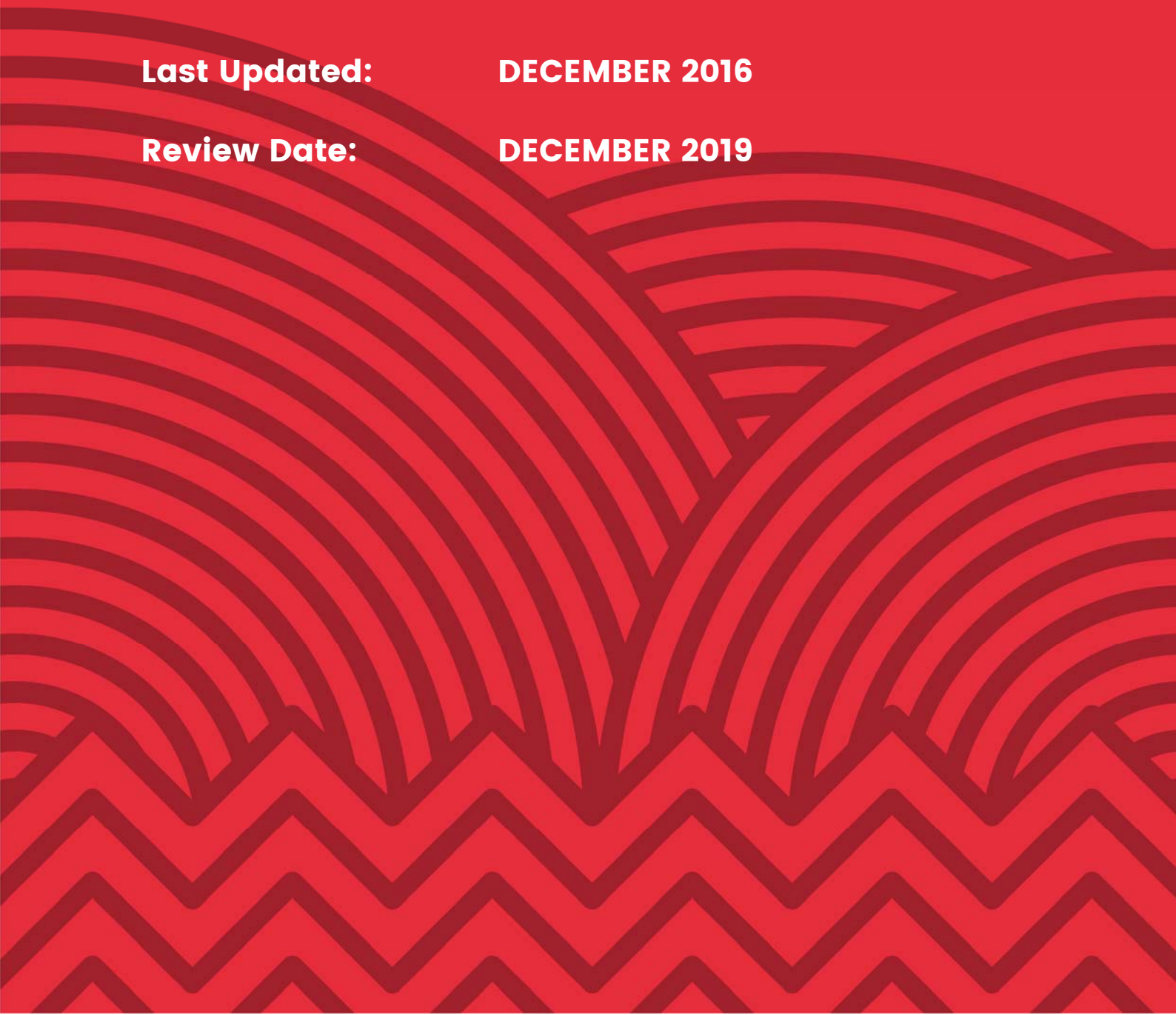


# BHASVIC

## HEALTH AND SAFETY POLICY

**Last Updated:**                      **DECEMBER 2016**

**Review Date:**                      **DECEMBER 2019**





## HEALTH AND SAFETY POLICY

### 1. Policy Statement

- The Corporation and Principal at BHASVIC aim to ensure, so far as is reasonably practicable, the health, safety and welfare of all College's employees, students and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services. They will commit themselves to putting this policy into practice, ***and to providing the structures, procedures, funding, personnel, time and equipment necessary at all levels and is committed to ensuring high standards of Health and Safety. It is the policy of the College to maintain these standards by continually reviewing its operations against developing legislation and codes of practice.***
- The College will therefore seek to identify any inherent risks and will take reasonable steps to eliminate them. However, it is important that all College users play their full part in this process. Firstly it is vital that all who work in the College acquaint themselves fully with the health and safety policy and procedures laid down for the College. Those who have supervisory or managerial positions must also understand that they have a responsibility to ensure that health and safety standards are maintained at all times and that those under their control are not placed at risk; equally, they must ensure that those under their control comply fully with all College health and safety policies and procedures. For their part, employees, students and other College users must take all reasonable steps to ensure that they endanger neither themselves nor other people through their activities in the College.

### 2. Policy Scope

- The policy is relevant to the College's Corporation, employees, students and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

### 3. Policy Purpose

- To ensure that all statutory requirements are complied with. The Health and Safety at Work Act 1974, along with other associated Regulations (see Section 5: Related Documents below), contains the most important provisions for organisations and their employees. This Policy will address all the general objectives of the above Act and associated Regulations in order to:
  - Secure the health, safety and welfare of employees at work.
- Protect all students and any other persons who may work on, visit, or use its premises against risks to their health and safety arising out of College activities.
- Identify hazards in the workplace, carry out risk assessments and introduce such control measures as necessary.
