

Health and Safety Policy

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1. General statement of policy

The Governing body and management of the Isle of Wight College recognise and accept their 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 Isle of Wight 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.

Isle of Wight 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 Isle of Wight 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 Isle of Wight 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 is reasonably practicable in order 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
- To ensure that the risks of COVID-19 presented to students, staff 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
- 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
- Provide employees with health surveillance where necessary
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the college strict attention will be paid to the Isle of Wight 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, learners and visitors.

Chair of Governors



NICHOLAS ENGLAND DL

Principal



DEBBIE LAVIN CBE

Dated

13 October 2021

2. Organisation – duties, roles and responsibilities

2.1 The Governing body

The Governing body and elected governor with specific health and safety responsibilities 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 company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes to the law.

The Governing body will annually review this health and safety policy and authorise the incorporation of those proposed amendments of which it approves.

The Governing body requires an annual report on health and safety to be tabled for its consideration.

The Governing body accepts responsibility for ensuring that the college allocates sufficient resources in terms of staff, training and funds to fulfil its legal obligations and the standards set out in this policy.

2.2 The Principal

The Principal is responsible and accountable to the Governing body for effectively implementing the college Health and Safety Policy and for all matters relating to health, safety and welfare connected with the premises or activities undertaken by the college.

The day-to-day management of health and safety issues is delegated to the Assistant Principal for Resources and Finance and the college Campus and Health & Safety Manager.

The Principal must be aware of all contractors and third parties entering the college to undertake maintenance, service or other works. This duty is delegated to the Campus and Health & Safety Manager for planned and preventative maintenance, and the Head of IT and Projects for refurbishments.

When any work is carried out by contractors, it is the Principal's responsibility to ensure that the contractors are competent to undertake the work and to plan and oversee the safe completion of the work. A PTW (Permit to Work), if appropriate, RA (Risk Assessment) and MS (Method Statement) will all be required prior to work being carried out, to ensure all control measures are appropriate and adequate. This duty is delegated to the Campus and Health & Safety Manager for planned and preventative maintenance and the Head of IT and Projects for refurbishments.

The Principal must ensure that the agreed procedure for reporting all hazards, defects and problems regarding health and safety issues operates efficiently and effectively. This duty is delegated to the Assistant Principal for Resources and Finance and the college Campus and Health & Safety Manager.

The Principal is responsible for ensuring that all new, amended or updated material, including internal documentations and national legislation regarding health and safety issues is brought to the attention of all relevant personnel. This duty is delegated to both the Human Resources Manager (HR) and the Campus and Health & Safety Manager.

The Principal is responsible for ensuring effective liaison between the college and its stakeholders, delegating day-to-day operational responsibility to the Campus and Health & Safety Manager and, for refurbishments, to the Head of IT and Projects.

Advice will be sought, when appropriate, by the Principal from outside specialists or consultants.

The Principal will ensure that appropriate training is given to all staff, especially new appointments or staff transferred within the college, to enable them to fulfill their responsibilities. This duty is delegated to the HR Manager.

The Principal will consult with trade union safety representatives on all health, safety and welfare issues. Time will be allocated to them to carry out their duties as defined in the College Trade Union Facilities Agreement. This duty is delegated to the Assistant Principal (Resources and Finance).

The Principal will present, via the Campus and Health & Safety Manager, an annual management report to the College Board of Governors on health and safety issues with recommendations, where appropriate, for the revision of the Health and Safety Policy.

2.3 Assistant Principal (Resources)

The Assistant Principal (Resources and Finance) is responsible to the Principal for the day-to-day implementation of the college's Health and Safety Policy and liaising with staff as required ensuring that safety procedures and policy agreements are adhered to.

The Assistant Principal (Resources and Finance), in conjunction with the Campus and Health & Safety Manager, is:

- Responsible for the formulation and monitoring of the effectiveness of all health and safety policies and procedures. The Assistant Principal (Resources and Finance) will review these policies and procedures as necessary in consultation with the Campus and Health & Safety Manager and the college Health and Safety Committee.
- Responsible for ensuring that competent persons or specialists are consulted, as necessary, to advice on health, safety and welfare matters.
- All refurbishment and project contractual work carried out at the college is coordinated and that procedures are laid down for building work such as; works at height excavation and drainage, alterations to building structures, refurbishment or remodelling schemes. A PTW (Permit to Work), RA (Risk Assessment) and MS (Method Statement) will all be requested prior to work being carried out, to ensure all control measures over risk factors are appropriate and adequate

- The appointment of competent contractors is made in accordance with legislation and the college Working with Contractors policy requirements
- A close liaison with any contractors working at the college is maintained in all matters regarding health and safety
- Copies of any relevant statutory notices, placards or regulations are displayed.
- Copies of the emergency evacuation procedures and assembly points must be prominently displayed in line with current legislation and in all areas of the college after all refurbishments or project works.
- Responsible for the line management of the Campus and Health & Safety Manager.

