

# UXBRIDGE COLLEGE

## HEALTH & SAFETY POLICY

<b>Subject:</b>	Health & Safety Policy
<b>Date of re-approval:</b>	May 2017
<b>Person responsible:</b>	Human Resource Director
<b>Approved by:</b>	SMT
<b>For action by:</b>	Human Resource Director
<b>For information to:</b>	All Staff
<b>Equality Impact Assessed:</b>	December 2016

**Policy No. H1/17**

### Our Aim

Uxbridge College aims to be good in all matters relating to the health, safety and welfare of its employees, students and visitors to the College premises.

### Statement of Intent

The successful management of health and safety is considered vital to the efficient operation of the College. It is therefore the policy of Uxbridge College to provide and maintain, as far as reasonably practicable, a safe, healthy, working and educational environment for all staff, students and visitors.

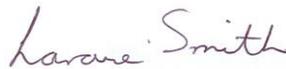
In particular, the College will pay attention to the provision and maintenance of;

- Arrangements to ensure the health and safety of children, young people and vulnerable adults within the College and while on work experience, placements or other off-site activities,
- Safe plant, equipment and systems of work,
- Safe arrangements for the use, handling, storage and transportation of articles and substances,
- The need to identify the hazards that its activities present and to assess the risks, to avoid or eliminate them, and if that is not possible to minimize and control them, with the provision of the necessary resources,
- Sufficient information, instruction, training and supervision as necessary to ensure the health and safety at work of all employees, students and visitors,
- Any place of work under the College's control in a condition that is safe and without risk to health including means of access and egress.

In addition, the college will consult with its employees and students with a view to making and maintaining arrangements which will enable the College and its employees to co-operate effectively in preparing and developing measures, to ensure the health and safety at work of the employees, students and visitors, and in checking the effectiveness of such measures.

The establishment of robust health and safety processes within Uxbridge College will contribute to staff development and morale and the overall efficiency of the College, as well as demonstrating compliance with legal health and safety requirements. In addition, this will provide our learners with a foundation in health and safety issues that will enhance their learning experience and provide a basis for social and professional development throughout their lives.

Signed:



**Principal**

Date:

23<sup>rd</sup> May 2017

## STRATEGIC OBJECTIVES

The Principal and Senior Leadership Team will promote the following Uxbridge College's health and safety strategic objectives:

- To develop and maintain safe systems of work throughout the College.
- To ensure that an adequate risk assessment process is developed and effectively deployed.
- To ensure facilities are designed to minimise risk.
- To establish clear lines of responsibility and accountability for health and safety issues.
- To develop and apply a College system of safety tours and safety audits, inspections and surveys.
- To investigate the causes of accidents and impairments to health arising in connection with the College activities and to institute all reasonably practicable remedial measures to prevent recurrence.
- To ensure compliance with all requirements of legislation relating to the College activities with respect to health and safety.
- To encourage the closest possible co-operation between management, trade unions, safety representatives and employees in all matters that affect health and safety.
- To provide the necessary resources for the effective management of health and safety.
- To ensure effective communication of the College Health and Safety Policy and objectives.
- To ensure adequate training is undertaken to achieve required competence levels in relation to health and safety matters.
- To ensure that health and safety systems and standards are adequately monitored and reviewed.
- To ensure that students enrolled at Uxbridge College experience excellent standards in relation to all health and safety matters including those experienced in the work place.

### 1. ORGANISATION AND RESPONSIBILITIES

The **Board of Governors** has the overall responsibility to ensure that suitable organisational arrangements are in place for Uxbridge College to comply with its statutory health and safety responsibilities.

The **Principal** has overall responsibility for the approval, implementation and organisation of the Uxbridge College Health and Safety Policy and the direction, management and leadership of the employees, contractors, students and visitors.

The policy is monitored, reviewed, resourced and endorsed by the **Senior Leadership Team**, which includes the Nominated Health and Safety Person. They receive and review information on the implementation of the policy and the overall health and safety performance of the College. In addition, they approve and review the progress of the College Health and Safety Action Plan.

