



South
Staffordshire
College

Health & Safety Policy

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Section One

Health & Safety Policy Statement

Introduction

South Staffordshire College (SSC) regards the promotion of Health, Safety and Welfare as a mutual objective for both management and employees at all levels and is committed to ensuring high standards of Health and Safety are at the forefront of any of its undertakings. It is the policy of the College to maintain these standards by continually reviewing its operations against developing legislation and codes of practice.

The College recognises its responsibilities relative to Health, Safety and Welfare in accordance with the Health and Safety at Work Act 1974, and all other relevant Health and Safety legislation. SSC is committed to the continued development of high standards of Safety, Health and Welfare, and will actively promote this through any of its operational undertakings and appropriate initiatives.

In addition to those legislative and statutory requirements placed upon the college in meeting its obligations under all relevant Health & Safety regulations, this policy also both represents and supports the colleges 2025 Strategic Vision and the Safety, Health & Environment Strategic Plan 2020–25.

Policy Statement

This is the Health and Safety Policy Statement of South Staffordshire College. It indicates the intention, organisation and arrangements regarding the safety and health at work of employees and others, whilst on College premises, undertaking College activities in the community or when placed with other companies or organisations, for the purposes of educational and occupational training.

This Policy also addresses the College's approach regarding the safety and health of the public, visitors and contractors whilst on its premises and those who may be participating in academic or vocational training.

Supporting this general Policy Statement are specific assessments of risk and relevant supporting policies and procedures which clearly set out the health and safety arrangements in which the College will implement. These seek to eliminate or reduce risks to minimum practicable levels for staff, learners and/or others.

Intent

It is the policy of the 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 related and relevant legislation as appropriate. It is the responsibility and duty of all Staff, Students and all Others to co-operate with the College, and to conform and comply with the requirements of this Policy and any associated arrangements, procedures and Approved Codes of Practice (ACoP) which apply.

Mission Statement

South Staffordshire College regards the promotion of Health and Safety as a mutual objective for the College community including management, employees and students and is committed to ensuring that high standards of Health and Safety are evident throughout the organisation.

It is the intention of the college to develop, maintain and implement required standards by continually reviewing its operations against developing legislation, approved codes of practice and other initiatives that are available to it when meeting its obligations.

The College recognises its responsibilities under Health and Safety legislation and is committed to the development, promotion and implementation of high standards to ensure a safe and healthy environment through the active engagement of the college community.

Signed:

Date:

Chief Executive & Principal – Claire Boliver

1.1 Objectives

In order to achieve compliance with the statement of policy, the College, has set the following objectives that apply to Staff, Students and Visitors where appropriate:

- 1.1.1 To set and maintain high standards for Health and Safety at all operational sites.
- 1.1.2 A working environment within each of its operational premises that are safe, have strong robust control measures in place that reduce risks, and has adequate facilities and arrangements for the welfare of those at work.
- 1.1.3 Means of access and egress that are safe and without risk.
- 1.1.4 Plant, equipment and systems of work that are safe and without significant risk to health and wellbeing.
- 1.1.5 Information, instruction, training and supervision as is necessary to ensure the Health and Safety at work, of staff undertaking their working activities, operating equipment and handling materials.
- 1.1.6 Arrangements for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles and substances.
- 1.1.7 To identify risks and set in place procedures to remove or reduce these risks.
- 1.1.8 To enter into consultation on Health, Safety and Welfare at work with its staff through a Health & Safety Committee which should be scheduled to meet at least three times annually.

Communicating this Policy and relevant information on safety and health issues via both new employee induction and any other ongoing training programs, as well as through safety committee representation.

- 1.1.9 To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken by staff in connection with the operations of the College
- 1.1.10 To provide first aid facilities and training for nominated personnel responsible for the administering of first aid.
- 1.1.11 Implement arrangements that capture incident reporting, have appropriate levels of investigation, whilst also recording information relating to Accidents, Near Miss, Dangerous Occurrences and ill – Health.
- 1.1.12 To have in place emergency procedures and nominated trained personnel to facilitate the evacuation of staff under such circumstances.
- 1.1.13 To monitor Health and Safety operations at all sites.
- 1.1.14 To review, revise and add where necessary to this Policy any operational procedures to ensure that current College 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.

1.1.15 The College 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.

1.2 Organisation and Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

1.2.1 The Board of Governors

Members of the college's Board of Governors 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.

An annual report on Health, Safety & Welfare performance will be sent directly to the corporation.