2.4 Campus and Health & Safety Manager

The Campus and Health & Safety Manager is accountable to the Assistant Principal (Resources) and is responsible for maintaining the college buildings, grounds and plant. Assisting with building refurbishment and providing advice on health and safety to assist the Isle of Wight College to develop its safety culture. The Campus and Health and Safety Manager is responsible and accountable to the Assistant Principal for all matters relating to health, safety and welfare within the area of their activity, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

The responsibilities of the Campus and Health & Safety Manager are to:

- Liaise with and provide advice to college staff (with delegated health and safety responsibilities)
- Formulation and review of health and safety policies and procedures
- Liaise directly with external agencies such as the ESFA (Education & Skills Funding Agency), HSE (Health and Safety Executive), AoC (Association of Colleges), Fire Service, NHS (National Health Service) and the Local Authority
- Attend and represent the Isle of Wight College at external meetings as and when appropriate
- Conduct health and safety audits and inspections, including cross college risk assessments
- Advise and guide the college staff with health and safety responsibilities
- Undertake risk assessments as and when requested or appropriate.
- Attend joint HR (Human Resources) and HS (Health and Safety) college meetings
- Attend college Health and Safety Committee meetings
- Assist Managers to undertake regular safety inspections
- Monitor emergency evacuation procedures and practices and report on these matters to the Assistant Principal (Resources and Finance) and to the Health and Safety Committee.
- Collect and circulate new health and safety information.
- Investigate accidents and ill health of learners and staff according to college procedures, reporting as necessary to the Assistant Principal (Resources and Finance)

- Populate the Accident Incident Management System and generate an annual report on accidents and general health and safety progress made per academic year
- Ensure regular statutory inspections are carried out, priority being given to plant, machinery, electrical appliances, fire safety, legionella and asbestos
- The appointment of competent contractors is made in accordance with legislative requirements
- Appropriate personal protective equipment (PPE) based on risk assessment is provided for the facilities team.
- First aid, fire safety, local exhaust ventilation (LEV) maintenance and dust/noise level monitoring/sampling evac-chair training is provided
- Suitable arrangements for the provision of written procedures for contractors
- All fleet is subject to regular vehicle servicing and MOTs and that only those trained in line with the Isle of Wight College Work Related Driving Policy are authorised to drive college mini buses
- Ensure that contractual work carried out at the college for plant maintenance is coordinated and that procedures are laid down for work such as; works at height excavation and drainage, PTW (Permit to Work), RA (Risk Assessment), MS (Method Statement), will all be requested prior to work being carried out, to ensure all control measures over risk factors are appropriate and adequate
- Provide and support training for all staff in matters of health and safety
- Provide the college SMT (Senior Management Team) with regular updates on all matters relating to the management of health and safety, and to attend SMT meetings when requested
- Line manage the facilities team, grounds man, Workplace Health and Safety Officer and health and safety administrator and oversee health and safety arrangements for work related learning.
- Building remodelling and refurbishment in line with the college property strategy ensuring building works and adjustments are carried out and managed in a safe manner.
- Conduct health risk assessments for staff with illnesses when required, and with all employee expectant mothers
- Formulate and update all college fire risk assessments and ensuring any accommodation adjustments are carried out in consultation with fire services
- Ensure that all off-site activities have been suitably and sufficiently assessed in liaison with the Assistant Principal (Resources and Finance)
- Arrange and update first aid training/defibrillator training. Ensure the list of first aiders is up-to-date and that those trained to carry out first aid have the required certificates in place.

2.5 Human Resources Department

The HR department is responsible for:

- Obtaining pre-employment (post offer) screening checks for new staff
- Organising referrals to Occupational Health professionals as required

- Assessing what constitutes reasonable adjustments for post holders
- Ensuring that no staff member is discriminated against on the grounds of ill health in accordance with the prevailing employment laws of the day
- Providing legal advice to the Assistant Principal (Finance and Resources) on employment laws relevant to health and safety
- Ensuring that all new staff including temporary staff attend health and safety inductions
- Refer those requiring work place adjustments via risk assessment to the Campus & Health and Safety Manager.

2.6 All Managers

In addition to their responsibilities as employees, managers are responsible for the control of health and safety risks associated with activities undertaken, and for the safety of anyone in the areas they manage.

