

**Policy/Procedure Name:** Health and Safety Policy

**Policy/Procedure Number:** HS006

**Date of Approval:** July 2018

**Review Date:** July 2020

**Role Responsible:** Health and Safety Officer

**Approved by:** SLT

## 1.0 Health and Safety Policy Statement

Brooklands College is committed to providing, resourcing and maintaining a healthy and safe working environment for all its employees, students and others who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the College's governing body and with the College Principal, as its Chief Executive.

This statement applies to all premises and activities within the control of the College. The College has made detailed arrangements for implementing this policy and this is outlined in a further policy document describing the organisation and arrangements.

In order to achieve this aim, the College has the following key objectives;

- As a minimum, to comply with requirements of relevant legislation.
- To identify hazards (the potential for harm), assess risks (the likelihood that harm will be realised) and manage those risks.
- To ensure that employees, students and others are adequately informed of identified risks and, where appropriate, receive instruction, training, supervision and support.
- To promote and develop student awareness of Health and Safety matters directly.
- To consult with employees' representatives on Health and Safety matters.
- To make arrangements for coordinating and cooperating with other employers where;
  - College employees or students share premises, facilities or activities with persons working for other organisations.
  - Persons from other organisations are working in College controlled activities.
- To safeguard the environment from the effects of the College's activities.
- To monitor and review the effectiveness of the College's arrangements and where appropriate to implement improvements.
- To ensure that the demands of activities do not exceed the capabilities of staff or students to carry out the work without risk to themselves or others.

The College executive, Heads of Curriculum and Service Managers are responsible for ensuring compliance with the College's Health and Safety policy within their area of control.

The College will actively monitor the performance of departments (both curriculum and support) as risks are being managed in their respective areas of control and will also monitor the implementation of safety action plans.

Whilst the College accepts the main responsibility for the implementation of this policy, individuals have an important role to play by cooperating with those responsible for ensuring a healthy and safe working environment. All individuals are required to abide by the rules and requirements made under the authority of this policy.

Signed:

Signed:

Date:

Date:

College Principal and Chief Executive

Chair of Board of Governors

Revised Date: July 2018.

Review Date: July 2020

## 2.0 Purpose

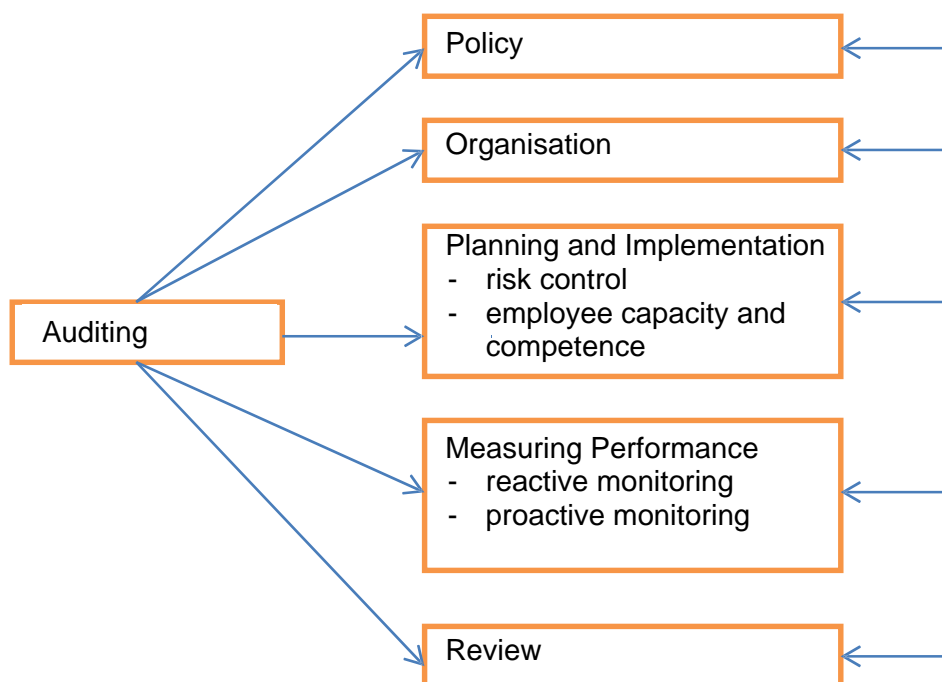
This policy, together with codes of practice and Health and Safety procedures, will delineate how Health and Safety is managed at Brooklands College and will highlight your role and the roles of those around you, with the aim of creating an organised and robust Health and Safety management system. This policy begins with a 'statement of intent' and then continues by outlining the roles and duties of those in and around the organisation and the arrangements that are in place.

### 2.1 Scope

This policy applies to all Brooklands College employees (including agency, temporary and part time), to all students at Brooklands College, to all volunteers and to any other visitors or persons who have a work or business related link to Brooklands College's activities.

