

Title: 2015: Health and Safety Policy

Originator: College Health and Safety Manager

Date reviewed: Nov 2015

College Health and Safety Committee/Board of Governors

## General Statement of Intent

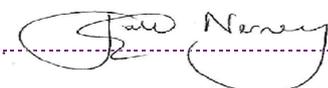
### 1. Introduction

- 1.1 This Statement of Intent has been issued by the Board of Governors to comply with the requirements of Health and Safety legislation and expresses the commitment the Corporation has towards the continued improvement of related health and safety provisions.
- 1.2 This document establishes the Board of Governors responsibility towards its employees and others who use College premises or services, the formal arrangements which the Board has introduced to achieve the elimination or adequate control of any hazards associated with its activities and the arrangements in place to control H&S.
- 1.3 In addition this document explains how responsibilities for health and safety have been allocated throughout the college in accordance with the published current organisation chart and provides details of the arrangements which are necessary for effective implementation, maintenance and monitoring.
- 1.4 Health and safety is the direct responsibility of everyone whether employed or not. The main aim of the arrangements contained within this and the associated documents is the establishment of a safe and healthy working environment by the application of appropriate measures which either remove or adequately control work related risks.

### 2 Policy Objectives

- 2.1 City College Brighton and Hove thrives to prevent all harm and is committed to achieving excellence in health and safety. The College aims to reduce harm to zero of all employees of the institution whilst at work and to persons not in its employment who may be affected either directly or indirectly by its activities.
- 2.2 To achieve this policy objective City College will adopt a proactive approach to health and safety, ensuring:
  - a safe, healthy, working and learning environment
  - safe access and egress
  - arrangements for the identification of hazards and the control of risks
  - suitable information, instruction, training and supervision to enable those affected to contribute to their own health and safety and that of visitors or others whilst at work
  - safe plant, equipment and safe systems of work
  - arrangements for the safe use, handling, storage and transportation of articles, materials and substances
  - appropriate management procedures to monitor and audit compliance with safety procedures
  - appropriate arrangements to ensure risks to staff and others affected by the College business are assessed and controlled
  - the investigation and reporting of accidents, incidents and near misses
  - arrangements for the emergency evacuation of premises
  - arrangements for the provision of appropriate first aid treatment for those injured whilst on College premises
  - adequate welfare facilities
  - appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by City College Brighton and Hove
- 2.3 In furtherance of these objectives the College Health and Safety Policy will be supported by such additional policies, guidance and related documents as are considered necessary by the Board of Governors to meet identified specific health and safety needs of the College. Details of these documents are to be found on the College health and safety intranet pages or the Health and Safety Office.

Signed:



Dated:

21 December 2015

Julie Nerney: Chair of Governors

## Organisation

### City College Brighton and Hove (CCBH) Health and Safety Committee

CCBH Health and Safety Committee (the "Committee") shall establish the health and safety standards and objectives for CCBH and shall advise staff on appropriate financial resources required for Health and Safety matters.

The Committee shall keep this policy under review; review the health and safety performance measures identified and monitor the work of staff as it relates to health and safety. The Committee shall be aided and advised by the Health and Safety Manager on the performance of its aforementioned duties.

#### Overall Responsibility

The Chief Executive Officer (CEO) has ultimate responsibility for health and safety matters across CCBH.

The CEO has overall responsibility for ensuring that appropriate systems are in place and will ensure that senior managers and other staff adequately discharge their duties in accordance with this policy.

The CEO is responsible for the overall implementation of this policy and shall ensure that senior managers and other staff adequately discharge their duties in accordance with this policy.

