

Health and Safety Policy

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Owner: Jenny Webb

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Reviewer: Fidelma Washington/ SLT

Putting Students First

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Chronology of updates

December 2022	<p>At the request of Corporation, the following amendments were made:</p> <ul style="list-style-type: none"> • Removal of COVID-19 risk assessments. • Delegated from the Principal to the Assistant Principal (Curriculum and Quality) to consult with trade union safety representatives (2.2) • Responsibility for security management within the college added (2.3) • Establishment of lockdown and security protocols, and statutory risk assessments (2.4) • Health and safety induction and other training events (2.6) • All employees (including temporary and agency employees) shall: Assist managers to create a suitable and sufficient lockdown procedure in their area (2.7) • New section (3.2) on pandemic/epidemic infectious illness • New section (3.35) critical incident (lockdown) plan.
October 2023	<ul style="list-style-type: none"> • Section 1. Statement of policy several small additions made for clarity and to single out areas which have been raised as queries • Section 4. Amendments to SLT health and safety responsibilities and job titles
January 2024	<ul style="list-style-type: none"> • Introduction of new sections named Introduction and Scope • Section 3 Responsibilities. Minor changes due to job title changes • Section 3.1 Removal of statement that there is a college governor with specified health and safety duties. College governors carry out this duty jointly • Section 3.4 Campus and Health and Safety Manager and section 3.13 Safety representatives, removal of reference to a health and safety committee as roles replaced with additional health and safety staff • Section 3.10 Employers and Apprentices - The removal of sections which can be found within its own policy • Section 4.11 Public events and letting, minor changes to wording making it easier to interpret • Section 4.16 Use of IT equipment (See eye tests and glasses for regular users of Display Screen Equipment policy). Inclusion of a college contribution with proof of prescription to inform

	<p>employees of the college’s level of reimbursement and removal of replicated sentence.</p> <ul style="list-style-type: none"> • Section 4.19 Safety training, health and safety induction training for new employees must be completed within the first 8 weeks of service rather than 12 weeks • Section 4.25 Refers to the removal of the Workplace Violence policy to be replaced by a new Security policy which covers other possible situations not previously covered. The Workplace guidance plan remains in place • Section 4.26 The Smoking policy now includes Vaping on site and includes the addition of a vaping shelter as the only authorised area for vaping on site • Section 4.33 Emergency procedures Hydrotherapy pool. As the pool is now closed, this section of the policy should be removed • Section 4.34 critical Incident (lockdown plan) includes an update to the college emergency preparedness. • Section 5. Highlights the additional policies alongside a link that can sourced by the reader to support the overarching Health and Safety Policy
February 2025	<ul style="list-style-type: none"> • Policy updated to new College policy template • Section 6 amended to reflect job/ staffing changes and responsibilities • Section 7 name amended from Policy and Procedures to Health and Safety Arrangements and section 7.1 Risk Assessments extended to include dynamic risk assessments • Previous section on Animals on site removed. Provisions for animals including health and safety considerations is now with the curriculum Animal Care unit. • Section 7.27 New Health Surveillance procedures included • Section 7.28 allergens added, including guidance when travelling.
February 2026	<p>Within Section 7 The following health and safety policies have been filtered and now placed directly into this overarching Health and Safety Policy therefore reducing the number of associated polices:</p> <ul style="list-style-type: none"> • Work Experience and Apprentices in the Workplace • Animals on site • Manual Handling • Smoking and vaping

	<ul style="list-style-type: none"> • Lone Working • Working at Heights • PPE • PUWER/PAT • Risk management and Workplace inspection. • Display screen users and Eye Tests <p>Due to this there are a small number of additional responsibilities placed alongside relevant college staff within Section 6.</p>
February 2026	<ul style="list-style-type: none"> • Addition of links relating to Display Screen Users and Eye Tests within section 7 showing the required supporting documents for reimbursement.

General statement of policy

The Isle of Wight College (the College) recognise and accept its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation, both as an employer and as a company.

To comply with its statutory and common law duties, the College has arranged insurance against liability for injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the college.

The College employees agree as part of their contract of employment to comply with their individual duties under both the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and will co-operate with their employer to enable them to carry out their health and safety duties under the act.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the College has a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive in addition to recording all workplace accidents and/or near misses. The College will comply with its duties towards employees under the Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999 so far as it is reasonably practicable to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
- Prevent accidents, cases of work-related ill health and ensure that risks of a pandemic/epidemic presented to students, employees and visitors are reduced to an acceptable level.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Implement emergency procedures including lockdown and other significant incidents.
- Provide such information, instruction, training, and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventative/protective measures to maintain safe and healthy working conditions.
- Provide employees with Personal Protection Equipment (PPE) and health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

To meet its obligations towards the public and all lawful visitors to the college, strict attention will be paid to the College's duties under the Health and Safety at Work Act 1974 and the Occupiers Liability Acts 1957 and 1984.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work Act 1974 and binds all governors, managers, and employees, in the interests of employees, students and visitors.

Chair of Governors

Sara Weech

Principal

Ros Parker

Dated

1. Introduction

The health and safety of our employees, students, and visitors is of paramount importance to the Corporation. The College is committed to providing a safe and healthy working and learning environment for everyone who works or studies at any of its sites. This policy sets out our commitment to health and safety, and the arrangements we have put in place to manage health and safety risks. It also outlines the responsibilities of management and employees in relation to health and safety.

2. Scope

This policy applies to all employees, students, and visitors of the college and covers all activities that take place on college premises or under the control of the college. The policy also covers any activities that are undertaken on behalf of the college, including off-site visits and work placements. The policy applies to all hazards and risks that are relevant to the college, including those associated with manual handling, hazardous substances, and work equipment.

