

***WORCESTER SIXTH FORM COLLEGE***

**HEALTH, SAFETY & WELLBEING**

**POLICY**

**January 2024**



## **STATEMENT OF INTENT**

At Worcester Sixth Form College, through the way we work and behave, all our staff, students, and stakeholders will be protected from the risks of occupational injury or ill health.

It is our intent to show an ongoing and determined commitment to improving health and safety throughout our organisation. We endeavour to ensure the health, safety and wellbeing of all our staff, students and all those who may be affected by our activities, and we will comply with health and safety legislation.

This policy seeks to reflect our commitment to ensuring that health and safety is paramount to the organisation, and we will set out to achieve this in 4 core areas.

### **1. AWARENESS: “All our people have an awareness and understanding of health and safety hazards and risks that affect our organisation and our mission.”**

- Adequate resources will be provided to ensure staff, students and stakeholders are aware of this policy and committed to its effective implementation;
- There will be active open communication and consultation between all our stakeholders. Health and safety will be integrated into our communications, wherever appropriate
- We will identify our workplace health and safety hazards. We will inform our staff, students and stakeholders, as appropriate, of these workplace hazards and what control measures are in place to reduce the level of risk;
- External audits and a fire risk assessment will be conducted to potentially highlight any workplace hazards that may have previously gone unnoticed;
- Staff will be provided with regular refresher training alongside an annual health and safety briefing delivered at the start of the new academic year.

### **2. COMPETENCE: “All our people have the competence to undertake their work with minimum risks to health and safety.”**

- Adequate training, information and instruction will be provided to those persons who require it on the health and safety issues that affect them;
- Hazards in the workplace will be suitably assessed and staff will be adequately informed of the health and safety hazards and risks that affect their work;
- We will take action to control risks to an acceptable level and reduce the potential for incidents;
- All staff will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing staff fitness for work. Health surveillance will be conducted to satisfy health and safety legislation.

### **3. COMPLIANCE: “Our work activities achieve compliance with legislation, and all stakeholders take action to minimise health and safety risks.”**

- We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences. Full root cause analysis will take place to identify areas of improvement;
- We will actively and openly, review and report on our health and safety performance against published objectives and targets.

### **4. EXCELLENCE: The College aspires to achieve excellence in the way it manages health and safety.”**

- We will constantly encourage, develop, review and share "health and safety good practice" both internally and externally;
- We will encourage stakeholders to contribute to a positive health and safety culture and to challenge and champion fellow employees on health and safety standards.

This policy should be read in conjunction with the Trust's Health and Safety Policy and other health and safety related policies (a list of which can be found in Appendix 2).

## **AIMS & OBJECTIVES**

To ensure a positive approach to Health, Safety and Wellbeing, the College will undertake to develop and implement the following:

1. To undertake all of the College's activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all users of the College including governors, employees, students, members of the general public and all other individuals or groups who work in or visit the College's premises.
2. Ensure that where equipment, machinery or hazardous substances etc. are used or where staff are concerned with the handling, storage or transport of goods, safe working practices are established and adhered to in order to avoid risk. This will include the provision of safety equipment as required.
3. Ensure by the establishment of effective procedures that the risk of accident and all forms of violence are minimised and, if they do occur, they are properly examined and recorded and relevant action is taken to reduce or prevent a recurrence.
4. Provide appropriate training, information and supervision for employees at all levels to ensure they are able to meet their responsibilities within the policy.
5. To establish meaningful arrangements for joint consultation on Health and Safety issues and through appropriate consultation with representatives promote health, safety and wellbeing arrangements.
6. To establish procedures to inspect, monitor and audit the effectiveness of the safety policy and to make recommendations for any improvement and revisions necessary.
7. Ensure that grievances or disciplinary matters concerning health and safety are dealt with using the existing employment procedures.
8. Ensure and promote the wellbeing of all staff employed by the College.