#### Health and Safety Manager

Responsibility for health and safety matters lies with the Health and Safety Manager reporting to the Vice Principal, the Health and Safety Manager works closely with staff across CCBH to implement the health and safety policy and has responsibility for:

- Developing and implementing the Health and Safety Policy.
- Carrying out health and safety risk assessments, monitoring and reviewing.
- Ensuring that suitable and adequate controls are implemented in order to control the hazards/risks identified in the risk assessments.
- Developing and implementing safe systems of work to ensure all facilities and plant are maintained in a safe working condition and all work activities are carried out in a safe manner.
- Carrying out regular inspections of the premises and maintaining records.
- Monitoring 'employees' compliance with the health and safety policy and understanding of their delegated responsibilities.
- Ensuring that all information regarding health and safety is communicated to all relevant parties.
- Ensuring that suitable training is provided to all staff with regard to health and safety.
- To liaise with health and safety representatives.
- To attend the Health and Safety Committee meetings and to represent CCBH on health and safety matters at the Health and Safety Committee.
- Liaising with the Vice Principal and ensuring that relevant corrective actions are implemented and statutory inspections are duly completed.
- Ensure that adequate 'Employers' Liability insurance is provided and that the relevant certificate is displayed.
- Ensure First Aiders are suitably qualified and first aid facilities are adequately equipped and maintained.
- Ensure all accidents, near misses and occupational ill health and diseases are recorded.
- To investigate all accidents, near misses and cases of occupational ill health and diseases and report to the Vice Principal.
- To report all reportable injuries, diseases and dangerous occurrences to the Incident Contact Centre within the specified time period.
- To accompany the Enforcing Authority on all health and safety related visits.

### **Managers and Programme Area Managers (PAMS)**

Managers and PAMS are responsible for ensuring that their staff adequately discharge their duties and responsibilities in accordance with this policy and should ensure that:

- Risk assessments for work activities within their area of responsibility are carried out;
- Appropriate precautions and safe systems of work are implemented;
- They provide necessary health and safety information, instruction, training and supervision for their staff, contractors and visitors;
- They establish clear lines of communication for dealing with health and safety issues including placing health and safety on the agenda of team or office meetings;
- They ensure that accidents and near-miss incidents are reported and that they investigate promptly in accordance with current procedure.

### **Employees**

Employees within CCBH are responsible and accountable for visible and proactive leadership in implementing this policy.

- All employees of CCBH, including temporary or contracted workers, whether full or part-time, have a responsibility to comply with all health and safety policies and procedures and to take care of not only their own health and safety but that of any person who may be affected by their acts or omissions.
- All employees should also bring to the attention of their manager any health and safety concerns or dangerous work situations.
- To be familiar with all relevant information in the health and safety policy and any additional relevant procedures and to co-operate in the implementation of their contents. All emergency procedures and evacuation points are displayed on the Health and Safety Notice Boards in the building.
- To understand and comply with all instructions, working procedures, safety rules etc. which apply to their work and to work with all due care and attention at all times.
- To never operate plant, tools, equipment and vehicles or undertake any tasks unless trained and authorised to do so.
- To keep all such plant, tools, equipment and vehicles in a good condition and to report any defects to the appropriate person immediately.
- To wear/use personal protective equipment as instructed or when circumstances dictate it and maintain it in a good condition.
- To report any hazards seen and if appropriate, make suggestions for the elimination/control of the hazard.
- To ensure their work area is kept clean and tidy.
- To never intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.
- To report all accidents, near misses or cases of occupational ill health to their manager.
- To co-operate in the investigation of complaints, accidents, near misses and cases of occupational ill health.

