



## HEALTH AND SAFETY POLICY

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## Health and Safety Policy Statement

The following statement is issued in pursuance of the Health and Safety at Work Act 1974 (HSW Act) and associated legislation.

1. The Further Education Corporation of Telford College, hereinafter called "The Corporation", commits to complying with all relevant statutory provisions and regulations for the purpose of ensuring, so far as is reasonably practicable, the health, safety and welfare of all persons employed by the Corporation and all persons, including students, employees, visitors, contractors and any other users of The Corporation's premises, who may be affected by The Corporation's activities.
2. It is the policy of The Corporation to make such arrangements as may be considered appropriate to meet its statutory duties to:
  - (a) Communicate relevant information on health, safety and welfare to all persons mentioned in (1) above who are lawfully on site.
  - (b) Provide and maintain a safe and healthy working environment.
  - (c) Provide information, instruction, training and supervision to enable all persons employed by The Corporation, and all students, employees, visitors, contractors and users of The Corporation's premises, to perform their work safely and efficiently.
  - (d) Promote the development and maintenance of sound safety, health, environmental and welfare practices.
  - (e) Investigate all accidents and ensure appropriate action is taken.
  - (f) Make regular inspection of plant, equipment and work areas
  - (g) Promote a culture of pro-active risk management
3. The policy is of direct concern of Governors, principal managers, employees and all persons legally on site. They are, at all times, to do all that is practicable to prevent injury to themselves and others, and also to safeguard equipment and property.
4. This policy, and the associated procedures, will be monitored, with performance and alterations communicated to the Corporation by the Safety Committee.

## Chair of the Corporation

**Name: Gail Bleasby**

**Signature: .....**

## **ORGANISATIONAL RESPONSIBILITIES**

All staff within the College have responsibility for Health and Safety management and procedures, as well as, within law, a duty to bring any health and safety issues or concerns to the attention of management in a timely fashion.

This section further outlines the general responsibilities of staff at all levels within the organisation.

### **1. General statement – all employees**

- 1.1 Shall take reasonable care of themselves and anyone else who may be affected by their work activities.
- 1.2 Shall inform management or any other employee with specific responsibility for health and safety with Telford College of:
  - a) Any matter which may reasonably be considered to represent a shortcoming in the employer's protection arrangements for health and safety.
  - b) Any work equipment or process that is defective or represents a hazard to health and safe working of any employee, student or visitor.
- 1.3 Shall use all plant, work equipment, articles, substances and safety devices in accordance with information, instruction or training provided.
- 1.4 Shall familiarise themselves with the policy, in particular the health and safety organisation and arrangements pertinent to their area of work.

### **2. Board of Governors**

- 2.1 Has ultimate responsibility for health and safety within the Corporation, with the duty delegated for the day-to-day running of the College to the Principal and Chief Executive, and the Executive Leadership Team.
- 2.2 Shall ensure that there is an effective policy for health and safety within the Corporation, and shall be responsible for monitoring the establishment and effectiveness of that programme.
- 2.3 Will periodically appraise the effectiveness of the policy and require necessary changes to be made.
- 2.4 Shall approve staffing levels, funding and materials to meet the requirements of the Health and Safety at Work etc. Act 1974 (HSW Act) and supporting legislation.

### **3. The Principal and Chief Executive**

- 3.1 Holds delegated responsibility for ensuring appropriate resources are made available for the effective application of the health and safety policy across the College's activities.
- 3.2 Will provide an appropriate lead to ensure that the College has a suitable organisational culture which assigns the required level of importance to safety and health.

