



### Policy/Procedure/Guideline Review

<b>Policy/Procedure/Guideline:</b>	<b>Health and Safety Policy</b>
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<b>Changes Made:</b>	Covid-19 Response, Greater clarity regarding roles and responsibilities in terms of the College Leadership Team, contractors and their subcontractors and the Health and Safety Committee. Amendments to Staff Titles

## Health and Safety Policy

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## 1.0 INTRODUCTION

To comply with criteria within the Health & Safety at Work Act 1974 all companies that employ five or more staff must have a written comprehensive Health & Safety policy. To fulfil this legal requirement this Health & Safety Policy Handbook contains the full policy for Nelson and Colne College Group (incorporating Nelson & Colne College, Lancashire Adult Learning and Accrington & Rossendale College).

The College Principal & Chief Executive along with the Governing Board (collectively known as the Board of Corporation) acknowledge the importance of their responsibility to fulfil their obligations and legal duty owed to themselves, employees, learners and other persons who may be affected by their acts or omissions to take reasonable care for their health, safety and welfare.

The operation and effectiveness of the policy will rely on the commitment of all management levels who have been allocated specific responsibilities. They shall implement the policy as a working procedure, therefore their commitment is essential in the dissemination of information contained in this policy to all staff and additional stakeholders at the College.

Everyone within the College community has a responsibility to:

- Take care of themselves and others that may be affected by their activities including students, contractors and other visitors to the College sites.
- Co-operate with members of the Board of Corporation, the Principal and Line Managers on all Health and Safety matters necessary to ensure statutory duties are complied with.
- Participate with every person within the organisation in the implementation of the recommendations made, in order to achieve and maintain the highest standards of compliance with Health and Safety legislation.
- Report all hazards, defects or concerns to their immediate manager or other appropriate person i.e. Health and Safety Manager or any member of the Health and Safety Committee including all accidents and incidents arising from College activities.
- Adhere to specific requirements as detailed within the Health and Safety Policy.

This Health & Safety Policy Handbook is intended to provide essential information to inform stakeholders of the policies and procedures of how the College will fulfil its legal obligations in relation to Health & Safety legislation including its:

- Statement of Intent
- Management structure and responsibilities

- Policy Arrangements
- Monitoring and Review
- Auditing of Policy

The Health & Safety Policy Handbook should also be read in conjunction with any departmental Code of Conduct, which contain detailed specialist Health and Safety Information relating to activities and processes within those areas.

## **1.1 Covid-19 Coronavirus**

The purpose of this addendum is to provide clear guidance during the coronavirus pandemic and the steps the Company will take to limit the spread of the outbreak.

This Policy applies from June 2020 for such a time as the College require it to be in place.

### **1.1.1 Legal Position**

The College has specific responsibilities under the **Health and Safety at Work Act 1974**, **The Management of Health and Safety at Work Regulations 1999** and the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. Our employees may also be subject to action by the authorities arising under the **Health Protection (Coronavirus) Regulations 2002**.

### **1.1.2 Management Arrangements**

The College recognises the risks associated with coronavirus and will take reasonable steps to ensure that it doesn't put the health, safety and welfare of its staff, interested parties or customers at an unacceptable risk. To achieve this:

- the College will monitor and act upon the latest official guidance produced by the government and the World Health Organisation. The Health & Safety Manager will review and publish all relevant sources of relevant guidance to the rest of the College on a regular basis.
- the College will work with its suppliers and industry partners to ensure that its actions are in line with others in order to promote best practice.
- the College will provide regular updates which identify the current risk levels and appropriate control measures.
- The College Leadership Team will ensure their staff and contractors are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected.
- any functions which can be carried out via remote working will be considered and accommodated where possible.

Where work at our premises can continue:

- notices will be displayed describing rules for use of the premises such as the use of hand sanitiser at entrances and social distancing measures.
- Should anyone present themselves for work or to complete their contracted duties and displays signs of illness, they are to be sent home for at least seven days.
- if a staff member reports that someone else in the household has coronavirus symptoms, they are instructed to stay at home for at least 14 days, and if they begin to display symptoms themselves, must stay at home for seven days from when the symptoms begin.
- for functions not appropriate for homeworking, staggered shift patterns and other measures will be taken to ensure service standards are maintained as much as possible whilst maintaining social distancing.
- the College Leadership Team will ensure that regular safety checks are carried out and recorded if the person usually in charge of various duties cannot carry them out. These checks include: testing alarm systems, checking fire doors, water hygiene testing.

