



Halesowen College Health and Safety Policy

Ensuring a safe and supportive environment

Name of Policy:	Statement of Intent, Organisation and General Arrangements for the management of health and safety
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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Responsible for Review and Updating:	Health & Safety Officer
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	1.0	Initial Issue	

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Section 1 – Introduction

The health and safety of students, staff, visitors, and contractors is paramount at Halesowen College. 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 this 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 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 Senior 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 regards to Health and Safety.

Section 2 - Statement of Intent

The Corporation of Halesowen College recognises and accepts its responsibility as an employer and 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 public, are, so far as is reasonably practicable, not put at risk as a result of the carrying out of its activities. Where it is not possible to eliminate/avoid risks they will be reduced to the lowest levels reasonably practicable.

Where possible Halesowen College will not only minimise risk but seek to improve the health, safety, and welfare of all persons who work and learn at the College.

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

Competent persons will be appointed to assist the College in meeting its statutory duties including, where appropriate, specialists from outside the organisation.

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.

All employees shall receive adequate information, instruction, and training, as appropriate, to enable the safe discharge of their duties. 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: _____

Name: _____Jacquie Carman_____ Appointment: _____Principal_____

Signed: _____ Date: _____

Name: _____Jo Chilton_____ Appointment: _____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 sections of the college to periodically review the situation in their area of responsibility and to conduct 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 and Safety Committee. The reviews will normally be annual, 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 Senior Leadership Team and being considered by the Health and Safety 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.

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

- To carry 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 implemented 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 and Safety Report and minutes from the consultation of staff, Union representatives and students.
- To appoint a health and safety representative from its membership who will attend meetings where staff, union representatives and students are consulted.

Principal (Chief Executive)

The Principal is accountable to the Corporation for the implementation of the Health and Safety Policy. They 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 with 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 remains 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.
- that adequate first aid procedures are 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.
- that 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 to ensure they can fulfil such duties.

Senior Leadership Team (SLT)

- 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.

Chief Finance Officer/Vice Principal

- 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 conducted 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 SLT.

Estates and Facilities Director

- To implement the College Health and Safety Policy and organisational arrangements within the College and to ensure that they are carried out effectively.
- To conduct 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 SLT 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 egress 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 manage estates contractors to ensure compliance with College Health and Safety procedures including management and mitigation of risk, competences and issue of Permits 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 ensure that appropriate arrangements are planned and implemented for addressing the Occupational Health and Welfare needs of the College's employees and ensuring the effective management of sickness absence.
- To report to the SLT on 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 hold an appropriate level of health and safety qualification (NEBOSH Diploma or equivalent) and be a member of a relevant health and safety professional body.
- To assist the SLT with the planning, implementation, and assessment of the organisational arrangements within the College.
- To advise and provide information to the SLT on the implications of Health and Safety Legislation, codes of practice and approved work procedures.
- To consult with the Health and Safety Executive, West Midlands Fire Service and Environmental Health Officers.

- To ensure the periodic inspections of premises and other workplaces, plant, equipment, and work activities, reporting to the SLT and consult with other managers and safety representatives who have responsibilities for acting upon Health and Safety Reports.
- To ensure the completion and periodic review of Fire Risk assessments.
- To advise on Health and Safety aspects of new plant, tools and equipment and protective clothing.
- To support managers with the preparation of divisional Health and Safety Working Procedures and Health and Safety Rules.
- To ensure the investigation of all accidents, dangerous occurrences and near misses occurring on the College premises, identifying any trends and supporting root cause analysis to reduce re-occurrences, reporting significant findings to the SLT.
- To ensure the processing of accident forms ensuring that all reportable accidents and dangerous occurrences are notified to the Health and Safety Executive.
- To attend 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 ensure the delivery of Health and Safety inductions for new members of staff in line with the College's Induction programme.
- To oversee 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, on any process or activity of which might place any person at risk of injury, or the College under a breach of a statutory requirement may be present or has been identified, and to report such actions to the SLT and, if necessary, 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.

Curriculum Directors

- 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 conduct 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 and identify this to the Health and Safety Officer, Senior Leadership Team for further advice
- 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 required personal protective equipment will result in 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 their line manager 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 both follow Health and Safety rules themselves and enforce these rules with their students.
- To arrange Health and Safety training for staff when a need 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 is recorded and reported.
- To arrange 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 to ensure suitable and sufficient control measures are in place, including Personal Emergency Evacuation Plans

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.

- Following 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, to secure the area and raise the alarm ensuring nothing is moved, excepting where it is essential to prevent another accident occurring, e.g., explosion, fire, or electric shock, etc, or to remove a casualty.
- To be aware of the College first aid procedure when it is appropriate to request a first aider, emergency services or other health professionals.
- 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.
- To undertake mandatory Health and Safety training as and when required.

Students

All students will:

- Take reasonable care of themselves and others that may be affected by their activities.
- Observe and follow the Health and Safety instructions given by staff.

- Observe and follow 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 and lockdown procedures.

Section 4 - Arrangements for Health and Safety

Management System

The College will implement an internal health and safety management system modelled around the HSE 'Plan, Do, Check, Act' approach.

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 effectively managed, risk assessments will be conducted, and policies, procedures and guidelines produced for implementation by the appropriate managers.

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

These procedures will be available on [MyHalesowen](#). These can be obtained in hard copy from the Health and Safety Officer.

The areas covered by these procedures to date are:

- [Letters and Notices from Enforcement Authorities](#)
- Internal and Third-Party Audit of College Health and Safety Functions
- [Fire Safety and Evacuation \(Fire Safety Management Plan\)](#)
- Fieldwork, Visits, Expeditions, Exchanges, and Other Off-Site Activities
- Provision and Use of Work Equipment Regulations (PUWER)
- Working at Height
- Electrical Safety and the Electricity at Work Regulations (Inc. PAT Testing)

- The Control of Substances Hazardous to Health Regulations (COSHH) & Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)
- Personal Protective Equipment at Work Regulations (PPE)
- Ionising Radiation Regulations
- Security and Personal Safety
- Operation of the College Minibus and Van
- [Fire Safety Management System](#)
- Alcohol and drugs policy
- [Mental Health at Work Policy](#)
- [Rules for Contractors](#)

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.

This Health and Safety Policy will also sit alongside other College Policies including the Environmental Policy and Wellbeing Policy that will work in conjunction to provide a safe, healthy, and sustainable environment for our staff and students.

