

# Procedures Manual

## 12.01.01 HEALTH AND SAFETY POLICY

**PURPOSE** To provide information to all staff and learners regarding College policy and procedures on Health & Safety organisation

**SCOPE** All staff and learners

**RESPONSIBILITY** Principal

### PROCEDURE

#### WEST SUFFOLK COLLEGE Health and Safety Policy

#### GENERAL STATEMENT

**West Suffolk College** (the College) pursues a policy of Health and Safety control and protection for those at work, who study and those who may be affected by the College's various undertakings. The College will make every effort to comply with its duties under the **Health and Safety at Work etc. Act 1974**.

The College recognises the wide range of learning activities undertaken by learners and the interaction with local companies and is committed to the 'Safe Learner' concept and the Skills Funding Agency (SFA) or other relevant contractual bodies. Assurance is sought of a safe learning environment for those who study at College, on work experience, in work based learning and on young apprenticeship schemes.

The College will regularly monitor and review its health and safety systems and when reasonable, consult with its Health and Safety Reps and members of staff on matters of health and safety. The College welcomes full and frank discussions on these matters.

The College's policy is outlined below as:

- To assess risks to the health and safety of its employees and those affected by the College's activities.
- To reduce accidents and health and safety loss incidents to a minimum.
- Provide and maintain a safe working and learning environment and create safe systems of work.
- Provide appropriate training, supervision and support in health and safety.
- Ensure the safe handling, storage and use of substances.
- Investigate incidents and take reasonable steps to prevent re-occurrence.

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- Inform and consult with employees and liaise with others, with regard to matters of health and safety, including arrangements for action in the event of emergency.
- Co-operate and co-ordinate activities with other employees and others affected by its activities.
- Review its arrangements and procedures on a regular basis and strive to attain continuous improvement in risk control and the health, safety and welfare culture.

Employees are reminded that they have responsibilities under the **Health and Safety at Work etc. Act 1974.**

**Responsibility for Health and Safety**

Ultimate responsibility for Health and Safety at the College rests with:

Nikos Savvas  
*Principal (Chief Executive)*

Signed: 

Dated: 1 September 2015

Review date . . . . .August 2016 . . . . .

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# Procedures Manual

## Section 2 Organisation

### Health and Safety Responsibilities for College Managers

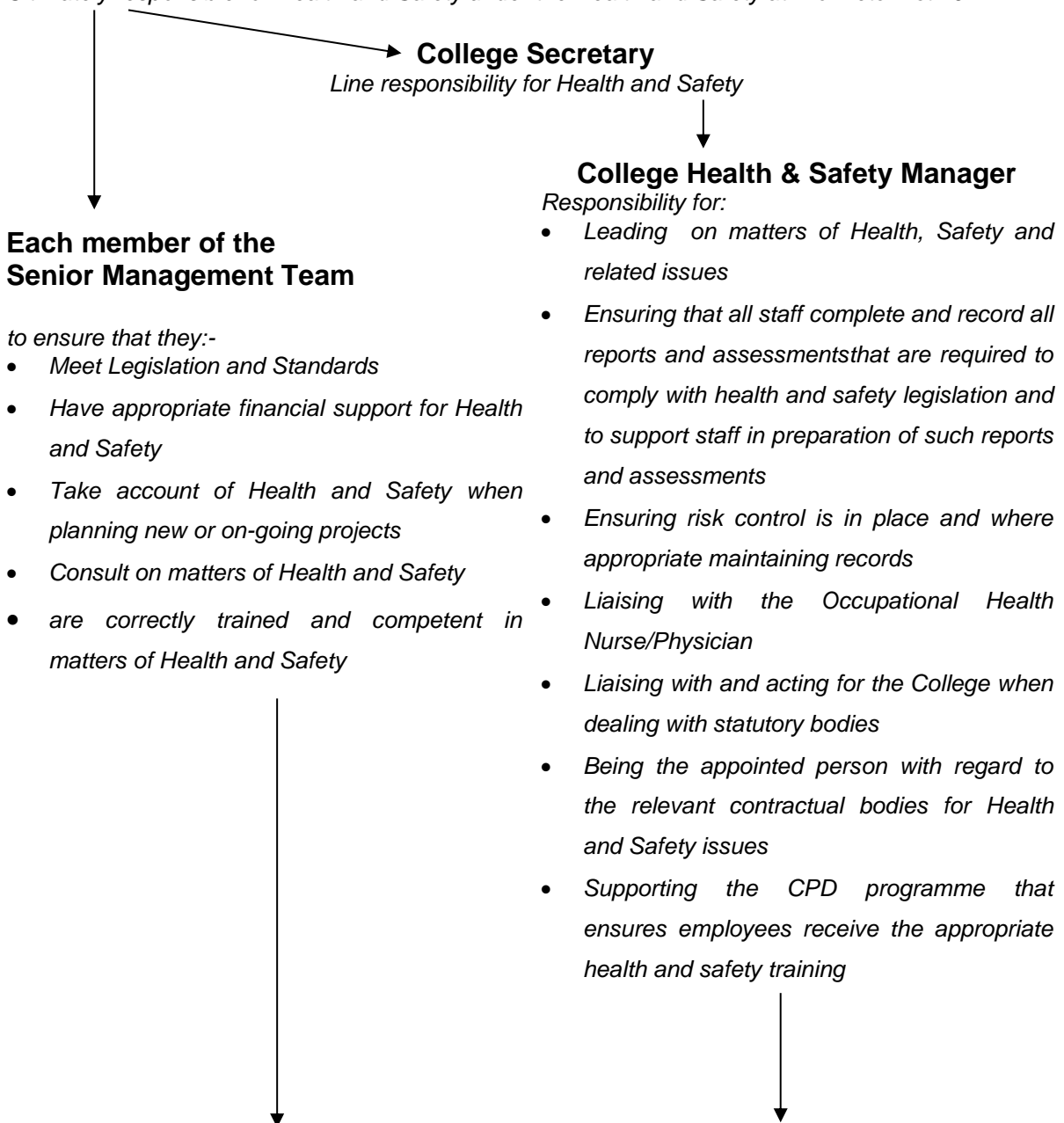
(See Organisational Chart ref. 01.01.02 in Procedures Manual)

