



POLICY TITLE:

HEALTH AND SAFETY POLICY

POLICY PREPARED BY	Jenny Craddock / John Cook
ROLE	Health & Safety Coordinator
APPROVED BY	Beri Hare
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Health and Safety Policy Statement of Stroud College

Health & Safety Statement of Responsibilities (Summary)

The Stroud College Corporation is committed to promoting a safe and healthy work environment for its employees and students and, as far as is reasonably practicable, to ensure that its premises are safe and without risks to the health of staff, students and members of the public. It is the Corporation's policy to observe and comply with the requirements of all Health and Safety and Safety at Work legislation and any other such orders and regulations that apply.

All College staff and students have a duty to take reasonable care of their own safety and health and that of others who may be affected by their acts or omissions and to co-operate with the College on health and safety matters.

The College will have a management structure to monitor the implementation of its Health and Safety policy and associated Manual. The College will identify and assess the significant risks that its activities present to the health and safety of its staff, students and visitors. These risks will then, so far as is reasonably practicable, be eliminated or adequately controlled with the provision of the necessary resources.

STROUD COLLEGE's Health & Safety Policy is:

- to provide adequate control of the health and safety of employees, students and members of the public from risks arising from our work activities, with specific attention given to safeguarding vulnerable groups of students and visitors;
- to consult with our employees on matters affecting their health and safety;
- to make Risk Assessment central to the implementation of our policy;
- to provide safe equipment, plant and facilities;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and students;
- to ensure employees are competent to carry out their tasks, and to give them appropriate training;
- to monitor and investigate accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Principal and Chief Executive

Stroud College Health and Safety Policy

Our policy is:

- to provide adequate control of the health and safety for employees, students and members of the public from risks arising from our work activities, with specific attention given to safeguarding vulnerable people;
- to consult with our employees on matters affecting their health and safety;
- to make Risk Assessment central to the implementation and control of this policy;
- to provide safe equipment, plant and facilities;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and students;
- to ensure employees are competent to carry out their tasks, and to give them adequate training;
- to control risks to eliminate, as far as reasonably practicable, accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:

Date: 28 January 2011

Principal and Chief Executive

Signed:

Chair of the Board

Date: 28 January 2011

General responsibilities

Central to the College's Health & Safety Policy is the application of risk assessments. Risks will then, so far as reasonably practicable, be eliminated or adequately controlled with the provision of the necessary control measures and resources.

The Health & Safety at Work Act 1974 imposes obligations on all users of the College - governors, staff, students and visitors, as well as contractors, have a duty to take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions, and to co-operate with the College on health and safety matters.

The College will have a management structure to implement the Health and Safety Policy and to monitor its application. Detailed arrangements are contained within the College's Health and Safety Manual, Staff and Student Intranets.

In addition to specific responsibilities listed later in this document all members of the College community (Governors, staff, students, visitors and contractors) will:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- Observe the maximum speed limit for the site
- Observe the College's policy of no smoking
- Ensure a safe working environment and keep a tidy site;
- Observe Risk Assessments and Safe Systems of Work.
- To comply with the wearing of ID badges on College premises

Terminology

Principal and Chief Executive

The person with the ultimate executive responsibility for the management of the College. The Principal/Chief Executive is the Accounting Officer to the SFA.

Chair of the Board

The governor with ultimate responsibility for the Corporation.

Board of Governors

The members of the Corporation. The governing body ultimately responsible for ensuring effective management and overall functioning of the College, including the financial health of the College and the proper use of public funds.

Board of Governor's Health & Safety Champion

A member of the Board of Governors who has responsibility for health and safety.

The nominated member of the Senior Management Team

A member of the Senior Management Team who has responsibility for health and safety

The Manager responsible for Health and Safety

A member of the Management Team who has responsibility for the management of health and safety

Health and Safety Coordinator

A member of the College business staff who has responsibility for the coordination of health and safety

Health and Safety Committee

- Nominated members of the College Management Team
- Nominated member of the Senior Management Team
- Nominated member of the Board of Governors (Health and Safety Champion)
- Union representatives
- Health and Safety practitioner

Union Representatives

An elected member of Unions

Staff Representatives

An invited member of the staff

College Managers

The College Management Team comprises all members of SMT and all Heads of Departments, Academic and Business teams

Teaching staff

Employees of the Corporation who deliver teaching and learning

Staff

Employees of the Corporation

Students

College users who are enrolled on courses at Stroud College

Visitors

College users who are not formally enrolled at Stroud College

Contractor

Any 3rd party delivery a service to Stroud College.

