



Wirral Met College

Health & Safety Policy

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Statement of intent

Whilst the Board and Principal / CEO retain ultimate responsibility for health and safety matters all managers, supervisors, employees, students and contractors are required to ensure that procedures for safe working practices are observed and that they take reasonable care for the health and safety of themselves and other persons.

The Board and Principal / CEO will ensure the College complies with the Health & Safety at Work Act (1974) and will discharge that responsibility via a Safety Management system based on the principles of HSG65 – PLAN, DO, CHECK, ACT.

This policy enables Management, staff and students to work in partnership positively to achieve a safe working environment where hazards are controlled and risks to the health and safety of students, staff, and visitors are reduced to a minimum.

As a learning organisation the College actively promotes a positive attitude towards health and safety as an integral part of the education and training process to allow students to develop safe behaviour, so that they can play an active part in the process and acquire practical, transferable skills.

This Health and Safety Policy is supplemented by other procedures arising from health and safety legislation and other relevant documentation

These policies can be found on the College Health & Safety intranet site (<http://intranet.wmc.ac.uk/>) or in hard form from Learning Resource Centres.

Sue Higginson,
Principal

Date. _____

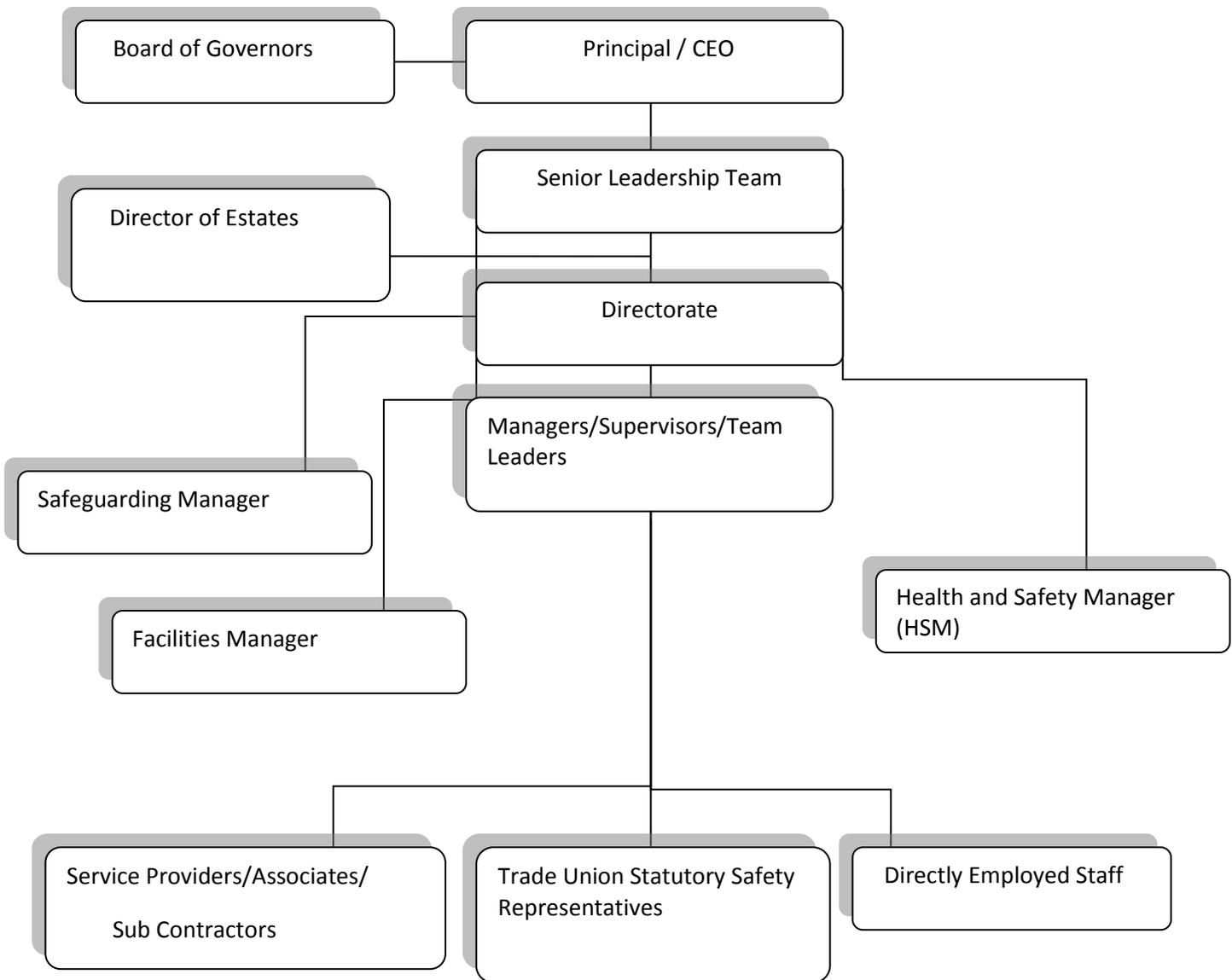
Paul Smyth,
Chair of Board

Date. _____

Health & Safety Management System

Roles and Responsibilities

Health and Safety Management Structure



Individual Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been developed to clearly indicate how the College fulfils this requirement.

In the College the Board has ultimate responsibility to take all measures in their power to ensure that all college premises and working practices are safe and without risk to the safety and health of staff, students, contractors and members of the public.

The Board will ensure that:

- It endorses formally and publicly its collective role in providing health and safety leadership in the College;
- Staff participate in improving health and safety;
- Each member of the Board accepts their individual role in providing health and safety leadership for the College;
- The impact on health and safety arrangements is taken into account when business decisions affecting College operations are made;
- They request and analyse health and safety information from the Principal / CEO at Board meetings;
- The health and safety policy is reviewed annually by the Principal / CEO and Health and Safety Committee in order to ensure it is fit for purpose.

The Board will follow HSE recommendation and will appoint the Principal / CEO to be “Health and Safety Director”

Principal/CEO

As the Director responsible for health and safety, the Principal/CEO is therefore responsible for ensuring that the College’s health and safety management system and associated control measures are effectively implemented. The Principal / CEO will ensure that:

- Health and safety policy statements reflect current Board priorities;
- Sufficient funds and adequate resources are made available for the requirements of health and safety provisions;
- The organisational structure is appropriate in order to effectively manage health and safety within the College and its’ Outreach Centres;
