



HEALTH, SAFETY AND WELFARE AT WORK POLICY

February 2020

**APPROVED: FEBRUARY 2020
AUTHOR: HEALTH & SAFETY MANAGER
REVIEW: ANNUALLY**

HEALTH, SAFETY AND WELFARE AT WORK POLICY

1. POLICY STATEMENT

- 1.1 At Harlow College the Health, Safety and Welfare of everyone is a priority. The Health and Safety at Work etc Act 1974 imposes a statutory duty on employers to ensure, in so far as reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

The co-operation of all employees, contractors, learners and visitors, is vital to the success of the Health and Safety Policy.

The Health Safety & welfare at Work Policy extends to Harlow College and all subsidiary sites including:

Stansted Airport College
East Walk (Bright Futures)
East Gate
Construction Skills Centre
The College Shop "In The Making"

- 1.1.1 To enable these duties to be carried out, it is the Corporation's intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the College.

The Corporation will, so far as is reasonably practicable, via the management of the College, ensure that:

- Adequate resources are provided for health and safety;
- Risk assessments are carried out and periodically reviewed;
- Systems of work are provided and maintained that are safe and minimise risks to health;
- Arrangements for the use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health;
- All employees are provided with information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions;
- Where appropriate, health surveillance will be provided to employees;
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health;
- The working environment of all employees and learners is safe, without risks to health;
- Adequate provision is made with regard to the facilities and arrangements for employees welfare at work;
- There is safe access to and from the work place;
- Monitoring activities are undertaken to maintain agreed standards, to

prevent accidents and cases of work related ill health.

1.1.2 It is the duty of all employees at work:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with the College in fulfilling its statutory duties;
- Not to interfere with or misuse anything provided in the interest of health and safety.

1.1.3 The College will establish, and maintain, effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare;

1.1.4 The Health and Safety Policy will be reviewed annually and amended/updated as and when necessary. Any such changes will be communicated to all employees.

Karen Spencer

Principal



Date:

27/2/2020

Paul Taylor

Chair of Harlow College
Further Education Corporation



Date:

27 FEBRUARY 2020

2 Access to the Policy

All employees will be sent an electronic copy of the document.

A copy of the policy, supplementary policies and procedures are held on the Qube: Qube\Staff Directory\Staff Policy & Procedures.

3 Roles and Responsibilities

The person with overall responsibility for health and safety is Karen Spencer, Principal.

Given the responsibility for ensuring the day-to-day implementation of this policy.

All College managers have the following responsibilities:

- To ensure that any legal requirements, relating to the operation of their area, are fully complied with including (but not limited to):
 - Risk Assessment
 - Inspection of all fire fighting equipment
 - Safe use of electrical switches and circuits
 - Maintenance of all appropriate registers
 - Necessary training for staff
 - Statutory inspections of plant and machinery
 - Provision of first aid equipment
 - Accident investigation
 - Arrangements for student out of college activities
 - Inspection of students' work placements
- To ensure implementation of this policy within their area of responsibility and bring it to the attention of all employees, contractors, students and visitors;
- To ensure compliance with safety precautions that apply to his or her area, including regulating of contractors;
- To ensure that all new entrants are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to their work and the emergency procedures;
- To ensure that no person is permitted to work at any kind of machinery or hazardous task unless he/she has been properly and fully trained;
- To ensure that all staff are aware of the location of alarm call points in the department and are conversant with their effective use.
- To ensure that any responsibilities delegated to subordinates are clearly identified;
- To ensure that access to the premises by students and visitors is strictly limited to safe areas;
- To ensure that suitable arrangements are in place to safeguard the premises against intruders.

Each employee has responsibility for:

- a) their own acts or omissions and the effect that these may have upon the safety of themselves or any other person;
- b) using safety equipment or clothing as appropriate and in a proper manner which is suitable and sufficient for the purpose intended;
- c) working in accordance with any health and safety instruction or training that has been given;
- d) ensuring they do not undertake any task for which they have not been authorised;
- e) bringing to the attention of their line manager any perceived shortcoming in College safety arrangements;
- f) familiarising themselves with the Health & Safety Policy.

If any person has any concerns about the skills needed to carry out their job effectively or safely, they must speak to their line manager at the earliest opportunity.

Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety, will be subject to disciplinary procedures.

4 Health and Safety Committee

The Health and Safety Committee is constituted as a partnership between managers, staff and students whose purpose is to assist the College management, staff and Corporation to discharge their duties as specified in the Health and Safety at Work etc Act 1974 and the College's Health and Safety Policy.

