

# RUNSHAW COLLEGE

<b>POLICY TITLE:</b> Health, Safety and Wellbeing Policy		
<b>APPROVED BY:</b> SMT Governors	<b>AUTHOR:</b> David Sharrock	
<b>POLICY OWNER:</b> David Sharrock	<b>POSITION:</b> Director of Facilities	<b>VERSION:</b> 14
<b>LAST UP-DATED:</b> October 2019	<b>REVIEW DATE:</b> November 2020	

## 1. Statement of Intent

- 1.1 Runshaw College recognises its responsibilities, as an 'Employer' under the Health and Safety at Work etc. Act 1974 and all other health and safety legislation and directives that affect the activities of the College, including the EU General Data Protection regulations (GDPR) and the Data Protection Act 2018.
- 1.2 So far as is reasonably practicable, the College will ensure the health, safety and wellbeing of all employees, learners, volunteers, contractors and visitors who are directly affected by its activities or sites.
- 1.3 Runshaw College will fulfil its duties by:
- Providing and maintaining plant and systems of work, that are safe and without risk to health;
  - Providing adequate control of the health and safety risks arising from College work activities;
  - Providing required welfare facilities and their maintenance;
  - Consulting with employees and learners on issues that may affect their health, safety or wellbeing;
  - Ensuring the safeguarding and wellbeing of all learners;
  - Ensuring the safe handling, storage and use of substances;
  - Ensuring competence by providing information, instruction, training and supervision to employees and learners;
  - Preventing accidents, dangerous occurrences and cases of work related ill health, by maintaining safe and healthy working conditions for all and operating a "Near miss" system to reduce potential accidents; and
  - Reviewing this policy annually or when any significant change occurs.
- 1.4 Everyone is responsible for their own and others health, safety and wellbeing. To assist this process, the College aims to achieve best practice, promote a positive health and safety culture and achieve continuous improvements in risk management.

- 1.5 The College does not expect anyone to take risks that could result in an accident, injury, ill health or possible death. Any recklessness or negligence regarding health, safety and wellbeing will result in disciplinary action against employees, learners or others as appropriate, including the potential for immediate dismissal or expulsion without notice.
- 1.6 The College recognises its statutory obligations to safeguard and prevent people from being drawn into terrorism as stated in Section 26(1) of the Counter-Terrorism and Security Act 2015 (the CTSA). This document offers guidance and outlines procedures that should be followed in all cases of suspected radicalisation and situations of serious risk.

In order to meet our statutory obligations and duties college will:

- Promote and reinforce shared values; to create space for free and open debate; to listen to and support the learner voice.
- Break down segregation among different learner communities including supporting inter-faith and inter-cultural dialogue and understanding, and to engage all learners in playing a full and active role in wider engagement in society.
- Ensure learner safety and that the College is free from bullying, harassment and discrimination.
- Provide support for learners who may be at risk and appropriate sources of advice and guidance.
- Ensure that learners and staff are aware of their roles and responsibilities in preventing violent extremism.
- Recognise current practice which contributes to the PREVENT agenda.
- Identify areas for improvement.

The College Prevent Policy provides in depth information, along with associated procedures.

- 1.7 Although ultimate responsibility always remains with the Principal, the authority to delegate to competent employees is essential. This ensures employees undertake the required roles within their areas of competency to ensure an effective College Health, Safety and Wellbeing management system is always operational and regularly reviewed.
- 1.8 This policy statement of intent, along with the organisation, arrangements sections and effective communication, will achieve employee/learner partnership working within the College and with other stakeholders.

## 2. **The Organisation of Health, Safety and Wellbeing at Runshaw College**

### **General**

2.1 The **Governors** have overall responsibility for setting the strategic direction of the College with reference to health, safety and wellbeing.

2.2 The Principal has ultimate responsibility for management of health, safety and wellbeing for all College work activities and assisted by the College Management Team (CMT).

2.3 The College Management Team are supported by the Director of Facilities on Health, Safety and Wellbeing issues.

### 2.4 **Governors**

The Governors have overall responsibility for setting the strategic targets and direction of the College in relation to the health, safety, wellbeing and safeguarding of all employees, volunteers, learners, contractors and visitors to the College. These responsibilities will include ensuring:

- A positive health, safety and wellbeing culture is promoted to stakeholders.
- The effective and efficient use of resources to meet the College legislative and stakeholder requirements.
- The College strategy provides for a healthy and safe working environment.
- Regular reports received on the management of health, safety and wellbeing within the College.
- Any reasonable training that assists in maintaining required competency levels is undertaken.