Managers shall ensure that:

They are aware of and comply with all health and safety policies to ensure their departments are managed in compliance with the Isle of Wight College's safety procedures:

- Suitable and sufficient risk assessments of the activities which may affect the health and safety of anyone working in the area are made and that the control measures to eliminate or protect against the risk are identified.
- Their staff are aware of students with Personal Emergency Evacuation Plans (PEEP'S) and are trained to carry out the safe evacuation of such students in their care
- Risk assessments include risks to new or expectant mothers, in liaison with the Campus and Health & Safety Manager
- Safe working procedures or safe systems of work applicable to the area are devised, maintained and updated to comply with the Isle of Wight College's Health and Safety Risk Management Policy and relevant statutory provisions.
- Employees under their control are advised of all health and safety matters which could affect their areas of work and ensure that issues raised by employees concerning safety are investigated and action taken.
- Employees receive suitable instruction and training necessary to undertake their work in a safe manner.
- All new staff including temporary staff attend health and safety inductions
- Checks have been carried out to ensure that students only work in a HASP safety approved location.
- Regular checks and inspections are made for hazards, unsafe acts or practices, and that appropriate action is taken to eliminate or correct them.
- Any proposed changes to accommodation, whether activity or building layout, MUST BE risk evaluated prior to changes taking place. The Assistant Principal (Resources and Finance) and the college Campus and Health & Safety Manager must be informed of any proposed changes.
- A proportion of allocated budgets are used for health and safety, including Personal protection equipment, within their departments (PPE).

- Periodic checks of work equipment are undertaken and recorded via the college Maintenance database system and that defective conditions are reported and receive attention.
- Appropriate health and safety warning notices are provided and maintained.
- Provide information on properly authorised hazardous substances to the users of the substances via COSHH assessment and manufacturer safety data sheets.
- All accidents/incidents are notified to the Health and Safety administrator or the Campus and Health & Safety Manager using recognised college procedures and systems.
- All safety problems, defects and hazards that cannot be rectified at unit level are reported to the Campus and Health & Safety Manager.
- Health and safety is a standard item on the agenda of formal departmental meetings.
- All students receive a health and safety induction.
- Good health and safety practice is promoted, using a variety of methods, vigorously across their areas of responsibility.
- Take responsibility that all reasonable practicable steps are in place for lone workers, including if necessary Lone working risk assessments.
- Students under their areas of responsibility are instructed on the type of PPE to be worn and that checks are in place to ensure correct usage.

2.7 Employees

All employees have contractual health and safety obligations related to their daily work activities. All employees (including temporary and agency staff) shall:

- Be fully conversant with this Health and Safety Policy
- Attend health and safety inductions and evacuation chair training
- Have knowledge of any PEEP which may be in place for a student under their care and have a procedure in place for the student's safe evacuation in line with the PEEP
- Ensure that their own health and safety and that of other people are not adversely affected by anything that they do, or fail to do at work.
- Co-operate with management to enable the Isle of Wight College to comply with all relevant health and safety legislation.
- Complete checks of all working environments (where relevant) before commencing teaching or other work tasks to ensure that the environment is safe to work in. including work placements by checking that a valid HASP is in date and in place
- Inform their manager immediately if they believe that any activity or practice is unsafe.
- Be aware and work within the parameters of risk assessments and control measures identified to protect against those risks, enabling safe working practice.
- Comply with all Isle of Wight College safety procedures and utilise all personal protective equipment or clothing which may be specified for a task.
- Use only the correct tools and work equipment, including PPE (Personal Protective Equipment), for the job and ensure that any items used are in good condition and suitable for the purpose.

- Work safely and efficiently, particularly when working unsupervised.
- Know the Isle of Wight College's emergency evacuation procedures.
- Do whatever is reasonably practicable to ensure that visitors to the college are not at risk from any operation or activity which may be undertaken in furtherance of college business.
- Report all accidents, dangerous occurrences or incidents to the Health and Safety Administrator or the Campus and Health & Safety Manager
- Safeguard their own health and safety when working off-site by familiarising themselves with the safety rules of that site or venue.
- Keep fire exit routes clear at all times
- Do not obstruct college fire safety equipment such as manual call points and fire extinguishers
- Be aware and proactive in the communication of 2.10a of this Policy.

NOTE: All staff have responsibility for the health, safety, and welfare of all learners and visitors and should be vigilant when moving around the campus.

2.8 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.

2.9 Learners

It is recognised that it is difficult for staff constantly to supervise and watch over learners at all times and for all activities. Learners have an active role within the college to take care to ensure that their own health and safety and that of other people is not affected by anything they do or fail to do while on the college premises.

The college encourages all its learners to adopt a mature, intelligent attitude towards health and safety while on the college premises and to minimise the possibility of any accident or injury occurring to either themselves or others.