1.2.2 The Chief Executive & Principal

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

- Ensuring adequate finance and other resources are made available for this policy to be implemented.
- Ensuring the commitment and cooperation of staff via the executive and senior leadership management teams and other communication forums within the College.
- 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, organisation, control, monitoring and review of the 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.

1.2.4 The Deputy Principal – Finance & Resources (F & R)

The Deputy Principal – (F & R), has executive responsibility for ensuring that the relevant organisational arrangements and resources are made available to enable the policy to be implemented and monitored within the College - through its Executive Leadership Team (ELT)

The Deputy Principal (F & R) is also responsible for ensuring that health, safety and welfare are properly assigned and that this responsibility is accepted at each level of management.

1.2.5 Executive & Senior Leadership Team Management (ELT / SLT) - (Assistant Principals, Directors, Heads of Campus, Heads of Service)

Executive and Senior Leadership Team Management post holders are responsible for:

- Ensuring that health and safety controls are incorporated into the planning of operations, through liaison with the Health & Safety Manager. Thus ensuring effective risk management as an integral part of the business strategy.
- Ensuring that College / Departmental staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment and, through their Line Managers, are suitably trained to carry out their duties effectively.
- Implement Health and Safety Management Systems which ensure the assessment of risk and the effective planning, organisation, control, and review of the preventative measures required to eliminate reduce or control risks.
- Bring to the attention of line managers that the responsibility for health, safety and welfare is shared and that they are also accountable for the health, safety and welfare of employees or others affected by their actions.
- Ensuring that contracts with Suppliers / Service Providers are adequately managed relative to Health and Safety, and in line with any established Approved Codes of Practice (ACoP).
- Review College / Departmental performance to ensure that operational procedures demonstrate good safety management arrangements - bringing to the attention of the Health and Safety Manager any further areas for detailed assessment of risk.
- Conduct periodic departmental inspections with Safety Representatives and/or the Health and Safety Manager.
- The College Financial Director will ensure statutory insurance and appropriate additional insurance cover is in place to meet company needs.
- The College ELT / SLT Management Teams, through their appropriate managers, are responsible for day to day implementation of Offices, Work Premises and Work Equipment safety issues. Premises checks will be carried out on a regular basis, with electrical and emergency equipment inspected as set out in the specific policy section or scheduled maintenance and inspection programme in place.
- The Head of Estates / Facilities will co-ordinate premises maintenance, cleaning and implement actions arising from the College's Defect reporting process through the estates / facilities management team.

- ELT / SLT Management Teams will also ensure that offices and or any other work premises located remotely from College campus locations have a designated Site Administrator responsible for day to day implementation of Premises, Work Equipment and safety issues. Premises / work location checks will be carried out on regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section.
- Have the health and safety function as part of the agenda of ELT / SLT management. Issues relating to health and safety are tabled at least termly.

1.2.6 Health and Safety Manager

South Staffordshire College has a designated Health and Safety Manager in post. The post holder will hold appropriate qualifications and experience in Health, Safety and Welfare matters.

The Health and Safety Manager is responsible to the Deputy Principal (F & R). They are to promote a health and safety culture leading by example, displaying initiative and a common sense approach.

The Health and Safety Manager is responsible for:

- Keeping the College's Health and Safety Policy under review and ensuring that it is revised as and when necessary; Co-ordinating the Risk Assessment process in consultation with Line Managers and Staff. Monitoring the Policy's implementation, and setting targets or objectives where appropriate.
- Through consultation with Departmental Management provide assistance at all levels within the College and co-ordinate the measures to enable the College to comply with the requirements and prohibitions imposed through current legislation. This will incorporate both internal safety issues and funded programmes contract management requirements.
- Visit all operational sites on a regular basis to evaluate safety management performance.
- Review of safety arrangements for employees / Students who may be placed with "Host Employers"
- Review the H&S Management arrangements and performance of funded contracts.
- Advise on staff safety training requirements, whilst also supporting staff with Programme safety responsibility and further development advice.
- Reporting on progress to the ELT / SLT of the performance of the H&S Management strategy plan.
- Bringing to the Deputy Principal (F & R) and Senior Leadership Teams attention any faults or areas of weakness in the Policy or its implementation.
- Advise on the investigation of incidents, accidents or ill health involving College Staff or premises under college management arrangements, sub contracted arrangements and involving participants on funded programmes.

- Liaising with representatives of the Enforcement Authorities, and being the central point of contact for HSE and other enforcing agencies relative to Health, Safety and Welfare issues.