The **Nominated Health and Safety Person (NHSP) is the Director of Corporate Services** and is responsible for monitoring the implementation of the policy, progress on the H&S Action Plan and the overall health and safety performance of the College; preparing and presenting information and reports for consideration by the Board of Governors, Principal and Senior Leadership Team.

The **Designated Senior member of staff with lead responsibility for Child Protection and Safeguarding** issues is the Director of Learning and Support Services. This person has a key duty to take lead responsibility for raising awareness amongst staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children, young people and vulnerable adults learning within the College. Responsibility and authority for the implementation of the Policy is delegated to Uxbridge College **Managers** according to their functional roles.

**Heads of School and Heads of Service Areas** are responsible for providing the resources, facilities and infrastructure to enable the implementation of the Health and Safety Policy and Action Plan within their School or Service Area. They are also responsible for the overall health and safety performance of their School or Service Area and to this end will ensure that appropriate measures and monitoring processes are in place to manage this.

In addition, Heads of School are responsible for ensuring that regular maintenance schedules, repairs and legislative checks are in place for those specific pieces of equipment, machinery and hazardous material identified by the schools as falling outside of the remit of the Head of Estates.

**Service Area Managers** and **Section Managers** are responsible for providing and maintaining a safe working and teaching environment through an ongoing process of risk assessment and hazard control, incident investigation and remediation, audit and inspection. They are responsible for implementing and maintaining department health and safety records, documentation and processes using the College OSHENS system.

**Course Team Leaders and Service Area Supervisors** are responsible for the immediate application of, and adherence to, safe working procedures and processes, including;

- Ensuring Health and Safety tutorials for students.
- Providing adequate information on the health and safety hazards associated with workplace tasks,
- Recognising the need for and implementing protective measures required within their area of control,
- Recognising and reporting new or changed workplace risks.

**Employees** are responsible, through their own acts and omissions, for the health and safety of themselves and others who may be affected by their actions. All employees are expected to familiarise themselves with, and conform to, the College Health and Safety policy, Staff Health and Safety Handbook, college procedures and safe working practices. They will report to their manager for investigation and remediation all accidents, incidents and situations which cause, or have the potential to cause, damage or injury.

In addition, **Teaching Staff** are responsible for ensuring that risks and hazards are considered and appropriate risk assessments are in place before a hazardous classroom activity commences. Appropriate controls must be put in place when preparing lesson plans, activities and off site trips must have an accompanying risk assessment available. Students will receive a health and safety induction when they start their course about the hazards which may be encountered at College.

**Students** are responsible, for the health and safety of themselves and others who may be affected by their actions. All students are expected to conform to the College Health and Safety rules and instructions given by teaching and support staff.

#### **Estate Manager**

The Estate Manager is responsible for organising and progressing a programme of checks, repairs and renewals of the College premises and assets to ensure a safe place of work and study is maintained.

A technical library will be maintained which will include;

- Asbestos Register,
- Legionella Manual
- Lifting Equipment Records
- Fire Alarms Systems Register
- Emergency Lighting Register
- Electrical Installation Test Certification
- Portable and Fixed Electrical Appliance Records
- Any other relevant legislative requirements.
- Ladder inspection register.

The Estate Manager will ensure that a Fire Risk Assessment is carried out, reviewed annually and that corrective actions identified are progressed.

In addition, the Head of Estates will ensure that only competent contractors are employed to work at Uxbridge College, that they are adequately insured, complete the appropriate risk assessments, receive adequate induction and are periodically checked as to the quality of work in progress and on completion.

Where major projects are approved, separate health & safety reports and risk assessments will be made available by the project review group.

#### **Competent Person**

The **Health and Safety Advisor (HSA)** provides expert advice and support to the NHSP, Head of Estates, managers, safety committee, safety representatives and employees on health and safety issues. In addition, he/she will audit, measure and monitor, both formally and informally, the implementation of the Health and Safety Action Plan through the various Schools and Sections reporting findings to the Safety Committee and NHSP.

## **Safety Representation**

Each School and Section is represented on the Safety Committee by an identified representative who attends meetings, raises safety issues and concerns, plays an active part in the business of the committee, feeds back information to their school or section and promotes health and safety in their workplace.