## **RESPONSIBILITIES**

It is the responsibility of the Principal, in conjunction with the governors to ensure that all reasonably practicable measures are taken to comply with health and safety legislation.

### **The Governors**

The governors will be responsible for maintaining high standards of health, safety and wellbeing for the benefit of all staff, students and visitors to the College. In particular they will:

- Collectively and individually exercise their role in providing Health and Safety leadership.
- Co-ordinate their responsibilities through the work of the Finance and Resources Committee and its Chair.
- Create a management structure for implementing the Health, Safety & Wellbeing Policy.
- Accept responsibility for implementing the policy.
- Monitor, review and revise the policy statement.
- Promote awareness of health and safety issues.
- Engage the active participation of all members of the College in improving Health and Safety.
- Ensure there are codes of practice for work activities.
- Ensure necessary health, safety and wellbeing information is available and implemented.
- Routinely report to the Trust Board on health and safety matters.

## **The Principal**

The Principal is accountable to the Executive Principal of the Trust and the College's Local Governing Body for the implementation of the Health, Safety and Wellbeing Policy. He will also discharge the Local Governing Body's overall duty as delegated by the Trust. The discharge of these duties will be through line managers. The Principal will be responsible in particular for:

- Co-ordinating the development and implementation of the policy.
- Monitoring the implementation of the policy.
- Reviewing and updating the policy and its supporting arrangements, the communication of any changes to all staff.
- Communicating the requirements of the policy to all staff.
- Ensuring provision of appropriate consultative arrangements with staff and their Union representative.
- Ensuring all other requirements are met under current health and safety legislation.
- Chairing the College Health, Safety and Wellbeing Committee and determining its agenda.

## **The Estates Manager**

The Estates Manager acts as the College's Health and Safety Officer assuming day to day responsibility within the College with administrative support from the PA to the Principal. The Estates Manager, has responsibility for:

- Co-ordinating all aspects of Health, Safety & Wellbeing Policy and practice.
- Ensuring that all statutory and College policy requirements are met as far as is practicable and all staff receive training so as to perform their work activity without risk to themselves and others.
- Requiring current and effective risk assessments for all aspects of College work for which significant hazards are known.
  - Ensuring arrangements are in place for dealing with health and safety matters such as:
    - the dissemination of health and safety information to all staff
    - first aid
    - accident reporting
    - emergency evacuation procedures
    - fire procedures including the fire register
    - ensuring accidents are investigated
    - ensuring health and safety matters raised by staff are dealt with

## **First Aid Co-ordinator and First Aiders**

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE. It is the responsibility of all first aiders to maintain a valid certificate of competence.

First aiders will:

- Act in accordance with their training at all times
- Summon further medical help where necessary
- Look after the casualty until recovery has taken place or further medical assistance has arrived
- Ensure their own safety at all times;
- Record all treatments for which they are responsible, with specific details of the injury

## **Human Resources Department**

The HR department will:

- Keep a record of medical conditions disclosed by individual staff to pass to the First Aid Co-ordinator if required
- Ensure that all new or expectant mothers receive a risk assessment and that this is discussed with the relevant line manager
- Make referrals for medical screening where applicable for new staff and manage referral to Occupational Health as required

- Issue DSE Workstation Assessments to all new staff and when existing staff may require a specific workplace risk assessment
- Ensure that the Health, Safety and Wellbeing Policy is issued to new staff
- Ensure that any member of staff citing work related stress is issued with a stress questionnaire which is discussed with the relevant line manager
- Arrange specific health and safety induction training for newly appointed cleaning or catering staff.

### **Learning Support**

The Learning Support team will:

- Produce risk assessments relating to any student who has high needs or where they need additional care outside of what is generally provided
- Ensure that a PEEP is agreed with the student where a disability or mobility issues means they cannot use the stairs during an evacuation.

### **Senior Leaders, Heads of Department, other Line Managers and Supervisors**

Senior Leaders, Heads of Department, Managers and Supervisors are responsible, so far as is reasonably practicable, for implementing the safety policy within the department/area of activity.

