



*“Inspiring learning, developing character, building futures”*

## **Policies & Procedures**

# **HEALTH AND SAFETY POLICY**

Policy Authorisation:	Management: Senior Leadership Team
Date of Policy:	March 2019
Frequency of Policy Review:	Annually
Policy Author:	Head Of Estates

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## STATEMENT OF GENERAL POLICY

It is the policy of The Blackpool Sixth Form College that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all college employees and any other persons who may be affected by its activities, including students, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run college. The college requires, therefore, that a high standard of safety be achieved and maintained across the college site and throughout all its activities

Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

In order to meet these objectives the Principal or designate, (through the board of Directors), will provide:

- a safe working environment;
- safe working practices;
- suitable and sufficient information and training;
- effective emergency procedures.

**Jill Gray**

**Principal**

The Blackpool Sixth Form College

..... signature

..... Date

**Wendy Middlemas**

**Chair of Directors**

The Blackpool Sixth Form College

..... signature

..... Date

## ORGANISATION

### Responsibilities

1. Overall and ultimate responsibility for health and safety lies with the **College Principal**
2. Overall management of health & safety will be supervised by the **Vice Principal Resources**
3. To ensure health and safety standards are maintained and improved the Head of Estates has responsibility for the operational management of health and safety.
4. Day- to- day responsibility for ensuring this policy is put into practice is delegated to the **Leadership Team**
5. All **employees** are required to:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety;
  - report all health and safety concerns to an appropriate person; and
  - report all accidents and incidents using recognised procedures- see “Incident reporting”

### Arrangements

#### Section 1: Health and safety risks arising from college activities

- 1.1. Risk assessments will be undertaken by the **embers of the Leadership Team**. They will have specific responsibility for ensuring that staff and students are covered by suitable and sufficient risk assessments for the jobs and activities they are to undertake within their area of responsibility.
- 1.2. The findings of the risk assessments will be reported to the relevant **staff** and **students** as appropriate
- 1.3. Action required to remove or control the risk will be approved by the **Head of Estates**
- 1.4. Responsibility for ensuring the actions required to reduce or control the

risk are implemented will be the **members of the Leadership Team**

- 1.5. Assessments will be reviewed annually or when significant changes to the activity occur.

## **Section 2: Consultation with employees**

The college recognises its responsibility to consult with employees on all matters involving health and safety. Where employees are represented by trade unions this consultation will be through the unions appointed safety representative. The college health and safety committee will provide representation for all other employees.

- 2.1. Employees representatives are **Trade Union Representatives** and the **Health and Safety Committee**
- 2.2. Consultation with employees is provided by the **Head of Estates**

## **Section 3: Safe Plant and Equipment**

The college recognises its responsibility to ensure all plant and equipment provided is identified, fit for purpose and maintained in accordance with manufacturer's instructions.

- 3.1. Overall and final responsibility for plant, equipment and building maintenance lies with the **Head of Estates** who will be responsible for ensuring effective maintenance procedures are prepared and implemented.
- 3.2. Any issues found with plant and / or equipment should be reported to the **Estates Department**

## **Section 4: Safe handling and use of substances**

The college recognises its responsibility to control or reduce to a safe level the exposure to hazardous substances to prevent ill health to staff, students, contractors and visitors.

- 4.1. Overall responsibility for identifying which substances require a COSHH (Control of substances hazardous to health) assessment lies with the **members of the Leadership Team** who will be responsible for undertaking COSHH assessments for activities relevant to their department and ensuring that all actions identified in the assessments are implemented and that information regarding the control measures are provided for all employees and students.
- 4.2. For building and contractors' operations, the responsibility for COSHH lies

with the **Head of Estates**.

