

## Health and Safety Policy

### Part 1 - Statement of Intent

1. The Bournemouth and Poole College (the College) recognises and accepts its legal responsibilities for health and safety. It is the Policy of the Corporation to develop and ensure that adequate health and safety conditions are in place and maintained for all employees, students, visitors, volunteers and contractors. The College is committed to the continual improvement in standards of health and safety.
2. The objectives of the Health and Safety Policy are to:
  - Maintain and adhere to a successful health and safety management system.
  - Ensure the Safeguarding and Prevent Policies and associated procedures are in place and followed.
  - Promote standards of health and safety and welfare that comply with the provisions and requirements of the Health and Safety at Work etc. Act 1974, all other relevant statutory provisions and Approved Codes of Practice.
  - Provide and maintain safe, healthy and supportive working and learning environments, safe systems and methods of work and to protect employees, students and others, including members of the public who come into contact with foreseeable work and site hazards.
  - Manage health and safety by a process of assessment of risk and have in place appropriate control measures to reduce the risks to an acceptable level.
  - Provide all employees with the information, instruction, training and supervision they need to work safely and efficiently.
  - To develop safety awareness among employees and students and to ensure appropriate competence of staff who deliver training to students.
  - Make employees aware of their individual responsibility to take all reasonable care for their own safety and that of others and to co-operate with The College in matters of health and safety.
  - Engage in full and effective consultation with Union Appointed Safety Representatives and all staff representatives on health and safety matters.
  - Encourage students to contribute to ensuring a safe and healthy learning environment.
  - Ensure that health and safety is part of every staff and students' induction and part of the curriculum delivery to help ensure that students are equipped with the appropriate health and safety knowledge to take forward into their working lives.
  - To comply with the protected characteristics of the Equality Act 2010 and that no person(s) shall be disadvantaged or discriminated against.
3. The day to day responsibility for health and safety rests with line management. The Executive will accept its collective role in providing health and safety leadership at the College. The Chief Operating Officer will have special responsibility for health and safety. The Executive will ensure that all their decisions reflect the health and safety intentions as articulated in this Statement of Intent.
4. Safety and occupational health are important management responsibilities and support, training and advisory services to assist Managers in the implementation of this will be provided.
5. Resources will be built into directorate budgets and made available based on the reasonably practicable approach. Line Managers will be expected to identify high risk activities which require extra resourcing for consideration by the College Executive and/or the various Boards. It is expected that routine health and safety issues can be dealt with at a local departmental level within their agreed and allocated budgets.
6. Methods of monitoring the implementation of the Policy, measuring performance and reviewing health and safety will be devised and be based on the Health and Safety Executive model HSG 65 'Managing for Health and Safety'.
7. The Board of The Corporation will review health and safety performance annually and ensure that health and safety matters are considered at appropriate board meetings held throughout each year.
8. This Policy will be subject to regular review and will be revised at least once every two years.

Approved by The Board of The Corporation (December 2021)

Signed

A handwritten signature in blue ink, appearing to be 'D. Ford', written over a horizontal line.

(Chair)

# Health and Safety Policy and Procedures

## Terminology

- **The College** - means The Corporation of The Bournemouth and Poole College.
- **The Board of The Corporation (The Board)** - means the body ultimately responsible for the affairs of the College.
- **Principal** - means the Principal and Chief Executive Officer with overall responsibility for the management of the College.
- **The Executive** - means the team consisting of the Principal, Chief Operating Officer and Vice Principals with responsibilities for managing the operation of the College.
- **Senior Leadership Team (SLT)** - means the Directors whom form the Senior Leadership Team in the College and the Deputy Vice Principal for Curriculum. They have direct responsibilities for Curriculum and Business Support and other nominated functions.
- **Staff** - means every employee of the College.
- **Managers** - means Managers, Head of areas, Learning Managers at all levels who manage either a function or staff or both.
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- **Students** - means any person enrolled on any learning programme.
- **Safeguarding Board** - means the College's (independently chaired) Board which oversees all matters relating to the Prevent Duty and safeguarding children and vulnerable adults.
- **Funding Agency (FA)** - means The Education and Skills Funding agency.
- **Equality and Diversity** - Equality is the framework which enables opportunity, access, participation and contribution that is fair and inclusive whilst diversity is the recognition, respect and celebration within and between different groups of people.
- **Contractors** - Any person(s), organisation, company or self-employed person that is engaged to undertake work who is not an employee of the College.
- **Volunteer** - A person who performs or offers to perform a service voluntarily for the College.
- **Visitor** - any persons attending College premises, this includes Community Pass Holders.