As a general rule managers' direct responsibility for health, safety and wellbeing is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health, safety and wellbeing implications of that decision.

Senior Leaders, Heads of Department, Line Managers and Supervisors will be responsible for:

- effective implementation of College policy in the areas of work for which they have control
- contributing to the development and the implementation of the specific areas of policy and legislation that apply to their area of responsibility, ensuring they are translated into practical terms to enable the work to be carried out
- undertaking risk assessments for all aspects of their department's or section's work for which significant hazards are suspected and providing a copy for the Premises and Estates Manager
- ensuring all staff for which they are responsible understand and receive appropriate support, training and supervision to undertake their work safely
- reporting all accidents, hazards and incidents

### **Employees**

All members of staff employed at Worcester Sixth Form College are required to:

- observe the Health, Safety and Wellbeing Policy at all times
- take reasonable care for the health and safety of themselves and anybody who may be affected by what they do or fail to do
- raise health, safety and welfare issues with their supervisor, manager or safety representative, the Premises and Estates Manager or the Principal.
- co-operate with management and other employees so far as is necessary to fulfil their duties in health and safety requirements
- comply with the health and safety instructions and directions issued by managers
- report all accidents and damage at work to their manager or supervisor and complete the appropriate accident reporting procedures
- use properly the means and facilities provided for health and safety at work including safety equipment provided for their use
- refrain from any activity that may endanger themselves or others or which contravenes the prescribed practices and procedures developed in support of the policy
- participate in any required training or training provided that enables them to undertake their work in a safer manner
- report any potential hazards or risks to management for the appropriate action to be taken
- refer to the Safeguarding Policy and follow its requirements as appropriate.

## **Students**

- To take reasonable care to ensure the health and safety of themselves and others within the College who may be affected by what they do or fail to do whilst in the College.
- To co-operate with all College managers, teaching staff and safety staff on health and safety issues.
- To ensure that they are familiar with and act in accordance with any procedures or instructions issued to them or which have been brought to their attention in some or other way.
- To act in accordance with any safety training which they have received.
- To make full and proper use of any personal protective equipment provided for their use in accordance with any instructions given or training received. Any loss of equipment or any obvious defect should be reported immediately to the teacher responsible for the activity.
- Not interfere intentionally or recklessly with or misuse anything provided in the interests of health and safety.
- To report any disability or impairment which means that they are unable to use the stairs in the event of an evacuation so that a Personal Emergency Evacuation Plan can be devised and implemented.
- To report any accident to themselves no matter how insignificant by contacting the teacher responsible for the activity.
- To report to a member of staff any situation which they consider may represent a health and safety risk and not use any equipment which appears to them to be unsafe.

## **Visitors**

Whilst on the premises all visitors must observe the College's health and safety rules and procedures. The following procedures must be followed:

- All visitors **MUST** sign in (and out) at Reception and read the Health, Safety and Safeguarding guidance provided.
- Visitors must be accompanied by an employee unless relevant DBS checks have been completed and evidenced. Visitors should only be allowed access to those areas they are authorised to enter.
- Should a fire occur, the person who is responsible for the visitor will take him/her to the respective fire assembly point.
- Should an incident occur involving the visitor which results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible.
- If the injury is of a serious nature or is fatal, the incident **MUST** be reported to the enforcing authority in addition to following the College's accident reporting system.

All visitors must:

- follow the fire procedures displayed on the premises
- adhere to the 'no smoking' policy
- park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles
- either be accompanied or authorised to enter the premises
- not take anything from the premises without permission
- report all incidents and/or injuries to the host
- when necessary, wear protective clothing which will be supplied

The College reserves the right to request to search visitors' bags, packages and vehicles. A refusal to do this would require the visitor to leave the premises and remove the potential source of risk.

## **Contractors**

Any contractor undertaking work for, or on behalf of, the College must:

- Observe the Health, Safety & Wellbeing Policy and any safety instructions given by persons enforcing the policy.

