



# Health and Safety Policy No. 1

Statement of Intent, Organisation and General Arrangements

## Policy Revision Details

Name of Policy:	Statement of Intent, Organisation and General Arrangements
Purpose of Policy:	This document contains the Statement of Intent, Organisation and Arrangements for Halesowen College as required under Section 2 (3) of the Health and Safety at Work etc Act 1974
Policy Applies to:	Governors, Staff, Students, Visitors, Contractors
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Approved by:	Governors of the Corporation
Responsible for Review and Updating:	Governors of the Corporation
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## Section 1 – Introduction

The health and safety of students, staff, visitors and contractors is paramount at Halesowen College and we pride ourselves on provision of a safe and welcoming environment in which to work and learn. Every possible step is taken to ensure that the highest standards of health and safety are attained, maintained, and wherever necessary, improved. To help ensure these standards are met we have produced a Health and Safety Policy.

### Responsibilities

The responsibilities of individuals are listed in Section 3 of this policy.

### Communication

This policy will be made available to any person requesting it and displayed in the following ways:

- It will be made available electronically on the College intranet to all members of staff and students.
- It will be published on the College public website.
- The Statement of Intent will be displayed prominently in a public area for visitors.

### Review

#### Review of Policy

This policy will be reviewed annually or sooner if:

- An issue is identified
- There is a significant change to the College.
- There is a significant change to the members of the board of the corporation.
- There is a significant change to the College Leadership Team.

### Relevant Documents and Related Policies

The college has a suite of H&S procedures that compliment this policy to ensure the college meets its legal and moral obligations with Health and Safety.

## Section 2 – Statement of Intent

The Corporation of Halesowen College recognise and accept their responsibility as an employer and will eliminate and avoid, where possible, the risk of injury and ill-health to all persons affected by the activities of the College. Where it is not possible to eliminate/avoid risks they will be reduced to the lowest levels reasonably practicable.

Halesowen College Corporation ‘the Employer’; the Principal (Chief Executive) with the College Leadership Team shall ensure compliance with all relevant legislation. The principles of best practice will be applied in the discharge of this duty.

Halesowen College will ensure the health, safety and welfare of all persons who may be affected by College activities. Safe and healthy conditions in which to work and learn will be maintained. The College will ensure a supportive environment for all, in so far as it is reasonably practicable.

Halesowen College acknowledges its ‘duty of care’ to ensure that not only its employees but also those persons other than its employees, e.g. learners, visitors, contractors, and members of the general public, are not put at risk as a result of the carrying out of its business operations, so far as is reasonably practicable.

A Health and Safety Committee consisting of management, employee, union and student, representatives shall meet on a regular basis to consult and discuss all aspects of health and safety within the College.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

All employees shall receive adequate information, instruction and training, as appropriate, to enable the safe discharge of their contractual duties. No employee shall be required to undertake any health and safety function without prior consultation and, where necessary, training. Learners shall receive health and safety information at induction into the College and at appropriate intervals during their course.

It is the policy of Halesowen College to adopt all reasonably practicable measures to commit to continuous improvement in the management of health and safety, and to promote a positive health and safety culture across the organisation.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.

Signed: 

Date: 7/1/20

Name: David Williams, Principal

Signed: 

Date: 7 January 2020

Name: Louise Jones, Chair of the Corporation

## Section 3 – Organisation of Health and Safety

This section sets out the main responsibilities and duties of College staff and students. Every member of the College has a general responsibility for their own health and safety and for not undertaking any activity which endangers others. The specific duties and responsibilities set out in this document are designed to enable the College to achieve and maintain the highest Health and Safety standards and establish accountability for its Health and Safety performance.

In addition to the duties and responsibilities set out elsewhere in this document there is a general requirement for managers responsible for particular sections of the college to periodically review the situation in their area of responsibility and to carry out any necessary risk assessments.