- Employees and other persons are encouraged to observe safety procedures by setting a personal example;
- The Principal/CEO has delegated the role of chair of the Health and Safety Committee to the Director of Estates.

Senior Leadership Team (SLT)

In support of the Principal / CEO associated responsibilities will be undertaken by the SLT members who shall ensure that:

- They have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974 and legislation relating to their work activities;
- A positive safety culture is promoted;
- A system of communication and consultation with employees is established;
- An annual report on the safety performance of the college is presented to the board.

Director of Estates will work closely with the AP Quality and the Human Resources Manager, to monitor and check that the following procedures are implemented:

- Training for all staff is planned and implemented;
- Job descriptions accurately reflect the health and safety duties of all employees;
- Restrictions on hours of work are complied with;
- Suitable pre-employment screening of all new workers takes place with the College Occupational Health Service;
- College Occupational Health Service and Head of appropriate Department are involved where fitness to work and return to work after illness is an issue;
- The College's health and safety performance is reviewed at senior leadership team and Board meetings as a matter of routine, informed by reports and recommendations from the Health & Safety Manager (HSM).

Directorate will ensure that:

- All accidents / near miss incidents / diseases and dangerous occurrence are reported to the HSM, investigated accordingly and recorded on the accident and incident record form and control measures implemented to prevent any reoccurrence;
- As part of the contracting process health and safety implications are considered and the HSM informed as necessary;
- Implications in respect of health and safety are addressed in all business decisions;
- Management systems provide effective monitoring and reporting procedures.
- Consultations between management, team leaders and employees take place as described in the policy;
- Health and safety is on the agenda of operational meetings;
- All health and safety issues raised by employees are recorded and investigated in a timely manner.
- Risk management systems for health and safety are in place and effectively implemented within their teams;
- They ensure that any member of staff failing to comply with the requirements of the College health and safety policy is held accountable;
- Job descriptions accurately reflect the health and safety duties of all employees and staff know and understand those responsibilities;

- Ensure that their respective employees are given adequate training in health and safety matters to competently discharge their responsibilities;
- They assist in developing a proactive attitude to Health and Safety matters by advising on and encouraging, a positive risk management culture throughout the organisation;
- Termly inspections are undertaken of all areas;
- They are alert to the possibility that a students may be suffering abuse or neglect, or may be in need of support from an external agency;
- They know how to respond to safeguarding matters and are aware of our policy and where to seek help;
- The above responsibilities are effectively delegated to Managers, Supervisors and Team Leaders for implementation in their area.