3. Legal and Regulatory Framework

The legal framework supporting health and safety includes several key elements:

- Health and Safety at Work etc. Act 1974 (HSWA):
- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Personal Protective Equipment at Work Regulations 1992 (PPE)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Health and Safety (Display Screen Equipment) Regulations 1992

These laws and regulations form the backbone of the UK's health and safety framework, ensuring that workplaces are safe and healthy environments for employees.

4. Definitions

Accident: An unplanned event that results in injury, illness, or damage.

Hazard: Anything that has the potential to cause harm, such as chemicals, electricity, or working from ladders.

Risk: The likelihood that a hazard will cause harm, combined with the severity of the harm.

Risk Assessment: The process of evaluating risks to all users of the college health and safety from workplace hazards.

Control Measures: Actions taken to reduce or eliminate risks to health and safety.

Incident: An event that could have resulted in an accident but did not, often referred to as a "near miss."

Personal Protective Equipment (PPE): Equipment worn to protect against health and safety risks, such as helmets, gloves, and eye protection.

Competent Person: Someone who has the necessary skills, knowledge, and experience to manage health and safety effectively.

Emergency Procedures: Plans and actions to be taken in the event of an emergency, such as a fire or lockdown.

Welfare Facilities: Basic facilities provided for well-being, such as toilets, washing facilities, and drinking water.

5. Policy Objectives

The Objective of this policy is to:

- Create and maintain a safe working environment for all employees, students, and visitors.
- Adhere to all relevant health and safety laws and regulations.
- Identify, assess, and manage risks to prevent accidents and incidents.
- Provide regular health and safety training and promote awareness among all staff.
- Regularly review and improve health and safety practices and policies.
- Develop and maintain effective emergency response plans.

6. Responsibilities

6.1 The Corporation

- The Corporation take ultimate responsibility for health and safety and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare, and environmental protection. They will ensure that policies are reviewed as appropriate to secure continuing compliance with existing policies, current legislation and any changes to the law.
- The Corporation will annually review this health and safety policy and authorise the incorporation of those proposed amendments of which it approves.
- The Corporation requires an annual report on health and safety to be tabled for its consideration.
- The Corporation accepts responsibility for ensuring that the college allocates sufficient resources in terms of employees, training, and funds to fulfil its legal obligations, and the standards set out in this policy.

6.2 The Principal

The principal has ultimate responsibility for the establishment, implementation and maintenance of the Isle of Wight college Health & Safety Policy and, as such, is responsible for a strong and active commitment to a Health and Safety Policy statement which reflects their vision. They may delegate certain responsibilities of their authority through the Management team, Head of Estates and Safety, College Managers, and employees but have specific duties to:

- Review and agree health & safety strategy.
- Establish and maintain the Policy statement and for the overall achievement of its objectives.
- Ensure sufficient resources are available for effective implementation of Policy and plans.
- Develop an organisation through which health and safety is appropriately managed.
- Act as the 'Responsible Person' for Fire Safety, by upholding a high standard of Fire Safety Management.
- Ensure assessment monitoring and auditing of aspects of health and safety policy.

6.3 Senior Managers

The College Senior Management Team shall ensure they adopt the College's Policy and integrate health and safety into core activities, whilst leading by example and supporting a positive culture throughout the College. In addition, they shall:

- Ensure 'ownership' for their departments is assigned or delegated where applicable.
- Ensure College Managers receive a health and safety induction within their first month of employment.
- Ensure adequate financial and other resources are available to support and achieve the objectives of the Health & Safety Policy.
- Maintain health & safety performance, utilising safety inspections within their areas and maintaining open lines of communication regarding safety issues.
- Ensure accidents, incidents, near misses and dangerous occurrences are monitored and act as a member of an accident investigation team as required.
- Ensure adequate resources are allocated for equipment maintenance, inspection and training.
- Ensure Health and Safety procedures and updates is a regular agenda item on departmental management meetings.

6.4 Head of Estates and Safety

The Head of Estates and Safety Manager shall be the competent person appointed under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, to assist in undertaking the required measures and prohibitions imposed upon the College by, or under, the relevant statutory provisions. Reporting to the Deputy Principal, they shall have responsibilities for:

- Being the College's focal point for day-to-day references to Health & Safety, advising or indicating relevant sources of advice as needed.
- Developing the College Health & Safety management system, and advising management on all aspects of Health, Safety and Welfare.
- Co-ordinating the implementation of requirements recognised by the Health & Safety Executive (HSE) and to update information, communicating as appropriate.
- Assisting with preparation of reports to the Corporation.
- Liaising with external regulatory authorities on health and safety matters
- Assisting and co-ordinating the carrying out of risk assessments, taking appropriate action on findings and monitoring effectiveness of control measures.
- Originating and participating in safety audits/inspections, and consulting when developing appropriate corrective action plans.
- Advising on the current accident/incident reporting procedures and leading during investigation of serious accidents.
- Advising on and/or delivering safety training when required.
- Regularly reviewing the College Emergency & Business Continuity Plans.
- Oversee implementation of PUWER responsibilities and ensure compliance across the College.
- Provide information and advise on PPE

- Ensuring availability of procedures for the management of the following, with the list not being exhaustive or prioritised:

First Aid at Work

Working at Height

Gas Safety

Training awareness and competence

Asbestos management

Lone Working

Contractor controls

Emergency Light Testing

Portable Appliance Testing

Electrical Inspection and Testing

Pressure Systems

Trips and Overseas Safety

Environment Aspects & Impacts

Waste Management and minimisation

Fire prevention and mitigation

Legionella Management

Noise management & protection

Pregnant workers and nursing mothers

Formulate and review health and safety policies and procedures

Internal Audit

Building related legal requirements

Accident reporting and statistics

6.5 Human Resources Department

The Human Resources (HR) department is responsible for:

- Obtaining pre-employment occupational health clearance for all new employees
- Organising referrals to occupational health professionals as required
- Ensuring that no employees are discriminated against on the grounds of ill health in accordance with current employment law and legislation
- Providing advice to the college, the Corporation and Managers in relation to employees' wellbeing
- Ensuring that all new employees, including temporary employees, attend health and safety inductions and any associated health or safety training
- Referring those requiring workplace adjustments via risk assessment to Health and Safety department
- Organising monthly health and safety induction training sessions with the Health and Safety department
- Coordinate and maintain copies of display screen equipment assessments.