### 2.5 **Principal**

The Principal has ultimate responsibility for management of health, safety and wellbeing for all College work activities. This includes:

- Promoting a positive health, safety and wellbeing culture.
- Ensuring the necessary resources are always prioritised to meet the College legislative and stakeholder requirements.
- Ensuring that the College provides a healthy and safe working environment.
- Ensuring an appropriate Health, Safety and Wellbeing management system is, operated effectively and regularly reviewed.
- Ensuring safeguarding procedures operate effectively.
- Ensuring the Business Continuity Plan (BCP) and the Run, Hide, Tell – Hostile Attack – Procedure and associated Bomb Threat systems are operated effectively and regularly reviewed.
- Regularly receiving reports on the management of the strategic decisions on health, safety and wellbeing within the College and monitor the progress.
- Ensuring required monitoring reports are presented to the appropriate Governors' meetings.
- Attending any required training that assists in maintaining required competency levels.
- Ensuring this Policy is reviewed on any significant change, or at least annually and approved by the Corporation and all changes are brought to the attention of all employees and learners.

- Delegating the carrying out this Policy, any associated responsibilities and ensuring they are properly discharged and monitored.

## 2.6 Academic Staff

Academic staff are responsible for ensuring that learners and volunteers under their supervision:

- Are provided with necessary health and safety instructions and information.
- Know and comply with procedures for emergency evacuations, first aid and the reporting of accidents, incidents, dangerous occurrences and near misses.
- Know and comply with procedures for the use, handling and storage of potentially hazardous materials and substances.
- Are aware of the safeguarding principles and reporting mechanisms.
- Know and comply with procedures for the use of machinery or equipment.
- Provided with adequate supervision to enable work to be carried out safely.
- Trained in the use, care and storage of appropriate personal protective equipment and clothing and use this in accordance with the prescribed instructions and risk assessments/guidance.
- Know who to refer to if they have a query or concern about health, safety and wellbeing.

## 2.7 Managers

Staff with management responsibilities will ensure that:

- They foster a healthy and supportive working environment, promoting wellbeing activities, work-life balance and good practice in physical and mental health.
- The health, safety and wellbeing management system is always followed, including this Policy, procedures, risk assessments and any guidance or safe operating codes of practice where required and are regularly reviewed.
- Machinery and equipment in their area is properly maintained.
- Occupational health and safety objectives are implemented via individual action plans and quality improvement plans.
- Appropriate priority and resources are given to the resolution of recognised health and safety hazards.
- Accidents, incidents, dangerous occurrences, near misses or defects are promptly reported, via the appropriate systems and procedures, ensuring any identified defect does not put employees, learners, volunteers or visitors at risk.
- Employees are fully aware of safeguarding issues and the link with equality and diversity issues.
- Adequate arrangements exist for identifying and controlling emergency situations.
- Continual improvement and best practice is at the centre of all activities.
- Necessary personal protective equipment and clothing is provided and always worn.
- Risk assessments and safety inspections/monitoring are carried out, recorded and any deficiencies corrected; a high standard of housekeeping is maintained; corridors, stairways and walkways are free from obstruction or hazards, and fire exits, evacuation routes and firefighting equipment are clear of obstruction.
- Employees they manage receive training on health, safety and wellbeing, including timely refreshers as appropriate and are consulted on health and safety, as appropriate.
- Visitors are aware of and comply with relevant health and safety rules within your area of control.

- Contractors and suppliers are fully approved, monitored and reviewed on a regular basis, including enhanced DBS as required.

## 2.8 **Employees**

All employees of the College have duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 to take reasonable care for the health, safety and wellbeing of themselves and of any other person who may be affected by their acts or omissions whilst at work. All employees have a duty to:

- Read, understand and comply with the Health, Safety and Wellbeing Policy, procedures, any guidance or safe operating codes of practice where required or follow instructions as issued.
- Work in accordance with risk assessments and method statements as provided. This includes using machinery or equipment only as authorised and when appropriate instructions have been issued and when all safety systems are in operation. It also includes using personal protective clothing, equipment or materials provided by the College in accordance with instructions, using and storing substances as prescribed and disposing of them correctly when required.
- Take personal responsibility for their own health and wellbeing, participating in activities and seeking appropriate support from health professionals, as necessary.
- Ensure continual improvement and best practice is at the centre of all activities.
- Ensure they are fully aware of safeguarding procedures within the College and adherence to the Code of Professional Conduct both within and outside of College hours.
- Take care for the health and safety of themselves and others who may be affected by the way in which they carry out their work activities, particularly young persons and new employees.
- Co-operate with managers and other employees to enable them to carry out their statutory duty, and any health and safety inspection, monitoring or auditing.
- Report any accident, incidents or dangerous occurrence at work, which has caused personal harm or damage to property, at once to their manager. Accidents sustained external to work activities must be reported to allow supervisors to assess the employee's ability to continue with standard duties. Any external accident that results in absence and involves a civil claim must be notified to the College to allow for wages to be re-claimed.
- Report to their manager, at their earliest opportunity, any hazard likely to cause harm or damage.
- Report any near misses to assist with reduction in potential future dangerous occurrences or accidents.
- Declare any medical condition or disability that is liable to involve risk to the employee or others when carrying out their work.
- Undertake appropriate health and safety training and to be strongly encouraged to make suggestions on how health, safety and wellbeing can be improved.