## Part 2 – Organisation and Implementing the Health and Safety Policy

The Health and Safety Policy consists of: -

**Part 1** – The Statement of Intent, covering the aims and objectives of The Board of The Corporation.

**Part 2** - The organisation in place, for implementing the aims and objectives; signed by the Principal.

**Part 3** - The arrangements: these guide the Executive, management, staff, students and visitors alike in their actions to ensure a safe, healthy and supportive learning and working environment.

The arrangements are implemented following discussions with staff and student representatives and are published in the first instance in the College health and safety procedures. The health and safety procedures listed in Part 3 are an addendum to the Policy and are subject to periodic changes and updates, all procedures are subject to review at Policy Review group and ratified via SLT.

These procedures are supported by processes developed locally by curriculum and business support areas to deal with specific localised hazards and risks not covered in Part 3. These, in effect, are local safe working practices.

The framework for managing health and safety in The College follows the guidance laid down in the HSE publication HSG65 – ‘Managing for Health and Safety’.

The key elements of the HSG65 principles which The College aspires to are:

- Plan
- Do
- Act
- Check

The model is a framework to achieve a balance between the systems and behavioural aspects of management whilst treating health and safety as an integral part of good management generally, as opposed to a stand-alone health and safety system.

<b>PLAN</b>	<b>DO</b>	<b>CHECK</b>	<b>ACT</b>
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### Policy

The College has a range of procedures and other policies which complement the aims and objectives of the Health and Safety Policy. These can be found on the College Intranet.

The Health and Safety Policy is the foundation in establishing and maintaining an effective health and safety management model that is proportionate to the risks at the College.

### Planning

The varied nature of the College premises and areas of learning creates specific issues in respect of health and safety. The distribution of responsibilities and the management structure has been designed to manage and control these varied health and safety aspects at the College. The health and safety organisation chart shown in Appendix 1 and operating cycle in Appendix 2, alongside the detailed responsibilities, provide the framework within which health and safety is managed at the College.

## Risk Profiling

The aim is to minimise health and safety risks, in accordance with the College's sensible risk management approach, which is supported by clear lines of roles and responsibility. Risk assessments are used to decide on priorities and to set out objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated or engineered out by selection and design of facilities, equipment and processes. If risks cannot be eliminated, they are minimised by the use of physical controls or, as a last resort, through systems of work and personal protective equipment.

Health and Safety is the owned responsibility of all College employees. Everyone must work towards creating an ever improving safe, healthy and supportive working and learning environment. Staff must not disregard hazards which they come across, but are to actively seek rectification by raising the issue through the correct channels and/or temporarily make safe those situations until a proper solution is found.

Should any employee be found to be negligent and/or in any serious or repeated breaches of their health and safety duty, disciplinary action may be taken against them.

**Business Planning** – All Directors/Managers must ensure that their risk assessments are up to date and cover all the activities in their areas and that their budgets include required resources for dealing with any high-risk activities identified that are not already adequately controlled. Consequences of failure to resource this must be made clear to the Executive through the business planning cycle and Exec review process.

**Risk Assessing** – Each Manager must create, review and implement risk assessments for their specific areas. The Health and Safety Department provide guidance, support and training. The risk assessment process is the primary way in which the College manages health and safety risks.

Where an area has been considered sufficiently low risk by the Managers, such that documented risk assessments are not required, evidence of reasoning for this decision must be retained.

**Performance Indicators** – Key performance indicators are established for curriculum/business support areas, these are documented and set by the Directors/Managers in various documents such as Self-Assessment Reports. The key performance indicators are used to monitor, measure and evaluate performance incorporating health and safety compliance.

**Defects Reporting System** – The College have a defect reporting system in place; the 'Helpdesk' is a method by which staff can report identified defects within the fabric of buildings, external areas or to items of equipment and machinery.

**Insurance** – The College's legal liabilities to third parties, including students, are covered by The College's Public Liability' insurance Policy. Policies are in place to cover the College's liability to its employees and limited personal accident; travel and motor vehicle cover is also provided. The College adequately insures against risks to its premises and provides indemnity cover for products, staff and Governors. The certificate of insurance is displayed prominently throughout all College sites and is available on the collaborative shared drive.