1.2.7 Curriculum & Line Managers

All curriculum and all other line managers are responsible for:

- The practical implementation of the Health and Safety policy through the supervision and performance of their staff.
- Ensuring that the operations under their control are conducted in line with this policy, relevant and associated procedures, ACoP's and supporting guidance relevant to their work areas.
- Ensuring that their area of responsibility is subject to risk assessment and regular inspection.
- Ensuring that their staff are competent for their role, are provided with adequate equipment and are issued with necessary materials to undertake their work activities.
- Ensuring that all Incidents relating to accidents, near misses or dangerous occurrences within their area of responsibility, are reported, reviewing all such reports and ensuring, where appropriate, that a full investigation is carried out, and where required, appropriate remedial action is taken.

1.2.8 Safety Representatives

The role of the Safety Representatives is to:

- Communicate policy on all health and safety matters within their work areas
- Encourage all personnel to be involved in matters of Health, Safety and Welfare.
- Attend Health and Safety Committee meetings
- Carry out periodic inspections to identify unsafe equipment, working conditions
- Assist with the development and controls of risk assessments
- Assist with incident investigation
- Consult with managers on issues of health and safety, and where appropriate seek further specialist advice and guidance.

1.2.9 Individual Responsibilities

All employees are required to:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions outlined in this Policy and its supporting procedures and guidance.
- Refrain from doing anything that constitutes a danger to themselves or others.

- Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill health through the appropriate reporting arrangements.
- Ensure that any equipment issued or available to them, or for which they are responsible, is visually checked prior to use, used correctly and properly stored. Any patent defect or defect identified during use must result in equipment being taken out of service - marked appropriately and notified to Line Manager / Supervisor and, where appropriate to the Estate / Facilities team.
- Notify Line Managers and / or appropriate HR Officer(s) of any ill health or other factor(s) likely to affect their safety at work or that of any other party covered by this Policy.
- Report all Incidents that relate to accidents, near misses and dangerous occurrences, In accordance with the College Policy.
- Assist with identifying hazards and ensuring that the controls put in place to control risks are used correctly.
- Be responsible for good housekeeping arrangements within the area they are working.

1.3 Consultation

The College values contributions leading to the development and maintenance of an effective safety management strategy. This Policy provides for the involvement of employees at all levels regarding consultation on Health and Safety standards.

1.4 Health and Safety Committee

The College Health and Safety Committee is the forum for the co-ordination of all health, safety and welfare matters. The committee reports to the corporation, and the Executive Leadership Team has responsibility for:

- Identifying all areas of health, safety and welfare which have policy implications, including health and safety legislation and operational procedures, with regard to employees, visitors, contractors and others whilst on College premises or employed on College business.
- Evaluating implications of these issues to the College, and recommending action.
- To contribute advice to the college on matters concerning health, safety and welfare.

1.5 Communication and Training

College familiarisation procedures introduce all newly recruited staff to the safety management arrangements as soon as is practicable after their appointment:

- Line managers are responsible for ensuring that all college employees, which includes agency and cover staff, have undertaken the induction training programme, which sets out and covers specific areas of health & safety awareness that a new member of staff will need during their first few days as a college employee. The Health & Safety Manager will oversee and review programme content periodically and in line with college operating procedures.

- Line Managers will ensure that staff are familiar with the appropriate premises, welfare facilities etc. and that any necessary equipment is issued, and further training needs identified and met.
- Line Managers will also provide specific emergency procedure information for the college site specific to the individual's place of work if different from the establishment where the induction is being delivered.
- Where employees or students of the College work at premises other than those under College control, further safety induction will be provided, by those who exercise that control. In these circumstances College employees and students must co-operate with the "host employer" in the implementation of their Health and Safety measures.
- A copy of the Health and Safety Policy is posted on the College intranet along with further H&S Guidance resources. Attention is drawn to revisions through email and other notifications; all Line Managers have a responsibility to ensure their staff have taken note of these through subsequent Team Meetings. Where College employees do not have access to the IT Network then line managers should issue a hard copy of the Policy and any revision (as appropriate).
- The identity of trained first aiders and fire wardens are posted on notice boards within operational premises.
- The College aims to provide adequate information; instruction and training to ensure staff are fully aware of issues relating to safety and health and are competent in the systems of work in use. Line Managers and individual staff have the primary responsibility for ensuring that any training needs are identified and met.