Universal Measures:

- so far as practicable, the College Leadership Team must encourage and enforce the application of the rules described in the '*Employee responsibilities*' section below.
- the College Leadership Team will plan to ensure that health, safety and hygiene standards are maintained. Risk Assessments will be reviewed to consider likely changes in the short term, e.g. short staffing, absence of key staff, implications of social distancing, the need to evacuate premises temporarily and lack of materials. Where work cannot continue safely and with the required standard of emergency back-up e.g. rescue arrangements, fire safety and first aid, the activity will be stopped until alternative health and safety arrangements can be put in place.
- where statutory examinations of premises or vehicles fall due in a period when such services are scarce or unavailable, the College Leadership Team will put in place plans consistent with government advice, whether that involves a permitted extension to the due date or, as necessary, ceasing the use of an installation, piece of equipment or vehicle until it can be declared safe and compliant.
- where all or part of a premises must be decommissioned, the management will put in place a plan for safely shutting down and subsequent recommissioning.
- the College will review and amend our other policies as required in line with government guidance and temporary legislation during the pandemic.

### **1.1.3 Employee Responsibilities.**

- all staff and contractors are to follow the government's published guidance on hygiene.
- if anyone believes they may they may have symptoms of coronavirus, however mild, they are to self-isolate for the recommended period of time. If they need to self-isolate for the recommended period of time. If they need clinical advice, they should

visit NHS 111 online or call 111 if they do not have internet access. In an emergency, they should call 999. In addition, as soon as practicably possible, contact should be made with their line manager/College contact.

Employees have a vital role to play in the prevention of coronavirus spreading in the workplace. To achieve this:

- employees must wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas. Hand sanitizer should be used if there is no soap and running water.
- when employees cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue. They should then wash their hands or use a hand sanitising gel.
- staff must practice social distancing as much as possible.
- staff must frequently clean and disinfect areas and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied.
- where possible, employees may be asked to work from home, and they are expected to co-operate to make this work. If for any reason this is not possible, employees should discuss this with their Line Manager to reach a reasonable compromise.
- Employees should follow government guidance at all times.

#### **1.1.4 Gatherings and meetings**

To limit the spread of coronavirus the following steps will be taken to maximise social distancing:

- **all** meetings will be carried out via video link or conference call
- start times and break times may be staggered to avoid overcrowding and enable social distancing to take place.
- working from home will be instigated where possible
- Government social distancing measures will be followed.

## 2.0 STATEMENT OF INTENT

The Board of Corporation is committed to their corporate responsibility for all matters related to the management of Health and Safety. Their position is that legal compliance is a minimum acceptable standard and that the College will seek to improve our safety arrangements. They will seek assurance through the Management and Health and Safety Committee structure by periodic reports or specific studies that the College is providing a working environment where the Health and Safety of all staff, students, contractors and visitors is, so far as reasonably practicable, assured.

Their oversight and promotion of the safety arrangements will not only aim to ensure everyone using the Estate complies with the relevant legislation but takes positive action to prevent ill health, injury or loss. The College seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in academic and supporting activity. It is a fundamental principle that such a working environment should be safe and without risks to health, and it is imperative that all parties follow the requirements of this policy. Students, on leaving the College, should have an attitude of mind which expects good Health and Safety practice to be normal procedure. This will only occur if College staff set high examples by personal example and by ensuring that safe practice is routine.

The Board of Corporation undertake to ensure adequate resources are provided to allow high standards of Health and Safety to be maintained. They will periodically commission reports or audits to review the safety management system and existing arrangements to promote the continuous improvement of Health and Safety performance.

Whether working or studying, Health and Safety is an area in which we all share a common interest and one in which we are all stakeholders. We all have a personal responsibility for our own Health and Safety and that of others. Health and Safety is a core management function and one which we will try to integrate into other management tasks, particularly at the outset of any new activities – in this way safety will be built in from the start.

This policy together with sub policies, guidance and procedures published on the College Staff Extranet and elsewhere, comprise the arrangements for managing Health and Safety within the College.