3.3 Will provide on-going recommendations to the Board on policy changes.

**4. Generic Responsibilities for Identified Senior Managers and Directors [Roles identified in sections 5 – 13]**

- 4.1 Must fully familiarise themselves with the College's Safety Policy and the Statutory Instruments and Regulations issued periodically.
- 4.2 Resolve or refer to their line manager any health and safety problem brought to their attention by any member of staff, student or visitor to the premises.
- 4.3 Must ensure that persons in their area of control or section are trained and fully aware of safety procedures and any hazards within their area of control.
- 4.4 Encourage the reporting of defects and accidents, and ensure, so far as is reasonably practicable, that procedures for corrective measures are followed.
- 4.5 Shall, with appropriate staff, ensure that risk assessments are completed and safe working systems identified and adhered to.
- 4.6 Shall maintain good house-keeping within areas under their control.
- 4.7 When appropriate liaise with College Safety Representatives.
- 4.8 Shall monitor the health and safety performance of those employees for whom they are the line manager (e.g. via development appraisal system).
- 4.9 Contribute and take part in safety inspections and/or internal audits when required or appropriate following prescribed arrangements in the college safety manual, with the Director of Estates.
- 4.10 Shall monitor the health and safety performance of the area under their control.
- 4.11 Provide relevant information and training for all employees under their control on health and safety issues appropriate to their employment role.
- 4.12 Will ensure that staff under their immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.

**5. Deputy CEO**

Generic senior management responsibilities plus the following:

- 5.1 Responsible to the Principal and Chief Executive for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 5.2 Responsible for supervision on health and safety of the following employees:
  - a) Head of Quality and LT&A
  - b) Vice Principal Curriculum
  - c) Vice Principal Finance and Resources
  - d) Project support staff

## **6. Vice Principal Curriculum**

- 6.1 Generic senior management responsibilities plus the following:
- 6.2 Responsible for supervision on health and safety of the following employees:
  - a) Head of Academic
  - b) Director of Engineering and Aviation
  - c) Director of Business, Digital and Professional Studies
  - d) Head of Employability
  - e) Director of Health and Science
  - f) Director of Vocational
  - g) Head of High Needs
  - h) Employer Engagement Manager
  - i) Business Development Executives
  - j) Assessors, Lecturers and Business Support staff
  - k) Placement Officers
  - l) Apprenticeships
  - m) RAF Cosford Lecturers/Assessors
  - n) Kickstart, PRU
- 6.3 Shall ensure that when time-tabling:
  - a) all accommodation is fit for purpose
  - b) the welfare of all staff is taken into consideration
- 6.4 Liaison with all relevant External Agencies such as Enforcement Officers and Consultants.
- 6.5 To ensure that all activities outside College are documented and conform to College arrangements.
- 6.6 Responsible to the Principal for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 6.7 Shall ensure that all lesson plans/schemes of work contain written evidence of risk assessments.
- 6.8. Shall ensure that all off-site activities including student work placements and visits are conducted in accordance with procedures approved by The Corporation and in compliance with identified best practice and guidance issued by relevant bodies.

## **7. Vice Principal Finance and Resources**

- 7. Generic senior management responsibilities plus the following:
- 7.1 Responsible for supervision on health and safety of the following employees:
  - a) Head of Finance
  - b) Head of HR
  - c) Head of MIS, Data and Exams
  - d) Assistant Principal - Student Experience & Safeguarding
  - e) Director of Estates
  - f) Director of IT and Digital Innovation
  - g) Marketing Manager

7.2 Liaison with all relevant External Agencies and Enforcement Officers and Consultants.

7.3 Responsible to the Deputy CEO for health and safety of College employees, students, visitors, contractors and the public in their area of control.

## **8. Head of Human Resources**

Generic senior management responsibilities plus the following:

- 8.1 Responsible to the Vice Principal Finance and Resources for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 8.2 Shall review absences due to stress, accident, illness or injury at work, liaise with the Director of Estates and report, as appropriate, to the Safety Committee.
- 8.3 Responsible for the supervision on health and safety of the HR staff.
- 8.4 Shall ensure that all occupational health checks are carried out and appropriate records maintained.
- 8.5 Shall co-ordinate, arrange, and maintain a register of all health and safety related training delivered by the College.
- 8.6 Shall ensure any young people aged between 16 and 18 years of age employed are notified to the line manager in advance of starting with the Corporation, so that a specific risk assessment can be raised if required.

