



Health & Safety and Wellbeing Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP032	November 2017	November 2018	Principal

Empowering learners to shape their future

HORIZONS COLLEGE

HEALTH & SAFETY AND WELLBEING POLICY

1. Statement of Intent

- 1.1 Horizons College needs to be very aware of the Health & Safety legislation that has implications for the way that Horizons College is managed and the safety of site users, learners and staff. Relevant legislation includes:
 - a. Health & Safety at Work Act 1974:
 - b. Management of Health & Safety at Work Regulations 1999:
 - These Regulations make more explicit what employers are required to do to manage Health & Safety under the Health & Safety at Work Act. One of the main requirements of employers is to carry out risk assessments.
 - c. College Standards & Framework Act 1998:

2. Governing Body - Aims

- 1.2 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, learners and visitors.
- 1.3 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of learners, staff and others using the College premises or participating in College - related activities.
- 1.4 The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of Horizons College and is part of the good education of its learners.
- 1.5 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and learners must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on Horizons College premises and while taking part in Horizons College related activities.

3. The Duties of the Governing Body

- 3.1 In addition to Horizons College responsibility as an employer the Governing Body also has responsibilities in exercising control over premises.
- 3.2 The Governing Body and Principal must produce a Risk Register and draw to the attention of the Trustees any high-risk areas in relation to Health & Safety that they believe cannot be managed within the College and, therefore, require external Intervention / support.
- 3.3 In all areas and activities under their control, the Governing Body have a duty to take steps to ensure that appropriate Health & Safety standards are complied with as far as is reasonable practicable. This duty will include ensuring that appropriate arrangements are made to comply with statutory requirements, the Health & Safety and Wellbeing Policy for College and associated Codes of Practice and that these are considered in determining the allocation of resources.

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- 3.4 The Governing Body must ensure that all new Governing Body members are provided with Health & Safety induction at a very early stage that covers Health & Safety both at a general level but also the importance of ensuring the safety of the College site for the benefit of learners, staff and visitors.
- 3.5 Governing Body must ensure that all Governors with Health & Safety responsibilities attend at an early stage Health & Safety training that is made available.
- 3.6 Governing Body should ensure that annual internal monitoring is carried out. Where necessary when major building, maintenance or improvement works are being carried out, they must appoint a competent construction, design and management coordinator (CDM Coordinator).
- 3.7 Governing Body should ensure that any contractor appointed to undertake work on the College premises is competent to do so.
- 3.8 Governing Body will also need to ensure that the Principal has an appropriate workload, in support of a reasonable work / life balance, having regard his / her health and welfare.

4. The Duties of the Principal

- 4.1 As well as the general duties which all members of staff have, the Principal has responsibility for the maintenance and development of safe working practices and conditions for all staff.
- 4.2 The Principal is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained always.
- 4.3 In particular, the Principal will, on a day to day basis, be responsible to:
 - a. Ensure, always, the health, safety and welfare of staff, learners and others using the College premises or facilities or services or attending or taking part in College related activities.
 - b. Ensure safe working conditions of the College premises and facilities.
 - c. Ensuring that all staff know to report incidents of structural damage immediately following an incident involving buildings / premises.
 - d. Ensure there is good communication with other stake holders.
 - e. Ensure safe working practices and procedures throughout the College so that all risks are controlled.
 - f. Arrange systems of risk assessments to allow the prompt identification of potential hazards, if trained and ensure that the Governing Body are made aware of the findings.
 - g. Identify the Principal's training needs, identify the training needs of staff and learners and ensure, within the financial resources available, that all members of staff and learners

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who have identified training needs receive adequate and appropriate training and instruction in Health & Safety matters.