The maintenance and continuing development of Health and Safety management systems are priorities for the College. Not only do we wish to reduce the risk of injuries and ill health but we also recognise that the effective management of Health and Safety can make a significant contribution to the performance of the College by helping minimise losses and liabilities.

The development throughout the College of a culture supportive of Health and Safety is essential for the achievement of adequate control over risks. We will take all reasonably practicable steps to promote and maintain a positive Health and Safety culture and throughout our Estate paying particular attention to the following objectives:

- To provide and maintain, provision for adequate facilities and welfare arrangements and so far, as is reasonably practicable, make arrangements for the safe use, handling, storage and transportation of articles, materials, substances and provide safe plant, machinery, equipment and systems of work based on sound risk management principles.
- To provide all staff, students and visitors with sufficient Information, Instruction, Training and Supervision that is relevant and appropriate to our activities so that they can work safely and efficiently.
- Conduct proactive suitable and sufficient risk assessment by a competent person to identify foreseeable hazards that could affect employees, students, visitors and so far as is reasonably practicable, eliminate or reduce the risks.
- Maintain an organisational management structure that will promote a positive Health and Safety culture which supports risk control at all levels within the College, particularly at senior management levels and to effectively control the activities of all outside contractors when on College sites.
- Work closely with appropriate external agencies, College networks and other governing bodies to ensure our continued adoption of best-practice solutions in Health and Safety management.
- Appoint competent persons to assist and advise the College in matters related to Health and Safety as appropriate.
- To maintain effective communications and consultation on Health and Safety issues in pursuit of our aims.
- To provide provision of appropriate first aid treatment for those injured whilst on College premises.
- To ensure that all accidents and incidents are appropriately dealt with, including informing the Health & Safety Executive of any instances where RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) applies.
- To ensure that emergency evacuations of premises are practiced on a termly basis and recorded and that safe access and egress is maintained from all sites and places of work.
- To constantly monitor, evaluate and audit the effectiveness of Health and Safety management, action plans and strategies and provide reports to the Board of Corporation, Senior Leadership Team and Health and Safety Committee.



As specified in the 'arrangements' section below, it will be the responsibility of the College Management Team to ensure that such arrangements are in place in the areas they control.

This Policy will be used as a practical working document and will be reviewed at least every two years, or as necessary, to ensure compliance, and will be fully communicated to staff and students via the College Staff Extranet and website.

**Signed:**



Principal

10 June 2020



Chair, Board of Corporation

10 June 2020

### **3.0 RESPONSIBILITIES**

Everyone employed by the College holds a responsibility for Health and Safety, whether to take reasonable care of themselves, to organise the work of others safely or to ensure the safe working practices of contractors being asked to undertake projects, depending on their role. Health and Safety is to be seen as an integral function of management and considered on a par with teaching and support activities.

#### **3.1 The Board of Corporation.**

Members of the Board are committed to the importance of effective policies, procedures and training being established with appropriate review mechanisms being in place to ensure the effective management of Health and Safety throughout the College and its undertakings.

#### **3.2 The Principal**

The Principal has overall responsibility for ensuring compliance with legislative requirements. This includes, so far as reasonably practicable, the responsibility for:

- Ensuring the commitment and cooperation of staff to Health and Safety, via the Leadership Team and other communication forums within the College.
- Ensuring adequate finance and other resources are made available for this policy to be implemented.
- Determining the organisational structure through which this policy is implemented and delegating the responsibility for implementation of this policy.
- Ensuring the establishment and maintenance of health, safety and welfare management systems, which includes the assessment of risks, effective planning, training, organisation, control, monitoring and review of the preventative and protective measures necessary to reduce and control risks.
- Appointing competent person(s) to assist the College in overseeing the application and provision of Health and Safety legislation.

#### **3.3 Deputy Principal (Finance and Resources)**

The Deputy Principal (Finance and Resources) acts for the Principal in his/her absence and will assume College wide responsibility on such occasions.

#### **3.4 College Leadership Team**

The individual Senior Leadership team members are responsible to the Principal, or via the Deputy Principal(s), for the health, safety and welfare of all staff, students, visitors or contractors who come under their respective areas of control and for meeting the aims of this policy. It is a duty of all College Leadership Team to ensure

that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work.

