

Statement of Policy on HEALTH AND SAFETY

[Reviewed and agreed at Full Governors meeting held on Wednesday 25th June 2008]

1. Statement of Intent

- 1.1 The Governing Body of the College recognises and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work Act 1974 and other relevant legislation. The Governing Body has delegated operational responsibility for the Health and Safety management of the College to the Principal.
- 1.2 The Governing Body and the Principal consider the health, safety and welfare of staff and students and all other users to be of great importance and that creating and maintaining a healthy and safe working environment is a requirement to achieving the stated goals of the City of Ely Community College to promote excellence in teaching and learning. To this end they are committed to achieving the effective implementation of the College's Health and Safety Policy and the objectives set out below.

2. Objectives

- 2.1 To put in place effective arrangements to achieve a safe and healthy place to work, which is legally compliant, whilst avoiding unnecessary bureaucratic burdens on academic and support departments
- 2.2 To set out a clear structure for responsibilities for health & safety, so that individuals at all levels know what is expected of them and what must be done to discharge their responsibilities
- 2.3 To put in place training to ensure that all staff can acquire the necessary skills and competences to discharge the responsibilities given to them
- 2.4 To establish a framework for a logical approach to identifying and controlling risks to the health and safety of staff, students and other persons who may be affected by the College's work activities
- 2.5 To have an effective system communicating and consulting on health and safety matters to ensure the co-operation of employees, students and other persons in implementing the health and safety policy
- 2.6 To ensure the College's proactive and preventative measures are monitored and reviewed regularly to see they are working as planned

3. Organisation

3.1 Bursar

- 3.1.1 The Bursar will support and advise the Principal in implementing the College's Health & Safety policies by ensuring that Health and Safety implications are taken into account in the strategic planning of the College. The Bursar will ensure staff are conversant with the policy and update it as required and will chair the Health & Safety Committee.

3.2 Health & Safety responsibilities in the Academic and Support Departments

- 3.2.1 Heads of Department have overall responsibility for assuring themselves and the Principal that there are arrangements in place to comply with the College's Health & Safety policy. They will also be responsible for the day-to-day management of Health & Safety matters relating to the activities of the departments.
- 3.2.2 Heads of Department will make arrangements for a Health and Safety policy statement to be prepared for each department, which will indicate responsibilities within it for Health and Safety, any specific risks arising from the activities of the department and the measures in place to control and manage those risks.

3.2.3 The Heads of Department/Middle Managers will normally undertake the role of Safety Co-ordinator.

3.3 The role of the Safety Co-ordinators

3.3.1 Safety co-ordinators will co-ordinate health and safety procedures for their respective departments and will be the focal point for receiving and disseminating health and safety information. Functions will normally include:

- a) Coordinating risk assessments for their department, e.g. deciding who undertakes them, implementing findings, disseminating information on control measures to be taken to staff and where appropriate students and other persons such as contractors.
- b) Receiving notifications from staff, students and others of accidents, incidents and unsafe situations that occur in their department, and taking any steps that may be necessary to implement remedial action, e.g. notifying the Bursar or Site Team.
- c) Coordinating the health and safety training for their department.

3.4 Role of Line Managers and Supervisors

3.4.1 Line managers and supervisors are expected to co-operate with their safety coordinator to ensure that the School's health and safety policies and procedures are implemented in the activities they manage.

3.4.2 Line managers and supervisors will, where appropriate, develop safe working procedures for the activities they manage to ensure that any hazards arising from those activities are adequately controlled. They will ensure that all safe working procedures are understood and followed by the individuals undertaking the work.

3.4.3 Line managers and supervisors will ensure that persons they supervise receive appropriate supervision, instruction, information and training to enable them to be competent to undertake safely the tasks assigned to them.

3.5 Employees

3.5.1 **All** employees, regardless of their position within the College have the following legal responsibilities under 'The Health and Safety at Work etc. Act 1974' and 'The Management of Health and Safety at Work Regulations 1999'

- o To take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions
- o To co-operate with their employer and others in fulfilling statutory responsibilities
- o To immediately notify their employer of any situation, which they have reason to believe might present a serious and imminent danger to their own or others' safety.
- o To notify their employer of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken. *(This will be done by notifying either their line manager, safety co-ordinator or the Bursar)*

3.5.2 The College requires all employees to fulfill their legal responsibilities in 3.5.1 by co-operating in all matters concerning health and safety by:

- o Adhering to the College's arrangements and procedures for fire and other preventative and protective measures put in place to control and manage risks to the health and safety of employees, students and visitors.
- o Reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to their line manager or supervisor or safety coordinator so that appropriate remedial action may be taken.
- o Notifying their line manager or supervisor if they experience ill health that they have reason to suspect may be work-related, e.g. musculoskeletal

problems as a result of using a computer or lifting, dermatitis from using cleaning chemicals etc.