- h. Ensure that any defect in the premises, its plant, equipment or facilities which relate to or may affect the Health & Safety of staff, learners and others are made safe in a timescale and commensurate to the risk.
- i. Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- j. Monitor the standards of Health & Safety throughout the College, including all College-based activities.
- k. Monitor the management structure, in conjunction with the Governors.
- l. Consult with members of staff, including Trade Union safety representatives, on Health & Safety issues.
- m. Encourage staff, learners and others to promote Health & Safety.

5. The Duties of the Supervisory Staff

- 5.1 The term 'Supervisory Staff' refers to Learning Leads, Teaching Assistants (TAs), Higher Level TAs (HLTAs).
- 5.2 In addition to the general duties which all members of staff have, supervisory staff will be responsible to the Principal, to have overall day-to-day responsibility for the implementation and operation of the College Health & Safety policy within their relevant departments and areas of responsibility.
- 5.3 As part of their day-to-day responsibilities they will ensure that:
 - a. Safe methods of working exist and are implemented throughout their areas of responsibility.
 - b. Health & Safety regulations, rules, procedures and codes of practice are being applied effectively.
 - c. Staff, learners and others under their jurisdiction are instructed in safe working practices, particularly lifting procedures, protective clothing and medication administration.
 - d. New employees working within their area are given instruction in safe working practices, particularly lifting procedures, protective clothing and medication administration.
 - e. Regular safety inspections are made of their area of responsibility as required by the Principal or as necessary.
 - f. Positive, corrective action is taken where necessary to ensure the Health & Safety of all staff, learners and others.

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- g. All plant, machinery and power equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- h. Personal Protective Equipment (PPE) appropriate protective clothing and equipment, first aid, fire appliances are provided and readily available in the department in which they work.
- i. Chemicals {Hazard Information and Packaging for Supply} Regulations (CHIP) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- j. They monitor the standard of Health & Safety throughout the department in which they work and encourage staff, learners and others to achieve the highest possible standards of Health & Safety.
- k. All health and safety information is communicated to the relevant persons.

6. The Duties of all Members of Staff

- 6.1 All staff are expected to familiarise themselves with the Health & Safety aspects of their work.
- 6.2 All staff have a responsibility to:
 - a. Take responsible care of their own health, safety and wellbeing and that of any other persons who may be affected by their acts or omissions at work.
 - b. Follow agreed working practices and safety procedures.
 - c. Report any accident, near miss, incident of violent or verbal abuse or any hazard.
 - d. Ensure that all accidents, incidents, are recorded using the correct format and that any incidents that have involved team teach, positive handling and sanctuary use are logged.
 - e. Ensure health and safety equipment is not misused or interfered with.

7. Hirers, Contactors or Others

- 7.1 The Principal will seek to ensure that the hirers, contractors and others who use the College premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met always.
- 7.2 When the College premises or facilities are being used out of normal College hours for a College related activity then, for the purpose of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
- 7.3 All contractors who work on the College premises are required to ensure safe working practices by their own employees under the provision of the Health & Safety at Work 1974 and must pay due regard to the safety of all persons using the premises.

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- 7.4 The Governing Body will draw attention of all users of the College premises (including hirers and contractors) to Section B of the Health & Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

8. Staff Consultative Arrangements

- 8.1 The Governing Body, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

9. First Aid

- 9.1 There is a College nurse available who works closely with community nurses, the Health & Safety Coordinator and Senior First Aiders.
- 9.2 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 9.3 Supplies of first aid materials will be held at various locations throughout the College. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.
- 9.4 Adequate and appropriate first aid provision will form part of the arrangements of all out of College activities.
- 9.5 A record will be made of each occasion any member of staff, learner or other person receives first aid treatment either on the College premises or as part of a College related activity.
- 9.6 Identified Staff receive competency training for procedures such as administration of medication, tube feeding via gastrostomy, use of suction machines, nebulisers, epipens, and diabetes associated procedures via the College nurse or Community Nurses.

10. Review

- 10.1 The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the Health & Safety and welfare of staff and learners.

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Signed Principal

Signed Chair of Governors

Date