## 2.9 **Learners**

Learners are required to:

- Take care for the health, safety and welfare of themselves and others who may be affected by the way in which they carry out their studies.
- Co-operate with teaching staff to enable them to carry out their statutory duty, and any health and safety inspection, monitoring or auditing.

- Promptly report to their teacher or other appropriate party any situation, working practice or procedure that is potentially hazardous, or which has been reported to them as such.
- Promptly report to their teacher any accidents, incidents or dangerous occurrences.
- Use machinery or equipment only when authorised to do so and when appropriate instructions have been issued and safety systems are in operation.
- Be aware of the safeguarding procedures operated by the College and how to report any concerns.
- Use personal protective clothing, equipment or materials in accordance with appropriate instructions.
- Comply with health and safety instructions, both verbal and written, that are issued to them.
- Use, handle and store substances in the prescribed manner.

#### 2.10 **Director of Facilities - Health, Safety, Wellbeing and Environmental Issues**

The Director of Facilities is responsible for the management and oversight of health, safety, wellbeing and environmental issues and is responsible for:

- Giving advice on health, safety, wellbeing and environmental issues raised by employees, volunteers, learners, safety representatives and inspection teams etc.
- Assisting in the implementation of the Health, Safety and Wellbeing Policy.
- Assisting managers in the investigation of serious accidents and incidents.
- Ensuring the reporting of notifiable accidents and dangerous occurrences to the Health and Safety Executive, as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as amended 2012 and the Education Skills Funding Agency (ESFA) in the case of fatalities.
- Promoting equality and diversity issues in relation to health, safety and wellbeing.
- Monitoring accidents, accident trends and reporting key performance indicators to Senior Managers, Governors, Health and Safety Consultation Committee members and recognised Trade Unions.
- Ensuring emergency evacuation drills, are carried out in accordance with College procedures.
- Linking with and advising as appropriate on safeguarding issues.
- Meeting employees to reinforce health and safety information given by managers, particularly at induction welcome events.
- Initiating and contributing to health and safety training, as appropriate.
- Advising on the coordination of first aid cover for the College.
- Providing health, safety and wellbeing advice in relation to equality and diversity especially with regards to, risk assessments.
- Chairing health, safety and wellbeing consultation committee meetings.
- Assisting in the development of health and safety systems, procedures and training programmes.
- Maintaining contact with outside agencies and networks that offer expert advice on health, safety and wellbeing issues.
- Disseminating health and safety literature throughout the College.
- Advising on risk assessments produced by managers and link in with the review process.
- Ensuring continual improvement and best practice is at the centre of all activities.

#### 2.11 **Fire Wardens and First Aiders**

Managers can request nominations, or instruct employees to undertake the roles of Fire Warden and/or First Aider. The duties include:

- Attending the required training and refresher training.
- Reviewing the relevant procedures.
- Undertaking practice drills to gain competence in the roles (as appropriate).
- Communicating with key employees during emergencies.
- Reporting any hazards, defects or missing emergency equipment.
- Completion of any required documentation.

#### 2.12 **Health, Safety and Wellbeing Consultative Committee Members**

The College Health, Safety and Wellbeing Consultative Committee, chaired by the Director of Facilities, will meet each term. The Committee's functions are to:

- Identify hazards with significant risk and assist managers and teams in identifying new health and safety control measures.
- Monitor actions agreed for improvements to health, safety and wellbeing.
- Make recommendations to the College Management Team via the Committee where expenditure may be necessary for health, safety and wellbeing reasons.
- Assist in disseminating health and safety information throughout the College including reported accidents, incidents or near misses.
- Conduct safety inspections and audits.
- Be a champion for health, safety and wellbeing issues within the College.

The Health and Safety Consultative Committee comprises representatives from management and employees from various work areas and recognised trade unions.