### 2.2 Principles

Brooklands College recognises and accepts its statutory and moral responsibilities with regard to Health and Safety. The fundamental aim of the College is to ensure that all staff, students, visitors, contractors, neighbours and/or any other stakeholders do not suffer from accidents, injury or ill health on College property or in connection with any of the College's activities or business. The College's Health and Safety management system is based on the widely accepted HSG 65 model:



In order for this model to be successful, the following standards must be observed;

- Health and safety management is not an optional extra, or an 'add on' to existing management activities.
- An effective Health and Safety management system is one which is fully integrated into all other management activities.
- Brooklands College recognises that no activity is so important or urgent that it will be done without full regard to Health, Safety, security and welfare issues.

- Brooklands College is committed to improving Health and Safety standards and aims to meet European and UK Health and Safety requirements as a minimum standard.
- So far as is reasonably practicable, resources, finance and manpower will be made available by Brooklands College to meet the requirements of this policy.
- All staff, students, contractors, visitors and other relevant stakeholders must cooperate and work together to engage in and where appropriate to take ownership of Health and Safety issues, with the aim of creating a safe, healthy and secure environment.

### **3.0 Organisation and responsibilities**

The Governing body has overall responsibility for Health, Safety, welfare, security and environmental matters on Brooklands College premises or in connection with any Brooklands College learning and teaching activities.

#### **3.1 The Principal**

The Principal (or deputy) has delegated overall responsibility (from the Governors) for ensuring that Brooklands College's Health and Safety Policy is observed and applied across all campuses and with any Brooklands College work, teaching or learning activity. The principal is also responsible for ensuring that the Board of Governors is kept abreast of all relevant College Health and Safety matters.

#### **3.2 The Principal (or deputy) will ensure that adequate resources are available to ensure continuing improvement in Health and Safety performance and will in particular;**

- Provide Health and Safety leadership in all Brooklands College's activities.
- Support the College's Health and Safety plan.
- Appoint and support competent persons, to include a Health and Safety Officer to advise and assist with Health, Safety, welfare, environmental and other related matters.
- Chair the College's Health and Safety Committee meetings.
- Champion and promote Health and Safety in all aspects of College business and to ensure that Health and Safety matters are appropriately communicated across the College.

#### **3.3 Senior Leadership Team**

The Senior Leadership Team (SLT) will ensure that all directorates, service teams and support staff will observe the Health and Safety policy and all related Health and Safety policies and procedures. All managers will ensure that they:

- Lead by example and oversee Health and Safety performance throughout the College.
- Liaise with competent persons with regard to Health, Safety, welfare, security and environmental matters.
- Raise, champion and ensure that Health and Safety is an integral part of all College business and College meetings.
- Ensure that adequate consultation on Health and Safety matters with all relevant stakeholders to the College takes place.
- Safe systems of work are in place and are observed and followed.
- Agree and manage realistic and relevant Health and Safety objectives for their teams and objectives.
- Provide adequate support and guidance to all persons within their teams and directorates with the overriding aim that these members of staff have sufficient information, supervision and training to carry out their work safely and securely.
- Ensure adequate consultation, on Health and Safety matters, with staff within their teams and departments, either directly or through employee representatives.
- Ensure that the College's estate, physical resources and systems including appropriate

tools, equipment, plant and machinery are safely maintained and relevant training, instruction and supervision are provided to staff to enable them to carry out their duties safely

### **3.4 All College managers of curriculum and support areas**

The academic programme area managers and service support managers will observe and promote the College's Health and Safety policies and procedures and will in particular ensure that:

- Risk assessments, Personal Emergency Evacuation Plans (PEEPs), procedures governing safe systems of work and safety alerts and notices are completed, revised, updated and shared with all relevant persons within their teams or directorates.
- Their staff members have the necessary tools, equipment, machinery, plant and workspace together with the appropriate training, instruction and supervision to carry out their duties.
- All staff members within their teams and directorate are competent and capable of performing their duties satisfactorily so that it does not compromise Health and Safety standards.
- Together with other professionals within the College, promote, encourage and support the continued well-being of all staff within their teams or directorate and/or enhance the effective return to duties of staff who have been absent through illness, injury or bereavement.
- Staff within their teams and Directorates observe and comply with all fire safety requirements and measures, emergency procedures and security plans with the overriding aim of protecting staff and others against the risk of imminent danger.
- All health, safety, welfare and security concerns are brought to the attention of the College Health and Safety Officer and/or the College Senior Leadership team and Estates and Facilities Manager.
- Seek advice and support from the College's Health and Safety Officer or if absent from the Director of Estates and Property Development with regard to Health, Safety, welfare or security matters.