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 and Safety 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 conduct safety walks routinely and regularly 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.

Consultation

Introduction

Communication and consultation are the most basic forms of staff and student involvement in health and safety management. They form the foundation for fully engaging the whole college community to achieve the type of changes in behaviour in staff and students that will lead to a safer and healthier college.

The establishment of a Health and Safety Committee is a legal requirement. Building on what is required by law enables the college to create a genuine partnership between the governors, managers, students, and staff and/or their representatives to manage health and safety risks. It creates a culture of collaboration where concerns, ideas and solutions are freely shared and acted upon, and where the whole college population is engaged in promoting a healthy and safe environment. This means there is greater potential for improvements to health and safety for the college. In most cases effective consultation will generate levels of involvement that improve performance and raise standards

General Considerations

The law sets out how employers must consult their employees in different situations. There are two sets of general regulations about an employer's duty to consult their workforce about health and safety:

- the [Safety Representatives and Safety Committees Regulations 1977 \(as amended\)](#).

- the [Health and Safety \(Consultation with Employees\) Regulations 1996](#) (as amended).

Within the college some employees are members of recognised trade unions and others are not. Therefore, the college is obliged to consult both:

- Health and Safety representatives appointed by recognised trade unions under the Safety Representatives and Safety Committees Regulations 1977; and
- the remainder of the workforce, either directly where practical, or through elected health and safety representatives under the Health and Safety (Consultation with Employees) Regulations 1996.

As the college must consult both union-appointed health and safety representatives and employee-elected representatives is practical to set up a health and safety committee.

The accepted practice to set out the basic rules and procedures of how the health and safety committee will work is to have a written constitution on what they will do to manage health, safety, and welfare together. This should include its:

- purpose and objectives.
- membership.
- meeting arrangements; and
- arrangements for reporting the outcome of meetings to employees.

The college health and safety committee as required under regulations shall be known as “The Health and Safety Committee”. The committee shall meet no less often than once each half term. The minutes will be published on the College Health and Safety SharePoint page after they have been agreed by the Committee as a true record.

Committee Members

The members of the Committee are:

- i. Permanent Members of the Committee:
 1. Health and Safety Governor Representative on behalf of the Corporation
 2. The Principal
 3. Chief Finance Officer
 4. Director of Estates and Facilities
 5. Head of Safeguarding and Inclusion
 6. Head of Estates and Facilities
 7. Health and Safety Officer
 8. Estates and Facilities Manager
 9. Director of HR
 10. Director of Operations & Stakeholder Engagement
 11. General Manager for College Enterprises
 12. Building Manager for Shenstone House
 13. Building Manager for Coombs Wood
 14. Building Manager for Trinity Point
- ii. Elected Members of the Committee:
 1. A representative of non-union Members of the College
- iii. Ex-Officio Members of the Committee
 1. Representative from the Unison Union

2. Representative from the University and College Union
 3. Representative from the National Education Union
 4. Representatives from any other Trade Union that has been officially recognised by the College.
 5. Student representative from the Student Union
- iv. The Committee will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.

Appendix 1 – Specific Risks

First Aid

Introduction

[The Health and Safety \(First Aid\) Regulations 1981](#) set out that employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees.

The Health and Safety Executive guidance recommends that organisations, such as colleges, which provide a service for others should include them in their risk assessments and provide for them. In the light of their legal responsibilities for those in their care, colleges should carefully consider the likely risks to students and visitors and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.

Information about First Aid Arrangements

The college acknowledges that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be on site. These include students, part-time, temporary staff, and visitors. For this reason, information on how to summon first aider is provided for all new staff at induction. It is also posted on notices around the college public areas for students and visitors.

Information on the current first aiders (and appointed persons) along with their location, is displayed on the college Health and Safety SharePoint Site.

Information on the correct operation of the automated external defibrillator (AED) is displayed adjacent to the equipment.

Designated First Aiders

A Designated First Aider is appointed by the College Health and Safety Officer. Staff who volunteer to be designated first aiders will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the college. The Health and Safety Officer will prompt attendance for requalification and provide payment for this role.

Designated First Aiders must:

- Complete a first aid training course approved by the college.
- When on duty, have a college radio switched on, and a mobile phone.
- Respond Promptly to requests for assistance.
- Provide treatment within the limitations of their competence summoning further help as necessary.
- When necessary, ensure that an ambulance or professional medical help is called.
- If issued maintain their first aid kit to ensure it is fully stocked and in date.
- Report all incidents they attend on the college accident/incident reporting system.
- Report to the College Health and Safety Officer any reason why they feel they are no longer suitable to serve as a first aider.

Site Assessment

First-aid personnel	Quantity needed			
	Whittingham	Shenstone	Coombs	Trinity Point
Appointed person	- All Reception Staff	- All Reception Staff -Managers	- All Reception Staff -Managers	- Concierge
First-aider with an emergency first aid at work certificate	0	0	2 to be maintained across site. Minimum of 1 to be on duty at all times	4 to be maintained across site. Minimum of 1 to be on duty at all times ****
First-aider with a first aid at work certificate *EFAW for Trinity Point due to staff numbers and risk rating?	12 to be maintained across site. Minimum of 1 to be on duty rota at all times	5 to be maintained across site. Minimum of 1 to be on duty at all times		
First-aider with additional training	0	0	0	0
First-aid equipment and facilities				
Standard first aid kit	7 + 1 per duty FA	4	2	1 + 1 per duty FA
Sport first aid kit	2	0	0	0
Kitchen first aid kit	3	1	1	1
Burns Kit	3	0	0	1
PSV first aid Kit	1 in the college minibus			
Mobile first aid kit	1 per placement officer / 2 to loan for visits			
Emergency Eye Wash Stations	13	1	0	TBC
AED	2	1	1	1
Major Blood Loss Kit	2	1	1	1
Acid Attack Kit	1	1	1	1
First-aid room	1	1	0	0

Across all college sites the nature of most work consists of office-based administration and classroom-based teaching.