Formally appointed trade union representative follow the requirements of the Safety Representatives and Safety Committees Regulations 1977. All other members will operate within the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

#### 2.13 **Facilities, Health, Safety and Environmental (FHSE)**

Members of the Senior Management Team will review changes to legislation, audit reports, KPIs, monthly reports and take a lead role in the strategic development of the College's approach to health, safety and wellbeing. They will reinforce and monitor the work of the Health, Safety and Wellbeing Consultative Committee. Meetings will be a minimum of one each term.

The Facilities, Health, Safety and Environmental SMT (FHSE) will be responsible for developing and managing health, safety and wellbeing strategic initiatives, including performance indicators. The strategic objectives include:

- Reviewing the Policy, risk assessments, health and safety performance, addressing strategic issues and determining future priorities;
- Analysing accident trends, safety and accident reports, enforcers' and advisers reports and initiating improvement plans;
- Improving health, safety, wellbeing and safeguarding procedures and monitoring progress against improvement plans;
- Reviewing environmental policy and progress against implementation of environmental management systems and carbon reduction strategies.
- Initiating and monitoring health and safety training, communications and publicity;
- Assessing the effectiveness of health, safety and wellbeing services.

#### 2.14 **Responsibility for Contractors/Sub Contractors/Suppliers**

Conditions of contract must be negotiated which stipulate the minimum requirements for safe working practices to be adopted by the contractor, contractor's employees and any sub-contractors or suppliers. This must also consider any appropriate safeguarding issues that may be required.

- Relevant managers will co-ordinate and review all new Contractors on their performance.
- Compliance with all relevant legislation must be specified. Compliance is a pre-requisite and must be demonstrable. It must include standards of equipment, systems of work, training and supervision of their own employees that would be required for College employees on similar activities.
- Plant and equipment operated by the contractor must be adequately maintained.
- The contractor's employees must be made aware of and comply with any College health and safety requirements. The relevant manager will ensure that the contractor is given copies of any required documentation.
- The College reserves the right to monitor the activities of contractors to ensure compliance with legislation.
- Provision of first aid for contractor employees is the responsibility of the contractor, unless otherwise negotiated with the College.

#### 2.15 **Contractors/Sub-Contractors/Suppliers Responsibilities**

Contractors/Sub-Contractors/Suppliers are responsible for providing all required information, including:

- Risk assessments and method statements; where appropriate these will be in writing and may incorporate permit to work systems.
- Supervising all parties and undertaking regular formal audits of the activities.
- Reporting, investigating and recording any accident to their employees whilst on College properties or sites. Under RIDDOR it is the contractor's responsibility to report incidents to the H.S.E. and forward a copy to the College.

#### 2.16 **Client, Principal Designer, Principal Contractor and Designer Roles (CDM)**

When any of the above roles are performed it must be clearly indicated to managers, the areas of work involved in the role and the responsibilities involved carrying out the role.

- The appropriate F10 form for the contract will indicate which parties are nominated. The Client, or where appropriate via the CDM Principal Designer will update the F10 if extensive changes to the programme are made.
- All parties nominated to perform these roles must be adequately trained and competent to perform the role.

### **3. Arrangements of Health, Safety and Wellbeing at Runshaw College**

- 3.1 The welfare facilities and environment will meet the requirements of the Health and Safety etc. Act 1974, the Management of Health and Safety at Work Regulations and the Workplace (Health and Safety) Regulations. Managers have responsibility to ensure that standards are maintained in areas they are responsible for and regular monitoring is conducted. Equality and diversity issues must always be integral to this process.