The Policy will be reviewed at least annually in accordance with College policy, with any significant changes considered by the Health, Safety and Environment Committee. The reviews will normally be annually, but the Committee may undertake an earlier review if asked to do so by the Principal or if the Committee itself so resolves.

Health and Safety Policies will also be updated in line with changes in legislation or as required, with any significant amendments receiving the approval of the College Executive and being considered by the Health, Safety and Environment Committee.

In addition to this policy, various teams such as teaching divisions with practical areas will have their own guidelines and safe systems of work for students. These are to be held by each divisional team and the Health and Safety Officer. These documents will be reviewed at least annually.

The nursery has established appropriate procedures and details are available for parents and other nursery users from the Nursery Manager.

### Specific Duty Holders

#### The Corporation

The Corporation has overall responsibility for the Health, Safety and Welfare of the staff, students and other visitors when they may be affected by College activities.

The responsibilities of the Corporation include

- carrying out the requirements of the Health and Safety at Work etc Act 1974 and other relevant Acts and Regulations;
- to ensure the production of an effective Health and Safety Policy, to include organisational arrangements supplemented by appropriate policies, departmental documents and procedural codes;
- to ensure that the necessary resources are made available for the Health and Safety Policy to be carried out effectively;
- to ensure proper consultation of staff, union representatives and students on matters pertaining to Health and Safety;
- to monitor health and safety performance via an annual Health, Safety and Environment Report and minutes from the consultation of staff, union representatives and students;
- to appoint a health, safety and environment representative from its membership who will attend meetings where staff, union representative and students are consulted to promote positive activities within the Corporation.

## Principal (Chief Executive)

The Principal is accountable to the Corporation for the implementation of the Health and Safety Policy. He will, by delegating certain duties to staff, ensure

- the production of an effective Health and Safety Policy, to include organisational arrangements supplemented by appropriate policies, departmental documents and procedural codes;
- that the Health and Safety Policy is brought to the attention of all employees, learners and contractors, and that other health and safety information is communicated, for example to visitors;
- the compliance of all relevant legislation;
- the provision of a safe, healthy and supportive environment, which meets the needs of learners, staff and visitors to the College;
- the creation of a culture of continuous improvement in standards of health and safety;
- that the review of policies and procedures remain effective;
- the provision of adequate resources to manage health and safety within the College;
- the management of risks in relation to the College business and activities;
- that effective employer/employee consultation in accordance with current regulations and specific consultation with persons allocated to health and safety functions;
- there are adequate first aid procedures in place including the provision of sufficient trained first aiders and that all staff and students are aware of the arrangements;
- that accidents and incidents are reported using established procedures and overall procedures for health and safety are monitored;
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.

## College Leadership Team (CLT)

- Deputy/Vice/Assistant principals and Directors may be required to undertake any of the principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

## Director of Finance and Corporate Services

- To implement the College Health and Safety Policy and organisational arrangements within the College and to ensure that they are carried out effectively;
- To ensure that risk assessments are being carried out and reviewed as stated in the College Health and Safety Policy;
- To receive and action, in collaboration with the Principal, all official Health and Safety Reports originating from the Health and Safety Executive, West Midlands Fire Service, Environmental Health, and Safety Representatives, etc and keep the Principal informed of all requirements and actions;
- To arrange with the Health and Safety Officer an effective procedure to ensure that all reportable accidents and dangerous occurrences are investigated and reported to the Health and Safety Executive;
- To ensure that all other accidents and near misses are investigated and action taken, as appropriate; and reported to the CLT;

## Head of Procurement and Facilities

- To implement the College Health and Safety Policy and organisational arrangements within the College and to ensure that they are carried out effectively;