Health and Safety Representatives appointed under the Health and Safety Committee and Safety Representatives Regulations 1977 have specific rights and responsibilities and provision is made to ensure that these can be exercised. Union representatives meet with the Principal and HR Director each term and health and safety is an agenda item.

## **2. PLANNING**

In addition to the arrangements outlined below there are a number of policies and procedures that include specific references to the College health and Safety Management System (SMS). These are listed at the end of this section

### **2.1 RISK ASSESSMENT**

Risk Assessment is recognised as a key process in the management of health and safety encompassing the identification and control of hazards, as far as reasonably practicable, within the workplace. All tasks and activities carried out by the College, on or off the premises are subject to a health and safety risk assessment.

This includes companies and premises used by the College for work experience and work placements. The Head of Employer Services will manage these Risk Assessments and where significant hazards are identified work experience placement will not be authorised.

The Head of School or the Service Area Manager is responsible for the preparation of the sections risk assessments, for their annual review and the distribution to all members of the team. Each member of staff must read and sign that they have read and understand the risk assessment/s for the tasks that they may be involved with on an annual basis. Copies of risk assessments are held in the OSHENS Risk Assessment data base available on the intranet home page Health and Safety Directory.

The Heads of School are also responsible to ensure that Risk Assessments are prepared for all off-site visits and activities in line with the Residential Trips Policy – UK and Overseas or the Off-Site Activities Policy.

### **2.2 WORK EQUIPMENT**

All activities requiring the use of tools and equipment shall be conducted in such a way so as to ensure compliance with the Provision and Use of Work Equipment Regulation 1998. Each Head of School will ensure that tasks will be properly risk assessed and their risk assessments will be available to all users prior to use. Particular attention will be given to vibrating equipment. Unauthorised and untrained persons will not use powered machinery. Students should not use powered machinery, except as part of a proper lesson. Do not use powered machinery if you are untrained and unsure of its potential hazards. Do not use power machinery if you are alone in the work area. All machinery MUST ALWAYS be used with the appropriate safety guards. If you use machinery which rotates (drills, food mixers etc) loose clothing such as ties should be secured; long hair should be tied back; Personal Protective Equipment ('PPE') should be worn if appropriate. Maintenance, instruction & training of work equipment will be carried out in accordance with the requirements set out in the college PWER procedure.

#### **Workshops and Laboratories will be kept locked at all times when not in use.**

Students must not be left unattended in workshops or laboratories.

Heads of School will ensure that all tools equipment within their care are regularly inspected for defects and receive Planned Preventative Maintenance in line with the college PWER procedure and manufacture's instruction. All maintenance shall be recorded using the appropriate form.

HOS must also ensure that equipment requiring it receives certification, inspection or calibration from suitably qualified persons. This will especially apply to any lifting equipment which is required to be inspected every 6 months to comply with the Lifting Operation and Lifting Equipment Regulation (LOLER).

The Head of Estates is responsible for the maintenance & inspection of fixed items of plant for heating and cooling buildings, person lifts, vehicle hoists (LOLER), compressed air systems under the Pressure Systems Safety Regulations 2000 and Local Exhaust Ventilation systems (LEV).

## **2.3 CONTROL OF HAZARDOUS MATERIALS**

To comply with the Control of Substances Hazardous to Health Regulation 2002 (COSHH), it is essential that where substances that could be hazardous to health are used, a COSHH assessment is carried out by the Head of School with the assistance of the College HSA and in line with the college COSHH procedure. The COSHH Assessments will be prepared & stored in the OSHENS Risk Assessment database. Safety Data Sheets must be readily available at 'point of use' for all products classified as hazardous. The college Academy Laboratories maintain a large collection of chemicals and the CLEAPS system is used as an alternative approved management process for these materials specifically.

All Hazardous materials must be securely stored following the COSHH Risk Assessment guidelines with attention to the needs for bund, fire protection and segregation as necessary.

The Dangerous Substances and Explosive Atmospheres Regulation 2002 (DSEAR) requires that a risk assessment of the college is conducted each year by the HSA. This process mainly deals with the storage of flammables such as fuel. No one is authorised to bring large quantities of flammable material onto the college without the consent of the Head of Estates. The manufacture of fireworks or the use Pyrotechnics in class is not permitted. The results of the assessment are recorded on the college DSEAR Risk Assessment and held on the OSHENS Risk Assessment database.