- 3.2 Consultation and communication of this Policy to all College employees and learners is essential. The Policy is supported by procedures, risk assessments, safe working codes of practice, guidance relating to generic and specific areas. The main elements of the health and safety management system are available on the Intranet. The policy is also available to any interested party that may request a copy.
- 3.3 All employees and volunteers will be appropriately and adequately trained to enable them to carry out their responsibilities without significant risk to their health, safety and wellbeing. All new employees will receive a management led, local induction and followed by a central Welcome Induction. A record of formal training will be maintained.
- 3.4 Risk assessments will be conducted by the appropriate manager with assistance from employees for the specific tasks being conducted to reduce the risk to as low as reasonable practicable. Where specialist risk assessments need conducting trained managers or nominated individuals will lead the relevant teams or individuals i.e. manual handling, display screen equipment, fire, COSHH etc. Asbestos containing materials, will be coordinated by the Director of Facilities, following the college procedure and central asbestos management register.
- 3.5 Every accident, incident, dangerous occurrence or near miss/potential safety incident arising from any activity or by another party's activity whilst on College premises or property will be thoroughly investigated to determine the cause and to prevent a recurrence. The College will be proactive in its approach to reduction and aim for a continuous improvement in reducing accidents/incidents.
- 3.6 Records will be kept of all accidents/incident. Statutory requirements for the reporting of accidents will be observed (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (RIDDOR) as amended 2012, Accident Book completion and required reports.
- 3.7 All materials and substances obtained for use by the College will meet the requirements of Section 6 of the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations and the Dangerous Substances and Explosives Atmospheres Regulations. All materials and substances will require reviewing by trained managers or nominated individuals to assess the potential risks in use, storage, disposal and an appropriate COSHH risk assessment produced. All the key information will then be maintained by the Director of Facilities.
- 3.8 The College will ensure, whenever practical, that equipment and plant used conforms to relevant British, European or ISO Standards and is also CE marked. All equipment and plant will be fit for purpose for which it is to be used and will be maintained in accordance with supplier's instructions or best practice. Managers will monitor the use of plant and equipment.
- 3.9 All electrical equipment will be subject to regular electrical tests in accordance with the Electricity of Work Regulations and advice contained in the HSE publication HS (G) 107; "Maintaining portable and transportable electrical equipment". Managers will ensure (via Estates) that a programme of formal and visual inspection is maintained for electrical equipment used in their areas or sites. Contractors will work to the 18<sup>th</sup> Edition of the IEE regulations.
- 3.10 Adequate first aid facilities will be available to enable every employee, volunteer, learner or visitor to receive treatment in the event of their being injured or taken ill. These will meet the requirements of the Health and Safety (First Aid) Regulations. All College premises and sites will have sufficient trained first aiders and additional appointed persons in accordance with

the Approved Code of Practice: First Aid at Work. These facilities can also be used if required for breast feeding mothers which includes a refrigerator.

- 3.11 The College Management Team will ensure that adequate emergency procedures exist to deal with issues like fire, terrorist threats, major floods etc. in premises and sites for which they are responsible. This must include adequate numbers of Fire Wardens in each Centre to meet the needs of emergency procedures. Every person concerned in the implementation of emergency plans will be trained and undertake regular practice in the procedures. Evacuation drills will be conducted at least every term, in all premises. Personal Emergency Evacuation Plans (PEEP's) risk assessments will be undertaken by managers specified in the PEEP Procedure, where risk is significant. Student PEEPs will be completed via the PEEP Specialist.
  - 3.12 The College provides a range of welfare services and activities. This includes an Employee Assistance Programme with on line resources and an employee helpline with practical support including legal, financial, medical and other support, together with counselling. Occupational health advice is also available to all staff via the Human Resources Team; additional health surveillance will be provided when identified via the risk assessment process.
  - 3.13 Each new employee will be medically screened, as appropriate, before commencing work. Where necessary the health of employees will be monitored.
  - 3.14 Permit to work systems, including hot working systems, confined spaces activities, high voltage electrical systems, working at height etc. are mandatory and controlled by the Estates Department.
  - 3.15 Every effort will be made to identify and use competent contractors. No contractors will be accepted onto the College's Approved Contractor List until they have submitted a copy of their Health and Safety Policy and associated documents. The performance of contractors will be monitored on an on-going basis by relevant managers, and the Director of Facilities. A report detailing those contractors who failed to discharge their statutory obligations needs to be recorded on a regular basis by relevant managers.
  - 3.16 Where practical all contractors' personnel will be required to have an identification badge available detailing their name and company name when undertaking work on behalf of the College.
  - 3.17 Equality and diversity awareness will be consistently promoted to achieve the most appropriate balance for health, safety and wellbeing committee memberships, monitoring teams and to ensure reports look effectively at issues of gender balance and segmentation of data to identify any lack of inclusivity of employees.
  - 3.18 It will be ensured that safeguarding and prevent procedures are operational to protect all learners and these are reviewed regularly.
  - 3.19 Continual improvements in all areas identified above are vital to achieve the objectives of the College. This is achieved by regular management reviews setting out objectives and action plans and monitoring progress against agreed targets.
- Note: This Health, Safety and Wellbeing Policy should be read in conjunction with the College's procedures, risk assessments, guidelines and any code of safe working practice issued by individual Schools or Support Services. Many of these are available via the Runshaw Intranet, via Moodle.



Signature

Name

Warren Middleton

Date

Chair of Governors  
October 2019



Signature

Name

Simon Partington  
Principal

Date

August 2019