Health & Safety Manager:

The Health & Safety Manager (HSM) will coordinate and provide advice and support for health and safety practice and policy in the College. The HSM will:

- Assist and support managers in creating a health and safety environment in which everyone can carry out their tasks without fear of intimidation, harassment, violence or undue stress;
- Ensure that the principles of good health and safety management are applied to all activities undertaken by and within the College;
- Provide support on all matters of occupational health & safety, facilitate regular audits and have the authority for enforcement;
- Ensure that health surveillance is arranged for employees working in the following environments:
 - Noisy environments;
 - Areas or activities containing designated hazardous substances;
 - Where there may be exposure to asbestos;
- Assist in developing a proactive attitude to Health and Safety matters by advising on and encouraging, a positive risk management culture throughout the College;
- Inform the Principal / CEO and Director of Estates of relevant new legislation, recommend working methods for compliance and assist with dissemination of this information throughout the College;
- Undertake the Health and Safety monitoring of premises and report their findings to the Director of Estates;
- Ensure Contractual Health and Safety requirements are complied with at tender stage;
- Ensure College Health & Safety management systems are audited annually and any required updating is completed;
- Draft Health and Safety Policy, procedures and Guidance, for approval by the College Health and Safety Committee and Board of Governors;
- Audit the provision or procuring of specialist services to carry out specific health and safety related work and functions including the monitoring of exposure to physical health and safety hazards.
- Exercise authority delegated by the Principal / CEO in matters of extreme urgency e.g. closing all or part of a campus;
- Communicate with the enforcement authorities, where necessary, for compliance with statute or the gaining of information;
- Maintain an Accident and Incident reporting system, initiate and monitor the investigation of accidents or incidents, as appropriate, and for the analysis of

accident statistics for reporting to appropriate managers, enforcing authorities (RIDDOR) or committees;

- Undertake periodic inspections and audits in co-operation with other College managers.
- Advise on appropriate procedures to be followed in the event of serious and imminent danger to ensure the safety of all users of College property;
- Ensure that the College first aid arrangements are adequate and advise the Health and Safety Committee and line management of any shortfall and of requisite corrective actions;
- Co-ordinate the College's response to serious infection outbreaks.

The Facilities Manager is responsible for:

- Maintenance systems (including defect reporting) to ensure that College buildings and grounds are kept in a condition that is, so far as is reasonably practicable, without risk to health and safety and which provides safe access and egress for all users of College property;
- The health, safety and welfare and competence of all College maintenance and security workers as regards their working environment and practices;
- So far as is reasonably practicable controlling, co-ordinating and co-operating with contractors employed by the College on estates contracts to ensure, so far as is reasonably practicable, that their conduct does not present a risk to health and safety;
- Ensuring that companies employed to carry out construction or related work on behalf of the College are competent to do so;
- Ensuring that all fire detection and fire fighting equipment and emergency lights are regularly inspected and serviced according to current British Standards;
- The periodic examination by a competent person of any plant or equipment for which examination is statutory;
- The control and co-ordination of the College's portable appliance testing programme;
- Monitoring the competence of the College employees trained to test portable appliances;
- Overseeing safe cleaning practices;
- Giving effect to appropriate procedures to be followed with regard to ensuring the evacuation of persons with disability from the premises by the Personal Emergency Evacuation Plan(s) (PEEP) in the event of serious or imminent danger.

Safeguarding Manager

The Safeguarding Manager will be the primary source of advice and guidance in safeguarding matters and will:

- Actively safeguard and promote the welfare of students through policy, procedures and working practices;
- Make referrals to the Multi Agency Safeguarding Hub (MASH);
- Deal with multi agency forums including attending case conferences/review meetings;
- Be available to listen to students studying at the College and where appropriate to staff;
- Produce regular reports to the Board on safeguarding issues.