- 4.3. Responsibility for checking that new substance can be used safely before purchase lies with the **members of the Leadership Team**
- 4.4. Assessments will be reviewed annually or when the activity changes whichever is soonest.
- 4.5. Where failures in procedures or controls occur these will be reviewed by the **Health and Safety Committee**

## **Section 5: Information, instruction and supervision**

- 5.1. The health and safety law poster is displayed on the Health & Safety board in Medlock and in the **Staff Room**
- 5.2. Health and safety advice is available from the **Head of Estates**
- 5.3. Work placements within the college or trainees will be managed by the **relevant Head of Department**
- 5.4. Responsibility for ensuring that students on work placement at locations under the control of other employers are given relevant health and safety information lies with the **Head of LRC & Futures**

## **Section 6: Competency for tasks and training**

The college accepts its responsibility to provide new employees with suitable and sufficient health and safety induction training. This training will include;

- **Manual handling (where appropriate)**
- **Accident reporting**
- **First aid**
- **Fire safety**
- **Hazard awareness & risk assessment**

- 6.1. General health and safety training including induction for new staff will be provided by the **Head of Estates**
- 6.2. Job specific training will be identified by **members of the Leadership Team** who will be responsible for ensuring that all staff under their control will be provided with appropriate training relevant to their role and this will include any specialist training and assessment.

6.3. Training records are kept by **HR**

6.4. Training will be monitored by **HR**

### **Section 7: Accidents, first aid and work-related ill health**

The college accepts its responsibility for ensuring that statutory health checks on staff are undertaken where COSHH assessments deem it necessary. Checks will be organised on an individual basis or as situations arise. Examples are provided below for operations that may require health surveillance checks. This list is not exhaustive.

- DSE use;
- Manual handling work;
- Substances hazardous to health;
- Chemicals, vapours, solvents, fumes;
- Dusts, gases, aerosols;
- Biological agents.

7.1. Health surveillance will be arranged by **HR** following an initial assessment by the **Head of Estates**

7.2. Health surveillance records will be kept by **HR**

7.3. First aid boxes are kept at the following locations – see **First Aid Policy**

7.4. The appointed First Aiders are: – see **First Aid Policy**

7.5. Accident books are located in **Reception, Focus Centre and Refill**

7.6. The responsibility for RIDDOR (reporting accidents, diseases and dangerous occurrences) to the enforcing authorities lies with the **Head of Estates**

### **Section 8; Monitoring & review**

8.1. To check the college's working condition and ensure safe working practices are being followed, the college will monitor health and safety by;

- providing termly reports to SLT on health & safety performance
- investigating all curriculum and facilities related accidents / near misses
- investigating health & safety related trends
- Undertaking annual audits
- reviewing practice via the H&S committee

- 8.2. The responsibility for undertaking regular inspections lies with the **Head of Estates**
- 8.3. The responsibility for investigating accidents lies with the **Head of Estates**
- 8.4. The responsibility for investigating work-related causes of sickness absences lies with **HR**
- 8.5. The responsibility for acting on investigation findings to prevent a recurrence lies with the **Head of Estates**
- 8.6. Responsibility for performing an annual audit of Health & Safety arrangements in their areas lies with the **members of the Leadership Team**
- 8.7. Responsibility for coordinating the annual audit and summarising the results lies with the **Head of Estates**
- 8.8. Responsibility for reporting on Health and Safety to the Admin and Finance Panel of the Governing Body lies with the **Head of Estates**. This shall take the form of quarterly reports and an end of year summary report. Verbal updates will be given at all other Admin & Finance meetings
- 8.9. Responsibility for amending the Health and Safety Policy and reviewing procedures lies with the **Head of Estates**.

## **Section 9; Emergency Procedures – Fire & evacuation**

- 9.1. Responsibility for ensuring that fire risk assessments are undertaken and implemented lies with the **Head of Estates**
- 9.2. Means of escape are checked daily by the **Estates Department**
- 9.3. Fire extinguishers are checked by **R. V. Fire Systems annually**. This will be organised by the **Head of Estates**
- 9.4. Fire alarms are tested by the **Estates Department** at **7am each Friday**
- 9.5. Emergency evacuations will be undertaken **twice yearly**.
- 9.6. Responsibility for reviewing fire risk assessments and evacuation procedures annually or when operational procedures change lies with the



**Head of Estates**  
**9.7. Responsibility for out of hours emergencies lies with the Head of Estates**

**Section 10: Other related policies**

- First aid policy
- Disaster Management Plan
- Fire safety policy