The Principal and Chief Executive will:

- Take overall responsibility for ensuring that the appropriate structures for health and safety are in place and for the arrangement of the effective planning, organisation, control, monitoring and review of preventive and protective measures

The Board of Governors will:

- Be responsible, both individually and collectively, for health and safety; to ensure health and safety is an integral part of the College's culture, of its values, and performance standards.
- Governors will have overall responsibility for the implementation and monitoring of the Health and Safety Policy.
- A nominated Board Member will be a champion for health and safety (member of Health and Safety Committee)

The nominated member of the Senior Management Team (Deputy Principal and Director of Finance) will:

- Be responsible for the implementation and actioning of the Health and Safety Policy;
- Make recommendations to the Principal on matters concerning new and existing Health and Safety legislation;
- Review the Health and Safety Policy, the Health and Safety Manual and current practices and recommend any changes as they become apparent;
- Ensure that adequate first aid facilities are available and medical and incident reports are kept;
- Monitor medical and accident reports to identify long-term areas of concern and trends and make recommendations to prevent recurrence;
- Ensure that all new employees receive adequate safety training and induction before commencing work;
- Ensure that appropriate Health and Safety training is delivered whenever needed, including procedures on protection of vulnerable people;
- Ensure that statutory records and controls are maintained;
- Have the authority to take immediate action necessary to ensure compliance with College policies;
- Liaise with the Health and Safety Executive as and when required.

The Manager with responsibilities for Health and Safety (Estates Manager) will:

- Monitor the Risk Assessment procedure and arrangements of the effective planning, organisation, control, monitoring and review of preventive and protective measures
- Advise managers and the Safety Committee on new and current legislation, best practices and procedures;
- Monitor the physical practices adopted on site against the requirements of the Health and Safety Policy, and make recommendations to ensure the policy is correctly implemented;
- Monitor accident reports and the taking of corrective actions;
- Advise the nominated senior manager of any action necessary to ensure compliance with Health and Safety Policy;
- Ensure that statutory records and controls are maintained;
- Ensure that emergency equipment is regularly inspected and serviced;
- Ensure the identification and clear marking of systems and equipment likely to cause injury.
- Consult with outside agencies for advice on legislation, best practice and all matters concerning health and safety when needed;
- Liaise with Health & Safety Coordinator to ensure the implementation and monitoring of College health and safety procedures

The Health and Safety Coordinator will:

- Monitor the Risk Assessment procedure and arrangements of the effective planning, organisation, control, monitoring and review of preventive and protective measures in consultation with the Manager with responsibilities for Health and Safety (Estates Manager).

Health and Safety Committee (selected Stroud College staff and Safety Representatives) will:

Membership and terms of reference of the committee are set out in the Health and Safety Manual.

The objective of the committee is to:

- assist the Corporation and College Managers in ensuring, as far as reasonably practicable, that the College provides a safe environment, and promotes the health and safety of all college users;
- provide an advisory and monitoring role.

Health and Safety Union Representatives will:

- Represent their area as a nominated member of the Health and Safety Committee;
- Carry out audit and monitoring of the requirements of the Health and Safety Policy and the Health and Safety Manual;
- Actively implement their delegated health and safety responsibilities in furtherance of the College's Health and Safety Policy;
- Support the relevant Manager in the execution of their health and safety responsibilities;
- Monitor the COSHH and Risk Assessment procedures to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and reviewed.

Health and Safety Staff Representatives will:

- Represent their area as a nominated member of the Health and Safety Committee;
- Support the relevant Manager in the execution of their health and safety responsibilities;

College Managers will:

- See all staff responsibilities
- Ensure that the College's Health and Safety Policy is fully implemented at all times;
- Make recommendations to the Health and Safety Committee on improved safety practices;
- Implement the COSHH and Risk Assessment procedure to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and periodically reviewed;
- Ensure that all equipment and materials ordered or used are investigated and risk assessed by a competent person so that any safety hazard can be eliminated, minimised and controlled;
- Ensure that protective clothing, equipment and devices are available for the use of staff, and used correctly, and that no staff and student be permitted to undertake any hazardous activity without appropriate training and protection;
- Ensure that personal protective equipment (PPE), safety guards/devices are used as required;
- Ensure that employees and students are trained and competent to deal with hazards of any activities through the use of Risk Assessment and Safe Systems of Work to avoid or minimise the risk of injury;
- Investigate and take appropriate corrective action whenever an incident that has the potential to cause an accident has been identified;
- Ensure that all injuries are promptly reported and that they are investigated so corrective action can be taken to reduce and minimise the risk;
- Liaise with the Manager responsible for Health and Safety (Estates Manager) and/or Health and Safety Coordinator and, where appropriate, the nominated senior manager on matters concerning safe practices, procedures and legislation, as appropriate;
- Identify, and as far as reasonably practicable, remove or minimise potential risks concerning activities, introduce control measures and regularly monitor those risk control measures;
- Ensure that any necessary disciplinary action is taken against staff or students in breach of the College's Health and Safety Policy, in accordance with College disciplinary procedures;
- Follow and promote good housekeeping procedures in that all work areas are kept clean, tidy and free from obstructions;
- Ensure a common sense approach to the promotion of a disciplined work and training environment where the management of risk is paramount.