6.6 All Managers

In addition to their responsibilities as employees, Heads of Learning (HOLs) Teaching and Learning Managers (TLMs) and any staff member with line management responsibility for another staff member shall be responsible for the provision of safe working conditions for staff and students under their control and will:

- Ensure they and their staff have a health and safety induction and suitable training necessary to undertake work in a safe manner and fulfil their Health & Safety responsibilities
- Ensure that hazards in their work and areas of responsibility are identified, risk assessed and controlled.
- Ensure that staff and students within their areas are informed of their duties to comply with risk assessment control measures.
- Ensure regular and effective communications to disseminate health, safety and wellbeing related information, allowing for consultation with staff.
- Maintain high standards of housekeeping and Fire Safety within their areas.
- Maintain up-to-date equipment inventories and risk assessments.
- Ensure all equipment in their areas is inspected, suitable, and used safely
- Comply with health, safety and emergency policies to ensure their departments are managed in compliance with the College's safety procedures.
- Ensure students' health and safety fully considered, and college procedures followed for medical conditions, supervision and instruction, particularly for those aged 14-16, and those less aware of danger when involved in practical activities. PPE and work placements.
- Ensure that activities with students defined as children (those under the age of 16) have been risk assessed and are safe to be undertaken.
- Information on hazardous substances provided via COSHH risk assessment and manufacturer safety data sheets.
- Report defects and hazards that cannot be rectified at local level to the Head of Estates and Safety
- Ensure all accidents/incidents are reported to the Health and Safety department.
- Identify the need for PPE and make provisions so that users have suitable storage facilities for PPE
- Select suitable safe and appropriate equipment

6.7 Employees

All College staff are ultimately accountable for their health and safety at work and should take reasonable care not to endanger the health and safety of themselves and others affected by their acts or omissions. They shall also:

- Attend a Health & Safety induction within one month of commencing employment.
- Co-operate with the College in meeting all health, safety and wellbeing requirements.
- Report any accidents and incidents, including near misses, without delay.
- Participate in risk assessment and use safe working practice to reduce the occurrence of accidents and ill-health.
- Ensure students (new and returning) receive health and safety inductions at the start of programmes.

- Inform students about hazards/risks involved in their programmes.
- Responsible for due diligence and communicating with employers during work experience or industry placements and completing health and safety documentation (HASP) and following college data protocol before placing a student.
- Use equipment only when trained and authorised.
- Complete pre-use checks and report defects immediately.
- Use the correct work equipment for each task and ensure it is in good condition and suitable for the purpose.
- Not misuse, interfere with, or alter any items provided to manage health and safety, e.g. PPE
- Know how/who to consult on health and safety matters and student personal safety concerns.
- Ensure adherence to any College policies, procedures or work instructions concerning health, safety and wellbeing.

6.8 First Aiders

First aiders are appointed for the college premises in accordance with the Health and Safety (First Aid) Regulations 1981 as amended. They are responsible for taking prompt and appropriate action following any accident/incident. Further information can be found in the college health and safety-first aid policy.

6.9 Students and Apprentices

Students and Apprentices will take reasonable care of their own and others health and safety, by adopting safe working practices and making proper use of facilities provided. A good standard of behaviour is always expected, irrespective of whether students are in class or elsewhere on college premises. Students and Apprentices will:

- Be introduced to hazard/risk awareness in programmes and use precautionary measures available to reduce the risks.
- Report on any accidents involving injury to themselves/others, near misses or damage to property.
- Obey Health & Safety instructions from teaching staff/staff holding safety responsibilities.
- Use work equipment correctly when properly authorised or supervised by teaching staff.
- Use personal protective equipment when issued for subject specific tasks
- Stop and inform teaching staff immediately if any task, activity or practice is becoming unsafe.
- Report defects or dangerous conditions observed on college premises to staff.
- Co-operate with staff, when required, in the investigation and prevention of accidents.
- Avoid reckless behaviour to prevent harm to themselves and/or others.
- Not intentionally interfere with or misuse any equipment that has been provided in the interests of health and safety e.g., fire extinguishers
- Apply their health and safety responsibilities to work-based learning programmes and placements/work experience/work trials undertaken on Employers premises.

Comply with PPE requirements

6.10 Public and visitors

Public and Visitors the College will do everything that is reasonably practicable to ensure persons not in their employment are not put at risk by any operation or activity undertaken as part of normal College business. The responsibility for any site visitors rests primarily with those staff who invite/are involved with their guests while they remain on site, ensuring:

- Visitors report to College Receptions on arrival, always wear a visitor's lanyard and badge whilst on college premises and sign out at the end of their visit.
- Visitors are made aware of College Fire/Emergency procedures.
- Comply with PPE requirements

6.11 Contractors and self-employed people

Contractors and self-employed persons must exchange formal health and safety information about their work (including risk assessments and method statements), with the staff responsible for engaging them. Contractors or self-employed person's responsibilities are to:

- Co-operate with the College on all matters relating to health, safety, wellbeing, and safeguarding/vetting.
- Provide a copy of their current Health & Safety Policy (where applicable).
- Ensure relevant insurance documentation is up to date and available for scrutinising.
- Attend a health and safety induction before starting any works.
- Sign in/out daily with the Estates Team and always wear a contractor badge on college premises.
- Ensure their work does not detrimentally affect the health and safety of staff, students or anyone else.
- Use only the correct tools and equipment for the job and ensure plant/equipment is in good condition and suitable for the purpose.
- Use all personal protective equipment which may be specified for a task and avoid improvisation when operating on college premises.
- Ensure correct access equipment is always used and in-keeping with the Working at Height Regulations.
- Inform the College of any hazardous materials and/or chemicals to be used and provide COSHH risk assessments

Contractors or self-employed persons have a responsibility to comply fully with the College Management of Contractors Policy.