- To establish a clear chain of responsibilities, in order to ensure that all using the premises are aware of their role in ensuring a healthy and safe environment and so that staff and students know who to turn to for help and advice.
- . To provide a framework for appropriate health and safety education for BHASVIC staff and students

### 4. Policy Details

- To achieve these aims, BHASVIC will provide and maintain:
- A suitable organisational structure with clarity in the roles and responsibilities each person has with regards to Health and Safety.
- Information and training to staff and students relevant to the hazards and risks that they face in their work.
- Information to all visitors and hirers of the premises on relevant procedures in place to ensure their safety.
- A separate Fire Safety Policy
- College wide arrangements for:
  - Identifying hazards and managing risks (Risk Assessments) for all activities undertaken by staff and students related to their College work

## ☒ Reporting accidents and incidents

### First Aid

- Further more specific arrangements for managing other hazards and risks, specific to certain locations, groups of people and College activities.
- Further detail of the responsibilities of senior staff, managers, staff and other users of the College for implementing the Health and Safety policy, and the arrangements, procedures and operating standards in place, will be described in the 'Health and Safety Responsibilities, Arrangements and Guidance' document attached as an Appendix to this Policy. This document will be changed as and when necessary (for example when new arrangements are made within the College) and will be available to all staff electronically and in hard copy.

## **5. Monitoring and Review of Policy**

- The Policy will be reviewed by the Corporation every two years or more frequently if necessary. The review and suggested amendments will be initiated by the Director of Finance and the Health and Safety Officer and submitted to the Finance and General Purposes committee. Once approved by the Corporation, the Policy will be signed by the Principal and the Chair of the Corporation.
- The attached appendix, 'Health and Safety Responsibilities, Arrangements and Guidance', will be reviewed at least annually and at any other times when changes may be necessary. The College may make such variations to these procedures as it sees fit, subject to informing relevant College users and following normal principles of reasonableness and fairness.

## **6. Related Documents and Legislation**

### Internal:

Arrangements as detailed in the 'Health and Safety Responsibilities, Arrangements and Guidance' document attached as an Appendix to this Policy.