## **9. Head of Finance**

Generic senior management responsibilities plus the following:

- 9.1 Responsible to the Vice Principal Finance and Resources for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 9.2 Responsible for the supervision on health and safety of the following employees:
  - a) Finance Manager
  - b) Finance Assistants
  - c) Apprentices

## **10. Head of MIS, Data and Exams**

Generic senior management responsibilities plus the following:

- 10.1 Responsible to the Vice Principal Finance and Resources for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 10.2 Responsible for the supervision on health and safety of the following employees:
  - a) Head of MIS, Reporting & Systems
  - b) Examination Quality Manager, Exams Officers and Assistants
  - c) System Development, Data Compliance and MIS staff
  - d) Timetabling Officer

## **11. Assistant Principal – Student Experience and Safeguarding**

Generic management responsibilities plus the following:

- 11.1 Responsible to the Vice Principal Finance and Resources for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 11.2 Responsible for the supervision on health and safety of the following employees:
  - a) BeSafe Manager
  - b) Administration Co-ordinator, administrators, reception and print room
  - c) Marketing Manager and staff, Schools, Liaison and Events staff
  - d) IAG, Enrichment – including engagement with visits, visiting speakers and events
  - e) Grants Support Staff
  - f) Transitions Managers

## **12. Director of Estates**

- 12.1 Responsible to the Vice Principal Finance and Resources for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 12.2 Responsible for the supervision on health and safety of the following employees:
  - a) Site Services staff
  - b) Sports Academy Staff
  - c) Cleaning staff
  - d) Security personnel
  - e) Contract catering staff
  - f) Contractors working on-site
- 12.3 Must ensure that all work necessary to ensure safety is carried out properly and in accordance with identified best practice and guidance issued by appropriate bodies.
- 12.4 Shall ensure that all lifting equipment and lifting tackle is regularly inspected and serviced, and records maintained to ensure compliance with the Lifting Operations and Lifting Equipment Regulations.
- 12.5 Shall maintain the following registers:
  - a) Statutory Register including inspection and testing of lifting equipment, extraction equipment & pressure systems
  - b) General Register of portable appliances, painting & decorating, and all other inclusions applicable to the General Register
  - c) All plans, layout of College utilities and safety files where appropriate
  - d) Asbestos and legionella files
  - e) Testing of fire alarm systems
  - f) Any other statutory servicing records, as required
- 12.6 Shall ensure that all external contractors are fully conversant with the College's health and safety requirements, risk assessment procedures and requirements and any relevant "Permit to Work" documentation.
- 12.7 Shall maintain records of all risk assessments and resulting safe working procedures for their staff and contractors (i.e. cleaners, window cleaners etc.).



- 12.8 Responsible for the management and implementation of site security.
- 12.9 To promote environmental sustainability strategies within the college and advise Senior Management Team.

### **13. Director of IT and Digital Innovation**

Generic senior management responsibilities, plus the following:

- 13.1 Responsible to the Vice Principal Finance and Resources for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 13.2 Responsible for the supervision on health and safety of the following employees:
  - a) IT Network Manager
  - b) Digital and Learning Resource Leader
  - c) IT Network and DST staff

### **14. Directors and Heads of Curriculum**

- 14.1 Responsible to the Vice Principal of Curriculum for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 14.2 Responsible for the supervision on health and safety of the following employees:
  - a) Learner Managers
  - b) Learning Support Assistants, where relevant
  - c) Lecturing & Assessing Staff
  - d) Business support staff, where relevant
- 14.3 To carry out the Head on Duty responsibilities across college on a rotational basis or when required.

### **14. Learner Managers**

- 14.1 Responsible to the relevant director/head of area for health and safety of College employees, students, visitors, contractors and the public in their areas of control.
- 14.2 Responsible for the supervision on health and safety of the following:
  - a) Academic staff - full-time and part-time - within their curriculum area
  - b) Trainers and Assessors within their area of control
  - c) Business Support staff appropriate to their curriculum area
  - d) Progress Coaches
  - e) Personal Tutors
  - f) Professional Protocol visiting lecturers and assessors
- 14.3 Resolve or refer to their line manager any health and safety problem brought to their attention by any member of staff, student or visitor to the premises.
- 14.4 Carry out safety inspections as may be required under the inspection arrangement in the college safety manual, in conjunction with the Director of Estates, or delegate an appropriate member of staff to liaise.

