

Health and Safety Policy

Date of Policy: February 2025

Owner: Jenny Webb

Date of review: February 2026

Reviewer: Cheryl Blackley

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.

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

12/2/25

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.
- Ensure accidents, incidents, near misses and dangerous occurrences are monitored and act as a member of an accident investigation team as required.
- Ensure Health and Safety 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.
- 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

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 managers have a health and safety induction and suitable training necessary to undertake work in a safe manner and fulfil their Health & Safety responsibilities
- Ensure suitable and sufficient risk assessments and safe working procedures for their areas of responsibility are devised, maintained and reviewed with control measures recorded and actioned.
- 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.
- Ensure periodic checks of work equipment/facilities/PPE are undertaken to maintain safety standards.
- 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, PPE and work placements.
- 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.

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.
- 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.

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.

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 Risk assessment (see Health and Safety Risk Management & Workplace inspection Policy)

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. Manual Handling Regulations, Use of Display Screen Equipment Regulations and the Control of Substances Hazardous to Health Regulations.

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

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 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.

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.

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 Work equipment and Statutory examinations

All items of fixed plant i.e. boilers, fixed wiring, fire alarm systems, lifts, emergency lighting systems, water systems etc will be subject to strict maintenance regimes and statutory inspections carried out by a competent person. Any additions or changes to such systems will only be carried out by competent persons and be subject to relevant legislation requirements.

All equipment provided for the use of employees and students will be suitable for its purpose, safe to use and inspected and tested in accordance with manufacturer instructions. Equipment may include the forklift truck, ladders, mechanical and electrical items within workshops.

Training on the use of equipment will be provided to the relevant standard and competency established before an individual is allowed to use that equipment. Appropriate PPE will be provided for use with plant and equipment. The College will comply in full with The Workplace (Health, Safety and Welfare) Regulations 1992, The Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Pressure Systems Safety Regulations 2000.

7.5 Portable electrical appliances (see Inspection/Testing of Portable Electrical Appliances Policy)

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.

7.6 Personal Protective Equipment and clothing (see PPE policy)

PPE will be provided, where necessary, for employees and students, where risks cannot be adequately controlled by other means. Managers must ensure that systems are in place to provide protective clothing and equipment suitable for the task and that employees and students are instructed on its correct use and where it is required.

7.7 Workplace management (see Workplace Inspection & Risk Management policy)

The board of governors and the principal must ensure that there are organisational measures in place within the college to ensure the workplaces are safe so far as it is reasonably practicable.

The college will ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users.

The college will ensure the safe access and egress to and from all the campuses and will ensure so far as is reasonably practicable the segregation of vehicular and pedestrian traffic on college property and that safe walkways are provided where appropriate. Furthermore, it will ensure that regular housekeeping inspections are carried out to ensure the campuses are maintained to a sufficient standard especially with regards to means of escape and fire safety.

7.8 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.

7.9 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 Construction (Design and Management) Regulations 2015 (CDM 2015)

7.10 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.

7.11 Workplace stress in accordance with Mental Health and Stress at Work 1999 (see Stress Management Policy)

The College are committed to identifying and reducing stressors in the workplace. Line managers are responsible for ensuring that work-related stress is assessed and managed using the College's Stress Management Policy.

7.12 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.

7.13 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).

7.14 Working at heights (see Working at Heights Policy)

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.

7.15 Use of IT equipment (See Eye tests and glasses for regular users of Display Screen Equipment policy)

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. DSE; otherwise known as a workstation may consist of a PC, screen, chair, keyboard, mouse, desk telephone etc and includes the work environment. Whilst line managers have the responsibility to ensure that suitable risk assessments have been undertaken, employees should take personal responsibility for ensuring that their workstation is setup correctly and that breaks to other tasks away from the screen are included in their normal working day. A workstation self-assessment form should be completed through the college online training platforms DSE e learning training and passed to HR for analysis.

7.16 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

7.17 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.

7.18 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.

7.19 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.

7.20 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.

7.21 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.

7.22 Lone working (see Lone Working Policy)

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.

7.23 Work Experience and Apprentices in the Workplace

The College will ensure that student placements and apprenticeships arranged with employers, are assessed in keeping with current health, safety and welfare legislation.

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.
- Evaluation arrangements are in place and information relating to these is available to employees and students.

7.24 Security and 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.

7.25 Smoking/Vaping (see Smoking/ Vaping Policy)

The campus has designated 4 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.

7.26 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.

7.27 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.

7.28 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.

7.29 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.

7.30 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.

7.31 Manual handling (see Manual Handling Policy)

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 trolleys will be provided. Training will be given to those required to complete manual handling tasks.

7.32 Working from home (see Home Working & Lone Working Policy)

Home based work means performance of college work for agreed hours from the home-based site. The college has agreed that regular home working – working 16 or more hours of the normal working week from home on a regular ongoing basis – requires the completion of a risk assessment. Employees working 16+ hours from home must complete the online e-learning

module for display screen equipment along with the college computer workstation assessment and return this to the HR department.

7.33 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.

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.