College Charter

Complaints Policy

Disaster Recovery plan

Disciplinary (Misconduct and Capability) Policy and Procedures

Educational Visits and Out of College Activities policy. Fire

Safety Policy

Health and Safety Induction for New Staff Procedures

Instruments and Articles of Governance

Probation Procedures

Risk Management Policy and Plan

Safeguarding Policy

Staff Development Policy

Staff Handbook

Student College Contract

Student Planner

Whistleblowing Policy and Procedures

External (Major applicable legislation):

The Health and Safety at Work Act 1974  
The Corporate Manslaughter and Corporate Homicide Act 2007  
The Management of Health and Safety at Work Regulations 1999  
The Workplace (Health, Safety and Welfare) Regulations 1992  
The Provision and Use of Work Equipment Regulations 1998  
The Regulatory Reform (Fire safety) Order 2005  
The Health and Safety (First-Aid) Regulations 1981  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
The Personal Protective Equipment at Work Regulations 1992  
The Control of Substances Hazardous to Health Regulations 2002  
The Control of Noise at Work Regulations 2006  
The Electricity at Work Regulations 1989  
The Health and Safety (Display Screen Equipment) Regulations 1992  
The Working at Height Regulations 2005  
The Manual Handling Operations Regulations 1992  
The Health and Safety (Consultation with Employees) Regulations 1996  
The Safety Representatives and Safety Committee Regulations 1977

## APPENDIX TO THE HEALTH AND SAFETY POLICY

### HEALTH AND SAFETY RESPONSIBILITIES, ARRANGEMENTS AND GUIDANCE

#### 1. Responsibilities for Health and Safety

- 1.1. BHASVIC believes that a safe and healthy working environment will best be achieved with the full and active involvement of all its staff and students.
- 1.2. 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).
- 1.3. The Health and Safety Officer (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.
- 1.4. 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. This includes ensuring that there is a safe working environment, safe systems of work and suitable information and training for staff and students. 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.
- 1.5. 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.
- 1.6. 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.
- 1.7. The Health and Safety Committee will form the main vehicle for joint consultation on health and safety matters.

The Health and Safety Committee will consist of:

- i. the DF (chair)
- ii. the H&SO
- iii. the Estates Manager
- iv. trade union safety representative(s)
- v. curriculum area representative(s)
- vi. support area representative(s)
- vii. a student governor (Premises & Finance)

Its terms of reference are:

- i. To assist the work of the H&SO and the DF
- ii. To monitor compliance with all relevant Health and Safety legislation.
- iii. To consider priorities for action and for budget needs.

- iv. To assist in the education of both staff and students and where appropriate recommend training.
- v. To receive, consider and review reports on accidents and occupational ill-health and implications for existing procedures.
- vi. To receive and consider reports relating to health and safety from any interested party.
- vii. 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. If students or staff need help or advice they should contact the people below most relevant to their concerns:

Students: Any College employee - especially the staff using the areas concerned or otherwise the Reception staff.  
 Student Services  
 The Student Welfare Officer of the student union. First Aiders  
 The College H&SO

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

## 2. Arrangements

Specific arrangements, procedures or codes exist in relation to:

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

### **3. Information and Training**

- 3.1. 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.
- 3.2. Regulations, Risk Assessments and arrangements pertaining to individual areas of the College will be filed by Heads of Department or Department Managers and kept available in those parts of College.
- 3.3. 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.
- 3.4. Training will be repeated periodically as appropriate, and will be adapted to reflect new or changed health and safety requirements. Heads of department, curriculum co-ordinators and support department managers are responsible for ensuring this training. The H&SO is responsible for ensuring that these arrangements are in place and monitoring them.
- 3.5. A copy of the Health and Safety policy and this Appendix will be available to all staff of the College: copies will also be kept in the Health and Safety files. All new staff will receive a copy on induction.
- 3.6. A 'Safety Advice for Students' leaflet will be issued to all students joining the college.

### **4. Accident and Hazard Reporting and Investigation**

- 4.1. 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 Education Funding Agency (EFA) within the times specified in their regulations.
- 4.2. 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.

### **5. Discipline**

- 5.1. 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.
- 5.2. Students who commit serious breaches of College health and safety rules or procedures may be suspended by the Principal pending a full investigation.

Chair.....

Date.....