#### Board of Governors

The Board empowers the Principal to meet the College's moral and legal responsibilities to Health and Safety. A Governor with 'special interest' for Health and Safety monitors the application of Health and Safety. The board will appoint a Governor to have a responsibility for Health and Safety.

#### The Principal

Ultimately responsible for Health and Safety under the Health and Safety at Work etc. Act 1974



#### Each member of the Senior Management Team

to ensure that they:-

- Meet Legislation and Standards
- Have appropriate financial support for Health and Safety
- Take account of Health and Safety when planning new or on-going projects
- Consult on matters of Health and Safety
- are correctly trained and competent in matters of Health and Safety

Responsibility for:

- Leading on matters of Health, Safety and related issues
- Ensuring that all staff complete and record all reports and assessments that are required to comply with health and safety legislation and to support staff in preparation of such reports and assessments
- Ensuring risk control is in place and where appropriate maintaining records
- Liaising with the Occupational Health Nurse/Physician
- Liaising with and acting for the College when dealing with statutory bodies
- Being the appointed person with regard to the relevant contractual bodies for Health and Safety issues
- Supporting the CPD programme that ensures employees receive the appropriate health and safety training

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### **Each member of the College Management Team**

*To ensure that:*

- *They maintain the safety of staff, learners and visitors.*
- *Ensure that risk assessments are written and in place with controls implemented.*
- *Ensure safe methods and procedures are used and carried out.*
- *Ensure Health and Safety is considered when planning new and current projects.*
- *Ensure supervisors are competent.*

### **All Line Managers have a responsibility to ensure that staff are working safely and that learners are studying safely**