They must ensure:

- Effective arrangements for the implementation of the Health and Safety Policy and for its performance within their specified area of managerial responsibility.
- Safe working systems are maintained and they set a good example to subordinate or less experienced staff.
- New employees and learners receive appropriate Health and Safety information, including details of the Health and Safety Policy, Codes of Practices, fire drill, emergency evacuation and other Health and Safety Procedures.
- Staff, including temporary staff are competent to carry out tasks required.
- The provision of a suitable number of staff to undertake risk assessment training, sufficient to ensure that suitable and sufficient risk assessments are compiled and regularly updated for the activities undertaken.
- That they keep themselves informed of technological advances or developments relevant to their respective roles in the College in order to maintain safety and health at work.
- Training needs are identified and appropriate arrangements are made for training.
- Adequate provision of resources (including financial and time) for activities/situations they control. CLT is asked to make a reasonable provision to cover any expenditure on safety equipment or workstation adjustments likely to be needed.
- That there is an effective structure for ensuring the communication of Health and Safety information – this may be through briefings, notice boards or electronic means, but all staff in the Department needing the information should be able to access it easily.
- Codes of practice are available for each work activity carried out by the Corporation; a copy of each Code of Practice is made available to relevant employees.
- Appropriate Health and Safety instructions are embedded with learning programmes and that students' understanding is periodically assessed (based on identified risks).
- Implement First Aid procedures.

The responsibilities include:

- All authorised activities, including educational visits and work placements.
- All areas and processes under their control
- All equipment, substances and materials used, or acquired for use.

CLT Managers must ensure hazard/incident reporting is effective within their areas and should liaise with the College Health and Safety Manager on all matters of Safety.

Where deemed appropriate, in the event of an accident CLT Managers will be responsible for undertaking Accident Investigations with support from the Health and Safety Manager.

The Associate Principal(s) will maintain oversight of educational visits and is responsible for developing policy in this area in line with best practice.

### **3.5 Facilities Manager**

The Facilities Manager is the 'competent person' appointed to assist with the management of Health and Safety in the College under Section 7 of the Management of Health and Safety at Work Regulations 1999. The Facilities Manager reports, for management purposes, to the Deputy Principal (Finances & Resources) but has direct access to the Principal or Senior Leadership Team as appropriate for Health, Safety and Welfare issues of College staff, students, visitors and neighbours to whom the College owes a duty of care if the matter is deemed to be of sufficient significance.

### **3.6 Health & Safety Manager**

The Health and Safety Manager is responsible for the day to day management of Health and Safety within the College. The Health and Safety Manager reports, for management purposes, to the Facilities Manager, but has direct access to the Principal or Senior Leadership Team as appropriate for Health, Safety and Welfare issues of College staff, students, visitors and neighbours to whom the College owes a duty of care if the matter is deemed to be of sufficient significance.

Among the Responsibilities of the Health and Safety Manager are the following:

- Promoting safety awareness throughout the College.
- Keeping themselves, and others, informed as necessary of new legislation and directives relevant to the College on health and safety matters.
- Liaising with external enforcing authorities including the Health and Safety Executive.
- Carrying out safety audits across the College.
- Prohibiting any clearly unsafe acts or situations.
- To ensure suitable and sufficient First Aid arrangements are in place.
- To instigate accident investigation, where necessary.
- To notify the relevant authorities of environmental safety hazards and safety requirements.
- To arrange preparation of safety reports required by the Principal
- To supervise emergency and fire evacuation procedures.

- To ensure safety rules are published and distributed.
- To ensure appropriate staff safety training is carried out.
- Consult with the recognised trade union safety representatives with regard to any incidents, accidents, and changes in processes, plant, buildings or welfare facilities.

The Director of Curriculum for LAL has day to day responsibilities for Health and Safety within the LAL operation. Within their responsibilities lies the suitability and safety auditing of various venues or outreach centres county wide. The head of Resources will liaise with the Health and Safety Manager on a regular basis ensuring that any key risk items are highlighted and communicated appropriately.

The Director of Training & Apprenticeships has day to day responsibilities for Health and Safety within the Work Based Learning and Apprenticeship operation. Within their responsibility lies the suitability and safety auditing of various venues county wide together with accident reporting and investigation. The Director of Training & Apprenticeships will liaise with the Health and Safety Manager on a regular basis ensuring that any key risk items are highlighted and communicated appropriately.