**Risk Assessment for students and staff with medical, physical or learning impairments** – Students and staff with disclosed disabilities who learn or work at the College must be assessed by the Manager of that area to ensure that they can do so without putting themselves or others at risk. This assessment process will be fair and meet the requirements of the Equality Act 2010. In support of the Managers there are a number of specialist staff employed to offer specific and competent advice, these include Student Services, Learner Support, Health Officer and outsourced occupation health service, Head of Health and Safety.

**Health Surveillance** – A schedule of required health surveillance checks has been devised based on assessment of risk and exposure to substances. All health surveillance checks are completed by an external Occupational Health Specialist.

## Organising

**Competence** – Competence is about more than training and qualifications; it is the experience of applying skills and knowledge. Managers need to be aware of the relevant legislation and how to manage health and safety effectively in their areas of control. All employees need to be able to work in a safe manner, staff recruited must be vocationally competent and able to best train and educate our students.

**Co-operation** – Participation by employees supports risk control by encouraging ownership of health and safety arrangements and procedures. Pooling knowledge and experience through participation, commitment and involvement helps ensure the whole organisation has the right approach to health and safety.

The College will endeavour to encourage co-operation by all staff, contractors and students to help ensure a positive health and safety culture exists and develops within the College.

**Communication** – Communication is the key to achieving success in health and safety management and the effective implementation of the Health and Safety Policy at the College. Information in a variety of formats will be made available to staff and students for help and guidance on any health and safety matters.

Managers need to communicate information to their staff and students on the risks to their health and safety as identified by the area risk assessments, and the preventative and protective measures in place necessary to control risks. Managers are to act upon any feedback that may arise from communications.

Health and safety is communicated by a range of methods which include:

- Union Safety Representatives
- Staff and student inductions
- Cross College development days
- Internal College briefings
- Principals Termly address and Team Hub
- Staff emails
- Senior Leadership Team Briefings/meetings
- Curriculum Leadership Group meetings
- Central Management Team meetings
- Management Planning days
- Monthly Department team meetings
- College intranet

Formal consultation regarding the Health and Safety Policy and supporting procedures is completed initially through the Health and Safety Committee. Staff and students are consulted and informed of local changes that will directly affect them prior to the changes being implemented; this is communicated by the appropriate Departmental Managers.

**Information, Instruction and Training** – The provision of information, instruction and training is a necessity to ensure the health, safety and welfare of staff.

**Health and Safety Training** – There are in place training plans which cover all essential and recommended health and safety training for College staff. Specific Health and Safety training for tasks and equipment at a local curriculum/business support level is the responsibility of the appropriate Manager to arrange and monitor. All training is to be logged and recorded for staff Continual Professional Development.

**Staff Induction** – All employees receive an induction module 1 that incorporates health and safety. This is backed up by localised module 2 inductions delivered by curriculum/business support Managers.

**Student Induction** – College students attend a central induction talk within their first two weeks of starting College. These induction talks include the importance of feeling safe inside and outside of the College environment, the arrangements and provisions of safeguarding. The College code of conduct and College Values, is brought to the attention of students at central induction with further information being supplied at their localised curriculum

inductions. A health and safety power point presentation is issued to academic staff on an annual basis, which is to be used at the beginning of each course, and covers College emergency procedures and site safety rules. Curriculum areas introduce health and safety at appropriate points in the students training, particularly before using equipment and tools for the first time. This is set in conjunction with the awarding bodies criteria for course delivery and covered by mandatory safety units on courses.

**Emergency Evacuation** – Fire emergency evacuation is covered within staff and student’s induction information. Appropriate staff are identified and trained in the use of evacuation chairs, fire extinguishers, fire zone tags and Personal Emergency Evacuation Plans (PEEPS). PEEPS are in place to ensure that any persons with impairment needs can be continuously and safely evacuated from The College buildings in the event of an emergency.

## **Implementing Your Plan - Responsibilities**

### **The Board of The Corporation**

Members of the Board must ensure there are appropriate aims and objectives for the College to manage health and safety. They must ensure that health and safety matters are considered at board meetings.

The Board will ensure that: -

- The College has a Health and Safety Policy in which management responsibility for health and safety is clearly designated; including details of the College and arrangements for implementing the Policy.
- There is an appropriate Safeguarding Board set up and a Safeguarding and Child Protection Policy implemented.
- Those with designated responsibility are aware of, and have access to, relevant regulations, advice and training.
- Employees are consulted about health and safety matters.
- The College implements its Policy and sets health and safety standards which are maintained and appropriate to the level of risk.
- The College has structures and arrangements for implementing its Health and Safety Policy, including dedicated health and safety staff and appropriate committees.
- The College monitors its activities to ensure that the agreed standards are being met.
- All health and safety procedures are reviewed with equality and diversity in mind, appropriate action is taken to eliminate any potential adverse impact and promote equality of opportunity wherever possible.

