



HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY

The corporation and management aim:

1. To ensure as far as possible that BHASVIC is a healthy and safe place.
2. To ensure that all using the premises are aware of their role in ensuring a healthy and safe environment.
3. To encourage an environment in which improvements in health and safety are identified and implemented where possible.
4. To ensure that all statutory requirements are complied with.
5. To establish a clear chain of responsibilities so that staff and students know who to turn to for help, and with suggestions, etc.
6. To provide health and safety education for BHASVIC staff and students.

To achieve these aims, BHASVIC will provide and maintain:

- a healthy and safe place of work, with safe access and egress.
- arrangements for identifying hazards and managing risks
- arrangements for reporting accidents and incidents
- safe equipment and systems of work
- arrangements for the safe handling, maintenance and storage of equipment, materials and substances
- arrangements for emergency evacuation
- arrangements for providing First Aid to all on the premises
- arrangements for ensuring the safety of all visitors and hirers of the premises
- risk assessments
- information and training to staff and students.

The Corporation and Principal of BHASVIC commit themselves to putting this policy into practice, and to providing the structures, procedures, funding, personnel, time and equipment necessary to do so.

1. ORGANISATION FOR HEALTH AND SAFETY

- 1.1. The Corporation and the Principal of the College have overall responsibility for the health and safety of all staff, students and others using the college premises. The responsibility for ensuring the management of the risks is delegated to the Assistant Principal (Director of Finance and Estates) (DF), who is also the Safety Director, and through them to the Health and Safety Officer (H&SO).
- 1.2. The H&SO is responsible for advising on all matters concerning health and safety and on actions necessary to ensure compliance with statutory requirements and with good practice. The H&SO has the responsibility for ensuring the establishment, maintenance and monitoring of satisfactory arrangements for health and safety within the College.
- 1.3. Heads of department, curriculum co-ordinators and support department managers are responsible for seeing that their areas and equipment comply with relevant Health and Safety regulations and that there is a safe working environment and safe systems of work. They are responsible for writing, updating and filing Risk Assessments in their areas and for advising staff and students on safety matters arising from those Risk Assessments.
- 1.4. All employees of the College have a duty (under Section 7 of the Health and Safety at Work etc., Act 1974) to take reasonable care for their own health and safety and that of others who may be affected by their acts and omissions at work. They should also inform the appropriate line manager, the H&SO or the DF of any work situation representing a serious danger to health or safety, or any matter which they consider represents a shortcoming in the College's arrangements for health and safety.
- 1.5. All persons using College facilities must co-operate with the College in the discharge of its health and safety responsibilities by:
 - Observing safe working practices.
 - Complying with statutory provisions and internal codes of practice or advice arising from Risk Assessments.
 - Not wilfully misusing anything provided in the interests of health and safety.
 - Making management aware of any unsafe situation.
- 1.6. BHASVIC believes that a safe and healthy working environment will best be achieved with the full and active involvement of its staff and students.
- 1.7. The Health and Safety Committee will form the main vehicle for joint consultation on health and safety matters. Its terms of reference are:
 - a) To assist the work of the H&SO and the DF
 - b) To monitor compliance with all relevant Health and Safety legislation.
 - c) To consider priorities for action and for budget needs.
 - d) To assist in the education of both staff and students and where appropriate recommend training.
 - e) To receive, consider and review reports on accidents and occupational ill-health and implications for existing procedures.
 - f) To receive and consider reports relating to health and safety from any interested party.
 - g) To assist in conducting safety inspections and reviews.

The committee reports to the DF. Reports of its activities and issues raised will be discussed by the SMT and minutes of its meetings will be submitted to the Finance & General Purposes Committee for information.

1.8. The Health and Safety Committee will consist of:

- a) the DF (chair)
- b) the H&SO
- c) the Estates Manager
- d) trade union safety representative(s)
- e) curriculum area representative(s)
- f) support area representative(s)
- g) a student governor (Premises & Finance)

2. WHO TO TURN TO FOR HELP

Students: Any College employee - especially the staff using the areas concerned or the Reception staff.
The Student welfare officer of the student union.
First Aiders

Employees: Heads of Departments / area managers / supervisors.
Trade union health and safety representative
Human Resources Department
Safety Director
H&SO
Reception
First Aiders

3. INFORMATION

The H&SO will retain and file in accessible form, health and safety publications, circulars and regulations, and copies of all health and safety arrangements in force throughout the College.

Regulations, Risk Assessments and arrangements pertaining to individual areas of the College will be filed by Heads of Department or Heads of Faculty and kept available in those parts of College.

4. ARRANGEMENTS

Specific arrangements, procedures or codes exist in relation to:

Accident and incident reporting and recording	Personal protective equipment
Asbestos Register	Personal Emergency Evacuation Plans (PEEPS)
Checklist for maintenance staff	Portable electrical appliances
Children of Staff on the College Site Policy	Risk Assessment – BHASVIC procedures and guides.
Contractors on site	Risk Assessments – area and activity based (RAs for disabled students are maintained by Learning Support).
Control of substances hazardous to health	Safety committee – terms of reference
Use of display screen equipment	Safety procedures in practical areas; (e.g. art and photography, media studies, performing arts, physical education, science).
Fire and emergency evacuation	Stress at work (<i>Dignity at Work Policy</i>)
Fire risk assessment	Students on off site activities
First aid	Students on work experience
Fume cupboards	
Gas leaks	
Ionising radiation	
Manual handling	
Minibuses	

5. TRAINING

The College will ensure that adequate health and safety training and information is provided for all employees and students:

- on induction
- on being exposed to new or increased risks
- when new equipment is introduced
- with the introduction of new systems of work, or changes to those in use.

Training will be repeated periodically as appropriate, and will be adapted to reflect new or changed health and safety requirements. The H&SO is responsible for ensuring that these arrangements are in place.

6. ACCIDENT REPORTING AND INVESTIGATION

The H&SO will maintain an accident reporting and investigation procedure. All accidents and dangerous occurrences ("near misses") should be reported and recorded on forms in the Accident and Incident Report File. All accidents and dangerous occurrence will be investigated and the findings recorded, both to verify the statement made by any injured person, and to identify any action required to prevent a recurrence. Accidents classified as 'RIDDOR' (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be reported by the H&SO to the Health & Safety Executive and the Learning and Skills Council within the times specified in the regulations.

7. HAZARD REPORTING

All employees and students have a duty to report any hazards in their workplace to the appropriate line manager or the H&SO, without delay.

8. PUBLICITY

A copy of this general policy statement will be available to all staff of the College: copies will also be kept in the Health and Safety files and the Staff Room. All new staff receive will a copy on induction.

A reference to some of this document is included in the 'Safety Advice for Students' leaflet issued to all students joining the college.

9. DISCIPLINE

All employees have legal duties under Section 7 of the Health & Safety at Work Act 1974 and Regulation 14 of the Management of Health & Safety at Work Regulations 1999, to take reasonable care of their own and others, health and safety at work. They must co-operate fully with health & safety policies and procedures, must report defects, and must not misuse safety equipment provided. The college will consider any breach of these legal duties as a disciplinary matter, and the established college disciplinary and grievance procedures will apply.

Students who commit serious breaches of College health and safety rules or procedures may be suspended by the Principal pending a full investigation.

10. REVIEW

The policy will be reviewed and updated annually by the H&SO and the DF and will be approved by the Corporation and signed by the Principal and the Chair of the Corporation.