- To carry out risk assessments within the estates function, communicate the findings of risk assessments to staff and to monitor and review risk assessments as required;
- To advise CLT on the health, safety and welfare aspects affecting the design and layout of new or reorganised premises;
- To ensure the College buildings and campus are maintained and in a safe condition;
- To ensure that the circulation areas of the College premises and annexes are maintained in a condition which is safe and without risk to the health and safety of College staff, students and visitors;
- To ensure the production, implementation and regular review of a suitable and sufficient Fire Safety Management Plan including review of Fire Risk assessments;
- To ensure that equipment and systems provided for the prevention and detection of fire is maintained and serviced;
- To ensure that a balance between security and means of access and aggress is maintained;
- To maintain the Boiler Register and arrange for maintenance and testing as required;
- To support the Health and Safety Officer in the maintenance and updating of the Asbestos register and to maintain and implement the Asbestos Management Plan;
- To ensure that contractors are made aware of College Health and Safety procedures and to arrange for the issue of a Permit to Work where appropriate;
- To arrange for the disposal of hazardous waste in line with regulations;
- To take remedial action on working conditions when below reasonable standards;

#### HR Director

- To ensuring that appropriate arrangements are planned and implemented for addressing the Occupational Health and Welfare needs of the Colleges employees and ensuring the effective management of sickness absence;
- To report to the CLT staff illness and absence caused by work activities, including reports to the Health and Safety Executive of notifiable occurrences;
- To undertake Occupational Health screening for all new members of staff that start with the college;
- To ensure all new members of staff receive an appropriate induction, including information pertaining to the College Health and Safety Policies.

#### Health and Safety Officer

- To assist the CLT (through the Head of Facilities where appropriate) with the planning, implementation and assessment of the organisational arrangements within the College;
- To advise and provide information to the CLT (through the Head of Facilities where appropriate) on the implications of Health and Safety Legislation, codes of practice and approved work procedures;
- To liaise with the Health and Safety Executive, West Midlands Fire Service and Environmental Health Officers;
- To carry out periodic inspections of premises and other workplaces, plant, equipment and work activities, reporting to the senior manager responsible for Health and Safety and liaise with other managers and safety representatives who have responsibilities for acting upon Health and Safety Reports;
- To carry out and periodically review Fire Risk assessments;
- To advise on Health and Safety aspects of new plant, tools and equipment and protective clothing;

- To assist managers with the preparation of divisional Health and Safety Working Procedures and Health and Safety Rules;
- To investigate all accidents, dangerous occurrences and near misses occurring on the College premises and report significant findings to the senior manager responsible for Health and Safety;
- To process accident forms ensuring that all reportable accidents and dangerous occurrences are notified to the Health and Safety Executive;
- To be in attendance at meetings where staff, union representatives and students are consulted on Health, Safety and Environment matters;
- To advise, supervise and coordinate training programmes or media which will increase proficiency in safe practices and promote health and safety consciousness;
- To carry out Health and Safety inductions for new members of staff in line with the College's Induction programme;
- To be aware of the processes for the minibus driver instruction and assessment and upkeep of the register of users ensuring accordance with the Minibus Policy;
- To provide a comprehensive technical information service on health and safety matters to the College staff and students;
- To advise college managers, staff or students, as appropriate, to stop immediately any process or activity of which they become aware which might place any person at risk of injury, or where a breach of a statutory requirement has been identified, and to report such actions to the CLT (through the Head of Facilities where appropriate) and Safety Representative as soon as possible after the work has been stopped;
- To provide guidance and support to first aid trained members of staff treating fellow members of staff, students or visitors where this is necessary.