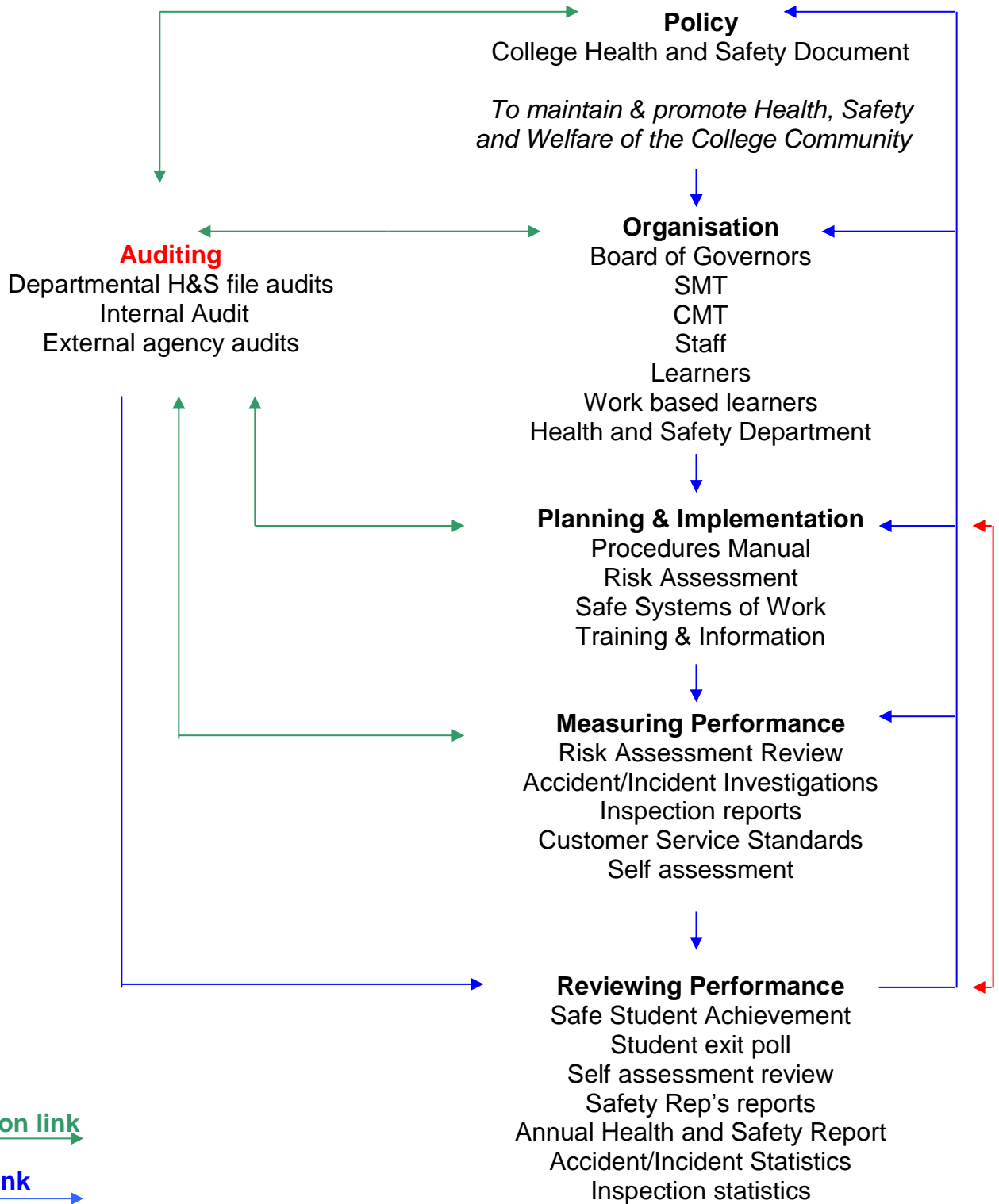
**All employees and students** have a responsibility to ensure the safety of themselves and others affected by their acts and omissions.

*Responsible for:*

- *Following the training received*
- *Co-operate with the College on health and safety*
- *Comply with all aspects of health and safety legislation*
- *Take reasonable care of your own and other people's health and safety*
- *Writing Risk Assessments and ensuring that safe methods are implemented and used*

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### West Suffolk College / HSG 65 Health and Safety Plan



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### Section 3 Arrangements

The College has appointed a Health and Safety Manager to lead, manage and assist the College to meet its duties under Health, Safety and associated legislation. The College affords appropriate training, financial support and authority to enable the manager to undertake these responsibilities.

An Occupational Health Service provider is contracted by the College to ensure employees are suitable for the tasks they undertake; monitor the effects of working practices on health and reduce sickness absence through appropriate management of medical conditions.

The College assesses the risks to health and safety, implements appropriate controls and provides any necessary training and information. Health and safety management is kept under regular review.

The College plans its undertakings and proposed undertakings, considering health and safety at the concept stage.

