



# Health, Safety and Wellbeing Policy

**BUILDING FUTURES C HANGING LIVES**

*We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.*



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### **Approval, Review and Update**

The College shall maintain a documented Health, Safety and Wellbeing Policy, approved by the Governing Board. Amendments and updates to the policy shall require the approval of the Governing Board. College management shall operate supporting procedures to ensure operational compliance with the policy and to observe new legislation and integrate best practice to these procedures.

The Health and Safety Policy was approved by the Governing Board on 6 April 2016 and is subject to annual review.

**Date Approved**      25 March 2020

**Chairman**                       .....      David Meakin

**Governor**                       .....      Karen Buchanan

**Date of next review**      March 2021

# **I. GOVERNORS' HEALTH, SAFETY AND WELLBEING POLICY STATEMENT**

## **Overview**

The purpose of Burnley College is to build futures and change lives – through the provision of outstanding education and training. In doing so, the College provides a wide range of realistic training programmes in realistic working environments.

The Governing Board is committed to the College providing a safe and healthy environment through the sensible and proportionate management of risk. The College will manage the risks associated with providing education and learning and the operation of the College to the lowest reasonably practicable level.

It is through consistent and diligent attention that we should achieve and maintain a safe and healthy environment. Everyone has an important part to play. This policy and supporting procedures sets out the key principles, arrangements, and expectation that managers, staff and students are expected to observe.

The Governing Board is focused upon making a positive commitment on behalf of Burnley College, and will pursue a path of continuous improvement that works towards best practice in the Further and University Education sector.

## **Objective**

To ensure, as far as is reasonably practicable, the health, safety and welfare of students, apprentices, visitors and staff whilst undertaking College activities.

To support the achievement of this objective, the College will:

- a) provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
- b) make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- c) provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of staff, students, apprentices and visitors whilst undertaking College activities
- d) so far as is reasonably practicable as regards any place of work under the College's control, maintain it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks
- e) provide and maintain an environment for staff, students, apprentices and visitors that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare
- f) build and maintain a workplace environment and culture that supports healthy lifestyle choices
- g) facilitate staff active participation in a range of initiatives that support health and wellbeing.

## Expectations and Responsibilities

- The Governing Board will demonstrate ongoing commitment to a safe and healthy environment by ensuring College management to show effective leadership in managing health, safety and wellbeing on a day to day basis.
- College staff will be competent through effective training, professional development and support, underpinned where necessary by specific external advice.
- Health, safety and wellbeing will be integral to the operation of the College, and management will introduce and consult staff and this representatives on such work. Communication to staff, students and other key stakeholders will be clear and open.
- Improvements in the College health, safety and wellbeing arrangements will be identified in an annual action plan, which is monitored by senior management and the Health and Safety Committee, and effectively communicated to all.
- **Monitoring and Audit**  
The College health and safety arrangements will be internally monitored and reported upon. In addition, external audits will be commissioned from time to time.
- **Reasonable Care**  
All staff must take reasonable care of themselves and all others who may be affected by their acts or omissions, and must comply with College requirements for safe working.
- **Students**  
In the interest of health and safety students must not interfere with or misuse any object, structure or system of work provided by the College.
- All students, staff and visitors are encouraged to positively participate in the health and safety arrangement of the College, and:
  - Report any accidents, incidents or concerns
  - Notify the College of any personal disease or medical conditions which may be caused by, or made worse by, work activities (this information will be treated as confidential).
- **Contractors**  
Management will ensure that all contractors operate in accordance with this policy and intent.
- **Non Compliance**  
Health and safety arrangements are integral to providing an appropriate and supportive environment. Non-compliance with the Policy and Supporting Procedures will therefore be viewed as a serious matter, subject to the College's disciplinary procedure for staff and students.