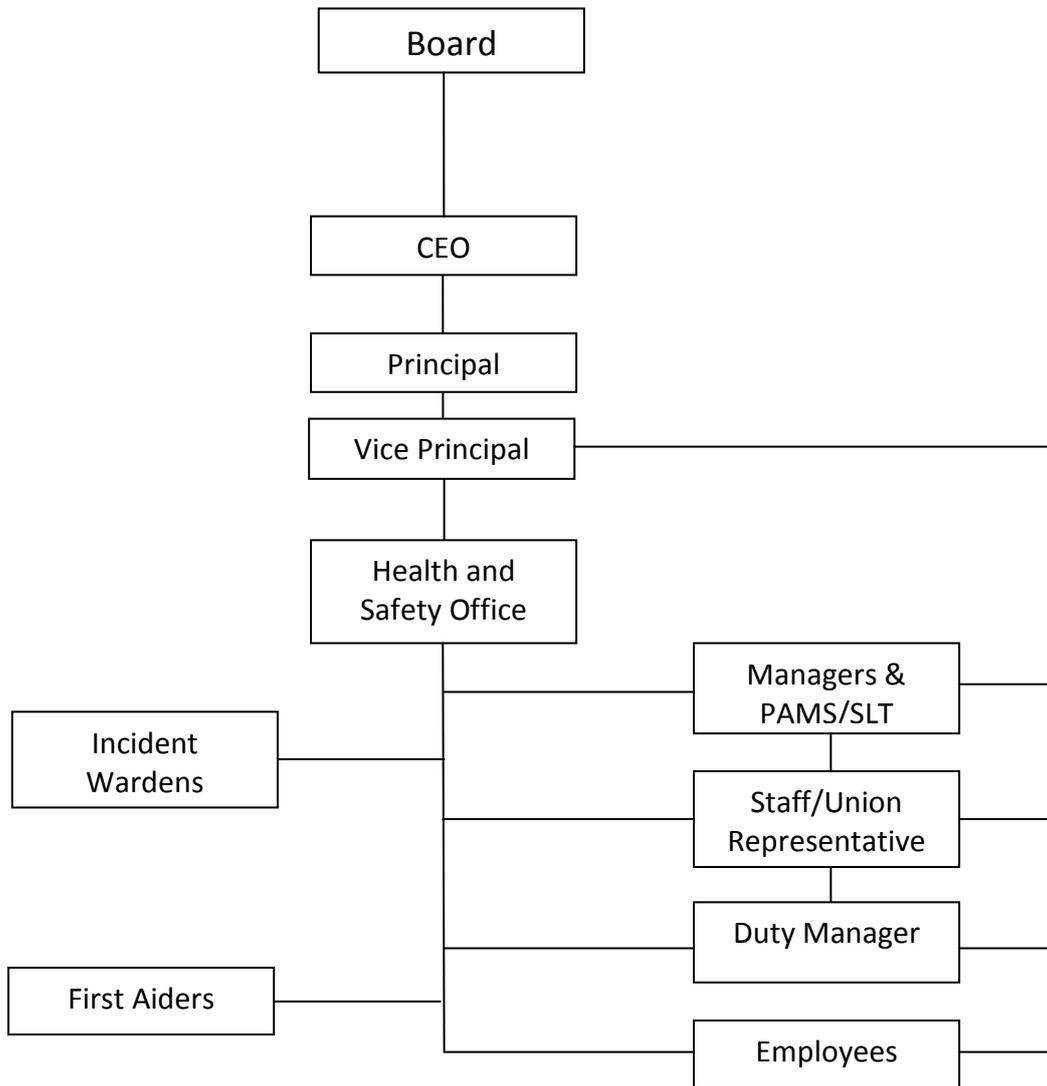
### **Incident Wardens**

- Fire procedures and major incident procedures have been developed and are periodically tested.
- Incident Wardens are to ensure all persons evacuate from buildings in the event of the fire alarm sounding.
- All Incident Wardens will attend periodic training.

### **First Aiders**

- Only qualified first aiders must perform first aid.
- All first aiders will be trained at appropriate intervals and qualified to the required standard.

Health and safety Organisational Structure



## **General Arrangements**

### **Communication**

All health and safety matters will be communicated to relevant staff as required or as necessary. The Health and Safety Organisational Structure depicts the line of 2-way communication that is available to all staff at all times.

### **Consultation**

Staff and managers will be consulted on all health and safety matters on a day to day basis as necessary and via the Health and Safety Committee report and subsequent to any enforcement action, however minor.

### **Fire Safety**

All staff must ensure that they are familiar with the sound of the alarm within any buildings that they work.