6.12 Safety representatives and employee representatives

Section 2(4) of the Health and Safety at Work Act states that recognised trade unions may appoint safety representatives (SR) from amongst its members. Under the Health and Safety (Consultation with Employees) Regulations 1996 non-union employees can elect Representatives of Employee Safety (RES).

Safety representatives and employee representatives will:

- Carry out inspections and keep records
- Forward copies of inspections and/or hazardous reports to the Health and Safety department.
- Participate in the investigation of potential hazards and dangerous occurrences at the workplace and participate in an accident team to examine the causes of accidents in the workplace
- Receive verbal complaints and direct them to the appropriate person
- Ask, in accordance with Section 6 of HSWA for appropriate information to be made available and be informed of any new introductions, work or location changes prior to implementation.

NOTE: Management at the College will consult SR and RES, where available, in good time with regard to:

- The introduction of any measures at the workplace which may substantially affect the health and safety of the employees that the SR and the RES concerned represent.
- Any health and safety information required to be provided to the employees that the SR/RES concerned represent, by or under, the relevant statutory provisions.
- The organisation and provision of health and safety training required under relevant provisions for the employees that the SR/RES concerned represent.
- The health and safety consequences for the employees represented by the SR/RES, of the introduction of new technologies into the workplace.

6.13 Performance and effectiveness of the policy

The performance and effectiveness of the College's Health and Safety Policy will be evaluated by input from the following means:

- Regular inspections and audits by the Health and Safety department, safety representatives, employee representatives and college managers
- Feedback and input from various meetings
- Investigations and reports of accidents
- Unscheduled visits by Local area Fire brigade, HSE
- Work Based Learning Placement Provider reports
- Self-Assessment and Annual report on health and safety to be provided for the Corporation.

7. Health and Safety Arrangements

The College's arrangements for ensuring the implementation of good health and safety practice are contained within this section of the Policy. Associated policy documents support this policy and outline important health and safety matters and actions that managers and employees must take to ensure statutory compliance. These policies are available on the college staff portal home screen under the policies and procedures tab.

7.1 Health and Safety Risk Management & Workplace inspections

The College recognises that risk assessment is central to the management of health and safety and the role it plays in reducing accidents, near misses etc. It allows the identification of hazards and risks associated with the premises, area of work/study, specific individuals and sensible measures to put in place to ensure these risks are removed or controlled, thus ensuring a safe working and learning environments for all.

Risk assessments are required for all work activities proportionate to the degree of risk as detailed within The Management of Health and Safety at Work Regulations 1999. Specific risks assessments are also required by other regulations e.g.

- The Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Electricity at Work Regulations 1989
- Work at Height Regulations 2005
- Health and Safety (First Aid) Regulations 1981
- Control of Noise at Work Regulations 2005.

Specific risk assessments are also conducted for staff members working both on and off site and for those individuals with additional needs.

Those using equipment, machinery, and engaged in activities or processes must be shown a copy of the risk assessment, and, if applicable, the safe systems of work (SSOW) concerned. They must sign to agree adherence to the safety parameters contained within the risk assessment and SSOW and where appropriate, safe system of work.

The signature provides confidence that staff and students have been given vital safety information that will control risks associated with college activities.

Copies of signed risk assessments and SSOWs from students must be maintained locally in a departmental office to allow free and ready access for audit and reference purposes. Copies of staff-signed equipment risk assessments should be displayed within the area close to the equipment itself for reference.

All risk assessments are regularly reviewed and more often if any significant changes occur. For work-based learning provision including Apprenticeships and student work placements, annual Health & Safety Plans (HASPS) are completed by competent Assessors

the HASP form and electronic version is available on the health and safety page of the College portal.

Dynamic risk assessments can be done in exceptional circumstances, e.g., working in an environment that could suddenly change, such as in an emergency. The findings from a dynamic risk assessment, and any control measures put in place, must be recorded when reasonably practicable (even if this is retrospectively) in line with step 4 of the five-step risk assessment process.

Safety Inspections are a vital element of any safety management system. They are used to determine whether the college is meeting the standards set for the workplace and work activities. They are important because if they are carried out effectively, they allow the college to identify and remedy problems before they become more serious or result in an incident or accident.

Some inspections are required by law. The college will ensure statutory inspections are carried out by a competent person for equipment such as lifting equipment, local exhaust ventilation, gas boilers and pressure vessels.

Workplace safety inspections are carried out across the college to ensure that safety standards are being maintained and/or improve health & safety practices and prevent accidents.

The frequency of workplace safety inspections is determined by the level of risk associated with the workplace, including the physical work environment, the type of activities performed and/or previous history of reported hazards and incidents. Safety inspections will take place in practical teaching areas:

- High risk areas - every 3 months
- Medium Risk areas - every 6 months.
- Low risk areas - every year

High risk areas include Construction CECAMM, Horticulture and Catering.

Medium risk areas include Animal facilities, Art and Design, Hair Beauty, and Science.

Low risk areas include other practical teaching spaces. Also included are third-party franchise partners, UKSA, Tops Nursery, and Platform One.

7.2 Infectious/ Pandemic/epidemic illness

The College has adopted health and safety arrangements under respiratory illness.

The college will provide a safe and healthy workplace and learning environments for all employees, students, apprentices, and visitors and ensure a systematic approach to the identification of risks and the allocation of resources to control them.

In the event of infectious illness/ pandemic/epidemic/outbreak the college will:

- Implement measures within its contingency and outbreak plans to ensure safety should the need arise.
- Maintain an appropriate hygiene regime for the duration of the outbreak.
- Put in place flexible working arrangements needed to support delivery of education during a pandemic/epidemic should the need arise and if instructed to do so under public health or government guidance.