#### Heads of Division

- To implement the College Health and Safety Policy, organisational arrangements and Health and Safety Rules within their areas of responsibility;
- To periodically monitor and review the College organisational arrangements and Health and Safety matters and issues specific to their areas of responsibility;
- To carry out risk assessments within their area of responsibility, communicate the findings of risk assessments to staff and to monitor and review risk assessments as required;
- To stop immediately any process or activity of which they become aware which might place anyone at risk of injury or where a breach of statutory law has been identified;
- To ensure that within their area of responsibility suitable guards and safety equipment are available and used by College staff and students; that appropriate notices and/or instructions are published covering their use; that appropriate training is provided;
- To ensure that where necessary protective clothing is used by College staff and students. Failure to wear personal protective equipment will be subject to disciplinary action;
- To carry out regular safety inspections of the work areas which are their responsibility, with the College Health and Safety Officer when necessary. In carrying out such inspections, to follow the general advice issued by College senior managers or the College Health and Safety Officer and Safety Representatives;
- To notify the Health and Safety Officer and senior manager responsible for Health and Safety of any problems identified where there may be a breach of statutory Health and Safety Regulations;

- To ensure that staff for whom they are responsible are made aware of the Health and Safety rules which apply to the areas in which the staff work, to draw attention to any hazards and to ensure that staff follow themselves and enforce on their students where relevant, the Health and Safety rules;
- To arrange Health and Safety training for staff when it is identified by risk assessments and safety audits within their area;
- To meet when necessary with the Health and Safety Officer to review health and safety matters which affect their area of responsibility;
- To assist the Health and Safety Officer, jointly with safety representatives, in the investigation of accidents to ensure that information regarding all accidents are recorded and reported;
- To make arrangements for members of staff being consulted about Health, Safety and Environment matters to be freed to attend any necessary meetings;
- To ensure that staff are all aware of the College fire evacuation procedure and that teaching staff pass on this information to the students in their classes;
- To ensure that staff are all aware of the College first aid arrangements and the procedure for reporting accidents, and that teaching staff pass on this information to the students in their classes;
- Where appropriate, to implement a programme of Health and Safety education for students who use workshops, laboratories and kitchens etc. as necessary for the safety of the students and to implement a programme to periodically assess the capabilities and competencies of students with respect to their performance as 'safe learners';
- When responsible for activities in centres other than college premises, to ensure that the staff and students involved are made aware of the fire, accident and emergency procedures relevant to the activity and/or centre;
- As soon as they become aware that one of their staff or students has a disability (permanent or temporary) or is pregnant, to ensure a risk assessment is done in respect of that individual's tasks, duties and responsibilities.

### All Employees

It is essential that all persons play their part in ensuring the health and safety of all those who are affected by the College activities, College staff will therefore take steps to meet their responsibilities with particular attention being given to

- The care of themselves and others, including students and visitors;
- Co-operating with the Corporation or the Principal on any matters necessary to ensure that their statutory duties are complied with;
- Observing safety instructions, College procedures, policies, codes of practice, regulations and safe systems of work.

Additional responsibilities of specific members of staff are given in the remainder of this section but those responsibilities common to all staff are as follows:

- To read and understand the College Health and Safety Policy, organisational arrangements, additional policies and procedures, seeking advice on interpretation or implementation of the policy where required;
- To be aware of the health and safety hazards and Health and Safety Regulations associated with their work and work environment;
- To personally follow the College Health and Safety Policies and Procedures;

- To assist their Line Manager in the completion of risk assessments for any potentially hazardous activity as required;
- To actively take part in health and safety inspections and accident investigations with College managers, the College Health and Safety Officer and Safety Representatives, as and when required;
- To inform their Line Manager when changes in the conditions of their work require the updating or completion of a risk assessment e.g. change in role, new equipment, new duties etc;
- To follow good housekeeping practices by keeping all work areas clean, tidy and free from obstructions;
- To ensure that specialised equipment and substances, etc, are released or used by authorised persons only;
- To take out of use and report immediately to their Line Manager, and the College Health and Safety Officer, any faulty or potentially dangerous equipment, or any unsafe behaviour;
- To periodically inspect their working areas and report to their Line manager, the College Health and Safety Officer and their Safety Representative any hazards or problems which they cannot personally rectify;
- To report any accident or dangerous occurrence (including near misses) involving College staff or students, of which they become aware, together with statements from witnesses, to the College Health and Safety Officer and their Line Manager as soon as possible;
- To ensure that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident occurring, e.g. explosion, fire or electric shock, etc, or to remove a casualty;
- To know the College first aid procedure and to obtain first aid attention immediately for anyone injured on College premises;
- To know the College fire evacuation procedure and the means of escape from all those parts of the College to which their duties take them.