The college has a small stock of radioactive materials stored in the college Academy Laboratory. The material is to be inspected annually by a licenced and certified inspector and records are kept.

## **2.4 DISPLAY SCREEN EQUIPMENT**

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks in office work by ensuring that workplaces and jobs are well designed. In order to comply with the Regulation, a survey of DSE users at Uxbridge College will be carried out by the HSA. Staff responding to the survey will be able to:

- Have Workstations analysed and assess and reduce risks.
- Ensure workstations meet minimum requirements.
- Help to plan work so there are breaks or changes in activity.
- Claim back the costs of eye tests and glasses on expenses up to £40 per annum

In addition, all new employees will be required to complete an E-learning module shortly after commencing employment. This training programme will also be distributed to all staff on a 3-yearly rotation.

## **2.5 OFF SITE VISITS**

### **ARRANGEMENTS FOR THE MANAGEMENT OF OFF SITE ACTIVITIES**

Uxbridge College has a duty to ensure the Health and Safety arrangements for students participating in activities off campus including educational visits, enrichment activities, sporting activities and cultural events. The arrangements for these activities are described in the College policy document "Off Site Activities". A Risk Assessment will be completed for all off-site activities involving College students.

## **2.6 YOUNG PERSONS**

### **Safeguarding and Child Protection**

The Safeguarding and Child Protection Policy applies to all College staff, students and contracted staff, whether they work or study in the main College campuses, outreach centres or other designated areas, volunteers and governors. The intent of the Safeguarding and Child Protection Policy is to ensure that a safe environment is provided for children and students at all times. Children and students who are at risk of and/or likely to suffer significant harm are identified, and appropriate action is taken with the aim of making sure they are kept safe, both at College and at home or elsewhere. It ensures that there exist safe recruitment practices in checking the suitability of staff and volunteers to work with or in proximity to children and students. Also it ensures that staff are made aware of issues relating to the welfare of children and young people.

## **2.7 EXPECTANT MOTHERS**

The Management of Health and Safety at Work Regulations 1999 (MHSW) requires employers to protect the health and safety of employees who are expectant mothers. On receiving written notification by a member of staff that they are an expectant mother, the Head of School or Service Area Manager is required to revisit their original risk assessment/s and the COSHH assessment for the section to identify if they need to do more to make sure the staff member is not exposed to risk and make any reasonable adjustment that may be required. The findings of the assessment will be kept confidential and will be recorded on an OSHENS expectant Mothers risk assessment. A copy of the assessment will be provided to the Human Resource Manager.

## **2.8 FIRE SAFETY**

In line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 a Fire Risk Assessment has been carried out by the Head of Estates and the findings of the assessment implemented. Automatic and manual means are available for raising the alarm in the case of fire or other emergency. Please refer to the college Fire Safety Procedure.

Means of escape are provided and identified. Students, contractors, visitors and employees receive information about Fire Evacuation at induction training. The college evacuation process is outlined in the college Emergency Evacuation Procedures and includes; Trained Fire Marshals ensure the swift evacuation of the premises and Fire Extinguishers are available and training is given to Fire Marshalls about how to use them. All emergency Fire equipment is inspected and maintained in line with the Fire Risk Assessment.

## **2.9 ASBESTOS**

An Asbestos Management Plan has been prepared and is reviewed annually by the Head of Estates. From the Management plan an Asbestos register has been developed to identify the actual location of Asbestos Containing Material throughout both college campuses.

In compliance with the Asbestos Regulations 2012, a copy of the asbestos register is made available to effected staff and contractors. At any time that extensive works are required to repair or alter college buildings, a specialist contractor is engaged to prepare a 'Refurbishment and Demolition Survey' and all works will follow the advice and guidance of the survey.

## **2.10 FIRST AID**

In line with the requirements of the Health and Safety (First-Aid) Regulations 1981, a First Aid Risk Assessment has been carried out and is reviewed by the HSA each year with the purpose to identify the First Aid cover required by the College. First Aid Cover is provided by trained and qualified First Aiders who have ready access to a First Aid box. First Aiders attend incidents, provide treatment, escalate the incident when required and ensure the OSHENS report is completed for all incidents. The college First Aid Policy gives further details of the arrangements.