- 14.5 Encourage the reporting of defects and accidents in order that corrective action can be initiated as a matter of urgency.
- 14.6 Communicating health and safety information, encouraging training of all persons under their control where required.
- 14.7 Shall maintain good house-keeping within their section at all times.
- 14.8 Shall identify hazards and assess the health and safety risks within their area of control and ensure production of safe working procedures, and risk assessments are maintained as current, and relevant to the curriculum and activities undertaken in their area.
- 14.9 Shall ensure that all lesson plans/schemes of work have taken into account risk assessment.
- 14.10 Shall ensure that all off-site activities including student work placements, work experience placements, and use of external venues are conducted in accordance with procedures approved by The Corporation and in compliance with identified best practice and guidance issued by relevant bodies.

#### **15. BESafe Manager**

- 15.1 Responsible to the Assistant Principal – Student Experience and Safeguarding for health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 15.2 Responsible for the Safeguarding and Child Protection reports forwarded to the Principal.
- 15.3 To advise the executive team on any safeguarding issues.

#### **16. Head of Quality and LT&A**

- 16.1 Responsible to the Deputy CEO to ensure the College health and safety arrangements are integrated into the College quality assurance systems. The College will internally audit these arrangements to ensure compliance.
- 16.2 Responsible for the supervision on health and safety of the following employees:
  - a) Staff working within Quality & Professional Development Unit (QPDU)
  - b) Visiting consultants and tutors engaged for QPDU purposes

#### **17. Health and Safety Management**

The Director for Estates will carry out the following specific duties in relation to health and safety management:

- 17.1 To take appropriate action to promote the full implementation of the College safety policy.
- 17.2 To organise safety inspections and internal audits of the College premises and ensure all relevant staff participate with reports scrutinised and acted upon.
- 17.3 To Chair the Safety Committee, set the agenda items for inclusion in Safety Committee meetings and maintain close liaison with senior staff and safety representatives.

- 17.4 To promote and maintain communication on safety and health matters between individuals, including students, connected in any way with the work of the College.
- 17.5 To liaise with the College Safety Consultants and other Advisers on health and safety.
- 17.6 To liaise with the Director for Human Resources regarding staff training programmes, safety and health matters, e.g. first aid and fire safety, and to provide such training services as may be deemed appropriate.
- 17.7 To prepare and review the scheme for emergency evacuation of the building for approval by the Senior Management Team and Safety Committee. To obtain approval, where appropriate, from relevant enforcing agencies for said plans.
- 17.8 To organise and check the effectiveness of evacuation drills.
- 17.9 To receive copies of and analyse all monitoring reports, all accident reports and prepare an annual report.
- 17.10 To co-operate with Management in the investigation of accidents, potential accidents, incidents and dangerous occurrences.
- 17.11 Shall advise all senior managers on risk management, risk assessment procedures and the production of safe working practices and/or Codes of Practice.
- 17.12 To provide a consultancy and advisory service to staff on risk assessment issues.
- 17.13 Shall maintain accident and incident records and report to the Safety Committee.
- 17.14 Working closely with Learner Manager's to identify students that require Personal Emergency and Evacuation Plans (PEEPS) and coordinate or carry out training of staff and students in evacuation aids.
- 17.15 Shall ensure that:
  - a) records are kept of all the locations for first aid facilities
  - b) that the contents of those facilities are up to date and in compliance with the requirements of the First Aid at Work Regulations
- 17.16 Liaison with all external agencies such as Enforcement Officers and Consultants.
- 17.17 To ensure that all activities outside College are documented and conform to College arrangements.

## **18. Catering Manager (Aramark)**

- 18.1 Responsible to the Director of Estates for the health and safety of College employees, students, visitors, contractors and the public in their area of control.
- 18.2 Responsible for the supervision in health and safety of the all restaurant and kitchen staff.
- 18.3 Resolve or refer to the Director of Estates any health and safety problem brought to their attention by any member of staff, student or visitor to the premises.

- 18.4 Encourage the reporting of defects and accidents in order that corrective action can be initiated as a matter of urgency.
- 18.5 Communicating health and safety information, encouraging training of all persons under their control.
- 18.6 Shall maintain good housekeeping within their section at all times.
- 18.7 To ensure that reports of defects and equipment as a result of inspection of kitchens, under the Food Safety Act 1990 and carried out by the District Environmental Officers are forwarded to the Director of Estates.
- 18.8 Shall maintain records of all risk assessments and the resulting safe working procedures.