It is management's responsibility to take executive action and to have adequate arrangements for regular and effective checking of health and safety precautions, and for ensuring that the declared health and safety policy is being fulfilled.

The role of the committee is to assist management with their role, but not to assume management's responsibilities

4.1 Terms of Reference:

- To monitor and review the operation of the College's Health and Safety Policy, making recommendations to management;
- To study on regular basis accidents, incidents of reported violence and notifiable disease statistics and trends, make reports to management, and make recommendations for corrective action;
- To examine Health and Safety audit reports, and recommend action to management;
- To consider reports and factual information provided by the College Health and Safety Manager and Advisor, and inspectors of the enforcing authority appointed under the Health and Safety at Work etc Act 1974;
- To consider reports which safety representatives may wish to submit;

- To assist with the development of College safety rules and safe systems at work, the planning of health and safety training, and to monitor effectiveness;
- To monitor the adequacy of health and safety communication in the work place.

4.2 Reporting Mechanism

The Chair of the Committee will raise recommended actions at Senior Management Team (SMT) meetings, and report to Corporation on a yearly basis.

Frequency of Meetings

There will be at least one full committee meeting per term. Extra meetings will be arranged if needed. Subgroups will be appointed, as required, to deal with particular matters, and will report back with recommendations to the full committee;

Dates of meetings for the proceeding year will be agreed at the Summer term meeting.

4.3 Definition of membership

4.3.1 Management Representatives:

Management representatives on the committee will be reflective of all appropriate areas of work or special hazards.

4.3.2 Staff and Union Safety Representatives:

The College as an employer must consult with safety representatives appointed by a recognised trade union under the Safety Representatives and Safety Committee Regulations (SRSCR) 1977. Safety representatives must be consulted through the College Health and Safety Committee on matters affecting the group or groups of employees they represent.

Members of these groups of employees may include people who are not members of that trade union.

4.3.3 Corporation Representative

The Corporation will elect one governor to attend Health & Safety Committees and report back to the Corporation in conjunction with the chair of the Committee.

4.3.4 Student Representative

The Student Council will elect two students to attend the Health & Safety Committee and report back to the Student Council.

4.4 Attendance and meeting protocol

Health and Safety is of paramount importance. Management and staff rely upon the Health and Safety Committee for its guidance and monitoring. Regular attendance by all members is of considerable importance. Attendance of members will be monitored and membership of the committee reviewed in the light of attendance.

Each meeting and sub-group meeting will have an agenda to include regular items on the monitoring of statistics, training and development and new legislation. Actions to be recorded in the meeting notes and monitored.

4.4.1 Quorum for meetings

Chair (Deputy Principal)
5 attendees

5 Health & Safety Committee Membership

Chair – Deputy Principal

AAM's or representatives on their behalf across the curriculum areas (including 3 union representatives)

3 College Managers (including Health & Safety Manager & Safeguarding Manager)

1 Governor

2 Student Safety Representatives

TRACKING and REFERENCE INFORMATION

Date Approved: 27 February 2020 by the Corporation

Review Date: Annually

Author/Responsibility: Executive Member responsible for Health & Safety

Equality Impact Assessment: 20/12/11

List of related policies, procedures and other documents:

| Title | Location |
|---|--|
| Health & Safety Report Form | S:\SUPPORT TEAMS\Health and Safety - College Wide\Forms |
| Completion Guide for Risk Assessments | S:\SUPPORT TEAMS\Health and Safety - College Wide\Guides |
| Completion Guide for Educational Visits | S:\SUPPORT TEAMS\Health and Safety - College Wide\Guides |
| First Aid and Sudden Illness procedure | Qube\Staff Directory\ Staff Policy & Procedures |
| Maternity Risk Assessment form | S:\SUPPORT TEAMS\Health and Safety - College Wide\Forms |
| PEEP (Personal Emergency Evacuation Plan) | S:\SUPPORT TEAMS\Health and Safety - College Wide\Forms |
| Safeguarding & Prevent Policy | Qube\Staff Directory\ Staff Policy & Procedures |
| Harlow College – Fire Evacuation Procedures | S:\SUPPORT TEAMS\Health and Safety - College Wide\Fire Evacuation Procedures |
| Stansted Airport College – Fire Evacuation Procedures | S:\SUPPORT TEAMS\Health and Safety - College Wide\Fire Evacuation Procedures |
| Hot Work Permits | With Campus and Health & Safety Manager only |

Complaints: If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.

Monitoring: The application of this policy and associated procedure will be monitored by Executive Team Member with responsibility for Health & Safety

Easy reading: To receive this policy/procedure in a different format, please contact Health & Safety Manager