Those involved in the day-to-day control of learners have a responsibility to ensure that at the commencement of any course or learning programme the following information is made known to all learners. Learners should:

- Inform staff immediately if they believe that any activity or practice they may be undertaking is unsafe.
- Report defects or dangerous conditions observed within the college to a member of staff.
- Sign documentation relating to risk assessments and safe systems of work, and instructed in the use of the control measures which have been identified to protect against risks, and which assist in accident prevention.
- Report all accidents whether persons are injured or not so that the college can carry out an accident investigation.

- Comply with all health and safety instructions given by staff.
- Only use the correct work equipment and tools for the task, and only when properly authorised or supervised by the teaching staff.
- Use correctly all PPE (personal protective equipment) and/or clothing which may be specified for the task in accordance with instructions and training provided.
- Have a responsibility not to interfere with or misuse any equipment or item of PPE that has been supplied by the college for the purpose of controlling or eliminating risk.
- Ensure that activities undertaken do not detrimentally affect the health and safety of anyone else and avoid reckless and dangerous behaviour.
- Not interfere with any items installed in the college for protection (e.g. fire extinguishers), or misuse or abuse other forms of safety equipment or personal protection equipment.
- Co-operate and assist when required, in the investigation and prevention of accidents.
- Comply with requirements set down in the Student Code of Conduct Health Declaration forms and college policies pertaining to health and safety.

2.10 Employers and Apprentices

An apprentice is any person taking part in Government Funded Apprenticeships.

The Employer is any person or organisation engaged with the Isle of Wight College as part of a Government Funded Apprenticeship.

Where training of apprentices is undertaken at the Isle of Wight college, the approved procedures, relevant to the nature of tasks, activities, working environment involved with the training, will apply. All apprentices must be provided with information relevant for their health and safety. This will include:

- risk assessment findings
- fire safety arrangements
- emergency procedures
- how to report a health and safety concern
- how to report an accident or incident
- information relevant to equipment used
- information relevant to the working environment e.g. laboratory, workshop, workplace.

Where training of apprentices is undertaken at employer's premises, the prime responsibility for the health and safety of the apprentice lies with the employer. However, the college has a duty of care to take reasonable measures to ensure Apprentices are not put at undue risk when working for employers who engage with the college.

To fulfil this duty of care, before the start of the apprenticeship, the college undertakes a thorough health and safety review of each employer and obtains confirmation from prospective employers that they understand their responsibilities to apprentices and have a robust health and safety management system in place relevant to the apprentices. The

college provides all employers with a link to the College Health and Safety Policy on the employer declaration, this is uploaded onto Smart Assessor where both the employer and apprentice can access if required.

The college will further carry out periodic checks of Employers to monitor their ongoing suitability for the scheme in terms of their management of health and safety and fulfilment of the responsibilities outlined below.

Responsibilities

The Isle of Wight College is responsible for:

- engaging employers that are competent in managing the health and safety of Apprentices and have processes in place appropriate to the level of risk
- liaising with the employer to ensure that health and safety arrangements are in place appropriate for the level of risk
- obtaining confirmation of the employer's health and safety management arrangements in place
- taking responsibility for health and safety matters that relate specifically to the colleges premises, implementing the institutional health and safety policies and procedures relevant to apprentices
- responding as appropriate to any health and safety issues raised by the apprentice, the employer, or a member of college staff.

The Employer has the prime responsibility for the health and safety of apprentices and must ensure all relevant legislative requirements are complied with. In particular, this includes but is not limited to:

- taking primary responsibility for the health, safety and welfare of apprentices, controlling risks to safety and health appropriately
- having a written Health and Safety Policy in place (where employing 5 or more) that sets out a clear commitment to managing the health and safety of apprentices
- having procedures for carrying out risk assessments, and bringing the assessment findings to the attention of apprentices
- having a clear process for reporting accidents and health and safety concerns
- ensuring apprentices receive adequate support and guidance to create a productive and positive experience
- providing an appropriate health and safety induction and ensuring that instruction, site familiarisation, personal protective equipment, training and supervisory arrangements are fit for purpose (to include: fire precautions; emergency evacuations and first aid arrangements; how to report accidents, incidents and unsafe conditions)
- providing a safe working environment and non-discriminatory treatment
- cooperate with the college as far as is necessary when following up on identified health and safety issues
- informing the college of any incidents involving college staff or apprentices
- ensuring insurance is in place to cover liability for any injuries, ill health or property damage sustained that is attributable to the activities of the apprenticeship provision

Apprentices are responsible for:

- taking reasonable care of the health and safety of themselves and others
- co-operating with the employer and college on matters of health and safety
- not bringing the Isle of Wight College or the Employer's reputation into disrepute and to actively work to promote a good reputation for the college, the employer, the apprenticeship programme and fellow apprentices
- abiding by the rules and regulations of the employer
- informing the employer and the college of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk attached to the apprenticeship or may require reasonable adjustments to be made
- reporting to the employer and the college any incidents or issues that occur or any concerns regarding health and safety
- confirming that any personal vehicle insurance covers travel to/from work and business use if travel to other locations is required.