- Not work on College premises until the relevant aspects of the safety policy and its practices are understood and accepted and all written instructions will be complied with.
- Not work on behalf of or on College premises unless covered by insurance against risk.
- Significant contractors will be asked to supply copies of their employer's or public liability insurance policies and, if necessary, their health and safety policy too.
- Abide by the College's Safeguarding procedures and arrangements.

### Health, Safety & Wellbeing Committee

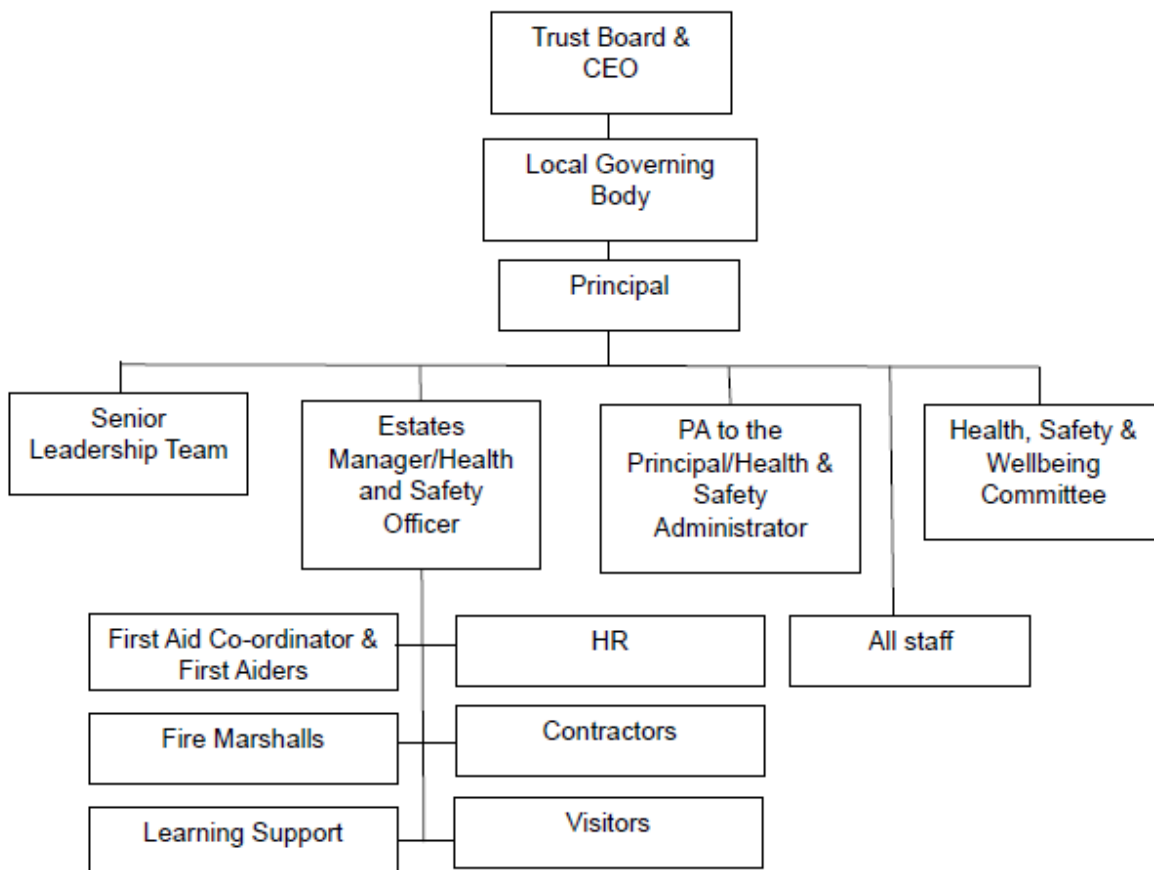
The purpose of the Health, Safety and Wellbeing Committee is to devise and recommend policy and procedures to the Principal and Local Governing Body that will ensure the practical minimisation of risk to those working at or visiting Worcester Sixth Form College and of students, staff and other members when working or travelling elsewhere on College business, and to monitor these on its behalf.