1.6 Contractors

All contractors working on College premises will undergo selection for competency in accordance with the College's contractor management procedure.

All contractors will provide relevant health and safety documentation which will ensure that their work is carried out in a safe manner, eliminating or reduce to the lowest practicable level, risks arising from their activities which may affect themselves, their employees, College personnel and others.

1.7 Students and Visitors

Students and authorised visitors will adhere to the College's health and safety procedures and follow any instructions.

1.8. Policy Review

The effectiveness of general policy statements and other specific policies in use throughout the College will be regularly reviewed and revised as and when necessary.

Signed:

Date:

The Chief Executive & Principal – Claire Boliver

Section 2

Arrangements

The following arrangements will be implemented where necessary and will be expanded and developed to meet specific requirements. These should be done in consultation with the Health and Safety Manager.

2.1. Health and Safety Policies and Procedures

- 2.1.1 To enable the provision of a framework to meet and implement health and safety legislation throughout the College, specific policies and supporting procedures will be agreed.
- 2.1.2 These policies and procedures will be available on the College intranet and within specific departments throughout the College.

2.2 Health and Safety Planning

- 2.2.1 Health and safety planning is an integral part of the Health and Safety 2020 – 25 Strategy Plan. An organisational health and safety report will be prepared annually by the Health and Safety Manager and made available to the Board of Governors and Executive Leadership Team.
- 2.2.2 Local health and safety plans will be derived from the organisational health and safety plan annually.

2.3 Risk management

- 2.3.1 The Executive Leadership Team will ensure that a health and safety management strategy which pursues progressive movements leading to reduction in injury and ill health is incorporated within the overall Risk Management Strategy of the College.
- 2.3.2 The risk assessment process will manage risks by examining the tasks which staff and students undertake, the process of recording significant risk to employees and others will introduce effective control measures.
- 2.3.3 Assessments will meet the general requirements of the Management of Health and Safety at Work Regulations 1999 and the requirements for assessment contained in other more specific legislation such as COSHH, Manual Handling, Expectant Mothers, Display Screen Equipment, Young Persons, First Aid and Fire etc.
- 2.3.4 The risk assessment process will identify whether measures need to be applied to reduce or maintain the risks to an acceptable level. Such measures must, as a minimum, ensure that the standards required by current health and safety legislation are met. Additional guidance to assist in meeting the standards can be used such as:
 - South Staffordshire College health and safety policies and procedures
 - Existing Health and Safety Executive's (HSE) industry sector Approved Codes of Practice (ACoP))
 - Benchmarking against ISO 4500 standards
 - HSE General Guidance

2.4 Monitoring

The effectiveness of the South Staffordshire College Health and Safety Policy will be monitored in the following way:

2.4.1 Incident reporting and analysis

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

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

2.4.2 Measuring performance

Campus/premises inspections, risk assessments and health and safety audits will be carried out and the resulting action plans addressed by individual campuses in conjunction with representatives.

The Health and Safety Manager will formally monitor the campus/premises inspections and risk assessments completed through an internal audit programme.

2.5 Reviewing Performance

The Health and Safety Manager will prepare an annual report evaluating the health and safety performance of South Staffordshire College. The annual report will make reference 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

The annual report will be submitted to the Board of Governors in September of each year.

2.6 Training

South Staffordshire College recognises that formal health and safety training is a significant factor in incident prevention. The Management of Health and Safety at Work Regulations 1999 place a duty on South Staffordshire College to provide employees with adequate health and safety training during:

- Their recruitment – basic health and safety training (Induction)
- Transfer or change of responsibilities
- Introduction of new work equipment or alteration of current equipment.
- Introduction of new technology or alteration of existing equipment
- Introduction of new systems of work or alteration of current systems

This training must;

- Be repeated periodically where appropriate
- Be adapted to take account of any new or changed risks
- Take place during working hours

Training should be based upon evaluation of the skills and competencies required to carry out tasks safely and subsequent matching of these skills and competencies to those charged with carrying out the task

2.7 Emergency arrangements

Where situations present serious and imminent danger, procedures will be established in accordance with Regulation 8 of The Management of Health and Safety at Work Regulations 1999. Where appropriate, these procedures will also contain specific action for the evacuation of disabled persons. These arrangements include the role and responsibilities of persons nominated to assist in implementing such procedures.

2.8 Consultation with Employees

South Staffordshire College recognises the value in having a Trade Union partnership agreement which ensures that staff are consulted with. Any significant health and safety issues and new policies or procedures are discussed at local forums and the Health and Safety Committee, which also has recognised Trade Union members.