The nature of the three-way partnership between the College, the apprentice and the employer place a responsibility on each party to:

- be partners in planning and management
- clearly understand the responsibilities and expectations of each party involved
- collaborate to ensure opportunities are inclusive, safe and supported
- engage in structured opportunities for learning and development
- establish sustainable relationships and networks
- record outcomes and evaluate feedback to enable continuous enhancement.

In the case of an accident or ill health of an apprentice a solution will be identified which is in the best interests of the apprentice to ensure they are able to progress with the apprenticeship. An individual training programme will be agreed with the employer and apprentice to ensure full cover of any missed training, learning activities or assessments. The apprentice's well being and ability to progress with the apprenticeship programme is always at the forefront of any decision negotiated.

The Health and Safety Procurement (HASP) Health and Safety Questionnaire, is used for obtaining initial information of the employer's arrangements for managing the health and safety of Apprentices. (see Work Place Learning policy). All employers being considered must agree to meet a college representative, complete this and agree to forward evidence of the health and safety arrangements in place on request. Each HASP is valid for the duration of the contract. However, where a contract exceeds one year, confirmation must be obtained from the employer on an annual basis that appropriate insurance and health and safety management systems remain in place. This includes forwarding current insurance documentation, together with a newly completed HASP or written confirmation that the information provided in the original remains valid.

Before prospective employers can be engaged, they must satisfactorily complete the HASP with a member of college staff to indicate they are able to meet the health and safety responsibilities.

College staff visit the employer and complete the HASP. Once completed college staff must use the information provided to gauge the suitability of the employer. Where further clarification is felt appropriate, request for supporting documentation must be made to provide evidence that the processes indicated are in place. Examples include:

- copies of risk assessment relevant to the activities of the apprentice
- copies of written procedures
- copies of induction / training information
- Background checks for enforcement action by the Health and Safety Executive can be undertaken through the following links:
- Improvement notices - <http://www.hse.gov.uk/notices/>
- Prosecutions - <http://www.hse.gov.uk/enforce/prosecutions.htm>

In deciding on the initial or ongoing suitability of the employer, the following must be considered:

- answers provided in the HASP
- appropriateness of any supporting documentation provided or requested
- promptness of return of request for supporting documentation
- previous knowledge of or dealings with the employer
- feedback from apprentices working / having worked at the employer's premises
- staff visits to the employer's premises.

Having taken the above into account employers may be:

- Approved – employer is deemed suitable
- Approved with action plan – employer is deemed suitable with improvements agreed e.g. alterations to documentation to clarify applicability to Apprentices; other actions relevant to the Apprentices tasks/activities, equipment used, working environment
- Rejected – employer cannot demonstrate appropriate management of the health and safety of Apprentices.

2.11 Public and visitors

The responsibility for visitors will primarily rest with those staff who are involved with their guests while they remain on college premises.

Staff should ensure that:

- Visitors report to reception.
- Visitors comply with the Isle of Wight College's health and safety procedures.
- Visitors sign in and out when leaving college.
- Visitors wear an identification badge while on college premises.
- Visitors with known restrictive mobility issues are risk assessed prior to visiting the site and that the findings are communicated to them.
- Visitors with sight or hearing impairment should be met at reception.

2.12 Contractors and self-employed persons

We recognise we have a legal duty to control contractors who carry out tasks in our facility. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. All contractors and self-employed persons must ensure that any work planning includes detailed discussions and exchange of formal information on hazards, processes and products that might affect the health and safety of their, or the college's staff and/or learners.

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

2.13 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 Committee.
- 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 Isle of Wight 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 the SR and the RES concerned represent.
- Any health and safety information required to be provided to the employees 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 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.

2.14 Performance and effectiveness of the policy

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

- Regular inspections and audits by the Campus and Health & Safety Manager, safety representatives, employee representatives and college managers.
- Feedback and input from various Health and Safety Committee meetings.
- Investigations and reports of accidents.
- Unscheduled visits by Fire Inspectors
- Work Based Learning Placement Provider reports.
- Annual report on health and safety to be provided for the Governors.

3. Arrangements and procedures

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, students, and others, whilst at work and as affected by working activities.