- Carrying out, as appropriate, regular visual checks of equipment before use, to identify any obvious defects such as worn leads or cables, damaged covers/guards or plug tops. After taking any remedial steps they themselves can safely take, employees should report any defect in equipment, plant etc. to their line manager or safety co-ordinator, who will be responsible for taking the necessary steps to ensure that the equipment is removed and or repaired.
- Using any equipment or items provided for work correctly and in accordance with manufacturers or suppliers instructions and any training received.

3.6 Students

- 3.6.1 The College expects all students to co-operate with its efforts to implement preventive and protective measures to secure their health, safety, and welfare.
- 3.6.2 Students must take reasonable care of their own safety and not place others at risk by their actions.
- 3.6.3 Students must not engage in reckless or careless behaviour that might compromise the College's preventive and protective measures, (e.g. letting off fire extinguishers or maliciously setting off the fire alarm).
- 3.6.4 Students must not intentionally damage or misuse any equipment and must report defects or unsafe situations to the Site Team.
- 3.6.5 Students must adhere to the College's fire and emergency procedures, by evacuating the building if the fire alarm sounds, and going to the emergency assembly point. They must follow any instructions given to them by Staff.

3.7 The College Health and Safety Committee

- 3.7.1 The Health and Safety Committee will meet termly and reports to the Principal with minutes being copied to the Full Governing Body of the College.
- 3.7.2 The Health and Safety Committee will be the principal forum for the college to consult its employees on measures taken to ensure as far as reasonable practicable their health, safety and welfare. In doing so the Health and Safety Committee will assist the college to discharge its obligations under 'Safety Representatives and Safety Committees Regulations 1977' and the 'Health and Safety Consultation with Employees Regulations 1996'.
- 3.7.3 The Health and Safety Committee will monitor and review the operation of the College's health and safety policy and any related arrangements and procedures, receiving reports of incidents and trends and remedial action taken and where necessary make recommendations to the principal regarding any revisions or additions that may be required.

3.8 Health and Safety Adviser – Cambridgeshire County Council

- 3.8.1 The College's Health and Safety Adviser is appointed under the provisions of regulation 7 of the Management of Health and Safety Regulations 1999 which require the School to appoint one or more competent persons to advise and assist them with measures to comply with health and safety legislation.
- 3.8.2 The role of the Health and Safety Adviser is to advise on strategic and operational health and safety issues, and develop and recommend policies, procedures and compliance strategies in line with best practice to ensure that the College complies with its obligations under health and safety legislation.
- 3.8.3 The Health and Safety Adviser will provide advice and support to safety coordinators, assisting with risk assessments, inspections and accident investigation.
- 3.8.4 The Health and Safety Adviser will liaise with and be the College's point of contact with the Health and Safety Executive and other relevant organisations on health and safety matters.

3.9 Contractors

3.9.1 The College employs a number of contractors who engage in a wide range of activities. All contractors must adhere to the College's health and safety procedures and ensure that their activities do not place the College's employees, students or visitors at risk. Their attention should be drawn to the Health and Safety Policy.

4. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

- 4.1 Arrangements for implementing the College's Health and Safety policy have been developed and are listed on appendix 1.
- 4.2 These include procedures for fire prevention and the action to be taken in the event of fire, accident reporting, working with computers and other common health and safety topics.

5. MONITORING AND REVIEW

- 5.1 This Health and Safety policy will be reviewed annually by the College's Health and Safety Adviser in conjunction with the Health and Safety Committee and presented to the Governors' Finance and Resources Committee. It will be amended as appropriate and will be supplemented by further statements, policies or procedures as necessary.
- 5.2 A representative sample of departments will be audited by the School's Health and Safety Committee on an annual basis to assess compliance with the College's health and safety policies and procedures, and the findings of the audit will be reported to the Head of Department, with any recommendations for improvements.
- 5.3 The Health and Safety Committee will report annually to the Governing Body on the progress made to implement the health and safety policy and achieve compliance with health and safety legislation.

CONCLUSION

The objectives of the College's Health and Safety policy will only be realised and the arrangements successfully implemented with the full co-operation and support of the whole College community.