## **19. Lecturers/Trainers/Assessors**

- 19.1 The health and safety of students within the lecturer's group is the responsibility of the lecturer, whether on the College premises or not.
- 19.2 Shall identify hazards and assess the health and safety risks associated with their activities and ensure safe working procedures and control measures are in place and followed.
- 19.3 If for any reason, e.g. the condition or location of the equipment or the physical state of the room, the lecturer cannot accept this responsibility, s/he should discuss the matter with their Learner Manager or Departmental Manager before allowing the activity to take place.
- 19.4 A lecturer must:
  - a) exercise effective supervision of the students and seek information on the emergency procedures in respect of fire, bomb scare, accident and first aid, and carry them out as necessary.
  - b) access information on the special safety measures to be adopted in their teaching areas and ensure they are applied.
  - c) give clear, oral and written instructions as often as necessary on relevant health and safety issues (notices, posters, hand-outs are not enough).
  - d) integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
  - e) follow safe working procedures and practices personally.
  - f) request the line manager in the appropriate curriculum area to provide protective clothing, guards, special safe working procedures etc. as necessary.
- 19.5 Make recommendations to the appropriate Learner Manager or Departmental Manager on improvements required to safe working procedures, safety equipment and any other plant or work equipment.
- 19.6 Ensure that students follow safe working procedures laid down and utilise all protective equipment in accordance with specified safe systems and risk assessment requirements.
- 19.7 Students: Each student must be instructed to:
  - a) take any action appropriate to circumstances and persons involved to avoid risk to health and safety of himself/herself, fellow students and others who may be affected by the activities involved
  - b) observe standards of dress consistent with safety and/or hygiene
  - c) observe all the safety rules of the College and in particular the instructions given by staff in an emergency
  - d) use and not recklessly or intentionally misuse, neglect or interfere with anything provided for their safety

## **20. Technicians/Business Support Staff**

- 20.1 Carry out Risk Assessments within their work area if requested by their line manager.
- 20.2 Make recommendations to their line manager on improvements required to safe working practices, safety equipment and any other plant or work equipment.

## **21. Health and Safety Arrangement Summary**

- 21.1 The College will provide training to assist in the achievement and maintenance of safe and healthy working conditions.
- 21.2 The College will identify and, so far as is reasonably practicable, eliminate or control hazards and conditions which present a risk to the health and safety of staff and other personnel affected directly by the College's operations.
- 21.3 Dangerous incidents will be investigated and steps taken to prevent their recurrence.
- 21.4 All serious incidents, accidents, fires, enforcement notices and cases of industrial disease will be notified to the Principal, and reported in line with the RIDDOR regulations.
- 21.5 The College provides first-aid, medical and welfare facilities, and will arrange for testing and evaluating airborne contaminants and noise as necessary.
- 21.6 Before new substances, plant and equipment is taken into use, all reasonable steps will be taken to minimise risks to health and safety. This will include consultation with the manufacturer or supplier, and ensuring that the manufacturer's instructions are carried out, in line with statutory requirements.
- 21.7 Whenever the situation demands it, the College will, in the interests of safety, provide protective clothing and/or equipment. In such situations, staff and learners have a duty to use the equipment provided, in accordance with the instruction and training given to them in its use, taking good care of the PPE, and reporting any defects noted to a relevant person. All protective clothing will meet required standards.
- 21.8 Steps will be taken to ensure that the external and internal environment is not unreasonably affected by the College's work activities.
- 21.9 The College will, so far as is reasonably practicable, ensure that all contractors employed on College premises are competent and that they are aware of any relevant College policies and procedures, as well as of any risks that may exist in areas of the College site they are working within. At the same time, the College will ensure that any employees, learners and other persons who may be present in areas where Contractors are working, are made aware of the presence of those contractors, the work being carried out, and any associated risk to health and safety that work may present.
- 21.10 Monitoring of such contractors will be carried out by Site Services staff, to ensure that they perform in a safe manner, and that risks to College staff and learners, or any other persons likely to be affected by their activities, are reduced to as much a minimum as practicable.
- 21.11 Regular liaison with enforcing and advisory bodies, both within and external to the College, will be maintained.

**Note:** Specific procedures form Section 3 of this policy, and describe the health and safety arrangements the College has put into place to comply with all relevant statutory legislation.