### **3.7 Technical Staff**

Technical staff have an implicit supervisory role. Their technical knowledge and experience is valued highly in hazardous areas and when dealing with any hazardous activities.

Technical staff must ensure that safe working procedures are observed, and in particular, maintain close liaison with teaching staff working in the same area. They must ensure that equipment is available and in good order including Personal Protective Equipment (PPE), carrying out any required certification and, in conjunction with teaching staff, ensure that safe working procedures are maintained and adhered to at all times. Any activity, behaviour or piece of equipment which is of concern to them should be reported immediately to their line manager, who, under the requirements of this Policy statement must assess the situation, taking advice if necessary then implement any selected remedial measures. In urgent situations, they are to take all reasonable measures to prevent harm (such as closing a process or location if necessary) and report the situation to their line manager

### **3.8 General Responsibilities of Staff**

Staff are responsible for:

- Acquainting him/herself with the contents of the Health & Safety Policy and confirm to its requirements.
- Acquainting themselves with all processes, materials and substances used by them and with safe handling and safe methods of use. Obtain advice before carrying out any work or handling any substance or equipment with which they are unfamiliar and which they believe may be hazardous or dangerous.
- Making themselves aware of the fire evacuation procedure, assembly points and the position of fire alarms and fire equipment.
- Taking all reasonable care for the Health and Safety of themselves and others affected by what they do, or fail to do.
- Co-operating with anyone who has duties to perform under the Health and Safety at Work Act 1974. This includes following agreed safe working procedures including the use of appropriate control measures or protective clothing.
- Reporting hazards (please see below) and encouraging safety participation and hazard reporting by students.
- Bringing any perceived shortcomings in the arrangements for Health and Safety and/or any situation that is believed to represent a serious and imminent danger to the employer's attention.
- Reporting accidents and 'near miss' situations, which could have had serious injury or loss.
- If chairing a meeting or providing a lecture, to know, and advise everyone present at the start of the gathering about basic safety procedures -what to do in the event of an alarm sounding, where the assembly points are located and what arrangements are to be followed by any disabled people present. This point is particularly important should the audience or delegates be unfamiliar with the building.

All staff must be aware that it is an offence to interfere with, either intentionally or recklessly or misuse anything provided in the interests of safety and health. (The word 'misuse' has been interpreted in case law as including 'failing or refusing to use' protective equipment.)

Members of staff and/or students must use any safety devices in accordance with training and instructions received respecting the use for which these have been provided.

### **3.8.1 Hazard Reporting by a Member of Staff**

Staff are required to report any hazards they see to their line managers who are expected to assess the situation, take any immediate steps needed and then take forward having them resolved. Hazards may also be reported to a safety

representative, who may choose to take up any issues with line managers and the Health and Safety Manager

Where the risk of injury is imminent or very high, staff must exercise common sense, taking actions as appropriate to reduce the likelihood of any injuries.

Line Managers told about hazard(s) believed to constitute an immediate threat of injury or damage must take any appropriate action needed to reduce or eliminate the hazard. If the hazard reported is not in their remit, the report must be passed to the Line Manager responsible, or notified to custodial staff if it is a maintenance issue.

Should the matter remain unresolved, the Health and Safety Manager can be contacted for advice on further course of action or may take up the matter for further investigation/action as appropriate.

### **3.8.2 Imminent Danger**

Staff and/or students must inform their line managers or teachers of any work situation, which might present serious and imminent danger immediately. They should take reasonable steps to ensure that harm does not result to either themselves or others. All staff should, as a matter of course, report any shortcomings in Health and Safety arrangements through their line management. Where there is any doubt in respect of local safety arrangements, the Health and Safety Manager can be contacted for advice.

### **3.9 Students and Visitors**

The College has a responsibility to maintain the health, safety and welfare of students and visitors as far as is reasonably practicable. In order to discharge that responsibility, the College requires them to:

- Obey warning signs, notices and wear PPE where required.
- Behave at all times in such a way that does not compromise the Health and Safety of themselves and others who might be affected by their acts of omissions.
- Comply, as appropriate, with all safe working procedures and instructions.
- Co-operate with staff to ensure that any duty or requirement for Health and Safety imposed on the College is performed or complied with.
- To neither intentionally nor wilfully interfere with or misuse anything provided in the interests of health, safety and welfare.
- Assist in maintaining a safe working environment by reporting any hazards or dangers that exist in College premises to their teacher/tutor.