This is a **low** risk factor for first aid

However, in some departments higher risk activities are undertaken involving:

Hazard	Causes of accidents	Examples of injury requiring first aid
Chemicals	Exposure during handling, spillages, splashing, leaks, intentional violent attack	Poisoning, loss of consciousness, burns, eye injuries, respiratory problems
Machinery	Loose hair or clothing becoming tangled in machinery, being hit by moving parts or material thrown from machinery, contact with sharp edges	Crush injuries, amputations, fractures, lacerations, eye injuries
Manual handling	Repetitive and/or heavy lifting, bending, and twisting, exerting too much force, handling bulky or unstable loads, handling in uncomfortable working positions	Fractures, lacerations, sprains, and strains
Slip and trip hazards	Uneven floors, staircases, trailing cables, obstructions, slippery surfaces due to spillages, worn carpets and mats	Fractures, lacerations, sprains, and strains
Catering Instruction Kitchen	Slipping using knives, inexperienced students using ovens and hobs and using deep fat fryers, slippery surfaces due to spillages	Lacerations, burns, sprains and strains, fractures
Work at height	Overreaching or overbalancing when using ladders, falling off or through a roof	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains, lacerations

Separate burns kits and eye wash stations will be required in the high-risk areas. Some areas will require faster access to first aid kits than is possible through a duty first aider system. Where identified through the activity risk assessment these areas will have individuals trained and be supplied with a dedicated kit.

Areas that involve catering will require blue detectable first aid items. Catering should have a member of staff trained in First Aid within the department.

Procedure information for staff/first aiders can be found here - [First Aid Procedures](#)

Report all accidents/incidents using this link - [Reporting](#)

Risk Assessments

Introduction

A risk assessment is simply a careful examination of what, in the work we undertake, could cause harm to people, so that we can evaluate whether enough precautions have been taken – or if more should be done to prevent harm.

Risk Assessment is a crucial step in protecting staff, students, contractor, and visitors. Therefore, the College, as well as complying with the Management of Health and Safety at Work Regulations 1999 (MHSWR) will assist those who direct or supervise activities, locations, and

equipment, to focus on the risks that really matter – those with the potential to cause actual harm.

The law does not expect the College to eliminate all risks, but to protect people as far as is reasonably practicable. This Policy will help to achieve this, by formalising and standardising the Risk Assessment process for the College.

This is the link to the college's current risk assessment template - [2025 General Risk Assessment Template](#)

Relevant Documents and Related Policies

- The Management of Health and safety at Work Regulations 1999

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Definitions

Hazard

A hazard is anything that may cause harm; these can be hazards to:

- physical health such as chemicals, electricity, working from ladders, an open drawer, or
- mental health if, for example the common cause of work-related mental ill health e.g., demands, control and support for individuals are not effectively managed in the workplace.

Likelihood

The chance (high or low) that somebody could be harmed by the hazards identified

Severity

The indication of how serious the harm could be.

Risk Rating

The chance (high or low) that somebody could be harmed by the hazards identified, together with an indication of how serious the harm could be.

Who Can Risk Assess

The person who carries out the risk assessment must be deemed competent. This means that to risk assess an activity, location, or piece of equipment a person should be familiar with that which is being risk assessed. This is referred to as the Suitably Qualified and Experienced Person (SQEP).

Typically, to be regarded as a SQEP, one requires a qualification and several years of experience, with recognition that one's skills and understanding can be relied upon to resolve a technical problem to the required standards.

Therefore, typically the person best placed to do the risk assessment is the manager or supervisor responsible for overseeing the activity, location, or piece of equipment. This may not always be the case, and it may be there is a different SQEP in the team.

Any SQEP doing assessments will also need additional training in how to conduct Risk Assessments.

Training for Risk Assessors

In-person training will be made available to any member of staff required to complete written risk assessments.

The Health and Safety Officer also provides training to enable staff to identify the risks associated with an activity and how to implement measures to reduce the risk of harm to people or to property. Staff can arrange with the Health and Safety Officer to be trained in risk assessment.

Procedure information for staff can be found here - [Procedures Risk Assessment](#)

Noise

Introduction

The [Control of Noise at Work Regulations 2005](#) (CNAWR) outline exposure action and limit values. It places a duty upon the Trust to ensure that staff and other persons present are not exposed to excessive noise at work that may cause hearing loss, tinnitus or other hearing problems. Noise can be defined as loud, undesired or unwanted sound.

Hearing damage from noise may be caused by exposure to a short but extremely loud noise or prolonged exposure to continuous (e.g. a plant room) or impulse (e.g. car horn) noises. The risk of damage to hearing is directly related to the volume of the noise and the exposure time. The potential for damage to hearing is not the only risk from noise at work; noise can be a workplace stressor which can cause anxiety or psychological harm to the individual. Noise at work can also contribute to preventing the hearing of alarms or warning signals potentially leading to accidents.

A temporary reduction in hearing sensitivity can often be experienced after leaving a noisy environment; even though hearing normally recovers within a few hours, this temporary hearing loss should not be ignored. Repetitive exposure could produce permanent hearing loss or could cause tinnitus to develop. It is therefore essential that awareness is raised, and the risk of hearing damage is managed to minimize its effect on College personnel and resources.

Definitions

Noise

For the purpose of the regulations noise is defined as “any audible sound” whether it is wanted or not.

Identification of Noise

Managers are responsible for ensuring that staff and students are not exposed to excessive noise whilst at College and to reduce exposure through use of technical engineering solutions and management controls to as low as reasonably practicable (ALARP).

The Manager should review their Risk Assessments, which should have identified the areas where work activities could produce excessive noise. In each of these areas an initial

assessment should be carried out in order to identify the potential noise hazard; this is called a Noise Hazard Check (NHC). A NHC is a means of estimating whether a noise assessment is required.

Noise Hazard Check (NHC)

The Noise Hazard Check (NHC) is an initial assessment to ascertain the presence of a potential noise hazard, and whether a noise assessment is required. The NHC can be conducted by anyone familiar with the work environment and process.

Questions the manager or person conducting the NHC needs to ask to ascertain the presence of a potential noise hazard.

- Do staff work in a noisy environment e.g. maintenance, engineering, music performance, large open plan office, etc.
- Are staff using or working near noisy power tools or equipment for more than half an hour each day in total?
- Are there any impacts such as hammering, pneumatic impact tools etc. explosive sources such as cartridge operated tools or detonators, etc.
- Are there areas of the workplace where noise levels could interfere with warning or danger signals?