Its Terms of Reference are subject to regular review by the Local Governing Body and the Principal (see Appendix 1). It will normally meet once per term and copies of the minutes will be available to all staff.

### HEALTH & SAFETY POLICIES

This Health, Safety and Wellbeing Policy is supported by specific policy statements for those areas of College work which require additional explanation and procedure. A list of these or individual copies are available from the PA to the Principal and can be found in the Repository under Health & Safety. The Safeguarding Policy (saved in Repository\College Policies\Management), should be considered and any guidelines adhered to as appropriate.

### HEALTH & SAFETY STRUCTURE CHART



## **EMERGENCY ARRANGEMENTS**

- The College will devise and publish in all appropriate rooms, emergency evacuation procedures which will be reviewed annually.
- Instruction and practice for emergency evacuation will be provided at regular intervals.
- Staff should be aware of the correct use of the fire fighting or emergency equipment in their departmental area or for general use and should request instruction or training for this if necessary.
- There are qualified first aid staff and first aid boxes available to deal with accidents and emergencies at key locations. All staff should be familiar with this provision and should refrain from administering first aid unless qualified to do so.
- All staff should be conversant with procedures for reporting accidents, whether during the day or in the evening and ensure these are completed in the correct manner.

## **MONITORING & REVIEW**

This policy will be monitored by the Local Governing Body and responsible staff at the College. It will be reviewed regularly and at least once per year.

Ed Senior  
January 2024





## **HEALTH, SAFETY & WELLBEING COMMITTEE TERMS OF REFERENCE**

### **OBJECTIVES**

The role of this Committee is to ensure that the College's policies, procedures and legal obligations are met and the promotion of the health, safety and wellbeing of staff, students and others who may be affected by the College's activities.

### **TERMS OF REFERENCE**

- 1 To consider and advise on College policies for health, safety and wellbeing, monitor and review their effectiveness
- 2 To review upcoming legislation and assess its implications, monitor and review to ensure compliance
- 3 To promote health and safety training for all staff
- 4 To record and investigate reportable accidents as stated in RIDDOR 2013
- 5 To carry out and evaluate health and safety audits and building inspections needed to conform to good health and safety practice
- 6 Ensure the appointment of safety representatives from across College and consider the relevant health, safety and wellbeing matters raised by the committee
- 7 To discuss any major health and safety concerns to ensure that management identify and implement correct action in order to achieve compliance
- 8 To monitor progress of non- conformance, corrective and preventative actions
- 9 To promote and maintain effective risk management strategies to reduce risk so far as is reasonably possible

### **MEMBERSHIP**

The membership of the Committee is as follows:

Principal (Chair)	Ed Senior
Premises & Estates Manager	Chris Hart
First Aid Co-ordinator	Kathy Cummings
HR Officer	Dee Booth
EVC Co-ordinator	Carl Rusby
PA to the Principal	Jo Payne

Departments must identify a representative to attend the Committee meeting.

Meetings will take place termly and the Committee shall review its terms of reference annually.

## **Appendix 2: Health and Safety Policy and Procedures**

- Accident, Near Miss and First Aid Policy
- Asbestos Policy and Procedure
- Children On Site Policy
- Contractors Health, Safety and Safeguarding Procedures and Working Practices
- COSHH Policy and Procedure
- Display Screen Equipment Policy
- Driving Vehicles on College Business
- Fire Safety Policy and Evacuation Procedures
- First Aid and Supporting Students with Medical Conditions Policy
- Guidance on Lone Working
- Legionella Policy
- Management of Violence and Aggression at Work Policy
- Manual Handling Policy and Procedure
- Noise at Work Policy
- Personal Protective Equipment Policy
- Risk Assessment Policy and Procedure
- Snow and Ice Policy and Procedure
- Work Equipment Policy and Procedure
- Working at Heights Policy