3.1 Risk assessment (see Health and Safety Risk Management Policy)

The Isle of Wight College work areas are assessed to ensure so far as is reasonably practicable that they are safe and without risks to health and that arrangements are adequate for the welfare of those persons using the premises.

In addition to work place risk assessment risk assessments are conducted with:

- New or Expectant Mothers
- Young Persons at Work
- Staff and Students with Impairments and Disabilities.

3.2 COVID-19

The Isle of Wight College recognises that COVID-19 has adopted health and safety arrangements under Covid in line with and in consideration of government guidance.

The colleges main objective is to conduct all activities safely and recognises and accepts its responsibility as an employer and provider of services. The college will provide a safe and healthy workplace and learning environment for all staff, students, apprentices and visitors and ensure a systematic approach to the identification of risks and the allocation of resources to control them.

The college will apply and communicate sensible risk management and safe working practices. This will involve:

- Regular assessment of hazards and associated risks
- Implementing preventable and protective control measures against those risks to an acceptable/tolerable level
- Monitoring the effectiveness of those measures
- Engaging with employers operating with college apprentices and work placements for information regarding their own COVID-19 policies and procedures
- Provision of information, instruction and training and protective equipment to staff (and students) where required
- Review of risk assessments, policies, and procedures and practices at regular interval

and where additional information is gained through changes in government guidance, monitoring or following an incident

Furthermore, the college will:

- Implement measures within its COVID-19 contingency and outbreak plans to ensure safety should the need arise
- Maintain an appropriate hygiene regime for the duration of COVID-19
- Ensure that staff are informed and instructed to ensure competence and awareness of health and safety precautions required during COVID-19
- Educate students about COVID-19 and encourage and reassure them about the measures in place to protect themselves from it
- Require all staff and encourage students and visitors to show a personal concern for their own safety, and for that of the people around them
- Require all staff to exercise increased due care and attention and observe safe working methods
- Communicate regularly and effectively with staff and students about the college's response to COVID-19
- Put in place the support required for students with special educational needs and disabilities in line with education health care (EHC) plans
- Put in place any flexible working arrangements needed to support delivery of education during COVID-19
- Ensure sufficient supplies of COVID-19 home testing kits are maintained
- Work with the local authority and public health teams to implement procedures as and when they are required.

3.3 Fire Safety (see Fire Safety Policy)

The Isle of Wight College will ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control. The Campus and Health & Safety Manager responsible for the day to day management of fire safety should be consulted on all matters relating to fire safety.

Learner PEEPs (personal emergency evacuation plans) for those with disabilities effecting their recognition or reaction to emergency situations will be completed by appropriate teaching staff and staff PEEPs will be completed by the Campus and Health & Safety Manager.

3.4 Work equipment

Managers must ensure that the risks to health and safety in the operating and use of equipment at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations. Equipment used must be designed and constructed in compliance with the essential requirements of any relevant directives and compliant under The Provision and Use of Work Equipment Regulations 1998, and is suitable for its intended use.

Managers and staff must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

3.5 Statutory examinations

Managers must ensure that all equipment within their control, and which is to be maintained by the college, is notified to the Campus and Health & Safety Manager for their inclusion in the testing regime.

The Campus and Health & Safety Manager must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time.

The Campus and Health & Safety manager must ensure that inspection failures which, in the opinion of the competent person conducting a thorough examination in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Pressure Systems Safety Regulations 2000 Gas Safety Management Regulations 1996 and Provision and Use of Work Equipment Regulations 1998 present an existing or imminent risk of serious personal injury are taken out of service and that local management are informed.

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

The Isle of Wight College will ensure that portable electrical appliances are inspected and tested as necessary so as not to give rise to danger. In order to satisfy these requirements, the college has implemented a procedure to ensure the testing of all portable electric equipment within frequencies laid out within IEE specification and HSE guidelines.

3.7 Personal Protective Equipment and clothing (see PPE policy)

Personal protective clothing and equipment (PPE) will be provided, where necessary, to staff 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 staff and students are instructed on its correct use and where it is required.

3.8 Workplace management (see Workplace inspection policy)

The Board of Governors and the Principal must ensure that there are organisational measures in place within the college to ensure workplaces are safe so far as is reasonably practicable.

The Campus and Health & Safety Manager is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by the college, including parts of buildings and shared workplaces. This co-ordinator must, amongst other things, 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 risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users

Management must ensure the safe access and egress to and from all workplaces and must 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.

Management must ensure that regular housekeeping inspections are carried out to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

3.9 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 Head of Projects (for refurbishments) is responsible for ensuring that risk assessments are conducted 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 the disabled or the very young and be constructed according to the appropriate standards approved under the Building Regulations.