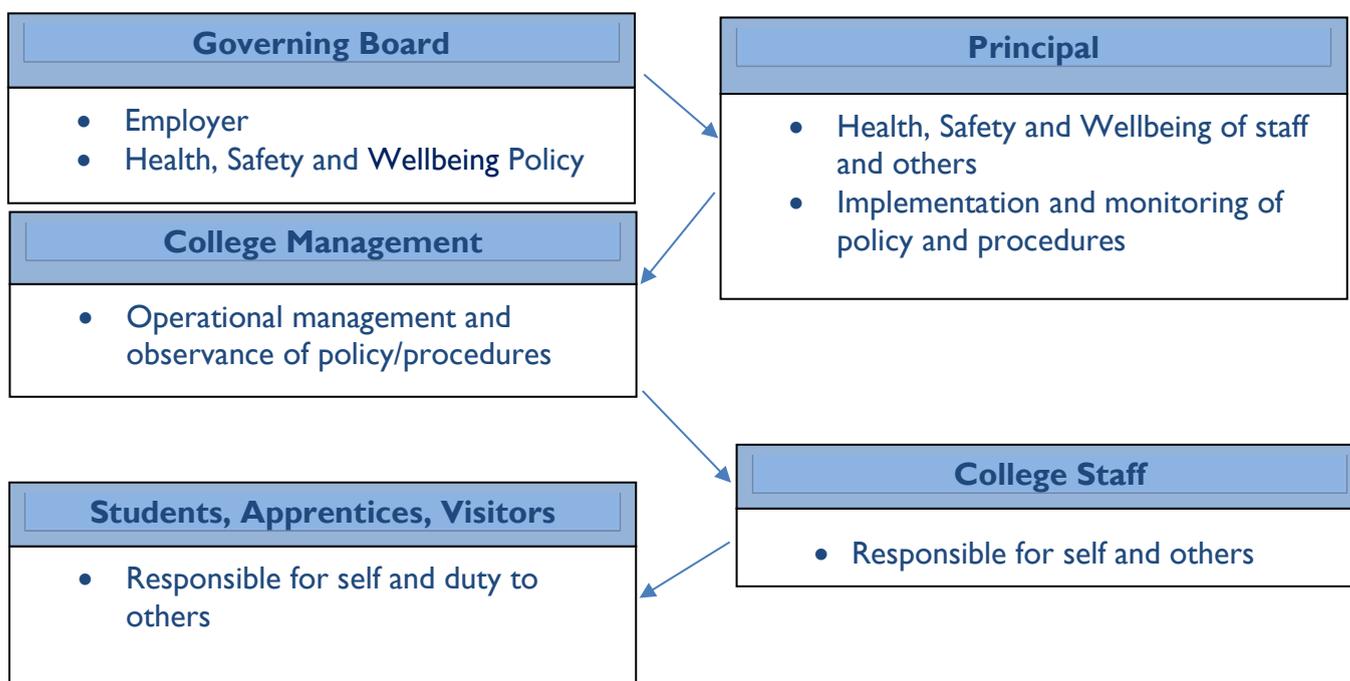
## 2. HEALTH AND SAFETY - ORGANISATION STRUCTURE

As the employer, the Governing Board is responsible for Health, Safety and Wellbeing, and the Principal is responsible to the Board for ensuring, so far as is reasonably practicable, the health, safety and welfare of staff, and other persons whilst they are undertaking College activities, either on College premises or elsewhere.

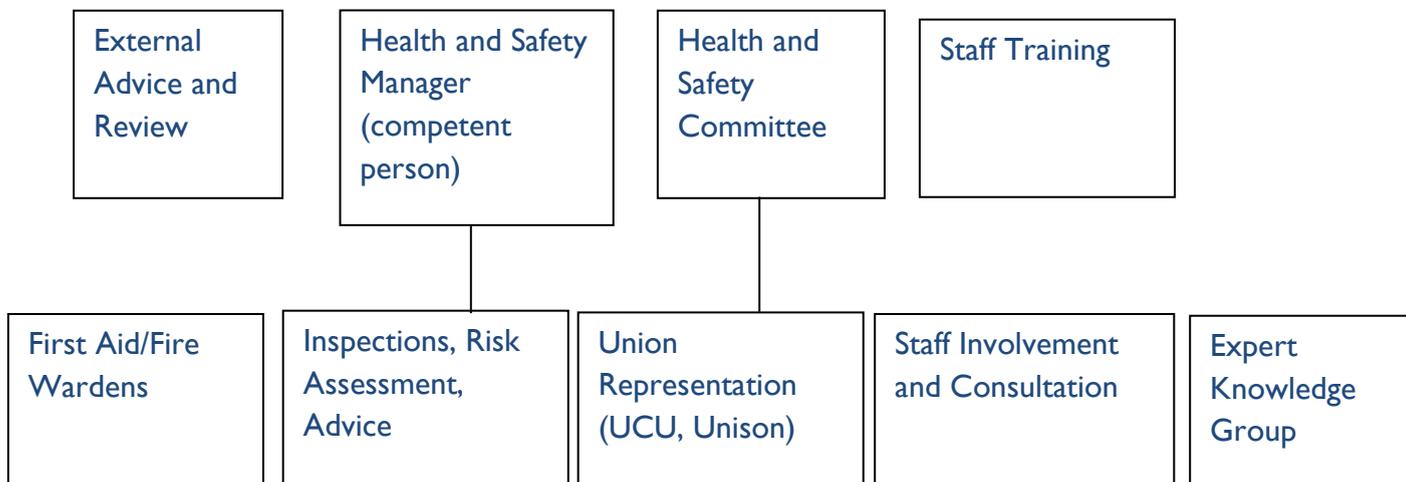
Under the Health and Safety at Work Act, it shall be the duty of every employee to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.