## Students

All students will:

- Observe the Health and Safety instructions given by staff;
- Observe the College Health and Safety Rules;
- Take reasonable care for the health and safety of themselves and other people within the College;
- Correctly use all equipment and protective clothing provided in the interest of their health, safety and welfare;
- Take reasonable care to maintain their working environment in a healthy and safe manner;
- Report all accidents as soon as possible, to their class lecturer or to the nearest available member of staff;
- Inform their class lecturer, or the nearest available member of staff, as soon as possible of any potential hazards or unsafe act identified within the College or which they foresee may arise as a result of their College activities;
- To be aware of and follow College fire evacuation procedures.

## Section 4 – Arrangements for Health and Safety

### Policy

Clear direction through policy and procedure is an essential part of the implementation of the College's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the College.

To ensure that the organisational hazards affecting the College are properly managed, risk assessments will be carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

The college has developed a suite of additional Health and Safety procedures that compliment this document to ensure the college meets its legal and moral obligations with Health and Safety that should be read in conjunction with this policy.

These procedures will be available on the college intranet for staff and students. These can be obtained in hard copy from the Health and Safety Officer.

The areas covered by these procedures to date are:

- Health and Safety Consultation
- Fire Safety and Evacuation (Fire Safety Management Plan)
- Environmental Management
- Security and Personal Safety
- Contractors
- Visitors
- First Aid Provision
- Accident Reporting and Investigation, Including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Risk Assessment
- Processing Notices and Letters from official bodies (e.g. Health and Safety Executive, West Midlands Fire Service and Environmental Health Department)
- Provision and Use of Work Equipment Regulations
- Asbestos
- Working at Height
- Electrical Safety and the Electricity at Work Regulations
- The Control of Substances Hazardous to Health Regulations & Dangerous Substances and Explosive Atmosphere Regulations
- Personal Protective Equipment at Work Regulations
- Evacuation of disabled and mobility restricted individuals, including PEEPS
- Ionising Radiation Regulations
- Control of Noise at Work Regulations
- Display Screen Equipment
- Manual Handling
- New and Expectant Mothers (Pregnancy)
- Young Persons at Work in College (Including Work Experience Placements on-site)
- Work Experience Placements off-site
- Students with Medical Needs
- Driving on College Business
- Health and Safety Information for Employees Regulations

- Lone Working
- Lifting Operations and Lifting Equipment Regulations
- Food Hygiene
- Legionella
- Minibus Policy
- Workplace Welfare

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

This list is not exhaustive and additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for behavioural management, selection and recruitment, staff training etc can be found in other College policies and procedures.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the environment, the following procedures for monitoring have been established.

- The Governors of the Corporation will be presented with an annual Health, Safety and Environment report detailing the levels of compliance achieved on the standards set by their policies and procedures.
- Annually (or more frequently as required) College management and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually (or more frequently as required) College premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety walks and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified, the results of which will be recorded and retained for the purpose of review.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the Health and Safety Officer or manager responsible will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Officer will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the College.

## Record Keeping

Record keeping is acknowledged by the College as a means of providing documentary evidence where a need may arise to co-operate with any person or organisation in respect to Health & Safety.

Adequate records will be kept on all matters relating to health and safety in College activities.

All persons who are nominated to have responsibility for aspects of Health and Safety will have a responsibility for accurate record keeping and monitoring within their own area of activity and responsibility.

Where records are required to be kept as a statutory requirement, a provision to maintain these records will be maintained by the Health and Safety Officer or if appropriate another suitable individual will be detailed within an areas particular arrangement policy.

Halesowen College is committed to providing  
a safe place to work and study