- Work with the local authority and public health teams to implement procedures as and when they are required.

7.3 Fire Safety (see Fire Safety Policy)

The College recognises that fire is probably the foremost risk to both persons and property and will therefore comply in full with the Regulatory Reform (Fire Safety) Order 2005. The College buildings have fully maintained and monitored fire detection and alarm systems, portable firefighting equipment and personnel trained in fire prevention and fire evacuation.

Fire Risk Assessments will be maintained and reviewed annually by a competent person and all control measures identified will be put in place to ensure the risk can be reduced to an acceptable level. Practice evacuations will be held at least termly. All fire safety equipment such as alarms, extinguishers and emergency lighting will be regularly inspected and maintained. The college will monitor the Fire Safety Act 2021 the Fire Safety (England) Regulations 2022 and the Building Safety Act 2022 where additional duties have been imposed particularly for high-rise residential buildings between 11-18 meters tall.

Student Personal Emergency Evacuation Plans (PEEPs) will be completed by appropriate teaching employees.

Employees PEEPs will be completed by the employee line managers.

7.4 Provision and Use of Workplace Equipment, Portable electrical appliances and Statutory examinations

The College will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) by ensuring that all work equipment used on College premises is safe, suitable, and properly maintained. Where PUWER requires formal inspections, these will be carried out by competent persons and recorded.

Machinery safeguards, emergency stops and control systems must be in place, functional and never removed or bypassed. Any defective equipment will be taken out of service immediately, clearly labelled, and not used until repaired or replaced.

Departments must maintain:

- Equipment inventories
- Risk assessments
- Maintenance and inspection records
- Training records for staff and learners

The College has in place systems to ensure full compliance with The Electricity at Work Regulations 1989 for both fixed electrical systems and portable appliances. Employees must take all necessary precautions to avoid working with or encountering live electricity. Any work with electrical systems or equipment must be carried out by a trained competent individual or contractor. Live work must be controlled using appropriate safety

measures including working under the College a permit to work system. Fixed electrical systems and portable appliances will be maintained and tested at the recommended intervals.

7.5 Personal Protective Equipment and clothing

Personal Protective Equipment (PPE) is necessary in situations where engineering or work practice controls are not sufficient to control the risk associated with the use or exposure to potentially hazardous materials, equipment or energy.

PPE must never replace engineering and administrative controls. It represents a last line of defence in many situations and supplements situations when engineering controls are not adequate, during the implementation of controls or as a necessary and appropriate supplement to such controls.

PPE is to be worn by college staff and students in situations where it could help reduce the potential for harm and injury. There may be various types of hazards identified in the risk assessments indicating why PPE is required to be worn.

PPE Requirements in various areas at the college include:

Laboratories:

- Lab Coats: To protect against chemical spills and splashes.
- Safety Goggles: To protect eyes from hazardous substances.
- Gloves: To protect hands from chemicals and biological agents.
- Closed-Toe Shoes: To protect feet from spills and dropped objects.

Workshops:

- Safety Helmets: To protect the head from falling objects.
- Gloves: To protect hands from sharp tools and materials.
- Safety Glasses: To protect eyes from debris and sparks.
- Steel-Toed Boots: To protect feet from heavy objects and machinery.
- Hearing protection: To protect the users hearing to noise environments exceeding 85D(B), hearing protection must be compatible with other PPE.
- Respirators (RPE) p2 p3 dust masks: in line with safety data sheets and with COSHH legislation.
- Protective clothing: To protect against burns, biological hazards, and protect own clothing

Healthcare/ Animal/ land-based Settings:

- Masks: To prevent the spread of infectious/biological agents.
- Gloves: To protect hands from contamination.
- Protective /overalls: To protect clothing and skin from exposure to infectious or biological materials.
- Closed-Toe Shoes: To protect feet from spills and dropped objects.
- Steel-Toed Boots within land-based areas: to protect against machinery and heavy objects

Catering Areas:

- Closed-Toe Shoes: To protect feet from spills and dropped objects.
- Protective clothing: To protect against burns, biological hazards, and protect own clothing.

Maintenance activities around site:

- Steel-Toed Boots: To protect feet from heavy objects and machinery.
- Safety Helmets: To protect the head from falling objects.
- Safety Glasses: To protect eyes from debris and sparks.
- Gloves: To protect hands from sharp tools and materials.
- Respirators (RPE) p2 p3 dust masks: in line with safety data sheets and with COSHH legislation.
- Safety harness: when on roofs and working at height.
- High Visibility clothing: when working on college external grounds and car parks.

Maintenance and Storage

PPE must be inspected before each use to ensure it is in good condition. Any damaged or defective PPE must be reported and replaced immediately.

PPE must be cleaned regularly according to the manufacturer's instructions to maintain its effectiveness and hygiene and stored in a clean, dry area away from direct sunlight and contaminants.

7.6 Planning and development

Development works must, where applicable, be planned, designed, and conducted in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (CDM).

The Principal Contractor, Project Management teams and the Head of Estates are responsible for ensuring that risk assessments are conducted and available for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must consider the proposed use of a facility including, where appropriate, risks to vulnerable groups such as those with disabilities or the very young and be constructed according to the appropriate standards approved under the building regulations.

7.7 Contractors (see Management of Contractor's policy)

The College will be required to engage with competent contractors to carry out specialist works. Prior to a contractor being appointed The College will undertake Health and Safety assessments in proportion to the health and safety risks posed by the works. Contractor monitoring will take place during works on site, where relevant. Contractors carrying out certain types of work such as work with asbestos, hot works etc will be required to work under the College permit to work system. The College will work in accordance with the

7.8 Public events and letting (see room hire procedure and associated risk assessment)

Those given event responsibly must ensure, that all entertainment events occurring at the college are safe and without risk to health and welfare. Risk assessments must be conducted for all major events including those organised and managed by external bodies.