All alarms are tested on a weekly basis.

If you discover a fire sound the fire alarm immediately by breaking the 'Emergency Break Glass'.

Do not prop fire doors open at any time.

Do not obstruct fire exits or fire extinguishers at any time.

Do not obstruct windows or vision panels in any doors.

On hearing the fire alarm all employees and visitors must evacuate via the nearest fire exist and make their way to the assembly point.

Fire Wardens must check their designated area and then evacuate to the nearest assembly point and report status to the person in charge.

No staff or visitors are to re-enter the building until instructed to do so by the Duty Manager.

### **Accident Reporting**

All staff must report all accidents and near-miss incidents however minor to their manager as soon as possible.

All accidents and near misses must be recorded in the accident book.

All accidents and near misses will be investigated appropriately and reported to the Health and Safety Committee along with any actions and/or recommendations.

### **Stress**

All staff must report any cases of work related stress to their manager and/or the Health and Safety Consultant.

### **First Aid**

First aid must only be conducted by suitably trained first-aiders.

In the case of an emergency contact the emergency services on (9)999 and arrange for an ambulance to attend.

First Aiders are displayed throughout on notice boards.

### **Risk Assessment**

All staff are trained in the risk assessment process and are required to undertake site specific risk assessments before commencing any additional or unforeseen works. If the risk is significant these will be recorded, monitored and reviewed and updated as necessary. CCBH will undertake project site specific risk assessments prior to commencing a new project. This will be recorded, monitored, reviewed and updated as necessary.

### **Control of Substances Hazardous to Health**

Staff must not bring into to CCBH, use or handle any hazardous substances as described in the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).

All contractors must inform their manager of all hazardous substances used, stored and handled on site and provide the material safety data sheets.

All hazardous substances to be used, stored and handled in accordance with the material safety data sheets.

### **Personal Protective Equipment**

Where identified in the risk assessments personal protective equipment will be provided to staff.

Where provided, staff must ensure that personal protective equipment is stored and maintained in a good condition.

Where personal protective equipment has been provided for a specific task staff must ensure that it is correctly worn and used.

### **Manual Handling**

Manual handling should be avoided at all times and where possible mechanical aids should be used.

All manual handling activities must be appropriately assessed and suitable control measures implemented.

At no time should staff carry out any manual handling activities that may cause an injury to themselves or any other person.

It is the responsibility of an expectant mother, a mother that has given birth in the last six months or is breastfeeding to notify the Managing Director in writing at the earliest opportunity.

### **Training**

Suitable and adequate training will be provided to all staff in line with the activities that will be undertaken by individuals. The training will be recorded and refresher training provided as necessary. Where necessary staff will undertake induction training provided by main contractors.

### **Equipment**

All equipment will be suitable and adequate for its purpose and will be maintained, stored, used and inspected as necessary either by the appropriate risk assessment or statutory requirement and records kept.

### **Display Screen Equipment**

Most employees are classed as 'users' as defined in the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) and must carry out suitable workstation assessments.

Any employee who is designated as a 'user' is entitled to request a free eye test from CCBH. Once approved it is then the responsibility of the employee to make such arrangements for their eye test. The frequency of any follow-up tests will be decided solely by the optician.

Where the optician has confirmed in writing that glasses are needed exclusively for display screen use, CCBH will cover the cost for a basic pair of spectacles.

### **Electricity**

Portable Appliance Testing is carried out by a suitably qualified electrician. At no time should staff bring in any personal electrical appliances.

### **New and Expectant Mothers**

It is the responsibility of CCBH to take account of women of child-bearing age and to ensure that there are suitable arrangements in place for those activities and processes that could present a risk to new and expectant mothers.

### **Workplace and Welfare**

The workplace will be maintained in a safe condition at all times and will provide suitable and adequate welfare facilities as necessary.

### **Review**

This policy will be reviewed every two years or in line with significant legislative or organisational changes.