### Policies and Procedures

The College publishes its policies and procedures on StaffNet which is available to all staff. The following lists those pertaining to health and safety:

#### Emergencies

- 12.04.01 [First Aid Procedures](#)
- 12.05.01 [Learners Reporting Sick \(Not Requiring First Aid\)](#)
- 12.06.01 [Accident/Incident Reporting Procedure](#)
- 12.07.01 [Action in the event of Fire/Emergency](#)
- 12.11.01 [Bomb Threat and Suspicious Packages](#)
- 12.13.01 [Gas Leak Procedure](#)
- 12.17.01 [Business Continuity Plan](#)
- 12.18.01 [Evacuation Procedures for Those With Impairments](#)
- 12.22.01 [Lift Emergency Release](#)
- 12.34.01 [Milburn Centre Fire Procedure](#)
- 12.36.01 [Non Accidental Explosion and Hostile Intruder](#)

#### Safety

- 12.15.01 [Collection and Disposal of Contaminated Sharps](#)
- 04.46.01 [Staff Travelling Abroad on College Business](#)
- 07.18.01 [Maternity, Paternity and Adoption Policy](#)
- 04.23.01 [Work Related Experience Policy](#)
- 12.28.01 [Driving for Work](#)
- 12.20.01 [Asbestos Policy](#)
- 01.07.01 [Safeguarding Procedure](#)
- 12.37.01 [Colour Vision Testing](#)

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## Health

- 12.08.01 [Procedure For Eyesight Testing and Provision For Spectacles for Those Identified As DSE \(Display Screen Equipment\) Users](#)
- 12.10.01 [Medical Fitness for Learners and Staff Undertaking Physically Demanding Courses and Sessions](#)
- 07.01.01 [Recruitment and Selection Policy](#)
- 07.10.01 [Staff Health Wellbeing Attendance Policy](#)
- 01.23.01 [Confidentiality Policy and Procedure - Disability](#)
- 07.03.01 [Stress Management Policy](#)

## Management of Health and Safety

- 12.02.01 [College Duty Officer Procedures](#)
- 12.03.01 [The Health and Safety Committee](#)
- 12.09.01 [Instructing Contractors](#)
- 12.12.01 [Staff Health and Safety Manual](#)
- 12.14.01 [Hot Work Permit: Protocol](#)
- 12.16.01 [Electrical Work Permit: Protocol](#)
- 12.20.01 [Asbestos Policy](#)
- 12.21.01 [Administration of Prescribed Medication to Persons Without Medical, Nursing or Paramedical Training](#)
- 12.23.01 [The Taking of Photographic Images on College Premises](#)
- 12.24.01 [Safety of Work Equipment](#)
- 12.25.01 [The Health and Safety Inspection for Hired Venues for Teaching](#)
- 12.26.01 [Control Of Substances Hazardous to Health](#)
- 12.27.01 [Fire Marshal Procedure](#)
- 12.28.01 [Driving for Work](#)
- 12.29.01 [Smoking Policy](#)
- 12.30.01 [Electrical Portable Appliance Testing](#)
- 12.31.01 [RIDDOR Reporting Procedure](#)
- 12.32.01 [Scaffolds and Tower Scaffolds](#)
- 12.33.01 [Use of Force or Restraint](#)
- 12.35.01 [Personal Protective Equipment](#)
- 04.22.01 [Visits by Learners, Educational Trips and Travel](#)
- 13.01.01 [Events Organisation](#)
- 13.04.01 [Use of Photographs: Consent form for Visitors](#)

## Departmental Health and Safety Files

Each department holds a health and safety file which contains the Risk assessments for activities undertaken in that area of study/work which may include COSHH, Manual Handling and DSE (Display Screen Equipment) assessments for example.

## Work Place Learning (including work experience and Young Apprentices)

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The College holds records on each employer used for placement on UNIT-e. Learner health and safety training pre-placement and during placement experience is embedded into QCF programmes.

### **Teaching Areas**

Individual teaching areas have Safe Systems of Work for particular tasks and activities.

### **Section 4 Monitoring and Review of Health and Safety**

Each department actively monitors health and safety performance with the Health and Safety department co-ordinating these records into an Annual Report.

The Annual Report summarises the College's current Health and Safety status giving re-active statistics and pro-active health and safety initiatives. This report is presented to the College Board of Governors and is available on StaffNet together with details of the systems of inspection and monitoring regularly undertaken.

The annual Self Assessment of the Health and Safety department looks in depth at the strengths and weaknesses of the year's performance and sets targets for achievements to further raise the standards of health, safety and wellbeing during the forthcoming year. The Health and Safety department also takes note of Course Evaluations for trainings delivered and the results of Customer Satisfaction Surveys.

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