## **2.11 MANUAL HANDLING**

The Manual Handling Operations Regulations 1992 (as amended) apply to work which involves lifting, lowering, pushing, pulling or carrying. Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

Heads of School and Section Managers must ensure that potential Manual Handling hazards are identified by the Risk Assessment process and that suitable control measures are applied. All employees are responsible to ensure they follow the simple lifting techniques highlighted in Staff Health and Safety Handbook.

Wherever possible use mechanical assistance or equipment to move loads or get assistance from another person. Any staff (technicians) that may need to do regular lifting or moving of loads will be provided with Manual Handling training. Contact the Facilities Helpdesk for assistance with any projects that may have manual handling issues.

## **2.12 LONE WORKING**

Lone Working should be properly managed. Lone workers are those who work by themselves without close or direct supervision, for example: people working in offices on their own outside normal hours or representatives visiting domestic and commercial premises on their own. All staff must leave the college buildings by no later than 9.30pm Monday to Thursday and by 6pm on Friday evenings.

If it is unavoidable for staff to be working on their own the Head of School must be informed and that all possible hazards must have been identified and controlled. Attention will be given to emergency contact arrangements by mobile phone contact with the line manager.

## **2.13 WELFARE**

Uxbridge College is committed to providing a comfortable working environment for all staff. Toilet facilities are located within easy walking distance for all offices, classrooms & workshops. All toilets have hot and cold water with soap provided. All workshops have access to hand washing facilities. A professional cleaning contractor is engaged to regularly maintain the welfare facilities.

All offices & classrooms have heating & ventilation. The Estates section undertake to provide a service guarantee to heat offices & classrooms to a minimum room temperature of 16 degrees Celsius.

The welfare arrangements are regularly audited by the Head of Estates and records are kept.

### **3. HEALTH AND SAFETY ARRANGEMENTS**

#### **3.1 INFORMATION, INSTRUCTION, TRAINING & SUPERVISION**

##### **3.1.1 Health & Safety Committee**

The Safety Committee is chaired by the NHSP and is the forum for the airing and discussion of safety concerns and issues, accident and incident data analysis, communication of health and safety legislation updates and review of progress on the Action Plan and inspection schedules. Minutes of meetings available on the College intranet.

A Union appointed safety representative is a member of the Health and Safety Committee. Student safety concerns and issues are raised through the Student Voice forum.

The Health & Safety Committee will meet twice in each academic term.

The membership of the Health and Safety committee will comprise:

- Director Human Resources (Chair)
- Health & Safety Advisor
- Head of Estates
- GMB Representative
- Head of Security
- Health and Social Care/ Foundation Studies
- Hair, Beauty, Hospitality and Early Years
- Learning Support
- Creative Studies and ELT
- Hayes Business Studio
- Engineering – ME
- Engineering – IT
- Finance/ Funding
- Academy
- Learning Resource Centres
- Computing and IT
- Sport, Travel and Public Services
- Business School
- Employer Services

The Facilities Administrator will be the clerk to the Health & Safety Committee.

The Health and Safety Committee will give consideration to the following matters:

- Matters arising from previous minutes
- Accident/First Aid Reports.
- Security Incident Reports.
- Health and Safety Action Plan and update.
- Health and Safety Inspections and results of inspections carried out.
- Health and Safety Training Plan
- Health and Safety news update
- Any Other relevant and appropriate health and safety matters raised by Committee members

##### **3.1.2 Health and Safety Information**

The college will make every effort to provide Health and Safety Information to all staff, students, contractors, visitors or members of the general public by a variety of methods.

- Health and Safety Law posters are displayed in the reception area of each campus, Revisco at Hayes and the various college workshops.
  - All Health and Safety policies and procedures are available to staff on the college Intranet site.
  - Health and Safety Committee members refer back to their teams with information from the committee meetings.
  - The HSA will distribute Safety Alerts as appropriated to staff or students through the heads of School or Section Managers.
- Health and Safety information is placed on the college electronic bulletin boards as necessary.