Managers/Supervisors/Team Leaders will ensure that, within their work area:

- All welfare facilities, including temperature, lighting and ventilation levels, are adequate;
- Safe access and egress are provided and maintained in all areas within the College;
- Relevant statutory signs and notices are provided and displayed in prominent positions;
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work;
- Building security is appropriate to its business activities;
- First Aid arrangements are suitable and sufficient;
- Fire arrangements are suitable and sufficient;
- Workplace transport arrangements are monitored;
- Workplace Equipment is fit for purpose.
- Risk and COSHH assessments are completed for the activities carried out within their area;
- They comply with Directorate delegated tasks described above;

Lecturers/Training Assessors/ Work Placement Officers will ensure that:

- All Health and Safety Assessments have been completed and are suitable and sufficient prior to a student being signed onto a learning programme;
- Every Health and Safety action/development plan generated is 'SMART' and every effort is made to ensure closure is achieved within the timescales agreed;
- The health & safety management system and its application within the working environment is discussed with the employer's competent person (HSM);
- The College adheres to the Health and Safety Procurement Standards and Sub-Standards and the Employment National Training Organisation (ENTO) 'Excellence in workplace health and safety assessment';
- When providing information, advice and guidance it is from an official source only which includes the Health and Safety Executive, Department for Business, Innovation and Skills, and from the College H S M;
- When the company's work place is deemed to be unsuitable for students, the Health and Safety assessment shall be completed to reflect this finding and clearly indicate why this decision was reached;
- The environment where the training and assessment is taking place is free of any uncontrolled risks;
- Any induction and familiarisation into the learning environment is completed;
- They supervise the students as appropriate and take responsibility in the event of an emergency;
- If the learning activity cannot be undertaken safely then it shall be postponed and communicated back to College HS M;
- Safeguarding arrangements are understood, in place, and maintained;

General Employees responsibilities

Every employee working for the College has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with the College and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy;
- Only perform work that they are qualified to undertake;
- When visiting other premises adhere to their health and safety arrangements;
- Always store materials and equipment in a safe manner;
- Never block emergency escape routes;
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment;
- Always wear suitable clothing and personal protective equipment for the task being undertaken;
- Inform the First Aider or line manager of all accidents that occur;
- Attend any training provided for health and safety;
- Report any health and safety issues to their Line Manager.

Be aware of the 'Safeguarding and Protection of Children & Adults at risk' policy and where to seek help if they have concerns that a students may be suffering abuse or neglect or may be in need of support/help from an external agency.

Information for employees

Information regarding health and safety law is provided via the website, notices and:

- Employees have access to a copy of the College Health and Safety Management system;
- The approved legible poster "Health and Safety Law – What You Need To Know"
- The ongoing resource of the HSM;
- Via Team Meetings and briefings;
- Safety Bulletins and newsletters as appropriate.

In line with our legal responsibilities, the College will confirm both the identity of each employee recruited to work, and that they have the relevant experience, training and qualifications to meet the job / position requirements as stipulated by the Job Description. Details of experience, training and qualifications, together with copies of certificates where necessary, will be held on file in the HR Department.

Trade Union Statutory Safety Representatives

The College recognises the importance and benefits to be gained by consultation with employees and students. All information with regard to health and safety is communicated by means of a Health and Safety Committee which meets at least once per term in line with its' Terms of Reference.

Trade Union Statutory Safety Representatives terms of reference are:

- To be competent in order to carry out the function of a safety representative;
- To receive adequate information from the employer on current and future hazards to health and safety in the workplace;
- To receive adequate information, training and resources to be able to undertake the role;
- The right to inspect the workplace;
- The right to investigate complaints from staff on health and safety matters;
- The right to make representation to the Health and Safety Committee;
- To attend Site meetings to report on Health and Safety within their department.

Contractors and Associates will:

- Be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation;
- Comply with all instructions given by the management of the College;
- Co-operate in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the College are higher than basic requirements, then they shall comply with the higher standard;
- Carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and supply copies of the Assessments to the Facilities Department prior to work commencing;
- Only perform work that they are competent to undertake;
- Ensure that they sign into reception prior to undertaking any work at the premises;
- Ensure that they know, understand and follow College procedures for reporting accidents, near misses and hazards, first aid and emergency procedures;
- Ensure that they wear any requisite personal protective equipment;
- Follow the agreed procedure regarding the College Permit to Work process.

General Student Responsibilities

Whilst at the College Students have a duty of care under the Health and Safety at Work etc. Act 1974 to take reasonable care of themselves and any other person who may be affected by their acts or omissions. In addition under no circumstances shall Students purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Health and safety is discussed with all Students throughout their training programme. All students will have the opportunity to voice formally any Health and Safety issues/opinions and influence the development of new policies and procedures that impact on the student experience via Student Union representation on the College Health and Safety Committee.