Listening Checks (excessive noise is defined as)

- Are staff exposed to noise which makes it necessary to shout to talk to someone 1 metre away, for more than half an hour per day in total? The noise levels here are comparable with that of a pneumatic road drill.
- Are staff exposed to noise which makes it necessary to shout to talk to someone 2 metres away, for more than two hours per day in total? The noise levels here are comparable with that of a hand-held power drill.
- Is conversation at 2 metres possible, but noise is intrusive for more than six hours per day in total? The noise levels here are comparable to a busy street or a crowded restaurant.

If the answer to any of the above questions is YES, then a noise assessment is required.

Control of Noise

Where it has been identified that there is a workplace where there are unacceptably high noise levels present, the first action must be to see if the noise levels can be reduced by engineering or management controls.

Procedure information for staff and be found here - [Noise Procedures](#)

Display Screen Equipment – (DSE)

Introduction

This is any alphanumeric or graphic display screen, regardless of the display process involved. DSE includes conventional (cathode ray tube) display screens, and liquid crystal or plasma displays used in flat-panel screens, touchscreens, and emerging screen technologies. Display screens mainly used to display line drawings, graphs, charts, or computer-generated graphics

are included, as are screens used in work with television or film pictures. It also includes microfiche readers.

The following are excluded: DSE mainly intended for public operation (e.g. for students' use), portable systems (e.g. laptops) not in prolonged use; scientific and other equipment having a small data display required for direct use of the equipment; and window typewriters.

The main risks that may arise in work with Display Screen Equipment (DSE) are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress. While the risks to individual users are often low, they can still be significant if good practice is not followed. DSE workers are also so numerous that the amount of ill health associated with such work is significant and tackling it is important.

Staff who have been designated as DSE Users are expected to:

- Familiarise themselves, by reading this policy and completing the College's online training course, with information provided by the College on the health effects of DSE work, recommended best practice for work and workstations, and with the College's arrangements for assessments and eye and eyesight tests.
- Complete their online DSE workstation assessment and re-assessment at the correct interval and after relevant changes to their workstation or needs.
- Use equipment provided in accordance with the information and training given.
- Where possible, adjust workstation layout to reduce health risks.
- Where possible, arrange their own workload to give breaks from DSE work.
- Report any pain or discomfort associated with their DSE workstation or work, and any other problems with their workstation to their line manager, either in the assessment process or as problems arise. DSE users can seek confidential advice from the Personnel department and the College Health, Safety, and Security Manager about access to the Occupational Health Service if they wish. [Users should note that, with their permission, relevant information will be shared in order to make appropriate improvements to reduce risk to their health and safety]
- Follow the College's arrangements for requesting eye and eyesight tests, and for purchase of spectacles if prescribed for DSE use and take care of any spectacles obtained for their DSE work.

General Considerations

The health problems associated with display screen equipment (DSE) work are upper limb disorders (including pains in the neck, arms, elbows, wrists, and fingers); temporary eyestrain (but not eye damage) and headaches; and fatigue and stress.

Only a small proportion of people who use DSE suffer ill health as a result. Usually these disorders do not last, but in a few cases, they may become persistent and even disabling. There may be a sudden onset of symptoms in response to short-term activities, or development may be gradual and caused by longer-term poor provision or practice. Timely reporting, investigation, and action to remove the cause of problems is vital to prevent worsening of symptoms and to promote recovery. The causes may not always be obvious and can be a combination of factors, but enough is known about the importance of some measures - for example, the need to sit

properly and to have frequent breaks from the screen - to allow the risks to be tackled effectively.

The Regulations relating to work with DSE are the Health and Safety (Display Screen Equipment) Regulations, the Management of Health and Safety at Work Regulations, the Workplace (Health, Safety and Welfare) Regulations, and the Provision and Use of Work Equipment Regulations. The provisions of the DSE Regulations apply only to DSE 'users'. Where the DSE Regulations do not apply, the other legislation will require that the assessment of risks and measures taken to control them should take account of ergonomic factors applicable to display screen work. In practice this means that the minimum standards for workstations apply.

This policy applies to all College Staff, permanent or temporary, who are classed as DSE users while they are undertaking DSE work for the College either on or off site. It also applies to DSE 'operators' who are not College employees but who are working for the College e.g. self-employed or agency employees.

Identification of DSE Users

The College regards all those staff who routinely use DSE for an hour or more on a daily basis as DSE Users for the purposes of this policy. Though students are not DSE users under the College's duty of care, the basic workstation minimum requirements are considered in the provision of College computing facilities.

Working Time and Activity

The amount of time that an individual works with DSE should be considered - both the length of a single session and the total time spent.

Where it is clear that the use of DSE is more or less continuous on most days, the individuals concerned should be regarded as Users. More specifically it is appropriate to classify the person as a user if they do one of the following:

- normally use DSE for continuous or near continuous spells of an hour or more at a time; and
- use DSE in this way more or less daily, and
- have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration.
- or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.
- undertake work that involves intense, uninterrupted periods inputting data and/or viewing data on a screen e.g. using a computer for regular e-mailing / data entry.

Staff who carry out mainly manual work but have occasional use of a computer would not be classified as users. Where there is doubt about whether a person is user or not, they should complete the "[Identification of DSE Users Assessment](#)", if doubt still remains, they should be classified as a user.

Students

Students are not employees and therefore do not have any rights under the DSE Regulations. The College is not under any statutory obligation to ensure that they carry out an assessment of any workstation that they use, or to provide eye and eyesight tests for them. However, the

College does have a general duty of care towards students, and it is therefore recommended that the following procedures are applied:

- in taught classes, continuous use of DSE should be kept below 90 minutes with not more than four such periods per week
- workstations used by students for periods of time that would make the students a user if they were employed, are designed to meet the requirements set out in the Schedule to the DSE Regulations (e.g. in teaching rooms, Libraries, IT suites etc.).
- Information on safe working with DSE is provided to students (for example by referring students to the College guide “DSE Good Practice”, available on the Health & Safety SharePoint Site.

Homeworkers

Permanent or Regular

Where a DSE User is required/requesting to work at home as part of their work duties or will spend a significant amount of their work time at home as part of a formal arrangement, then the home workstation requires assessment. In such instances the employee concerned should complete a DSE assessment noting that it is a Home Workstation.

Occasional or Temporary

The guidance from HSE is that there is no increased risk from DSE for those working at home temporarily. Therefore, employees do not need to do home workstation assessments. It is good practice to follow the guidance given in the ‘DSE Good Practice’ guide and to follow all the information and training provided through the online system.

