



EMMANUEL COLLEGE

Health and Safety Policy

HEALTH AND SAFETY POLICY STATEMENT

The College recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

The College will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with the College Governors and Managers, Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The College recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Governors require each member of staff, student and visitor to the College to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the College and its management.

Without affecting the generality of the above statement, the College will pay particular attention to the implementation of the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the College.

Signed  _____

Date 11 October 2018

Dr Simon Goon
Chairman of the Governors

ORGANISATION

The following section details how the College is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

The Governors

The Board of Governors has a responsibility on behalf of the employer to ensure that:

- The College produces a Safety Policy that is appropriate to the activities of the College, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The College devises appropriate arrangements for addressing health and safety;
- The College promotes the correct attitude towards health and safety in both staff and students;
- The College's Management plan includes suitable and sufficient strategies for managing health and safety and by doing so implement its Safety Policy."
- The College establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving the College's health and safety performance are set annually;
- The Governors will monitor and evaluate the College's health and safety performance directly and through reports received from the Safety Governor, the Principal, the Health and Safety Coordinator and ESF Advisers who will advise and make recommendations.

Safety Governor

The Safety Governor will monitor health and safety within the College and advise the Board of Governors on such matters relating to College health and safety as the Board may remit to them. In particular they are to:

- Oversee the annual review of the College's Health and Safety Policy and associated documentation;
- Receive and review management's termly Health and Safety reports;
- Receive and review the annual report from the College's Health and Safety Coordinator (Competent Person);

- Receive and review any other audit or inspection commissioned by the College;
- Review the progress against the annual audit action plan by the College's Health and Safety oversight team.

Principal

The Principal has overall strategic responsibility to the Governors for ensuring the planning of the College's Safety Policy and associated management system.

The Principal will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Governors.

In particular, the Principal is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the College's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the College's activities;
- Ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with all senior managers especially the Head of Lower School on matters of health and safety;
- Establish in conjunction with the Senior Management, the Competent Person and ESF Advisers organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

Head of Lower School

The Head of Lower School is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal, and has routine responsibility for ensuring that the College's Safety Policy and associated arrangements are implemented under their respective areas of control. The Head of Lower School will achieve this by:

- The provision of the necessary physical and human resources;

- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertake safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

Vice Principal (Staff)

The Vice Principal (Staff) is responsible for ensuring that the College's Safety Policy and associated arrangements are implemented under their respective areas of control.

The Vice Principal will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all Heads of Departments and relevant middle managers responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all Heads of Departments for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertake safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;
- Ensuring health and safety training of new staff as well as reinforcing and updating training for existing staff.

Heads of Department

The Heads of Department or equivalent managers are responsible to the Principal for the implementation of the College's Health and Safety Policy in their areas of control.

The Heads of Department will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All students understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the College's procedures, where appropriate the relevant information should feature in the lesson plans / schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the College's premises is properly assessed for Health and Safety;
- The College's accident and incident reporting procedures are followed.

Heads of Subject

The Heads of Subject or equivalent managers are responsible to the relevant Head of Department for the implementation of the College's Health and Safety Policy in his/her areas of control.

The Heads of Subject will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;

- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the College's procedures;
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the College's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and students are familiar with, and practice the College's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the College's procedures.

The Head of Facilities

The Head of Facilities will be responsible, as a Head of Department as well as for ensuring that the College's Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by Facility activities to be identified and the risks created fully assessed and controlled in accordance with the College's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the College's Site and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;

- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for electrical safety across the college
- Taking responsibility for Legionellosis control and risk assessments across the College.

Catering Manager

The Catering Manager is responsible to the Principal for the implementation of the College's Health and Safety Policy in his/her areas of control.

The Catering Manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the College's procedures;
- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the College's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;

- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff are familiar with, and practice the College's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the College's procedures.
- Undertake routine and regular liaison with Head of Lower School to ensure appropriate standards of food safety and kitchen related health and safety are provided and maintained.

Health and Safety Coordinator

The Health and Safety Coordinator is responsible to the Head of Lower School for the following Health and Safety matters:

- Coordinating the College's fire and emergency procedures;
- Conducting generic risk assessments for all areas of the College not addressed by specific activity or area risk assessments;
- Assisting in the annual Safety Audit and Inspection with the Consultant Adviser of the College and in reporting findings to the Governors, the Principal and the ESF Board of Directors as appropriate;
- Conducting routine safety inspections of the College site to assess progress on the results of the annual Safety Audit and Inspection (action plan to be forwarded to appropriate Head of Department);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health and Safety issues, including collation and recording of accident statistics;
- Ensure Health and Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and updating of all relevant Health and Safety documentation and policies;
- Liaising with the Facilities Manager to ensure contractors comply with (internal and external) Health and Safety requirements;
- Liaising with external and internal posts that have a Health and Safety responsibility.

Staff

All staff are required to ensure they: -

- Are familiar with the College Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with College staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Report defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the College in the interests of Health and Safety.

ARRANGEMENTS

Planning 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, learners and others who may be affected by the operation of the College.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the College.

To ensure that the generic organisational hazards affecting the College are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

The areas covered by these arrangements to date are:

<i>Risk Assessments</i>	✓	<i>Work Equipment</i>	✓
<i>Fire Precautions</i>	✓	<i>Display Screen Equipment</i>	✓
<i>First Aid</i>	✓	<i>Legionellosis</i>	✓
<i>Manual Handling</i>	✓	<i>Lone Working</i>	✓
<i>Stress</i>	✓		
<i>Travelling in Safety</i>	✓	<i>Smoking at Work</i>	✓
<i>Personal Protective Equipment</i>	✓	<i>Electrical Safety</i>	✓
		<i>Violence and Aggression</i>	✓
<i>Accident Procedures</i>	✓	<i>Building Maintenance</i>	✓
		<i>Asbestos</i>	✓
<i>Contractors</i>	✓	<i>COSHH</i>	✓
<i>Occupational Health</i>	✓	<i>Curriculum Safety</i>	✓
<i>Monitoring</i>	✓	<i>Disabled Access/Special Needs</i>	✓
<i>Noise and Vibration</i>	✓	<i>Radiation</i>	✓
<i>Working at Height</i>	✓	<i>Permit To Work</i>	✓
<i>Vehicles on Site</i>	✓	<i>Staff Training</i>	✓
		<i>New and Expectant Mothers</i>	✓
<i>Educational Visits</i>	✓	<i>Work With Other Organisations</i>	✓
<i>Security</i>	✓	<i>Waste Management/Environmental</i>	✓
<i>Safeguarding</i>	✓	<i>Business Recovery</i>	✓
<i>Evacuation, Invacuation and</i>	✓	<i>E-Safety</i>	✓
<i>Lockdown</i>			

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

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 selection and recruitment, staff training etc. can be found in other cross College policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed via the College network, from the folder 'Health and Safety'.

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 Principal will present an annual Health, Safety and Environment report to the Governors detailing the levels of compliance achieved on the standards set by their Policies.
- Annually College premises 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 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 routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- 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 manager responsible or the Health and Safety Facilitator will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator 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

Consultation Machinery

Health and Safety oversight team meet regularly within the College to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and the Facilities Manager.

The Health and Safety oversight team, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the College's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.