### **The Executive**

The Principal has overall responsibility for health and safety within the College. The Executive members must consider the health and safety implications of all their work and be responsible to the Principal for the effective health and safety performance of their stated roles and areas of responsibility.

### **The Chief Operating Officer**

The Executive responsibility for health and safety rests with the the Chief Operating Officer. The role is supported by the Director of Estates and Facilities and the Head of Health and Safety, who form, along with others, the College Health and Safety Organisation as outlined in Appendix 1.

**The Chief Operating Officer** is responsible for: -

- Promoting high standards of health and safety throughout the College.
- Implementing, co-ordinating, maintaining and reviewing the College Health and Safety Policy.
- Ensuring that members of the College are fully informed on all significant developments in health and safety matters.
- Advising the Principal on health and safety matters involving expenditure and being responsible for the College Health and Safety, including first aid, budget.
- Ownership of the Critical Incident Management Plan.
- Establishing effective reporting and communication on health and safety throughout the College.
- Ensuring a Health and Safety Committee is set up and termly meeting take place.
- Ensuring the access needs of all are met, making reasonable adjustments where appropriate.



- The development and overseeing of appropriate inspection, monitoring, auditing systems and risk assessment management process.
- Planning, management and operational implementation of first aid provisions and health surveillance.
- Representing the College Executive at meetings relating to health and safety matters as requested by the Principal.

**The Chief Operating Officer with delivery provided by Human Resources** are responsible for: -

- The provision of an occupational health service that provides the relevant competence and medical knowledge to implement, the medical requirements of health and safety legislation.
- Providing appropriate access to medical advice, guidance and information to Managers and staff.
- Providing an Employee Advisory Programme.
- Providing sickness absence scheme which helps support staff during their sickness and provides back to work programmes which meet both the individual needs of the staff and the College.
- Ensuring all job descriptions have clear health and safety responsibilities defined within them.
- Providing advice for identifying, eliminating or controlling health risks in the workplace.
- Co-ordinating access to specialised medical expertise and associated health professionals.
- Organising and providing training and support for College Managers and staff on occupational health issues.
- Providing appropriate information/reports in respect of health surveillance and other occupational health activities.
- Providing support for staff with disabilities, to ensure that they have every opportunity to remain in employment.
- Managing and monitoring staff sickness absence.
- Providing travelling advice to those staff travelling abroad.
- Providing advice to the College Executive on stress related issues.

**Senior Leadership Team** is responsible for: -

- Allocating appropriate resources to ensure effective health and safety measures are introduced and maintained.
- Bringing to the attention of the Executive any high-risk activity which cannot be effectively controlled by use of curriculum/business support resources.
- Setting and monitoring health and safety objectives and performance for their Managers.

**The Clerk of Corporation** is responsible for: -

- Taking direct legal and other professional advice for and on behalf of The Board.

**Managers** are responsible for: -

- All health and safety matters within their area.
- Managing the risk assessment process within their area of responsibility.
- Making and organising adjustments for individual's requirements in line with the Equality Act 2010.
- Ensuring all their staff fully understand their duties and responsibilities, as outlined in the Health and Safety Policy, associated procedures and localised safe systems of work.
- Ensuring that all students, for whom they are responsible, are inducted effectively in the College's emergency procedures and the vocational hazards they will encounter as part of their training.
- Having an operational plan to manage the risk assessment process within their curriculum/business support area.
- Ensuring health and safety procedures are implemented and adhered to.
- Ensuring that all apprenticeship/work experience employers are checked for health and safety purposes in accordance with the requirements of the Funding Agency.
- Setting standards for their area in the monitoring and improvement of health and safety.
- Ensuring the progress of plans and standards are recorded at team meetings or in other appropriate forums.
- Ensuring there is an up to date health and safety training for all staff in their area.
- Ensuring local safe working practices are devised, implemented and reviewed regularly or when there has been a significant change.
- Communicating health and safety matters to staff and students.
- Keeping themselves aware of any legal and technical developments relevant to risk controls of the activities they have responsibility for and where applicable make arrangements to maintain/introduce them.

- Conducting minimum termly health and safety checks of their areas, where obvious examples of good or bad performance are noted, actioned appropriately and in accordance with the College health and safety procedures.
- Carrying out initial investigation of all accidents in their area, referring to the College Health and Safety Department as appropriate, and completing the incident report form.