Staff who consider any students or visitors are behaving in a way that would constitute a hazard may intervene directly to prevent harm or report the facts to the appropriate Line Manager.

All students and visitors to the sites should be reminded that it is a fundamental condition of entry into College premises that they agree to comply with the above requirements.

### **3.10 Contractors and their Sub-contractors**

The Health and Safety Manager shall set up a system for controlling the activities of contractors while they are on site, including rules for behaviour and safe working, and shall, with the assistance of the Head of Resources, Premises Officer(s) and the Manager engaging the contractor, ensure compliance with the system and rules within it.

The Health and Safety Manager will ensure that contractors are approved only if they have been certified as confirming, as a minimum, to legal and the College's requirements for Health and Safety. All appointed contractors and sub-contractors shall:

- Undertake a Health and Safety induction prior to commencing works on College Estate and make themselves familiar and co-operate with the emergency arrangements whilst on site including evacuation and first aid procedures.
- Observe and comply with all statutory Safety Rules and Regulations, Industry Guidance, Safe Working Procedures/Safe Systems of Work as set by the College and those that are applicable to their contract.
- Plan, manage and monitor their own work and performance to make sure that workers under their control, including subcontractors, are safe and provide the works in accordance with the contract.
- Ensure that any sub-contractor appointed is authorised prior to commencing work and is competent to complete the work to which they are appointed and have received sufficient information, instruction and training and provide the College with the name, qualifications and contact details of any sub-contractor appointed.
- Identify the hazards/aspects associated with the works, assess the risks/impacts arising from these hazards/aspects and advise how those risks/impacts are to be controlled in order to keep themselves safe and anyone else that may be affected by their actions including College employees, visitors and members of the public.
- Provide the College with evidence of the competence and training for all managers, supervisors, tradesmen and operatives under their control on the College site.



- All plant/equipment including scaffolding (whether owned or hired) is to be thoroughly inspected as appropriate before putting it to work on the College site and the relevant certification made available.
- Dispose of all waste materials appropriate and in accordance with the Duty of Care and Waste Regulations.
- Shall report to the Estates Department any work situation that represents a serious and immediate danger to Health and Safety or which represents a shortcoming in the College's protection arrangements for Health and Safety.
- Cooperate fully with the College pursuing their responsibility under the HSWA or any other relevant statutory provision. If the employee feels that suitable management or action has not been taken on a certain issue they should report this to the Health and Safety Manager for further investigation.
- Report any accidents, incidents, near miss situation and undesirable circumstance to the College Estates Department. This includes participating in any subsequent investigation where required by The College.

If the contractor or subcontractor fails to comply with Health and Safety legislation and Health and Safety performance is not brought up to requirements, the College reserves the right to stop the contractor or subcontractor working on the works until requirements can be met. Specific Health and Safety responsibilities will be detailed in the Contract.

### **3.11 Temporary Workers/Volunteers**

Any temporary workers, for example, those on a fixed term contract, must be provided with comprehensive information on:

- General staff responsibilities as outlined above.
- Any special qualification or skill required to carry out their work safely. It is a line management responsibility to ensure that temporary workers are competent to undertake the tasks for which they are employed.
- Any necessary protective equipment which has been identified above and beyond what would reasonably be required by the task in hand.
- Any significant hazard present in the type of work being undertaken and the identified control measures.
- Any health surveillance required to be carried out to those staff under any relevant statutory provision.
- Appropriate information on procedures for emergencies, including first aid arrangements.

### **3.12 Other Staff with Particular Safety Roles**

### **3.12.1 First Aiders**

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to staff if they are injured or become ill at work. In line with the regulations the College has a number of First Aid trained staff available on site at any one time. All designated First Aiders will complete the First Aid at Work (FAW) training and hold a current FAW certificate. Initially this is usually a three-day training course which is usually refreshed every three years.