### **3.5 The Estates and Facilities Manager:**

The Estates and Facilities Manager (or their deputy) is responsible for the cleaning, repair, maintenance and servicing of all buildings, grounds, equipment and facilities used on or by staff at Brooklands College. He/she (or their deputy) will also ensure that;

- All those involved in security, all contractors, service engineers, maintenance staff and those carrying out on-site inspections are suitably inducted, managed and supervised.
- Any Health, Safety, security or welfare concerns brought to the attention of the **team** will be attended to in a timely manner.
- Records, certification and all relevant documentation relating to the cleaning, repair, maintenance and servicing of all buildings, grounds and equipment is securely maintained.
- Adequate resources are made available to those requiring support with manual handling operations, logistics and with other relevant office matters.
- Clear, suitable and sufficient signage and information is displayed on campus, or appropriately cascaded, in support of and to advise all persons about cleaning, repair, maintenance and servicing work that is taking place.
- Take all reasonable measures to ensure that accidents and incidents are reported, attended to and adequately managed, to ensure the immediate safety of those involved, to prevent reoccurrence and to support any necessary investigations that result and recommendations going forward.

### **3.6 The Health and Safety Officer**

The Health and Safety Officer shall be the competent person in respect of Health and Safety, fire safety, welfare, environmental and other relevant legislation and issues affecting the College. He/she will also;

Be responsible for the implementation, revision and review of the Health and Safety policies and any related work procedures.

- Provide advice and guidance to assist those with Health and Safety duties in the workplace, to include those completing risk assessments, compiling safe systems of work or formulating PEEPs or other safety control measures.
- Oversee, investigate and provide advice and reports on the Health, Safety, welfare, fire and environmental issues, first aid provision, incidents and on any other matter of relevance to the College.
- Provide Health and Safety training to staff and students and to others on behalf of the College, as is appropriate.
- Monitor, review and update safe working practices, accident and incident statistics and to liaise with enforcing authorities when required.

### **3.7 Brooklands College all employees.**

All employees of Brooklands College are responsible for ensuring, so far as is reasonably practicable, the Health, Safety and wellbeing of all persons engaging in activities in connection with or on Brooklands College. They will also;

- Raise all Health and Safety, welfare and environmental concerns with the appointed Health and Safety officer or with the Facilities Manager or with the College Senior Leadership team (or all), as soon as is reasonably practicable.
- If safe to do so and if they are suitably equipped and have been adequately trained, ensure that Health and Safety incidents are minimised, contained, remedied or otherwise managed (and then reported as above 3.7.1).
- Look after their own Health and Safety and that of those around them or those who may be affected by their acts or omissions.
- Follow reasonable instructions of senior managers and not place themselves in danger or take unnecessary risks.

### **3.8 Learners and all others on Brooklands College premises or taking part in College activities.**

All persons must follow the instructions of Brooklands College staff who are working for the continuing wellbeing of the College and its communities. They will also;

- Take reasonable care of themselves and others.
- Abide by the instructions, signs and information displayed throughout the College or cascaded to them by College staff.
- Consider the Health, Safety and security of others who may be affected by their acts and omissions.
- Refrain from misusing or recklessly interfering with anything provided for health, safety and security reasons.
- Report anything that is considered hazardous or which poses an imminent danger.

## **4.0 Arrangements**

The Principal (or deputy) will liaise with the Health and Safety Officer to discuss Health and Safety matters on a regular basis. The Principal (or deputy) will chair the Health and Safety Committee meeting once a term and will lead on ensuring that actions arising therefrom are progressed and completed.

The Senior Leadership team will liaise with the Health and Safety officer to discuss Health and Safety and fire safety matters in relation to activities and events taking place, in good time, and ensure that Health, Safety and fire safety are included in all team meetings.

All managers will ensure that their staff complete risk assessments for all activities taking place within their specific areas (with their input where appropriate), that safe systems of work are put in place where needed, that competent advice is sought to ensure that risks are being adequately managed and that Health and Safety matters are discussed and managed at their team meetings.

The Health and Safety Officer will provide competent, useful and timely advice to all members of staff to support them in their duties and also provide or advise on induction training and any other relevant Health and Safety training and guidance as is necessary.

All employees of Brooklands College are responsible for ensuring all risk assessments are completed and that safe systems of work are put in place, in good time before the activity commences and are appropriate for the risk and their activities. They will also raise Health and Safety concerns to their line manager or the Health and Safety Officer, as soon as practicable.

All staff must report any incident which could affect the Health, Safety or well-being of others. All staff must report any accident or occurrence of ill-health and must seek first aid attention and/or medical attention as is necessary.

Any person requiring first aid or who has suffered an accident, an injury or ill-health whilst on College premises or as the result of a College activity must provide information to their first aider or other member of College staff to ensure that appropriate treatment is sought and that all the necessary documents are completed. This also includes non-injury incidents. All written reports must be forwarded to the Health and Safety Officer for appropriate investigation and other action.

Safety signage and other information is displayed around the College and members of staff are trained to ensure that all persons are not exposed to risk unnecessarily and that where risk exists, that it is adequately managed. In this respect, any concerns must be brought to the attention of a member of staff.