If staff choose to use DSE at home occasionally to suit their personal circumstances and/or convenience, then the DSE Regulations do not apply. It is good practice to follow the guidance given in the ‘DSE Good Practice’ guide and to follow all the information and training provided through the online system.

Mobile / Transient Workers

The basic design of a laptop is not ergonomic from a musculoskeletal point of view. Having the keyboard at a useable height means the screen will be too low, causing poor neck posture. On the other hand, if the screen is raised to a suitable height, the attached keyboard essentially becomes unusable.

Smartphones and tablets, like laptops, also introduce ergonomic risks. Their use can lead to particularly poor neck and back posture and repetitive thumb actions, leading to musculoskeletal strain. Extended use may also lead to digital eye strain.

Line managers responsible for a position that requires mobile working should review the requirements of this position and ensure staff are provided with appropriate training and equipment. There is further guidance regarding mobile / transient workers in the College guide “DSE Good Practice.

Definitions

Workstation

Display screen equipment, accessories such as disk drives, telephone, printer, document holder, work chair, work desk, work surface and the immediate work environment (lighting, temperature and humidity, noise, and space) around the display screen equipment).

DSE User

A college member of staff who habitually uses DSE as a significant part of their normal work.

DSE Operator

An operator is somebody who carries out similar work to users but are not College employees although they are working for the College e.g. self-employed or agency employees.

Assessment

An analysis of the workstation for the purpose of identifying the hazards (things with the potential to cause harm) and evaluating the health and safety risks (the likelihood and severity of harm) to which those using it are exposed.

Eye and eyesight test

A 'sight test' as defined by the [Opticians Act 1989](#) legislation. This should be carried out by a registered ophthalmic optician or optometrist or a registered medical practitioner with suitable qualifications

Training

Users will be required to complete the online training module prior to completion of a DSE self-assessment form.

The training covers:

- The user's role in correct and timely detection and recognition of hazards and risks. This will cover both the absence of desirable features (for example seat height adjustment) and the presence of undesirable ones (for example screen reflections and glare), together with information on health risks and what to look out for as early warning of problems.
- A simple explanation of the causes of risk and the mechanisms by which harm may be brought about, for example poor posture leading to static loading on the musculoskeletal system and eventual fatigue and discomfort.
- User-initiated actions and procedures which will bring risk under control. Training should cover the following:
 - The desirability of comfortable posture and the importance of frequently changing position
 - Correct use of adjustment mechanisms on equipment, particularly furniture, so that stress and fatigue can be minimised
 - The use and arrangement of workstation components to facilitate good posture, prevent overreaching and avoid glare and reflections on the screen
 - The need for regular cleaning of screens and other equipment, and inspections to pick up defects requiring maintenance
 - The need to take advantage of breaks and changes of activity
- Organisational arrangements by which users and their supervisors can alert management to ill health symptoms or problems with workstations.
- The user's contribution to assessments.

Assessments

It is the responsibility of each user to complete the online DSE self-assessment form for their existing workstations

Review of assessments

The assessment should be reviewed annually. It should also be reviewed in the light of changes to the display screen work, or changes in individual capability, or where there has been some significant change to the workstation such as:

- A major change to the hardware (screen, keyboard, input devices etc)
- A major change in workstation furniture
- A major change to the software used
- A substantial increase in the amount of time required to be spent using display screen equipment
- A substantial change in other task requirements (e.g. more speed or accuracy)
- If the workstation is relocated
- If the lighting is significantly modified

In these circumstances, users should complete the DSE self-assessment again to reflect the changes.

Assessments would also need to be reviewed if research findings indicated a significant new risk or showed that a recognised hazard should be revaluated.

Individual psychological and physical factors play a large part in determining whether use of DSE is comfortable. The College encourages early reporting of any symptoms which are perceived to be related to DSE use.

For more information on DSE, workstations and eye sight tests, please read our document [DSE Procedure](#) and our [DSE Good Practice Guide](#)

Manual Handling

Manual Handling can be defined as - The transporting or supporting of loads by hand or by bodily force without mechanical help. This includes activities such as lifting, carrying, shoving, pushing, pulling, nudging and sliding heavy objects.

Examples of typical manual handling tasks at Halesowen College are:

- Moving tables and chairs
- Carrying piles of books
- Setting up sports equipment
- Transferring SEND pupils
- Theatre set-up
- Transporting deliveries
- Moving stock in retail/food outlets

Some employees will have manual handling explicitly defined in their job description. These employees will require specific training for the needs and expectations of their role. Employees that do have manual handling explicitly stated in their job description will still require to partake in low-level, low-risk manual handling tasks. If at any time you feel a task is above your skill/knowledge/training, you must discuss this with your line manager or Health & Safety team before attempting to carry it out.

Legislation

There are several pieces of legislation relating to the practice of safe manual handling at work and the most relevant are listed below. Key points that relate to policy and procedures which are required are also given; however, for full details of the specific legislation, you can visit www.hse.gov.uk

- [Health and Safety at Work etc. Act 1974](#)
- [Manual Handling Operations Regulations 1992](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Personal Protective Equipment at Work Regulations 1992](#)
- [Provision & Use of Work Equipment Regulations 1998](#)
- [Lifting Operations & Lifting Equipment Regulations 1998](#)

Risk Assessments

Generic risk assessment - Covering the whole office or work activities together with any locations visited by staff outside these sites as part of their duties. A generic assessment must be completed at least annually and more frequently should significant changes in equipment, workplace or staffing occur. The risk assessment is used to identify manual handling hazards and required control measures using the TILE(E) assessment.

Individual risk assessment - To be completed for any member of staff whose capacity for moving and handling at work may be impaired, due to temporary/long-term illness/pregnancy etc.

Reducing The Risk

The Manual Handling Assessment should decide how best to reduce the risk of injury. A typical list of measures to consider is given below. This list is not exhaustive.

- Eliminate task
- Automate Task
- Use mechanical handling aids
- Share the load
- Reduce the weight of individual items
- Make the load easier to manage or grasp etc
- Improve task layout
- Remove any space constraints
- Improve condition of floors etc

Reporting

Any manual handling incidents/accidents must be recorded through Halesowen College's incident reporting system as soon as is possible.