Whilst on duty the First Aiders will have a responsibility to:

- Responding promptly to calls for assistance and providing support with their competence.
- Taking control of any emergency situation they attend.
- Adhering to good infection control measures for the prevention of blood borne diseases as outlined in the Infection Control Policy
- Summoning further help, if necessary, and imparting any relevant information.
- Reporting details of any accident or ill health they attend.
- Requesting replenishment of first aid provision for individual boxes and first aid rooms.
- Ensuring confidentiality of information is maintained at all times when dealing with casualties and recording information in line with the principles of GDPR.
- Asking for advice and support as and when needed.
- Notifying the Human Resources Department if their circumstances at College change.

### **3.12.2 Fire Marshals**

The main duties and responsibilities of the Fire Marshal depend on the Fire Risk Assessment but generally include:

- Identification and reporting of fire hazards in the workplace.
- Ensuring that emergency escape routes are kept clear and exits are unlocked, free from obstruction and available for use at all times.
- In the event of an emergency, checking that their designated area or zone is cleared (including toilets and storage areas) and that everyone is accounted for and provide information in relation to any persons that are left in the building, e.g. disabled persons in refuge areas (Stair Well).
- If necessary, contacting the emergency fire and rescue services and liaising with the fire and rescue services on their arrival.
- Assist with any subsequent investigations.
- Confirm that the building is safe before anyone is allowed to re-enter.

Fire Marshals are appointed and shall receive appropriate training. All Fire Marshalls will be supplied with, and wear at such times as is required, a high visibility vest to indicate their role of authority.

#### **4.0 ARRANGEMENTS**

##### **4.1 Consultation and Communication**

The College has in place a Health and Safety Committee structure, which acts as the formal channel for communication on matters relating to Health and Safety. However, many issues are discussed and resolved between parties and through the line management structure.

In furtherance of embedding a safety culture, all staff are encouraged to contribute to the communication of Health and Safety issues and are invited to raise issues through the Health and Safety Committee structure, whether represented via a recognised trade union or not. It is recognised that to ensure effective management of Health and Safety throughout the College, there must be a two-way communication as appropriate.

##### **4.2 College Health and Safety Committee (CHSC)**

The College Health and Safety Committee fulfils the following role:

- Keeping under review the measures taken to ensure that health, safety and welfare is being properly attended to throughout the College in accordance with Section 2(7) of the Health and Safety at Work Act 1974, Workplace Health, Safety and Welfare Regulations 1992 and fulfils the requirements of the Safety Representatives and Safety Committee Regulations 1977.
- Monitors progress toward meeting Health and Safety Policy aims.

The College Health and Safety Committee will:

- Consider and advise on College policies for health, safety and welfare, either statutory or otherwise and monitor and review their effectiveness.
- Review forthcoming legislation and assess its implications and, where necessary, to recommend the establishment of rules governing any hazardous work activity or class of operations.
- Promote health and safety training in the College at all levels.
- Assist in the development of safety rules and safe working practices.
- Assist in investigations concerning accidents, potential hazards or dangerous occurrences at work.
- Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and causes of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent similar incidents.

- Consider reports of formal audits of College workplaces and activities and such other reports as may be submitted and lead on the implementation of recommendations.
- Request any additional formal inspections of work places as the Committee think appropriate and to receive reports of such inspections.
- Keep under review communications and publicity relating to health, safety and welfare in the College and where necessary to recommend any improvements or changes.
- Consider reports and information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other enforcement authority and to establish and maintain effective links with such persons.
- Consider relevant health, safety and welfare matters raised by members of the Committee and the College community that cannot be dealt with during normal processes.
- Note the appointment and consider the activities of Safety Representatives as required by the relevant legislation.

It should be clearly understood that it is not the function of the College Health and Safety Committee to take over the safety and health responsibilities of line management. Individual items in regard to Health and Safety issues are not be brought before the Committee unless they have previously been considered through normal channels and remain unresolved.

#### **4.2.1 Terms of Reference and Membership of the CHSC**

Terms of Reference and Membership of the CHSC are updated by the CHSC as and when required. The CHSC shall meet on at least a termly basis.

#### **4.3 Security Role**

The College undertakes to provide a working environment that is not only safe and healthy but ensures both personal and general security.