Students also have a duty to assist and co-operate with the College Staff and any other authorised person to ensure all aspects of health and safety legislation are adhered to.

Students are obliged to:

- Co-operate with the Lecturers, trainers, advisors and relevant support staff in matters relating to Health and Safety;
- Comply with all Health and Safety procedures and instructions considering at all times their own safety and that of others;
- Be aware of, and comply with, relevant provisions of Health and Safety legislation relating to the work they are allocated;
- Promptly report all accidents without delay to the Lecturer, trainer or advisor in charge who will complete the accident form;
- Report hazards, unsafe tools, equipment, machinery, “near misses” and/or any practice considered to be unsafe;
- Assist in good housekeeping in all rooms they use;
- Wear protective clothing and equipment, as required, in accordance with the instruction given;
- Report to the Lecturer, trainer or advisor, any doubt or query on Health and Safety matters relating to any aspect of practical work, use of materials, equipment or machinery or materials covered by the COSHH Regulations;
- Abide by a placement provider's Health, Safety and Wellbeing Policy and related procedures;
- Abide by the Lecturers/ trainers instructions in regard to the disposal of waste;
- Know how to access support or who to speak to if they have any concerns personally or for a friend who may be suffering from abuse or neglect;
- As needed, have in personal possession a PEEP, and ensure the plan is tested.

Arrangements for Health & Safety

The College deploys the following arrangements In order to meet its' obligations:

Risk Assessment

- Managers of all college areas appoint suitably competent members of staff to assist in the preparation of suitable and sufficient risk assessments as required by statutory regulations e.g. COSHH, noise, DSE etc. Risk assessments will be coordinated by the HSM.
- All assessments will incorporate statutory requirements including the risks faced by under 16's, young people and new or expectant mothers;
- Suitable training will be provided as part of a programme of regular Continuous Professional Development;
- The findings of all risk assessment are disseminated to all staff, students and any members of the public or contractors affected by the work activities;
- Risk assessment and implementation is monitored as part of the audit process and checks are made by Directorate and the College HSM to ensure that the implemented actions have removed or reduced the risks;
- Assessments are reviewed every year or when the work activity changes, whichever is soonest.

Consultation with employees

- Consultation with employees will be carried out through the recognised trade unions who have agreed to act on behalf of non-union employees on health, safety matters;
- Trade Union Safety Representatives will automatically be members of the College Health Safety Committee and will ensure that other Trade Union representatives are briefed and kept informed.

Safeguarding & Promoting the Welfare of Students

The College understands its' lawful, statutory and moral duty to safeguard and promote the welfare of students. The College has a policy, approved by the Board of Governors, which can be found on the Safeguarding Web Page on the staff intranet. The College has a full time Safeguarding Manager and Senior Manager responsible for our approach to safeguarding.

Safe plant and equipment

- Department Managers will administer and hold the budget for the contracts under which departmental equipment will receive annual service and inspection as required by legislation;
- Following annual service and inspection Department Managers will liaise with relevant staff to ensure any corrective action required is taken;
- Managers will ensure that routine checks and maintenance is carried out and recorded by Technicians in their area;
- Managers will ensure that problems and faults with College equipment are reported to the Facilities call logger;
- Managers will ensure that all new, second hand and donated equipment meets current health and safety and statutory standards, and that checks are made before acquisition and installation. The advice of the Facilities Manager is to be sought on such matters.

Safe handling and use of substances

- Suitably trained COSHH assessors will be appointed by all managers, these assessors, along with colleagues, will carry out assessments;
- All purchases for hazardous substances must be approved by the Manager; checks should be made that all new substances can be used safely before purchase;
- Copies of all COSHH assessments must be filed, along with the Manufacturers Safety Data Sheet in the departmental COSHH file;
- The findings of all COSHH assessments will be passed on to all staff, students and any members of the public or contractors affected by the work activities. The Manager is responsible for the implementation of control measures and will monitor their effectiveness;
- All assessments will be reviewed annually or in circumstances of change of use whichever is the soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed throughout the College and the Health and Safety Law leaflet is available from the HSM for all those who need it in the performance of their duties;
- Health and Safety advice is available from the HSM in the first instance, in the event of their not being available, the advice of the Director of Estates or Principal / CEO should be sought;
- Supervision of young workers, trainees and students must be undertaken by appropriate competent staff and monitored by the Manager;

- The Manager is responsible for ensuring that everyone working in locations under their control is given the relevant health and safety information.