### **3.1.3 Induction**

Health and Safety induction training is a requirement of Section 2(2)c of the Health and Safety at Work Act 1974 and is provided to all new staff, students, contractors and visitors to Uxbridge College. This training is specific to the hazards of our activities and that occur on college sites.

- New Staff induction sessions are conducted at regular intervals throughout the year. The HSA provides advice and instruction and a copy of the Uxbridge College Staff Health and Safety Handbook is provided to all attendees.
- All new students receive Health and Safety Induction as part of their classroom training and in special sessions conducted by tutors. Each student receives a copy of the College Code of Conduct and agrees to abide by the rules including Safety requirements.
- The Head of Estates oversees the safety induction of all contractors in accordance with the Management of Contractor Policy. Short term contractors receive and sign a copy of the Contractor Site Safety Rules and records are kept on the college G drive database.
- All visitors to the college receive the Safeguarding for Visitors brochure at the reception desk. This leaflet provides information on what to do in the event of a Fire Alarm and where to seek First Aid assistance.

### **3.1.4 Health & Safety Training**

#### **Training and Information**

All employees and students receive instruction and training to ensure their competency to act and work with due regard to the health and safety of themselves and others and to respond quickly and safely to emergencies.

The HSA maintains a college Health and Safety Training Matrix which details the mandatory training required by each job function.

Whole College Training Days (WCTD's) are set aside throughout the year to provide the opportunity for necessary training. All staff are required to undertake a range of Health and Safety Awareness courses as prescribed by the training matrix. Some training will be provided on WCTD's and others will be provided via E-learning utilising the Safesmart product.

Training records are maintained by the Training and Development Coordinator.

### **3.1.5 Supervision**

Access to the college is managed by an Access Control System. All members of staff, students, contractors and visitors are issued with an Identification Pass and are required to swipe the card at the entrance turnstiles and carry their card at all times. Building access is closely monitored by the security team

High risk areas such as plant rooms, roof access doors, undercroft doors, lift wells & IT server rooms are kept locked when not in use.

Students are closely monitored by teaching staff while using equipment or dangerous substance in line with the specific Risk Assessments for the tasks. For high risk activities, the Risk Assessment will stipulate a suitable teacher to student ratio. When not in use all workshops, studios, laboratories, kitchens & IT classrooms are locked.

## **3.2 CONTRACTOR MANAGEMENT**

The college relies heavily on and values the services provided by a range of contractors. All contractors are employed under a rigorous tendering program. The HSA will assist the Head of Finance by reviewing the Safety and Environmental Management Systems of all tenderers and ensure that new contractors receive a Health and Safety induction at start up time. Contractors will meet with the HSA on an annual basis to review their Health and Safety provision and compliance.

The Head of Estates will ensure that contractors receive ongoing supervision and ensure that the minimum requirements of the college Management of Contractors Policy is complied with. This is particularly important with regard to the contractors involved with high risk construction & building maintenance works. The Head of Estates will ensure that a Principal Designer is employed as necessary in compliance with CDM 2015 regulation. The Head of Estates will ensure that contractors have necessary access and are provided with Permits to Work & Hot Work permits as requested.

### **3.3 DISCIPLINARY PROCEDURES FOR NON-COMPLIANCE**

Uxbridge College takes its Health and Safety responsibilities and obligations very seriously. Any member of staff that wilfully disregards the College Health & Safety Regulations will be dealt with under the provisions of the College Disciplinary Procedure. (i.e. returning to the building when the fire alarm is sounding).

Similarly, any student that wilfully disregard of the College Health & Safety Regulations will be dealt with under the provisions of the college Student Code of Conduct and Student Rules and Regulations.

### **3.4 EMERGENCY ARRANGEMENT**

The college is well prepared for emergencies and emergency preparedness is practiced at both sites at least twice per academic year. At the start of each academic year all new students are given an orientation and shown where and how to evacuate the campus in case of an emergency. Within the first few weeks an unannounced Fire Drill will be conducted to reinforce the orientation and improvement opportunities will be noted by the HSA.

Provision has been made to assist staff and students with mobility issues and to ensure their safety at times of evacuation. Refuge areas have been established in appropriate locations with a means of communicating with the Duty Manager via the college reception. At the start of the academic year the Head of School will identify all persons with a mobility issue. They will then ensure that a Personal Emergency Evacuation Plan is prepared for these individuals and necessary assistance and support is provided.