7.9 Medication (see Dispensing, Storage and Administration of Medication Policy)

The College recognises that some of its students may need support with the storage, dispensing of medication and administration of emergency medication. The administration of emergency medication in the college will be the duty of designated trained employees.

7.10 Incidents/accidents and first aid (See First Aid and Accident Reporting Policy)

The College will comply with (HS) First Aid Regulations 1981 and provide First aid trained members of employees and first aid provision.

On-site accident reporting of an injury, incident or a near-miss involving anybody on college premises is to be reported to the health and safety department using the College Incident Report Form. All incidents are recorded, investigated and reported to governors annually.

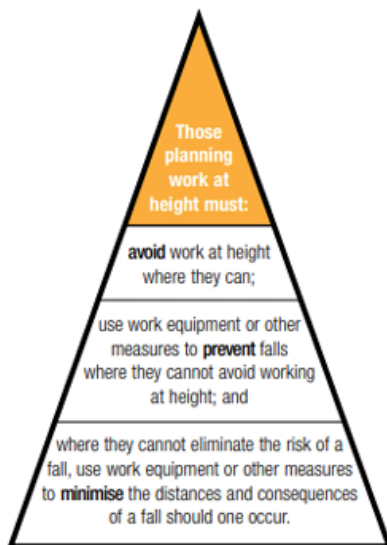
The College will comply with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) by making statutory reports to the local enforcing authority HSE (Health and Safety Executive).

7.11 Working at heights

Where work at height cannot be avoided, the College will ensure works are controlled so far as is reasonable, to prevent the risk of falling from height. The Work at Height Regulations 2005 will be always complied with. Work at heights may include use of scaffold towers, ladders, stepladders through to the use of small 'kick stools' in offices. The College will provide suitable training and equipment that is fit for purpose to all those who may be at risk from falls from height.

The Working at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. College staff, students and contactors must apply the following hierarchy of controls

Before working at height, you must work through these simple steps:



- **Avoid work at height where it is reasonably practicable to do so.**
- **Use work equipment or other measures to prevent falls where they cannot avoid working at height and where they cannot eliminate the risk of a fall.**
- **Use work equipment or other measures to minimise the distances and consequences of a fall should one occur.**

7.12 Eye tests and glasses for regular users of Display Screen Equipment

The College has in place a process to ensure all staff Access to Work requirements are addressed. The procedure falls in line with the Governments Access to Work scheme guidelines. The College aims to ensure that ill health associated with the use of Display Screen Equipment (DSE) is avoided in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

To support this commitment, we provide the following:

- **Eye Tests:** All regular DSE users are entitled to an eye test at least once every two years, or more frequently if recommended by an optometrist. The college will reimburse costs to the employee for a sight test.
- **Corrective Eyewear:** If an eye test indicates the need for corrective eyewear specifically for DSE use, the college will cover the cost of the sight test, basic lenses and frames up to a value of £100.00.
- **Workstation Assessments:** An assessment will be conducted to ensure ergonomic compliance and reduce the risk of eye strain as part of an employee's probationary period.

The employee must secure a copy of the "[DSE Users Eye Examination Form](#)" (available on the health and safety page of the staff portal) and take this for completion by the Optician at the time of the eye test. The employee will visit an optician of his/her choice, and is responsible for paying that optician. If the eye test reveals that corrective eyewear is necessary specifically for DSE use, the college will cover the cost of the eye test, basic corrective lenses and frames up to £100.00.

Any additional costs for upgrades or enhancements to the basic corrective eyewear will be the responsibility of the employee.

The employee must submit the Eye Examination Form, (stamped and completed in full by the optician) an [Expense Claim](#) form downloadable from the staff Portal under the Finance section and receipt to the health and safety team for processing.

7.13 Stopping unsafe processes and practices.

All employees have a general duty of care which is discharged by making safe the situation and reporting immediately any unsafe practices or unsafe conditions (defects) to:

- Line Managers
- Duty Managers
- Health and Safety department
- Principal

7.14 Reckless behaviour

Practical joking, horseplay and other irresponsible behaviour can and often does result in serious accidents. The college will act against those who indulge in these practices through existing disciplinary policies and procedures for students.

7.15 Safety training

Records of safety training, whether general or specific to tasks or individuals, will be kept by the college HR department. The College will ensure that:

- All new employees will receive a comprehensive health and safety induction which will include domestic evacuation arrangements, within 4 weeks of commencing service.
- All information and training concerning college emergency procedures has been carried out.
- Employees are competent to undertake their allocated tasks safely, including those which involve the use of work equipment.

7.16 Vehicles and driving (see Work Related Driving Policy)

The College has in place systems to manage the operation of college vehicles and the competency of drivers, including casual car use. All College vehicles will be maintained to an appropriate standard and regularly checked prior to use. Appropriate documentation checks will be carried out to ensure competency and training will be provided where required.

7.17 Off-site educational visits and overseas travel (see both Off-Site visits and Overseas Travel Policy and Procedures)

The College takes the health, safety and welfare of its students and staff very seriously and the required risk assessment process must have been followed in advance of any College trip or visit taking place, including providing details to parents or guardians for relevant students and obtaining consent.

7.18 Control of Substances Hazardous to Health regulations (COSHH)

The handling, use, storage and disposal of hazardous substances is covered by the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) and where items that are flammable are used the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) additionally apply.

The College will fully comply with the requirements set out in both pieces of legislation. Hazardous substances may be physical (dust, fumes, vapours,) or chemical (cleaning materials, glue, lubricant, beauty products). Dangerous substances may include solvents, paints, dust from sanding, pressurized gases. Risk assessments with strict controls and safety data sheets (SDS) are required where individuals may be at risk from exposure to hazardous substances or dangerous substances.