3.10 Contractors (see working with contractor's policy)

Management must ensure that where contractors are engaged on behalf of the college that Contractors are competent. Risks to health and safety are assessed and adequate control measures are taken by the contractors.

Those appointing contractors must ensure that there is appropriate consultation with the departments in control of premises and, where necessary, with the Campus and Health & Safety Manager.

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means.

3.11 Public events and letting (see Room Hire Procedure and associated Risk assessment)

Those given event responsibility must ensure, as far as is reasonably practicable within their control, 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.

3.12 Ill health due to workplace stress in accordance to MH&SW 1999 (see Stress Management Policy)

The Isle of Wight College is committed to investigation into all indications of ill health due to workplace stress and to taking appropriate action to address the causes of such ill health.

When possible ill health due to workplace stress has been identified:

- The person raising the concern will consult with HR, Campus and Health & Safety Manager or line manager to decide the way forward.
- A risk assessment will be undertaken by those who can make changes to the individual's working conditions. The risk assessment process will usually be in conjunction with the line manager, or the Campus and Health & Safety Manager and the individual concerned.
- The action plan will include provision for its regular review and monitoring of the stress indicators.
- If the actions are not successful referral will be made to an occupational health professional.

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

The Isle of Wight College recognizes that some of its learners 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 staff.

3.14 Incidents/accidents and first aid (See First Aid and accident reporting Policy)

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

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

The Isle of Wight 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).

3.15 Working at heights (see Working at Heights Policy)

The Isle of Wight College restricts working at height. Only tasks that have been suitably assessed will be undertaken. No member of staff, service provider, student or contractor will undertake work from height without firstly complying with a suitable risk assessment. Contractors requiring access to college roofs must supply risk assessments and method statements. The college operates a Permit to work for roof works. The college will ensure that all of its access equipment is regularly inspected and maintained.

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

The Isle of Wight College will take all reasonable steps to secure the health and safety of all employees working with display screen equipment. Display screen assessments are carried out when required. Users of display screen equipment should make full use of any adjustment facilities at a workstation environment to obtain the best use from them, so avoiding potential problems. Staff who are deemed regular users of display screen equipment are entitled to a free sight test. The College will meet reasonable costs where a member of staff needs specific glasses prescribed for DSE activities.

Employees who habitually use display screen equipment for a significant part of their normal work will be entitled to eyesight tests.

3.17 Stopping unsafe processes and practices

All staff 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 or
- Head of IT and Projects
- Campus and Health & Safety Manager
- Principal.

3.18 Reckless behavior

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 learners.

3.19 Safety training

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

The Isle of Wight College will ensure that:

- All new employees will receive a comprehensive health and safety induction which will include domestic evacuation arrangements, within 12 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.

3.20 Vehicles and driving (see Work Related Driving Policy)

The Isle of Wight College recognises its responsibilities to ensure that reasonable precautions are taken to provide a safe working environment and that steps are taken to

prevent or minimise the risk of road accidents and injuries from work related driving. It is recognised that those who have passed the national driving test should be equipped with the necessary competencies to drive on routine college business.

All staff who drive college minibuses must have successfully undertaken the Minibus Driver Awareness Scheme (MiDAS) competency-based training program delivered by the college and undergo a reassessment/ training programme every 4 years.

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

The Isle of Wight College will, so far as is reasonably practicable, ensure all steps are taken to protect the health and safety of its staff and learners engaged in overseas and UK based off-site educational visits/activities. This will be based on documented risk assessment and all staff will evaluate risk factors and put in place appropriate control measures.

3.22 Control of Substances Hazardous to Health regulations (COSHH)

All reasonable steps will be taken to ensure that all exposures to staff, learners 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.

The college undertakes to control exposure by means other than personal protective equipment where reasonably practicable. All personnel at risk will be provided with information instruction and training on the nature and likelihood of their exposure to hazardous substances. Substances that are hazardous to health must be controlled from selection, receipt, storage, distribution and use to disposal.

The Isle of Wight College will ensure that suitable assessments of health risks, created by work activities, are undertaken, with the utilisation of control measures. Data sheets covering all substances used within a designated area should be held by the curriculum area and sent to the Campus and Health & Safety Manager.

3.23 Lone working (see Lone Working Policy)

The Isle of Wight 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 be a priority at all times.

Risk assessments will be carried out by line managers for all staff working alone, under their direction.

3.24 Work related learning (see Work Related Learning Policy)

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

Risk assessments will be undertaken following the HASPS10 (Health and Safety Procurement Standards).