Fire Wardens & First Aid Attendants have been appointed and trained and the arrangement is monitored by the HSA to ensure sufficiency. Duty Managers are appointed from the management group and are rostered to take the lead in the case of an emergency during normal college operation hours.

For more information please see the Fire Safety (Procedure), Emergency Evacuation Procedure, Personal Emergency Evacuation Plan (PEEP) Policy, First Aid (Procedure) and the Campus Security Handbook.

### **3.5 HAZARD REPORTING**

All staff, contractors and visitors are advised at the time of their induction to report any safety hazards that they observe. All staff have access to the OSHENS safety Data base which can be found on the college intranet home page. By clicking on the 'Report S, H & E Observations' any member of staff can report a near miss or hazard concern.

### **3.6 ACCIDENT AND INCIDENT REPORTING**

All accidents and health and safety incidents arising from tasks and activities carried out at the College, on or off the premises, are reported and documented using the OSHENS reporting system. All college related accidents are reviewed by the Health and Safety Adviser. Accidents and incidents are investigated and analysed to understand the causes and to facilitate actions to prevent future recurrence and/or mitigate any consequences. Accident information and trends are reviewed at the Health and Safety Committee. All Injuries, Diseases and Dangerous Occurrences covered by the RIDDOR Regulations, will be reported to the HSE by the HSA.

#### **Student Accident Reporting**

The Education Funding Agency (EFA) also requires RIDDOR reportable incidents for young people in their scope (under 19 or under 25 LLDD). These reports will be made to; [HSincident@education.gsi.gov.uk](mailto:HSincident@education.gsi.gov.uk) along with a copy of the online 2508 Form used for submission to HSE.

### **3.7 PERSONAL PROTECTIVE EQUIPMENT**

Wherever possible the college will endeavour to eliminate hazards within its control. Failing this, attempts will be made to control any remaining hazard by Substitution, Engineering or Administrative control methods.

Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied. It is the responsibility of the college to provide any PPE free of charge to employees or agency workers as identified as a necessary control by the Risk Assessment.

Staff, students and visitors should receive suitable and sufficient advice regarding the need for PPE by ensuring warning signs or pictograms are installed or affixed to the equipment.

### **3.7.1 Selection**

The Head of School should ensure that selected PPE provides suitable protection to the wearer from the risks and take account of the environmental conditions where the task is taking place. For example, eye protection designed to protect against liquids may not offer adequate protection when using an angle grinder to cut steel or stone. The selected PPE should not increase the overall level of risk or add new risks, e.g. by making communication more difficult. The PPE should fit properly and should be compatible with any other PPE used at the same time.

Choose good quality products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you.

### **3.7.2 Training**

The Head of School will ensure that all persons receive suitable instruction on how to use and care for the PPE properly. It is important that users wear PPE all the time they are exposed to the risk. Supervisors will never allow exemptions for those jobs which take ‘just a few minutes’. The Head of School will check regularly that PPE is being used and investigate incidents where it is not.

### **3.7.3 Maintenance**

All users of PPE must check it carefully before each use and Technicians are responsible to check items of PPE are in good condition before issuing it to students.

Equipment will be well looked after and properly stored when it is not being used, e.g. in a dry, clean cupboard. PPE should not be stored in Chemical or Flammable storage cabinets. Technicians will ensure equipment is kept clean and in good repair and will follow the manufacturer’s maintenance schedule (including recommended replacement periods and shelf life). Damaged PPE must be discarded if involved in an incident. e.g. a hard hat that has taken a blow.

## **3.8 FIRST AID**

First Aid Cover is provided by trained and qualified First Aid Attendants (FAA) who have ready access to a First Aid Kit. First Aiders attend incidents, provide treatment, escalate the incident when required and ensure the OSHENS accident report is completed for all incidents. A First Aid Policy gives further details of the arrangements.

## **3.9 VISITOR SAFETY**

Uxbridge College has a legal duty of care to all persons that visit the college whether invited or not. This will include family members of college students, company representatives, visitors from other colleges or institutions and workers providing a service or doing minor maintenance on equipment.