Reports should be made on the Health & Safety Site on SharePoint ([Health and Safety Site - Home \(sharepoint.com\)](#)) so it can be followed up and investigated by the Health & Safety Team.

For more information on procedure here is our document [Manual Handling Procedure](#)

New and Expectant Mothers (staff or student)

Introduction

The Management of Health and Safety Regulations require that special attention is given to identifying and controlling risks at work to protect the health and safety of new and expectant mothers and their babies. This means that consideration must be made not only to the specific hazards but also to the health-related aspects of pregnancy that could be exacerbated by the work or the workplace. A breach of Management of Health and Safety Regulations may in addition be unlawful discrimination under the Equality Act, depending on the circumstances.

Many of the risks to new and expectant mothers at work are already covered by existing legislation, and control measures should already be in place. However, written risk assessments of the work environment, materials, and activities, to ensure that appropriate protection is offered to the mother and baby are required.

Many hazards in the workplace can affect the health and safety of new and expectant mothers and their babies and therefore working conditions, normally considered acceptable, may no longer be suitable.

Upon being made aware of a member of staff or a student being pregnant, their supervising Line Manager or Curriculum Manager respectively must immediately meet with them and discuss this college policy.

The confidentiality concerning a woman's pregnancy means the manager must not make it known that she is pregnant if she does not wish for it to be known or if she does not consent to it. Exceptionally, where the actions of other personnel may adversely affect the health and safety of a pregnant woman, it may be necessary to take steps (including limited disclosure) to protect her, but this must be done with the woman's agreement following consultation.

Definitions

New or Expectant Mother

A new or expectant mother means a woman who:

- is pregnant.
- has given birth within the previous six months.
- is breastfeeding.

Given Birth

Given birth is described in the Management of Health and Safety at Work Regulations 1999 as having 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

Embryo and foetus

If a woman chooses not to proceed with their pregnancy, using the terms embryo and foetus may be most appropriate.

These are scientific terms used to describe process of development of the fertilised egg. During the first eight weeks the cells are referred to as an embryo. The term foetus refers to developments from nine weeks onwards. Scientifically, a foetus is not considered to be a baby until birth.

Baby

If a woman chooses to proceed with their pregnancy, using the term baby is likely to be more appropriate. This is also the case if a woman miscarries, has a still birth or terminates their pregnancy for reasons relating to their health or the health of the baby. Using the term embryo or foetus may cause offence in this circumstance.

Establishing a woman's pregnancy

When a woman informs the College that she is pregnant, it is important that she receives consistent, unbiased support and advice to enable her to make informed choices. Not all advice relating to pregnancy and maternity can be provided by the College, and the College will make them aware of other sources of advice and support.

Staff

A member of staff must notify the College in writing by at least the 15th week before Expected Week of Confinement (EWC) that they are pregnant (See College Maternity Policy).

Students

Students should inform their personal coach of their pregnancy at the earliest opportunity.

If a student discloses her pregnancy, the College does not need to ask for proof. GPs seldom conduct pregnancy tests if a woman has already used a home pregnancy-testing kit, and she will simply be referred to a community midwife for a booking appointment at eight to ten weeks and will be offered a dating (of pregnancy) scan at 12 to 14 weeks. At 20 weeks a student may be given a maternity certificate, but the purpose of the certificate is to enable her to claim statutory maternity pay or maternity allowance if she is employed or has recently been employed.

If the College needs to take into consideration the impact of the student's pregnancy or maternity on her course attendance or attainment, the College can of course ask for evidence of appointments and letters from the student's GP, midwife, or health worker.

When a student informs the College that she is pregnant, it is important that she is not judged negatively or asked inappropriate questions, such as:

- will you have an abortion?
- are you sure you're ready for this at your age?
- isn't your education or qualification more important to you at this point in your life?

If a student does not inform the College of her pregnancy, the College will be unable to provide individualised support until the student does so. Existing law does not prevent the College from directly approaching students who they believe to be pregnant. However, this is not advised unless the College is confident that the student is pregnant and there are genuine concerns about her health and safety. Approaching a student without good reason could cause offence, and there is a risk that she may perceive that she is receiving unfair treatment.

Risk Assessment

It is important that the new or expectant mother is involved with the assessment; particularly to take account of any medical advice she may have received from her medical adviser (for example GP or midwife). Particular attention should be paid to the actual tasks that they have to perform during their work/study to ensure that any risk associated with these is adequately controlled. This should be regarded as an ongoing process throughout the course of the pregnancy as the capabilities of the person involved may be significantly reduced as the pregnancy progresses (e.g. problems with manual handling). The nature of the tasks they are required to do may also have to be temporarily modified accordingly and, in some cases, there may be a need to remove them from the task(s) completely.

Staff

The supervising Line Manager must ensure that a risk assessment, specific to that individual, is undertaken. This should be recorded on the [Part 1 - During Pregnancy Risk Assessment](#) and upon her return [Part 2 - Post Pregnancy Risk Assessment](#).

Student

The supervising Curriculum Manager must ensure that a risk assessment, specific to that individual, is undertaken. This should be recorded on the [Part 1 - During Pregnancy Risk Assessment](#) and upon her return [Part 2 - Post Pregnancy Risk Assessment](#).

Legal Protection During Pregnancy and Maternity

[The Equality Act 2010](#) significantly strengthens legal protection for staff and students (including applicants to further education) during pregnancy and maternity in England, Scotland, and Wales. The Act considers pregnancy and maternity to be a protected characteristic and prohibits discrimination on these grounds.

Section 17 of the Act expands the protection from discrimination on the grounds of pregnancy and maternity, which already exists for women in the workplace and vocational training, to women outside the workplace. In doing so, the Act specifically mentions the further education sector. Under the Act, discrimination can occur against a student because of her pregnancy or because she has given birth if:

- the student is treated unfavourably because of her pregnancy.
- within 26 weeks of the day of giving birth the student is treated unfavourably because she has given birth; this also applies in cases of miscarriage, still birth and neonatal death provided more than 24 weeks of the pregnancy has elapsed.
- the student is treated unfavourably because she is breastfeeding, and the child is less than 26 weeks old; if the child is more than 26 weeks old, unfavourable treatment because of breastfeeding is likely to constitute sex discrimination.