For learners on placements the college will ensure that:

- Inspections are undertaken of employer's premises and this will form part of the risk assessment process.
- Evaluation arrangements are in place and information relating to these is available to staff and learners.

3.25 Violence at work (see Workplace Violence Policy)

The Isle of Wight College recognises that the personal safety of all persons is a priority at all times and that early local intervention is key for defusing certain situations. The college has in place training programs for key staff which set out guidelines to help deal with challenging behaviours. 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.

3.26 Smoking (see Smoking Policy)

The college displays prominent no-smoking signs at all entrances to buildings and internally as appropriate. Signs displayed are in accordance with the Smoke free (Signs) regulations 2007.

Exceptions to smoke-free status:

- Smoking is allowed in the college grounds where these are open to the elements and must be 4 metres away from any building, but smokers are expected to ensure that cigarette stubs and packaging is disposed of safely and cleanly in appropriate bins.
- The campus has designated 6 smoking shelters at the Newport site and 1 at CECAMM where smoking is permitted. Smoking outside these areas and within the grounds is prohibited.

Fire and hygiene risk from smoking:

- Smoking is also considered to be a serious fire risk and as such, smoking is not allowed in or around any area containing combustible materials such as gas cylinders. Appropriate signs are displayed prohibiting smoking in these areas.
- Staff and students are reminded that transference of disease from hands to mouth whilst smoking is also a very great risk.

3.27 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 Human Resources Department refers the staff members to the Campus and Health & Safety Manager for risk assessment.

3.28 Disabled staff and students - including temporarily disabled

For staff or students with disabilities, or where existing staff/students become disabled, we ensure that the College is adapted for their needs including arrangements to ensure their health, safety and welfare.

When individuals have been signed off work by their GP they are not permitted to work until they have been declared fit to return to work by their GP.

The needs of staff/students with disabilities are taken account of within the risk assessments and where necessary individual risk assessments are carried out. Personal Emergency Evacuation Plans (PEEPS) are developed to cover the evacuation of students/staff with disabilities in the event of an emergency.

Risk Assessments and PEEPS are reviewed at frequencies determined by changes in the individual's health condition.

3.29 Legionella management

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

3.30 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.**

3.31 Animals on site (see Animals on Site Policy)

The Isle of Wight College has an obligation to minimise the risk of the transfer of disease from animals to people. All animals sourced for educational purposes must come from reputable providers and be in a good state of health.

Members of staff, students or visitors who require the help of a Registered Assistance Dog will be allowed access to all areas of the site. There will be an assumption that Registered Assistance Dogs conform to college policies and that they are fully trained and risk assessed for support work in public areas.

3.32 Manual handling (see Manual Handling Policy)

Musculoskeletal disorders are one of the biggest causes of sickness absence. Staff in all departments are at risk of injury from manual handling including office-based staff and

those who move and handle people. The college works with other agencies on the island to ensure a consistent approach to people moving and handling across its care services.

All college staff are asked to complete e-learning modules for setting up workstations correctly when using display screen equipment.

Local staff perform manual handling risk assessments for their areas of responsibility.

All moving and handling equipment is listed so that appropriate maintenance and servicing can be carried out within set time scales.

3.33 Hydro Therapy Pool Emergency Procedures (see Hydro therapy emergency procedures policy)

Emergency operating procedures are in place to deal with emergency situations within the college hydrotherapy pool. The pool attendant carries a radio while on lifeguard duty. Emergency procedures explain actions to be taken, namely:

- Evacuation
- Major injuries
- Minor injuries
- Water contamination
- Emission of toxic gases
- Aggressive/violent behaviour
- Bomb threat
- Burns
- Lighting failure.

3.34 Working from home (see Home 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. Staff 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.

3.35 Queries relating to this policy

All details relating to this policy are available by writing to:

The Isle of Wight College, Medina Way, Newport, Isle of Wight, PO30 5TA

This policy is available electronically on the college intranet. Further copies are available on request.

Other policies supporting the Isle of Wight College Health and Safety statement and this policy include:

- Animals on Site
- Work Related Learning
- Lone Working
- Portable Appliance Testing (PAT)
- Medication
- First Aid & Accident reporting
- Asbestos Management
- Fire Safety
- Home Working
- Hydrotherapy Pool Emergency
- Operating Procedures
- Harassment
- Equality and Diversity
- Disability Equality Scheme
- Off-Site Activity Risk Management
- Workplace Inspection
- Personal Protection Equipment
- Overseas Travel
- Workplace Violence
- Manual Handling
- Risk Management
- Absence Management Policy (sick leave)
- Family Policy
- Smoking Policy
- Management of Contractors
- Stress Management
- Working at Heights
- Work Related Driving