All reasonable steps will be taken to ensure that all exposures to employees, students, and visitors in the proximity of substances hazardous to health, is prevented or at the least controlled within statutory limits. Suitable substitutions will be investigated and changed where appropriate.

7.19 Lone working

The College will ensure that the need for employees to work alone will be avoided wherever reasonably practicable but where employees do work alone, personal safety must always be a priority. Risk assessments will be carried out by line managers for all employees working alone, under their direction.

7.20 Work Experience and Apprentices in the Workplace

For students on placements the college will ensure that:

- Inspections are undertaken of employers' premises, and this will form part of the risk assessment process.
- For all students and apprentices carrying out work experience and apprentices, a valid HASP (Health and Safety Procurement) 1-10 is in place before starting work.

To ensure this is achieved, those who are in contact with the employer will check, via CIS that there is a HASP in place. If not, the person placing the student will carry out the relevant HASP visit before dates are agreed to place the student. Electronic HASP documents are stored on the health and safety page of the college portal and will be completed directly with the employer.

For those on apprenticeships, where the apprentice follows the employer's existing safety policies and risk assessments the Standard 10 section of the HASP is not required. Following a visit, local staff are responsible for ensuring that college systems are updated as required in relation to the student e.g. should their placement change or the student leaves.

7.21 Security and Workplace Violence (see Workplace violence Policy)

The College recognises that the personal safety of all persons is always a priority, and that early local intervention is key for defusing certain situations. In addition, any risks to employees will be assessed and all reasonable precautions will be taken to protect all persons from all forms of violence.

7.22 Smoking/Vaping

The campus has designated 3 smoking shelters at the Newport site and 1 at CECAMM where smoking is permitted. The Newport site has installed a separate Vaping shelter. Those who vape should use this area to do so. Smoking/ Vaping outside of these areas and within the grounds is prohibited and employees should challenge any breaches.

Smokers/vapers are requested to dispose of cigarette butts and used vapes appropriately in the bins provided by the shelters.

The college does not allow vapes to be charged on site or any smoking /vaping in external walkways, the carpark or in any vehicle either owned or leased by the College.

7.23 New and expectant mothers

The College recognises its responsibilities to new and expectant mothers under the Management of Health and Safety at Work Regulations 1999.

The HR Department refers the employees to the relevant competent manager for risk assessment to be completed where required.

There is a generic expectant mother risk assessment within the health and safety portal for employees to complete with their students when required.

7.24 Health Surveillance

The college has Implemented a systematic, regular, and specific health surveillance program. This includes checks for skin damage, hearing tests, and medical examinations for specific respiratory illness.

7.25 Allergens

Catering facilities on campus are registered food businesses, therefore for all food and beverages sold or served, have a legal requirement to identify the 14 food allergens specified within the Food Information for Consumers Regulation 2014 (FICR 2014)

The 14 food allergens specified are: celery, cereals that contain gluten (e.g. wheat, rye, barley and oats), crustaceans (e.g. prawns, crabs and lobsters), eggs, fish, lupin, milk, molluscs (e.g. mussels and oysters), mustard, tree nuts (e.g., almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts), peanuts, sesame seeds, soybeans, sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million).

Food allergens can be identified as part of a conversation with students, staff and visitors, however, to ensure the information is accurate and consistent, information must be backed up in writing. All food allergen information or signposting must be consistent, easily accessible and visible. To be able to accurately identify food allergens, college catering staff supporting the provision of food and beverage from a catering facility must:

- regularly check the ingredients list of all products used.
- use standardised recipes.
- check what is delivered is what was ordered.
- keep food allergen information up to date.
- keep ingredients in original or labelled containers.
- label pre-packed foods with food allergen information.
- train staff.

The college is not a nut free environment, however due to the likely high severity of any allergenic reaction to peanuts and tree nuts, the college has taken the decision not to sell, serve or use unpackaged peanuts or tree nuts on campus (except for e below.)

- Packaged products sold or served containing peanuts and tree nuts must detail all ingredients on the packaging.
- Coconut, pine nuts and nutmeg are biologically different to tree nuts and may be sold, served, or used either packaged or unpackaged.
- The college cannot categorically state that some food products are 100% free of peanuts and tree nuts, as many products purchased from suppliers display disclaimer statements including “may contain nuts” or “made in an environment that is not free from nuts”.
- Whilst discouraged, where students / clients provide unpackaged food items containing peanuts or tree nuts, for example cakes with marzipan the presence of peanuts or tree nuts must be provided and clearly displayed or signposted for example on written menus. If the item is prepared by a non- food business, the requirements below must also be followed.

Individuals who are not food businesses and occasionally provide food at charity events or voluntary cake sales are exempt from the requirements of the FICR 2014; however, such provision on campus must ensure the following.

- All advertising and other information provided about the event is clear about how, where and by whom food is prepared.

- Volunteers understand that even food prepared at home is still required under law to be safe to eat, and guidance is provided to volunteers in regard to good practice around food hygiene/safety to ensure food is prepared, stored and transported safely.
- Once food prepared by volunteers is delivered to the venue, care is taken by organisers to ensure that the food is kept/served in safe, hygienic conditions.
- Where possible, a clear list of ingredients is displayed next to each dish
The following disclaimer is clearly displayed: ***“This dish was kindly prepared by a volunteer for this event in a domestic setting. Every attempt has been made by the volunteer preparing this dish, to ensure a full list of ingredients comprising this dish is included. However, we cannot guarantee this list to be comprehensive, nor can we guarantee that no food allergens may be present within any ingredient set out above. Therefore, if you have any food allergy, we recommend that for safety reasons, you do not sample the food prepared by our volunteers. However, should you choose to do so, please note that you do so at your own risk.”***

Those who have food allergies and are travelling on residential and overseas trips must adhere to the following control measures:

- Pack allergy medicines such as inhalers, and epinephrine, also called adrenaline.
- Pack safe snacks or meals to have during travelling and avoid eating foods with no ingredient labels.
- Always ask about ingredients and check food labels; when in doubt, don’t eat it.
- Avoid eating “street food,” as there is often no reliable way to check the ingredients.
- Provide those making meals, including restaurant staff, with a card listing all food allergies. Cards should be translated into the local language before travel.