The protection afforded due to pregnancy and maternity is narrower than other protected characteristics under the Equality Act 2010. Consequently, there is no protection afforded for discrimination that occurs by being associated with someone who is pregnant or in a period of maternity or being perceived to be pregnant or in a period of maternity. However, if a woman's partner is treated unfavourably because of her pregnancy or because she has given birth, this may constitute sex discrimination.

Under the Act, it is unlawful for the College to discriminate against applicants and students in relation to admissions; the provision of education; access to any benefit, facility, or service; and disciplinary proceedings. The protected characteristic of pregnancy and maternity is included in the public sector equality duty (PSED) of the Equality Act. The PSED requires the College to have due regard to the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act.
- advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- foster good relations between people who share a relevant protected characteristic and people who do not share it.

Rest Facilities

Staff

The College is legally required to provide somewhere for pregnant and breastfeeding members of staff to rest. At Whittingham Road campus if the staff members office is not suitable the parent room is recommended. If the staff members office is not suitable at Shenstone House, then the First Aid room may be more appropriate, at Coombs Wood the kitchen in C15 would likely be the most appropriate. At Trinity Point the Staff Lounge would be most appropriate.

Where necessary, rest facilities should include somewhere for them to lie down. In this instance the first aid room would be the most appropriate at both Whittingham and Shenstone House campuses.

Coombs Wood and Trinity Point do not currently have suitable facilities that include a bed, and this would have to be discussed with the individual at the initial discussion.

Students

With prior arrangement students will be able to use the parent room at Whittingham and first aid rooms at Whittingham and Shenstone House campuses.

Coombs Wood and Trinity Point do not currently have suitable facilities for a student to lie down, and this would have to be discussed with the individual.

Contractors

Introduction

The objective of this policy is to ensure that all contractor operations i.e., all works under College control are conducted in a safe and consistent manner in accordance with the current Regulations on health and safety for the work or activity being undertaken.

Definitions

Contractor

A contractor is defined as being any person (who is not a college employee), company, or corporate body who agrees, verbally or in writing, to perform some work, task, project, or work on College property, under an agreed contract for services.

Permit to Work (PTW)

A formal document which gives written permission for a person or persons to carry out work of a particularly hazardous nature or to work in a potentially hazardous environment. The PTW document will contain information on work to be done and precautions to be taken. It is a clear record that all foreseeable hazards and risks have been considered, and all appropriate precautions have been defined and implemented.

Approved Contractors

The College will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection and evaluation procedure to ensure that only competent contractors are used by the College.

The Estates and Facilities Director (or their nominee) will draw from a list of contractors authorised to carry out construction and associated work on college premises where the work does not exceed the values specified in the procurement policy. All appointments of contractors should be made by Estates as the College must demonstrate consistency towards the vetting and selection of contractors.

Contractor Checks

To be accepted onto the preferred list of contractors, all applicants will need to be competent for the range of works being undertaken and able to prove they meet minimum standards. Estates will need to check the following areas (many of them requiring annual renewal):

- Financial
 - Credit Check
 - Insurance (Public Liability, Professional Indemnity, Product Liability)
 - Anti-Bribery and Corruption Policy
 - Information Security Policy (GDPR)
- Quality
 - ISO 9001
 - Quality Management Policy
 - History of prior similar projects/work
 - References / Reputation
- Health and Safety
 - ISO 45001
 - Level of Experience
 - Qualifications / training
 - Health and Safety Policy
 - RAMS
 - Record of enforcement action / prosecutions
- Equality
 - Corporate Social Responsibility Policy

- Equal Opportunities and Diversity Policy
- Modern Slavery Policy
- Breaches of tribunals for discrimination, Asylum and nationality act, national minimum wages act
- Environmental
 - ISO 14001
 - Environmental Management
 - Sustainably Sourced Supply Chains
 - Net zero Carbon Goals
 - Plastic Waste

The easiest way to fulfil many of these checks this is require all contractors to be a member of a SSIP (safety schemes in procurement) scheme as most of the above is done by these schemes.

Works requiring Permits to Work (PTW)

Before certain types of work and work within certain areas or under certain conditions is carried out, a PTW must be issued by the Estate Department.

More information can be found here – [Permit To Work Information/Procedure](#)

Safety

The College safety rules (HCH&SP26a) will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special health and safety requirements likely to affect cost or timescales.

The College will arrange for the exchange of all relevant information arising from risk assessments and emergency procedures, particularly steps required to protect contractors' employees from other contractors and their employees, as well as the day-to-day activities of the employer's workplace.

Equipment

Plant and equipment, such as temporary access platforms, ladders, personal protective equipment, lifting equipment, internal transport vehicles and electrical equipment, will not be loaned to contractors unless exceptional circumstances prevent contractors from using or hiring their own. Even in these circumstances, contractors will only be permitted to use such equipment with written authority to do so for a specified task and period, provided the equipment is in a sound condition and the contractor is competent to use it.

Contractor DBS Checks

Where contractor's staff work regularly in the College with the opportunity for contact with children, the College must satisfy itself that the contractor has obtained a barred list check and an enhanced criminal records check.

Where the contractor's staff do not work regularly, but may have contact, it is up to the Principal (delegated to the Estates and Facilities Director) to use their professional judgement to decide whether to request a check and how to supervise.

The College must always verify the identity of contractors with photographic ID on their arrival.

Performance

The health and safety performance of contractors responding to work requests will be evaluated by the Estates Department. The evaluation will be used to assist decisions on the award of future contracts. Breaches of Health and Safety legislation/College Procedures will be discussed with the contractor concerned at site progress meetings and recorded. Breaches could result in removal from the Approved List. Serious breaches may result in immediate removal from the work and the Approved List. Removal would be subject to an impact assessment and business continuity.

Rules for Contractors Working on Halesowen College Premises can be found here – [Rules for Contractors](#)

Works that Comes Within the Scope of the Construction (Design and Management) Regulations

Where construction work is carried out that is a notifiable project under the [Construction \(Design and Management\) Regulations 2015](#), the College will appoint, at the appropriate time, a competent principal designer and principal contractor for each project.

The College will ensure that no construction starts until an adequate health and safety plan covering the work has been prepared.

The College will ensure that any health and safety file is kept readily available for inspection and that when the file is handed over to a third party, the necessary steps are taken so that the party understands the purpose and nature of the file.

Substation Access

Introduction

A substation means any premises, or that part of the premises, in which electrical energy is transformed or converted from high voltage (>1000V) to low voltage(<1000V) if such premises or part of premises are large enough for a person to enter after the apparatus is in position.