2.9 Contractors

South Staffordshire College will monitor the activities of contractors to ensure that any risks presented to employees, students and visitors are minimised.

- 2.9.1 All contractors are assessed in terms of health and safety and only contractors who can demonstrate their ability to meet the standards set by South Staffordshire College are employed.
- 2.9.2 A Select List of Contractors is maintained and kept under review by the Estates / Facilities management team. Only contractors that have been through this process and been added to the select list can be used.
- 2.9.3 In the event of reactive work where the contractor is not on the select list, documents will be requested retrospectively.
- 2.9.4 Contractors who fail to meet satisfactory health and safety standards will be removed from the select list. The responsibility lies with both the Estates / Facilities Team and the Health and Safety Manager.

2.10 Supplementary Policies and Guidance

South Staffordshire College's Health and Safety Policy will be supplemented by a variety of specific policies and related procedures which will be reviewed and updated as appropriate. College policies will be available on the intranet. Department specific policies will be kept in local files. Please see Section Three of this policy document for a list of those policies and guidance documents available on the College intranet.

2.11 Presentation and Review

This policy and any revision undertaken will be brought to the attention of every employee of South Staffordshire College through its communication operating channels .

The contents of the documents produced under this policy are brought to the attention of all employees for whom the contents are relevant.

This policy and accompanying documentation will be reviewed and where necessary revised annually, unless an earlier revision is prompted by changes in legislation or procedures.

Section 3

Supporting policies, documents and guidelines

The following documents are to be used in conjunction with this policy, which support the operational compliance and expectations placed on the college in meeting its Health, Safety and Welfare obligations:

Policies & Procedures:

- Incident Management Reporting Policy & Procedures
- Risk Management Policy & Procedures
- First Aid Procedures & Qualifications
- Fire Safety Procedures (per campus location) – **Currently under review**
- Lone Working policy & Procedure
- Legionella Management Plan / Procedure – **introduced Dec 2021**
- COSHH Policy – Currently under review
- Display Screen Equipment Procedures
- Manual Handling Procedures
- Asbestos Management Plan / Procedure – **introduced Dec 2021**
- Contractor Management Procedures
- COVID 19 Policy & associated RA – **Amended, but still in place**
- Driving College Vehicles – **ORR to be developed**

- Adverse Weather Procedure
- Occupational Health Policy
- Environmental & Sustainability - **TOR / Roadmap introduced Feb 2022**
- Medication Policy
- Working At Height Procedure
- Trips & Visits Procedure

Forms

- Incident Report form (Accident, Dangerous Occurrence and Near Miss)
- Classroom Risk Assessment Form – Generic
- Display Screen Equipment Self –Assessment Form
- Fire Safety Log
- H&S Risk Assessment Form
- Personal Protective Equipment (PPE)
- Lone Working Risk Assessment
- Manual Handling Risk Assessment Form
- New and Expectant Mother Risk Assessment Form
- Personal Emergency Evacuation Plan (PEEP)
- Site H&S Inspection / Monitoring checklist
- DSE Eye Care Referral Procedure
- COSHH Assessment form / register

Guidance Documents

- ❖ Definition of an incident - Accident, Near Miss, Dangerous occurrence
- ❖ DSE – Eye tests for employees
- ❖ Fire Evacuation Guidance
- ❖ Guidelines for completing a risk assessment form
- ❖ Guidance on managing legionella
- ❖ H&S Training Guidance Notes
- ❖ Method Statement Template
- ❖ Risk Assessment Guidance
- ❖ Storage, Inspection and Maintenance of Ladders
- ❖ Provision and Use of Work Equipment

- ❖ Adverse Weather Guidance
- ❖ Asbestos Guidance
- ❖ Confined Spaces Guidance
- ❖ Contractor Management Guidance
- ❖ Control of Substances Hazardous to Health (COSHH)
- ❖ Covid Guidance & RA
- ❖ Driving Vehicles at Work Guidance
- ❖ Electrical Equipment at Work Guidance
- ❖ Emergency Information & Guidance
- ❖ Fire Awareness & Guidance
- ❖ First Aider Information & Guidance
- ❖ Lone Working Guidance
- ❖ Noise At Work Guidance
- ❖ Personal Protective Equipment Guidance
- ❖ Trips & Visits Guidance
- ❖ Young People At Work Guidance
- ❖ Working At Height Guidance

This is not an exhaustive list as new documents are added as required.