The organisation structure for health and safety at Burnley College is shown below, along with the support mechanisms that are in place to help ensure a safe and healthy environment.

### RESPONSIBILITIES



### Support Mechanisms



### **3. RESPONSIBILITIES**

#### **3.1 The Governing Board will:**

- a) ensure that the College operates to a documented Health, Safety and Wellbeing Policy, and assign responsibility for effective Health and Safety Management
- b) receive and consider on a termly basis, information on the organisation and practices relating to health, safety and welfare
- c) comply with the responsibilities set out under Section 2 of the Health and Safety at Work etc Act (1974) for the staff of the College and under Section 3 for all other persons who may enter the premises.

In particular, the Governing Board shall ensure as far as is reasonably practicable, that the health and safety of all who undertake College activities (on College premises or otherwise) are promoted by:

- a) providing and maintaining plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
- b) making arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- c) providing such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of staff, students, apprentices and visitors whilst undertaking College activities
- d) so far as is reasonably practicable as regards any place of work under the College's control, maintaining it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks
- e) providing and maintaining an environment for staff, students, apprentices and visitors that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare.

#### **3.2 The Principal will:**

- a) have overall responsibility to the Governing Board for health, safety and welfare of staff and others who undertake College activities (on College premises or otherwise)
- b) to ensure College safety is properly reported to the Governing Board
- c) to undertake all duties as the Person in Charge of the College.

#### **3.3 Person in Charge of College**

The Person in Charge of College takes responsibility for all significant operational decisions concerning the Health, safety and Welfare of staff, students and other users of the College.

When present, the Principal is the Person in Charge of College. In the Principal's absence the Deputy Principal or other nominated Senior Manager will be responsible. At other times, including evenings and weekends (when required) the Duty Head will be the person in charge of College.

### **3.4 Health, Safety and Wellbeing Committee**

#### **Membership**

The membership structure of the Committee is as follows:

- Deputy Principal (Chairperson)
- College Facilities Manager
- College Health & Safety Manager
- Premises Manager
- 5 Heads of Division
- 3 members nominated by UCU
- Staff Development Manager
- 1 Support Staff Member

#### **Remit**

The remit of the Health and Safety Committee is to support and monitor the implementation and operation of the Policy and Supporting Procedures. The Committee shall report through the Chairperson to the Principal.

The Health and Safety Committee shall meet at least twice per term i.e. six times a year and report through the Principal to the Governing Board.

#### **Responsibilities**

- a) To consider the need for new safety measures and advise the Principal accordingly
- b) To prepare an annual report and termly updates for the Principal and Governing Board on health, safety, and welfare in the College
- c) To review the Safety Policy Statement and its implementation
- d) To receive and consider reports from the Health and Safety Manager on accidents; incidents; staff training; progress on action plans; new legislation; progress on health and safety inspections and cross College wellbeing activity
- e) To receive and consider reports from external agencies, including the Health and Safety Executive and any other safety specialists
- f) To participate in the continuous review of policies and supporting procedures to help ensure that best practice is observed
- g) To operate processes that involve and consult with staff and Union representatives as appropriate
- h) To ensure communication in respect of health, safety and wellbeing to staff and students is open and informative.