#### **4.4 Circulation of Information**

The Health and Safety Manager will make available to the College copies of all relevant Health and Safety legislation. Copies of British Standards are available through HSE.

Line Managers are responsible for ensuring that manufacturers of equipment or supplies of substances used in their areas supply safety information. They will ensure that this information is circulated to their subordinate staff who will be working with the equipment or substances concerned. Line Managers will also make arrangements for this information to be kept where it can be referred to by staff.

#### **4.5 Departmental/Divisional Codes of Practice**

Where it is necessary to clarify or make explicit the roles and responsibilities for the management of Health and Safety within and specific to a particular Department/Division, a Code of Practice is to be written and implemented by the area concerned.

Such document must explicitly assign responsibilities for laboratories and workshops and define responsibilities for multi-disciplinary areas.

Codes of Practice are also to detail any arrangements for safety issues outside the scope of this Policy and related procedures (i.e. divisional requirements).

Codes of Practice are requested to be reviewed at a minimum if every 2 years.

#### **4.6 Educational trips and visits**

It is the responsibility of the staff initiating and organising trips to consider the risks involved in the proposed trip and the need for supervision, training, first aid etc. A risk assessment must be undertaken. Where the trip changes significantly, this system should be revised and amended as appropriate.

Reference must be made to the Nelson and Colne College Group Trips and Visits Policy available on the staff extranet.

#### **4.7 Work Placements**

It is the responsibility of person(s) arranging work placements to ensure that adequate arrangements exist to ensure the health, safety and welfare of students on placements. The arrangements should be proportionate to the degree of risk and have regard to the individuals own personal needs or requirements.

Before students are placed with an employer assurance must be sought that the following standards are met:

- Students are supervised.
- All students and trainees are issued with any suitable protective clothing and equipment.
- Employer Placement Providers have the relevant Health and Safety policies as required by the Health and Safety at Work Act 1974 and that appropriate risk assessments and control measures in respect of the student's competences, age, maturity and experience have been undertaken.

- Safety of premises, plant, equipment and practices are managed to meet legal requirements and steps are taken to monitor these standards on a regular basis and during the placement.
- Accidents are notified in accordance with the requirements of the Health and Safety Executive and a copy of report given to the Health and Safety Manager at the College.
- Work Placement Providers have insurance cover in accordance with the Employers (Compulsory Insurance) Act of 1969.
- A Health and Safety induction is undertaken outlining any training requirements and guidance on the general requirements of the placement.
- If any employer placement does not match the criteria for Health and Safety as required by the Health and Safety at Work Act 1974 and the Learning Skills Council's LSC Safe Learner criteria (to ensure that all safeguarding requirements are met) the College will not use that Employer until these are complied with.

#### **4.8 Health and Safety Training**

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Nelson and Colne College Group has a statutory duty to provide adequate information, instruction, training and supervision for its employees to ensure their own health and safety together with that of their colleagues and everyone else who may be affected by their actions.

It is a Departmental responsibility for all teams to assess the requirement for numbers of staff with the requisite skills and to ensure that sufficient persons are trained and appropriate refresher training is undertaken in accordance with the above to achieve compliance with this Policy and relevant legislation. Where there are Departmental specific requirements, appropriate training must be provided by the Department.

The Professional and Organisational Development Manager in conjunction with the Health and Safety Manager will assist in identifying training requirements and suitable providers if required.

A number of training courses are run 'in-house' in order to achieve compliance with the core Health and Safety requirements, including Fire Safety, Health and Safety at Work, Risk Assessment, CoSHH, Manual Handling, DSE Assessment, Working at Height and First Aid. Full details are available from the Health and Safety Manager or Professional and Organisational Development Manager.

#### **4.9 Monitoring and Review**

This Policy is monitored by the Health and Safety Manager and the College Health and Safety Committee. It will be reviewed and updated every two years, or following any reason outlined below:

- Significant organisational changes may have taken place.
- There have been changes in key personnel.
- There have been changes in legislation and/or guidance.
- New work methods have been introduced.
- There have been alterations to working arrangement and/or processes.
- There have been changes following consultation with staff.
- The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer totally effective.
- Information from manufacturers has been received.
- The findings of an external health and safety audit.
- Enforcement action has been taken by the HSE or Local Authority.
- A sufficient period of time has elapsed since the previous review.