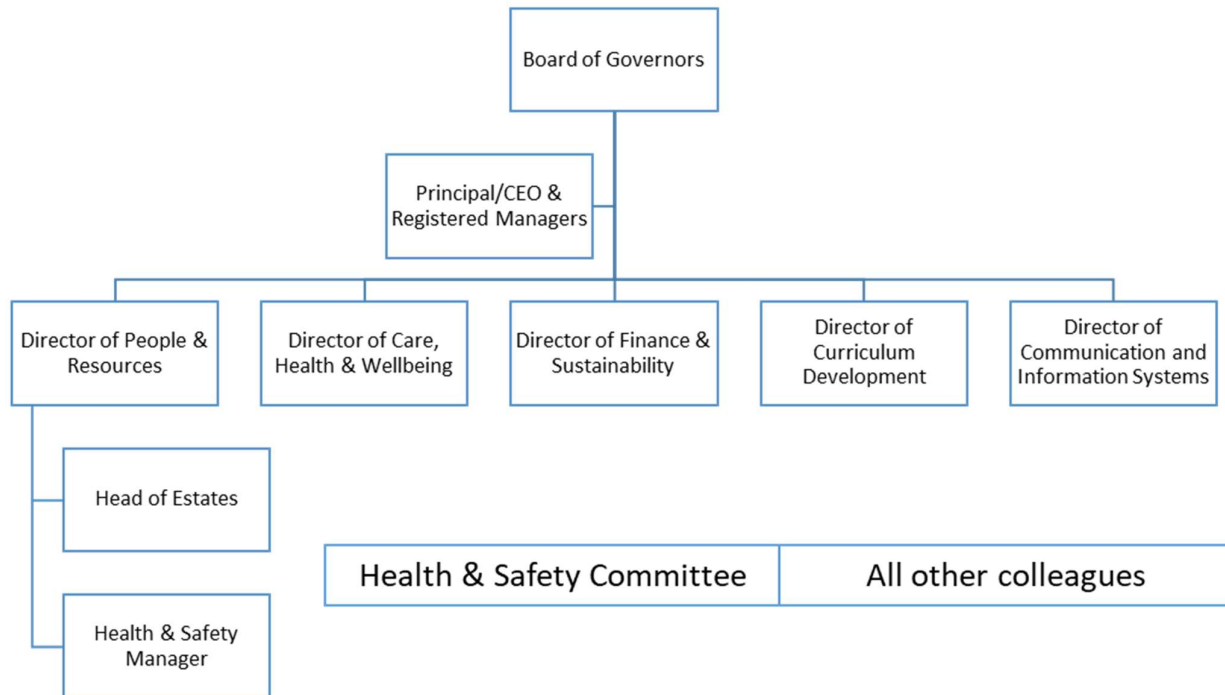
- Will monitor Health and Safety matters on a daily basis, and take corrective action in a timely manner when issues arise which may impact on the health, safety and welfare of staff.
- Will conduct work place audits, escalating for specialist advice where appropriate, and arrange for the purchase of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

### **The Head of Estates**

- 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



### 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 colleagues 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 inspects etc. and act upon the lessons learned.

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

### **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.

Lone working is subject to a risk assessment and that must be reviewed at least annually.

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.

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 and issuing permits to work (where necessary) is the Head of Estates.

## **Associated Policies and Procedures**

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
- Safe Use of College Vehicles
- First Aid
- Electrical Safety
- Gas Safety
- Display Screen Equipment
- Provision and Use of Work Equipment (PUWER)

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