### **3.5 College Health & Safety Manager**

- a) To be the College competent person for health, safety and wellbeing
- b) To be the focal point for day to day reference on health and safety and to give advice
- c) To co-ordinate the implementation of approved safety procedures in the College and monitor these on an ongoing basis
- d) To bring to the notice of the Chair of the Health and Safety Committee matters calling for a policy recommendation
- e) To carry out regular and ad hoc safety inspections in all areas of the College
- f) To report to the Facilities Manager any defects in plant or buildings which constitute a hazard to health or safety, or advise on items brought forward by any managers
- g) To ensure that up-to-date information on safety and wellbeing is available and accessible within College
- h) To identify training needs and to coordinate delivery of the agreed Training Plan
- i) To submit a progress report to each Health and Safety Committee meeting covering accidents; incidents; training; new legislation; safety inspections; and progress against action plans
- j) To involve Trades Union Safety Representatives in the programme of safety inspections
- k) Through the Chair of the Health and Safety Committee to inform the Principal and Health and Safety Executive of reportable accidents (RIDDOR)
- l) To ensure that Trades Union Safety Representatives are informed of any accident involving staff which has taken place on College premises which is likely to result in at least seven days of absence
- m) To receive accident reports and conduct investigations where necessary, and to make recommendations for improvement where appropriate
- n) To monitor the adequacy and operation of health and safety arrangements and to propose additional modifications and improvements where necessary.

### **3.6 College Management**

The Senior Management Team, College Management, and Team Leaders are responsible for achieving the objectives of the Health, Safety and Wellbeing Policy within their areas of responsibility and ensuring that:

- they set a positive example and provide leadership in the operation of Health, Safety and Wellbeing and comply with the provisions of the Health and Safety Policy and supporting procedures

- all personnel under their control are aware of their duties and responsibilities and are adequately trained and instructed (in order to discharge those duties and responsibilities)
- actively encourage staff to participate, support and create a range of initiatives to support health and wellbeing
- encourage and support staff and students to develop and maintain a healthy lifestyle
- suitable and sufficient risk assessments are carried out (and recorded) and control measures are put in place. The assessments should be reviewed and updated within one year, or earlier if there has been a significant change in matters to which the assessment relates.
- they liaise effectively with the Health and Safety Advisor in all aspects of Health and Safety including training, risk assessments, and inspections
- any corrective or improvement actions identified in health and safety inspections are implemented within the timescale specified
- chemicals and substances hazardous to health are assessed, stored, and used correctly
- the inspection and maintenance of machinery and equipment is carried out on a routine basis and properly recorded to comply with the provision and use of work equipment regulations
- that adequate and suitable personal protective equipment and clothing is issued and used. That staff are trained in its use and are aware of the circumstances in which it should be used. Equipment or clothing should be stored properly when not in use; serviced and maintained as necessary; and defective equipment should be repaired or disposed of as appropriate
- there is adequate provision for disseminating health and safety information and discussing relevant matters relating to health, safety and welfare.

### **3.7 All Staff**

- a) To have responsibility for ensuring the health and safety of themselves, students, and visitors
- b) To have first line responsibility for students and visitors working under their supervision and ensure that they are briefed upon, and comply with College Health & Safety provisions
- c) To follow safe working procedures personally and to observe and comply with the 'Basic Safety Rules for All Staff'
- d) To ensure the use of protective clothing, guards, special safe working rules and procedures where necessary and report any areas of concern
- e) To encourage safety participation and hazard reporting by students and to ensure that such reports are conveyed appropriately
- f) To ensure that any defects in plant or buildings, accidents or dangerous occurrences are reported as soon as possible in accordance with procedures

- g) To keep a formal record of the training of students, visitors, and staff in the safe use of machines and to ensure that they do not allow themselves or others to use machinery unless they are trained to do so
- h) To ensure that evacuation procedures are correctly followed in respect of students / visitors under their supervision
- i) To ensure that health and safety issues are included at all appropriate points in the curriculum.

### **3.8 Students**

- a) To have personal responsibility for the health, safety and wellbeing of self and others with whom they are working
- b) To observe safe standards of behaviour, dress and appropriate use of protective clothing as required by the College policy and detailed safety procedures
- c) To use, and not to willfully misuse, neglect or damage, nor interfere with, devices and equipment provided for their health and safety and the health and safety of others
- d) To assist by reporting to staff, any hazards, defects, accidents, inadequacies or dangers which they consider exist in the College or their workplace as soon as possible
- e) Not to allow themselves or others to use machinery unless they have been trained in the safe use of a particular machine (and this training has been formally recorded and certificated by a lecturer).
- f) To evacuate the building in the event of an alarm in accordance with the evacuation procedures displayed on the Fire Action/First Aid notice in each room or any area of the College.

<b>Owned by</b>	Neil Burrows, Assistant Principal
<b>Last reviewed</b>	March 2020
<b>On College website</b>	March 2020 when signed off
<b>Reviewed</b>	Annually