Teaching Staff will:

- Take care of their own health and safety and that of others who may be affected by their acts or omissions;
- Ensure students are aware of evacuation procedures and the location of the nearest emergency exits;
- Behave in accordance with the College Health and Safety Policy and to ensure the safety of students in their charge by carrying out suitable and sufficient induction, Risk Assessment and Safe Systems of Work.
- Carrying out the Risk Assessment procedure to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and periodically reviewed;
- Responsible for identifying and risk assessing substances that need COSHH assessment and implementing the findings;
- Create and adhere to safe systems of work and safety regulations;
- Ensure their students are aware of first aid procedures
- If faults, hazards, or potential dangerous plant equipment are found, isolate immediately and report to appropriate the Manager;
- Ensure that personal protective equipment (PPE), safety guards/devices are provided and used as required;
- Carry out any other specific duties set out in the Risk Assessments, Safe Systems of Work, Staff Intranet, and College's Health and Safety Manual.
- Ensure that students under their supervision are correctly trained, assessed, and signed off as "competent" or "competent under supervision" before being permitted to carry out hazardous processes.

All Staff will:

- Act in accordance with the College Health and Safety Policy, with specific attention given to safeguarding vulnerable groups of people;
- Take care of their own health and safety and that of others who may be affected by their acts or omissions;
- Be responsible for carrying out the Risk Assessment procedure to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and periodically reviewed;
- Be responsible for identifying risk assessing substances that need COSHH assessment and implementing the findings;
- Create and follow safe systems of work and observe safety regulations;
- Not abuse, interfere or make inappropriate adjustments to any fire safety features and equipment, plant, tools, equipment or welfare facilities provided by the College;
- Ensure that personal protective equipment (PPE), safety guards/devices are used as required;
- If faults, hazards, or potential dangerous plant equipment are found, isolate immediately and report to appropriate the Manager;
- Report any accident, incident or dangerous occurrence on the College's Accident / Incident Form to Health and Safety Coordinator within 24 hours;
- Ensure that in the event of a serious accident, nothing is moved at the scene of the accident excepting where it is essential to prevent another accident happening or to move a casualty;
- Ensure awareness and compliance of the College Fire Drill and Evacuation procedure;
- As far as reasonably practicable, ensure that all work carried out conforms with the requirements of the Health and Safety at Work Act 1974 and Corporate Manslaughter and Corporate Homicide Act 2007, by acting in accordance with the
 - College's Health and Safety Policy,
 - complying with procedures in the Health and Safety Manual,
 - Risk Assessments and Safe Systems of Work,
 - and by following the instructions of staff with designated health and safety roles;
- Carry out any other specific duties set out in the College's Health and Safety Manual, copies of which are available in hard copy format from the Estates Office and the LRC;

Students will:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- Comply with Risk Assessments, Safe Systems of Work and health and safety instruction;
- Use the appropriate safety equipment and Personal Protective Equipment as instructed;
- Not abuse, interfere or make inappropriate adjustments to any fire safety features and equipment, plant, tools, equipment or welfare facilities provided by the College;
- If faults, hazards, or potential dangerous plant equipment are found, isolate immediately and report to appropriate the Manager;
- Report accidents immediately to the Lecturer or to any member of the College staff;
- Ensure a safe working environment and keep a tidy site;
- Apply common sense and avoid horseplay, improvising and taking unnecessary risk.
- Ensure awareness and compliance of the College Fire Drill and Evacuation procedure;

Visitors will:

- Report to Reception and wear the Visitor's Identification Badge
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- Ensure awareness and compliance of the College Fire Drill and Evacuation procedure;

Contractors will:

- As far as reasonably practicable, ensure that all work carried out conforms with the requirements of the Health and Safety at Work Act 1974, by acting in accordance with the College's Health and Safety Policy;
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- Complete Health and Safety Induction
- Report to Reception and wear Identification Badge;
- Liaise with the appropriate Manager on matters concerning safe practices, procedures and legislation, as appropriate;
- Identify, and as far as reasonably practicable, remove or minimise potential risks concerning activities, introduce control measures and monitor those risk control measures for the period of the contract;
- Ensure awareness and compliance of the College Fire Drill and Evacuation procedure;
- Observe the maximum speed limit for the site
- Observe the College no smoking policy
- Ensure a safe working environment and keep a tidy site;
- Observe Safe Systems of Work.
- Provide appropriate health and safety documentation upon request before commencement of works e.g. proof of Employer's / Public Liability Insurance, Risk Assessments, Safe Systems of Work, and compliance with safety permits.

Monitoring of Health and Safety of working practices will be checked on or after:

- Accidents
- Incidents
- Work Related Sickness

Monitoring will also take place through:

- an annual review of all risk assessments;
- reviews by the Health and Safety Committee;
- periodic audit;
- regular reporting through the SMT to the Governors

Notes.

Copies of information relating to the following can be found in these locations:-

1. Health & Safety Policy

- a. College website - www.stroud.ac.uk
- b. Learn IT Centre

2. Health & Safety Policy Statement

- a. College website - www.stroud.ac.uk
- b. Reception – Health and Safety Notice Board
- c. Staff Lounge

3. Safeguarding Children, Young Persons, and Vulnerable Adults

- a. College website - www.stroud.ac.uk
- b. Staff intranet

4. Health and Safety Manual

- a. Estates Office
- b. Dursley site
- c. Learn IT Centre

5. Health and Safety Minutes

- a. Staff intranet
- b. Learn IT Centre