The safety guidance as detailed in this document should be applied to:

1. High voltage systems up to and including 11kV.
2. The high voltage switchgear cables up to the first isolation point on the low voltage system.

Security and admittance to substations

All access doors to each substation and enclosure containing high voltage electrical equipment must be kept securely locked when unattended.

Duties of Personnel

Each Authorised Person should be issued with a key and, where considered appropriate under local house rules, a certificated Competent Person may also be issued with a key.

No person other than the Managing Person, Authorised Person or Competent Person may enter a room containing high voltage equipment unless they are accompanied by the Managing Person, the Authorised Person or have receipt of a permit-to-work issued by the Managing Person or Authorised Person.

Anybody who works on – and is concerned with the control, operation or testing of – equipment to which this safety guidance applies has the responsibility to ensure that they comply with, and implement, the principles outlined in this guidance together with any relevant codes or procedures. Ignorance of the relevant legal requirements, codes and procedures, and the guidance given in policy may not be accepted as an excuse for neglect of duty.

The responsibilities placed on persons may include all or part of those detailed in this section, depending on the role of the persons.

Any authorisation given to persons to perform their designated role in implementing this safety guidance should indicate the class of operation and/or work permitted and the section of system to which the authorisation applies.

Persons involved in achieving safety from the inherent dangers of the system in order to allow work or testing to commence on equipment and its subsequent restoration to service will have separate, broadly identifiable areas of responsibility as follows:

1. control – including:
 - a. before work commences – giving instructions on how to implement precautions and sanctioning the issue of Permit-to-Works.
 - b. after completion of work – acknowledging cancellation of Permit-to-Works and giving instructions on how to restore equipment to service.
2. making safe or restoring equipment – including:
 - a. before work commences – taking action to make equipment safe for work and issuing Permit-to-Works.
 - b. after completion of work – cancelling Permit-to-Works and taking action to restore equipment to service.
3. work – which includes receipt of a Permit-to-Work, execution of the required work to its completion, or termination and clearance of the Permit-to-Work.

It is strongly recommended that the personnel assigned to these roles and duties are only appointed to undertake the duties associated with a single role.

Substation Precautions

Security and admittance to substations

All access doors to each substation and enclosure containing high voltage electrical equipment must be kept securely locked when unattended.

Each Authorised Person should be issued with a key and, where considered appropriate under local house rules, a certificated Competent Person may also be issued with a key.

No person other than the Managing Person, Authorised Person or Competent Person may enter a room containing high voltage equipment unless they are accompanied by the Managing Person, the Authorised Person or have receipt of a permit-to-work issued by the Managing Person or Authorised Person.

For more information on roles, responsibilities and procedures here is a link to our document – [Substation Access](#)

Roof Access

Introduction

Access to the roof is strictly prohibited to all unauthorised individuals. Only authorised personnel with a valid reason and explicit permission may access the roof.

Authorisation and Approval

All requests for roof access must be submitted in writing to the Estates & Facilities Manager at least 48 hours before the intended time of access.

Approval will be granted only for legitimate purposes, such as:

Maintenance and inspection of the roof and repair of HVAC, plumbing, or electrical systems.

Installation or inspection of security equipment, or communication devices.

Emergency repairs requiring immediate roof access.

Contractors and third-party personnel must be vetted and authorised by the Estates Department before access is granted.

Emergency Roof Access

In the event of an emergency requiring immediate roof access, security personnel will coordinate with the Estates Department to ensure rapid and safe access.

A post-emergency report will be generated to document the reason for emergency access and actions taken.

Violations and Enforcement

Unauthorised access to the roof is a violation of college policy and may result in:

Disciplinary action, including suspension or termination for staff or faculty.

Legal action and termination of contract agreements for external contractors.

Continuous monitoring and periodic audits will be conducted to ensure compliance with this policy.

For further information on approvals and requirements, here is our document – [Roof Access Procedure](#)

Lone Working

Introduction

Assessments of the risks of working alone carried out under the [Management of Health and Safety at Work Regulations 1999](#) will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances and environment, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces

- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

Information and Training

The College will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's objective is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to a minimal level.

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

Safe System of Work

The Company will develop rules and instructions, if necessary, in writing, to cover the following:

- required ability of employees, e.g.:
 - professional training
 - qualifications and experience
 - full knowledge of work planned
 - medical fitness
- suitability of equipment, e.g.
 - quality of hand tools
 - adequate level of appropriate personal protective equipment supplied by the Company
 - insulation of portable lighting and other portable electrical appliances
- task, e.g.
 - compliance with all job instructions
 - avoidance of non-authorised or non-risk assessed work
- means of communication, e.g.
 - two-way radio
 - mobile telephone
 - remote manual or automatic alarm system
 - regular visits by competent person
- provision for treatment of injuries, e.g.
 - portable first aid kit
 - availability of first aider/emergency response

- emergency and accident procedures, e.g.
 - means of summoning help
 - means of raising alarm
 - rescue plans and equipment
 - fire-fighting equipment
- training, e.g. for safe use of specialised equipment and processes
- supervision, e.g. for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is reduced to the level of occasional visits.

Defined working limits

The Company will establish clear procedures to set limits of what can and what cannot be done while working alone. The general precautionary principle of not carrying out work if in doubt is advocated and employees should contact their supervisor for instruction.

Permits to work

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity must not take place. Copies of permits to work will be issued to everyone directly involved with the activity, e.g. the lone worker, the closest supervisor and the relevant manager. Each person would then know their defined work role and the task to be carried out. Where time limits are a consideration, e.g. to control exposure to heat, fatigue or to ensure essential supplies such as compressed air gas cylinders are not exhausted, the permit would state required starting and finishing times.

Summary

Working alone can bring additional risks to a work activity. The Company has developed policies and procedures to control the risks and protect employees, and employees should comply with them. Apart from employees being competent in doing the job on their own, the three most important things to be certain of are that:

- the lone worker has full knowledge of the potential hazards and risks to which he or she is being exposed
- the lone worker knows what the task entails and what to do if something goes wrong
- a suitable person knows the whereabouts of a lone worker and what he or she is doing.

Reviewed/Approved	By
Updated by	Andrew Woodford
Approved at	SLT
	Corporation – Audit
Website	No
Policy Code	03U

Here for safety.

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