7.26 Legionella management

The College has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSEs Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in water systems.

7.27 Asbestos management (see Asbestos Management Plan and Policy)

Due to the age of some College premises, asbestos containing materials (ACMs) are present in some areas. The College ensures that control measures are undertaken, where necessary to comply with the Control of Asbestos at Work regulations 2012.

7.28 Manual handling

The College recognises that Musculo-skeletal and other injuries may be caused by poor manual handling techniques and will therefore comply in full with the Manual Handling Operations Regulations 1992 (as amended). Specific risk assessments are required for any task involving manual handling. Where possible manual handling will be avoided and mechanical aids such as trollies will be provided. Training will be given to those required to complete manual handling tasks.

7.29 Critical Incident (Lockdown) plan (see Critical incident plan)

The college works with the local police force to develop and enhance its critical incident plan using resources from the Protect UK police website and meeting with advisors from NaCTSO (National Counter-terrorism Security Office).

The college follows the RUN, HIDE, TELL advice from NaCTSO which forms part of the college health and safety induction for all employees, and refresher training programmes are available during employee's development days.

As part of its emergency preparedness the college has implemented enhanced security systems into, and within, its buildings, alongside an emergency lockdown alarm system and regular lockdown drills.

The College has also implemented a system of lanyard identification for students and has introduced an electronic signing in system for external visitors and contractors.

7.30 Animals on Site

Animals are not permitted on college premises unless they are recognised assistance dogs (e.g., guide dogs, hearing dogs, medical alert dogs) are permitted.

Any animals kept onsite as part of designated college facilities (e.g., land-based studies) are managed under separate departmental procedures.

Animals (including pets) must not be left unattended anywhere on campus, including in vehicles.

Animals must not enter food preparation or catering areas, laboratories, workshops, or other high-risk zones.

Any animal causing disruption, risk, or concern may be asked to leave.

Handlers must ensure animals are safe, well cared for, and do not pose a hazard or nuisance.

The Estates and Safety teams may intervene if an animal presents a health, safety, or welfare issue.

All incidents involving animals must be reported to the Safety team.

Handlers must clean up after their animals immediately. Prevent animals from causing damage to property and ensure animals do not distress others, including those with allergies or phobias.

8. Procedures

The College's procedures for ensuring the implementation of good health and safety practice are contained within section 7 of the Policy. Associated policies support this policy and outline important health and safety matters and actions that managers and employees must take in order to ensure statutory compliance. These guidance documents are available on the College staff portal and links can be found within this document.

9. Training and Awareness

Health and safety training is provided to all new employees and must be completed within the first four weeks of the probationary period. Those employees with a particular role to play, for example conducting risk assessments, fire marshals, first aiders, will receive additional specific training. Training requirements are identified between employees, line managers, senior managers and the Health & Safety staff.

10. Monitoring and Review

This Policy will be reviewed annually or wherever a significant change to either legislation or procedures occur which is liable to affect the health and safety of employees, students, contractors, or visitors to the College's premises.

11. Confidentiality

Some Health and Safety procedures require medical information from students and staff for trips and certain health risk assessments. By following the guidelines below, confidentiality of medical information is effectively managed while ensuring the safety and well-being of students and staff:

- **Consent:** medical information is collected with the consent of the individuals.
- **Minimal Disclosure:** Only the necessary information is requested.
- **Secure Storage:** collected medical information is securely, stored digitally with access restricted to authorised personnel only.
- **Clear Communication:** students and staff are informed about how their information will be used, who will have access to it, and how long it will be retained.
- **Emergency Protocols:** There are clear protocols for handling medical emergencies, ensuring that relevant medical information is accessible to those who need it in such situations.

12. Record Keeping

Maintaining Health and Safety records is essential for compliance and ensuring a safe working environment. Some key records that are kept and how they are managed:

- **Risk Assessments:** These are kept for as long as the process or activity continues.
- **Accident and Incident Reports:** Initial reports, and supporting evidence is kept for three years.
- **Health Surveillance Records:** These include health records and medical records which are kept by HR. Health records should be kept for at least the period specified in relevant regulations (e.g., 40 years under COSHH). Medical records are kept confidential and managed by occupational health professionals.
- **Training Registers:** Document all health and safety training provided to employees. Fire safety records demonstrate compliance and help track the development of staff competencies.

- **Plant, Machinery, and Equipment Records:** Certificates of thorough examination, service, maintenance, and inspection are stored digitally.
- **COSHH Records:** assessments and data sheets for hazardous substances are kept by area.
- **Fire Safety Records:** Fire safety checks, including fire plans, alarm system checks, emergency lighting, and fire extinguisher maintenance are stored digitally.
- **Procedural Records:** Health and safety manuals, operation and maintenance manuals, waste licenses, and records of noise, vibration, and air quality surveys are stored digitally.
- **Premises Management Records:** records such as asbestos surveys, fire risk assessments, fixed electrical certifications, and utility service records are stored securely.

13. Communication

Copies of the Health and Safety Policy are circulated to all employees on its revision and provided to all new employees on commencement. Health and safety information will be cascaded through the normal line management chain as and when required. **This Policy is also published on the College's staff portal under Policies and Procedures.** Contractors undertaking work at the College and partners delivering services on behalf of the college will be made aware of this Health and Safety Policy through the relevant procurement and/or contractual arrangements.

14. Evaluation and Reporting

The College are committed to the continuous improvements of Health and Safety including its policy. To ensure its effectiveness and relevance, they will conduct regular evaluations and reviews of the policy and its implementation. This process will involve gathering feedback, monitoring compliance, and analysing any issues related to health and safety.