

# Procedures Manual



12.01.01

## HEALTH AND SAFETY POLICY

### PURPOSE

To provide information to all staff, learners and other stakeholders regarding College policy, responsibilities and arrangements for Health & Safety.

### SCOPE

All staff, students, visitors and contractors

### RESPONSIBILITY

Chief Executive Officer

## PROCEDURE

### WEST SUFFOLK COLLEGE Health and Safety Policy

#### SECTION 1 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** and associated Regulations.

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 of the Education and Skills Funding Agency (ESFA) or other relevant contractual bodies. We aim to ensure 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 likely accidents and health and safety 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
- Inform and consult with employees and liaise with others, regarding matters of health and safety, including arrangements for action in the event of emergency.
- Co-operate and co-ordinate activities with employees and others affected by its activities.
- Review its arrangements and procedures on a regular basis and strive to

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attain continuous improvement in risk control and the health, safety and welfare culture.

- To ensure the safety of all learners on work placement and who are undertaking an Apprenticeship with the College and its partners.
- To ensure the safety of staff and learners at College Community & Business Centres

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

**Responsibility for Health and Safety**

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

Nikos Savvas  
Chief Executive Officer

Signed:



Dated:

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## **SECTION 2**

### **HEALTH AND SAFETY RESPONSIBILITIES**

(Organisational Chart ref. 01.01.02 in Procedures Manual)

#### **Board of Governors**

The Board of Governors empower the CEO to meet the College's moral and legal responsibilities for Health and Safety. They will appoint a Governor Lead for Health and Safety, who will work with the Health and Safety Manager to monitor the application of Health and Safety across the organisation and report regularly to the governing body.

#### **The Chief Executive Officer (CEO)**

The CEO is ultimately responsible for Health and Safety under the Health and Safety at Work etc. Act 1974.

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#### **Senior and Central Management Teams**

The Senior and Central Management Teams are responsible for ensuring 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.

#### **Health & Safety Manager**

The Health and Safety Manager has 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.
- Liaise with relevant contractual bodies for Health and Safety issues.
- Supporting the CPD programme that ensures employees receive the appropriate health and safety training.

#### **College Management Team**

College Management are responsible for ensuring that:

- Safety rules are followed by all.
- 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.
- All plant and work equipment within the workplace is maintained in a safe condition.

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- Ensure supervisors are competent.

### Line Managers

Line Managers are responsible for ensuring that:

- Staff are working safely and that learners are studying safely.
- Risk assessments are in place and have been shared with all necessary parties, all significant risks are controlled, safe methods are implemented and used and staff are complying with written safety instructions.
- Risk assessments are reviewed annually to ensure the controls put in place are working.
- Risk assessments are reviewed and updated if they may no longer be effective or there has been changes in the workplace or process that could lead to new risks, also following any reported problems, accidents or near misses.
- Any hazardous substances are stored, transported, handled and used in a safe manner.
- Staff are encouraged to report hazards and raise health and safety concerns.
- All accidents, incidents, ill health, dangerous occurrences are reported promptly.

### Employees and Students

Employees and students also have duties, they must for example:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work.
- Use any machinery, equipment, dangerous substance, vehicles or safety device provided by the College in accordance with any training and/or instructions received.
- Where required write Risk Assessments and ensure that safe methods are implemented and used.
- Co-operate with the College on all health and safety matters and comply with all aspects of health and safety legislation.
- Inform the College of any situation which they consider might represent a serious and immediate danger to health and safety or any matter which they consider represents a shortcoming in the college's health and safety arrangements.
- Not remove or interfere with any signs or equipment that the College has provided in the interests of health and safety.
- Report all work related accidents, incidents (e.g. near misses), diseases or conditions to their line manager for recording.
- Make sure they are aware of the location of the nearest fire alarm call point, fire extinguisher position and fire exit as well as the plan to be followed in the event of fire.