Competency for tasks and training

- Induction training in Health & Safety for all new employees will be organised by the Assistant Principle, departmental induction will follow with the Line Manager;
- Induction for Health & Safety for students will be carried out by tutors;
- All contractors engaged by the College will receive a health and safety induction, arranged by the Facilities Department staff, prior to the commencement of their contract;
- Specific job related training e.g. use of machinery, must be arranged by the Manager using colleagues or a specific training provider. Records of training undertaken must be kept by the Manager and reviewed annually to ensure consistency;
- The HSM will arrange health and safety courses for all staff. Records of this training will be kept by the HSM.

Accidents, first aid and work related ill health

- The College will provide adequate first aid equipment and facilities for employees and others if they become ill or are injured whilst at work;
- The College will ensure the provision of appropriately qualified first aiders during all working hours. The HSM will manage and arrange this provision;
- An up to date copy of the first aid rota will be displayed in reception on all sites;
- When first aid assistance is required Staff should telephone the site emergency number from an internal telephone. Emergency numbers are;

Conway Park	7099	Wirral Waters	7850
Twelve Quays	7666	The Oval	7950

- All accidents and cases of work-related ill health are to be recorded on the accident forms on the staff intranet. These forms must then be sent to the HSM in the HR Office for recording and requisite follow up action;

Monitoring

- This process is covered under responsibilities of HSM above.

Emergency procedures - fire and evacuation

- The Facilities Manager and the HSM will work together to ensure that fire risk assessment is undertaken, implemented and reviewed;
- The Facilities Manager will ensure that Building Facilities Officers carry out the following, proactive, checks:
 - Weekly checks on fire alarm systems and Evacuation chairs;

- Daily checks on Escape routes, fire doors and smoke doors
- Bi monthly checks on Fire extinguishers;
- All fire alarm systems, emergency lighting and fire extinguishers will receive appropriate checks by an approved maintenance company:
- The Facilities Manager will arrange termly fire evacuation practices for college buildings;
- Records of all the above will be kept in the fire log book for each building;
- Checks of staff and student PEEP's are undertaken by the HSM within the Audit programme.

Competent Persons to assist Health and Safety Manager

All Managers are required to assist the HSM ensure that the College complies with statutory requirements.

As with all health and safety matters the power of enforcement lies with the College HSM as outlined on page 9 and 10 of this policy and should only be used as a last resort.

Review

This Policy will be reviewed annually or sooner if there are any changes in circumstances requiring revision.

Documents for Health and Safety are to be found on the Staff Intranet

KEY documents include:

HS6.1 Health Safety Policy, HS6.2 Emergency Procedures, HS6.3 Accident Reporting Procedures, HS6.4 Control of Substances Hazardous to Health (COSHH) Policy and Procedures, HS6.5 Maintenance and Sub Contractor Health and Safety Policy, HS6.6 First Aid Policy, HS6.7 Lone Workers Policy, HS6.8 Violence and Aggression Policy, HS6.9 Manual Handling Policy, HS6.10 Personal Safety Policy, HS6.11 Placing Students on Work Placement Policy, HS6.12 Use of Reasonable Force Policy, HS6.13 Outdoor Adventurous Activities Policy and Procedures HS6.14 CCTV Policy HS6.15 Smoking and E-Cigarette Policy HS6.16 Visitors Policy HS6.17 Driving at Work Policy HS6.18 Drugs Misuse Policy HS6.19 Risk Assessment Policy HS6.20 Safety Inspection and Audit Policy, Procedure, Forms and Guidance HS6.21 Policy and Guidance on Developing a Personal Emergency Evacuation Plan (PEEP) HS6.22 College Protocol for responding to Police Enquiries HS6.23 Administration of Medication Policy and Guidance

Other (key and non-key H&S documents)

-  COSHH FORM (NEW)
-  DSE Self-Assessment Form
-  Generic Classroom teaching and Learning Risk Assessment Form
-  Generic Educational Visits to Wirral Met Risk Assessment
-  Young Person Generic Risk Assessment
-  H & S Induction Presentation
-  H & S Induction Quiz
-