It is the responsibility of the person meeting the visitor to ensure that visitors to the college are properly registered and receive a safety induction. Visitors will be recorded on the OnGuard Visitor Management System prior to their visit. On arrival at the college they will receive an Identification Badge at the reception desk. The person meeting the visitor will draw the attention of the visitor to the college Safeguarding leaflet available at the reception desk. It is essential that the visitor is made aware of:

- What to do in the event of a fire evacuation during their visit.
- Who to contact if they require First Aid attention.
- Who to report any Accidents, Incidents or Safety Hazards.
- Where to find necessary welfare facilities.

The only exception to this arrangement is that of ‘Open Days’.

The college also has a legal duty of care for the health, safety and wellbeing of all students and staff. This duty of care incorporates the duty to ‘safeguard’ students from being subjected to any form of harm or abuse. Therefore, all visitors will be escorted by the member of the college staff in attendance when on college premises.

### **3.10 ACCIDENT AND INCIDENT INVESTIGATION**

Accidents, Incidents & Dangerous Occurrences are reported on line via the OSHENS Accident & Incident management system. The Head of Security and the HSA review and assess all incidents within 2 working days. The OSHENS recording tool risk assesses each incident according to the level of actual severity, the potential severity and the potential frequency of the incident. Based on the level of risk, the system will advise on the course of action to take regarding the incident investigation.

MINIMAL RISK	- No action necessary
LOW RISK	- Local Investigation or no action taken.
MEDIUM RISK	- The HSA may investigate the circumstances behind the incident and/or assign a responsible person for local investigation.
HIGH RISK	- The HSA will notify the NHSP and put together a team to formally investigate the incident.

### **3.11 ENVIRONMENTAL CONTROLS**

Uxbridge College is strongly committed to doing everything in our power to minimise the environmental impacts of our operations. The college Sustainability Policy has been implemented and the colleges Aspects and Impacts have been identified. The Head of Estates with the assistance off the college Sustainability Committee have achieved certification to ISO 14001. Every effort will be made to maintain this important International Environmental Management standard.

## **4. MEASURING, AUDIT AND REVIEW**

### **4.1 SAFETY INSPECTIONS**

In addition to the review of accident and incident data in OSHENS and progress against the Health and Safety Action Plan a system of School and Service area inspections is used to monitor and measure the effectiveness of the health and safety management system and to ensure compliance.

Safety compliance inspections by the HSA and Heads of School/ Heads of Service areas will take place. Frequency is based on the risk assessment process with those higher risk schools and sections undertaking more frequent tours and inspections.

Formal system and compliance audits are scheduled and carried out by the H&S Advisor with the relevant manager/s of the Schools and Sections at least once per college year with higher risk schools and sections audited once a term. The findings of these inspections are fed back to the Head of School and Section Managers and reviewed by the Health & Safety Committee.

### **4.2 SAFETY AUDIT**

There will be an annual desk top audit of the college Health and Safety Management System. A report on the results of the audit will be completed by the Health & Safety Advisor. A consultant will be engaged and an external report provided in alternate years.

### **4.3 DOCUMENT REVIEW**

This policy will be reviewed every two years by the Senior Leadership Team.

#### **Health and Safety Procedures and Documents**

- Staff Health and Safety Handbook
- First Aid (Procedure)
- Fire Safety (Procedure)
- Emergency Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP) Policy
- Training Records
- Risk Assessments
- OSHENS Database
- Off Site Risk Assessments
- COSHH Procedure
- PUWER Procedure.
- Induction Guide for Contractors – Site Safety Rules.

## Related Policies and Documents

- Organisation Chart
- Code of Conduct (Employee)
- Safeguarding and Child Protection Policy
- Child Protection Policy
- Off Site Activities Policy
- Residential Trips Policy – UK and Overseas
- Student Code of Conduct
- Student Rules and Regulations
- Student Handbooks
- Uxbridge College Arrangements for students aged 14 - 16
- Security Policy
- Campus Security Handbook
- Bullying and Harassment Policy
- Sickness Policy
- Stress Related Illness Policy
- Construction & Building Maintenance Policy.

## Uxbridge College - Health and Safety Organisation