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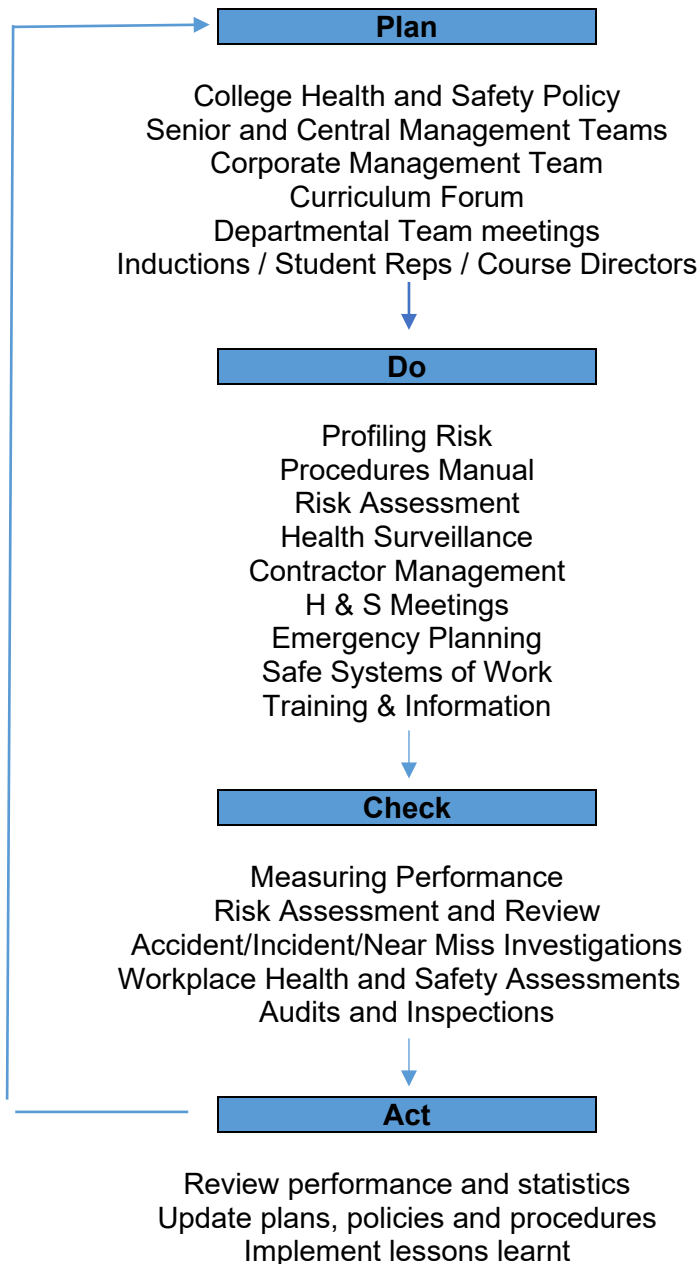
**SECTION 3  
ARRANGEMENTS FOR HEALTH AND SAFETY**

**West Suffolk College Health & Safety Plan**

West Suffolk College has based arrangements for health and safety on the Health and Safety Executive’s guidance (HSG65).

Figure 1. below shows the interrelationship between the elements of the Plan, Do, Check, Act cycle and College inputs.

Figure 1.



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The College Health and Safety Manager leads, manages and assists the College to meet its duties under the Health and Safety at Work Act 1974 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. Where it is reasonably practicable to do so, health and safety will be 'designed out' through elimination of hazards, or properly managed and mitigated by selecting appropriate and proportionate control measures.

### Policies and Procedures

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

#### Emergencies

12.04.01	<a href="#">FIRST AID PROCEDURE</a>
12.05.01	<a href="#">Learners Reporting Sick (Not Requiring First Aid)</a>
12.06.01	<a href="#">Accident/Incident Reporting Procedure</a>
12.07.01	<a href="#">Action in the event of Fire/Emergency</a>
12.11.01	<a href="#">Bomb Threat and Suspicious Packages</a>
12.13.01	<a href="#">Gas Leak Procedure</a>
12.17.01	<a href="#">Business Continuity Plan</a>
12.18.01	<a href="#">Evacuation Procedures for Those With Impairments</a>
12.22.01	<a href="#">Lift Emergency Release</a>
12.36.01	<a href="#">Non Accidental Explosion and Hostile Intruder</a>

#### Safety

12.15.01	<a href="#">Collection and Disposal of Contaminated Sharps</a>
07.18.01	<a href="#">Maternity, Paternity and Adoption Policy</a>
04.23.01	<a href="#">Work Related Experience Policy</a>
12.28.01	<a href="#">Driving for Work</a>
12.20.01	<a href="#">Asbestos Policy</a>
01.07.01	<a href="#">Safeguarding Procedure</a>
02.05.01	<a href="#">Colour Vision Awareness – Career Advice</a>

#### Health

12.08.01	<a href="#">Procedure For Eyesight Testing and Provision For Spectacles for Those Identified As DSE (Display Screen Equipment) Users</a>
12.10.01	<a href="#">Medical Fitness for Learners and Staff Undertaking Physically Demanding Courses and Sessions</a>
07.01.01	<a href="#">Recruitment and Selection Policy</a>

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07.10.01	<a href="#">Staff Health Wellbeing Attendance Policy</a>
01.23.01	<a href="#">Confidentiality Policy and Procedure - Disability</a>
07.03.01	<a href="#">Stress Management Policy</a>

### Management of Health and Safety

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

### 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 for example may include COSHH, Manual Handling and DSE (Display Screen Equipment) assessments.

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

The College holds a main health and safety record on each employer where Work or Industry Placement full time students and Apprentices are located. This record is located on our Customer Relationship Management (CRM) system. Additionally, an Apprentice health and safety induction record is held on UNIT-e, which forms part of the learner on boarding safely to training with the College.

### Teaching Areas

Individual teaching areas have Safe Systems of Work for tasks and activities. Where appropriate the Safe Systems of Work are clearly displayed next to equipment or in teaching areas.

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**SECTION 4  
MONITORING AND REVIEW OF HEALTH AND SAFETY**

Each department actively monitors health and safety performance with the Health and Safety department coordinating 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 Health and Safety Board and is made available to the Corporation as well as being published on StaffNet together with details of the systems of inspection and monitoring regularly undertaken.

The Annual Report incorporates a self-examining approach, looking at the Health and Safety Departments strengths and weaknesses, setting targets for improvement and 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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