**The Head of Health and Safety** is responsible for: -

- Assisting the Chief Operating Officer in developing, planning and monitoring of the College Health and Safety Policy and associated procedures.
- Liaising with the Senior Leadership Team and Health and Safety Committee members in the development, implementation and evaluation of the risk assessment process in the College.
- Ensuring annual health and safety inspections are conducted throughout all College premises.
- Being the Fire Safety Officer for the College and ensuring fire compliance.
- Planning, developing, implementing, evaluating, reviewing and training in emergency procedures for the College, together with the organisation and management of practice emergency evacuations.
- Providing a system which enables people with particular disability needs to safely evacuate buildings in an emergency e.g. Personal Emergency Evacuation Plans (PEEPS).
- Advising the Chief Operating Officer on the health and safety implications resulting from any situation likely to require change in the Health and Safety Policy, procedures or provision.
- The management, as directed, of all health and safety matters for subsidiary organisations of Bournemouth and Poole College.
- Ensuring a Health and Safety Committee is set up and chairing termly meetings.
- Monitoring and authorising appropriate action on notified hazards in conjunction with the Estates Department and other appropriate Managers, ensuring proper records are maintained.
- Ensuring all the College Health and Safety procedures and recording systems are regularly reviewed.
- Keeping abreast of all new health and safety legislation and ensure up-to-date information is made.
- Ensuring in conjunction with the Estates Department that warning notices, escape routes signage and posters are maintained and appropriate.
- Completing accident investigations and reporting to the relevant enforcing authority.
- Maintaining appropriate health and safety records/databases including records of accidents.
- Ensuring that all the College student accidents which are reported under Funding Agency guidelines are thoroughly investigated and appropriate improvements are made to reduce possibility of future accidents occurring.
- Providing support for the procedures and activities relating to the College consultative arrangements for health and safety.
- The retention of appropriate documentation as required by Regulations and ACOPs.
- Arrangement of Electrical testing on all portable appliances and maintain records of testing.
- Monitoring that all apprenticeship and work experience providers are checked for health and safety in accordance with The Funding agency requirements and relevant standards are maintained.
- Providing support and guidance to curriculum/business support areas and Directors/Managers.
- Planning, operating and monitoring first aid provisions and other related activities which form part of the emergency procedures.
- Evaluating first aid requirements and developing and implementing procedures for occupational health surveillance including arranging and maintain records of staff Health Surveillance checks.
- Ensuring suitable levels of first aid stock are readily available.
- Organising first aid rota and covers for all College sites.
- Supporting and advising on first aid matters.
- Ensuring mechanisms are in place to maintain first aid records of incidents, ensuring data is made available for reporting purposes.

**The Director of Estates and Facilities** is responsible for: -

- The on-going condition of all the College buildings, grounds, security, maintenance, caretaking and cleaning.
- Determining priorities for repair and maintenance and minor works as required.
- Raising tender documents and specifications for contracted work which complies with relevant health and safety legislation; BS/EN standards.
- Supervising the work of contractors and, where appropriate, controlling high risk activities through 'permits to work'.



- Ensuring suitable and comprehensive Employers and Public Liabilities' insurance are in place.
- Ensuring provision of health and safety and communication of the College Buildings Standards advice to curriculum/business support areas.
- Determining policy and procedures for site security, site safety, evacuation arrangements and access for emergency services etc. (in conjunction with the Head of Health and Safety and emergency services).
- Ensuring that emergency callout procedures are maintained for estates management staff.
- Ensuring that the College buildings and grounds are safe and free from hazards and dangers to staff, student, contractors and visitors etc.
- Implementing relevant Acts, Regulations and Approved Codes of Practice (ACOP) which relate to College buildings fabric and support systems.
- The maintenance of all fixed fire related systems and servicing of fire extinguishers.
- The retention of appropriate documentation as required by Regulations and ACOPs.
- Introducing and maintaining a planned preventative maintenance and a reactive maintenance system for defects found in fabric of buildings and associated systems, which prioritises hazardous defects for early action.
- Ensuring, in conjunction with the Health and Safety Department that warning notices, escape routes signs and posters are maintained and appropriate.
- Ensuring health and safety competent contractors are appointed.
- Organising and monitoring all statutory testing and inspections of plant, machinery and equipment.
- Ensuring asbestos management is in place with the College buildings, including monitoring any deterioration.
- Any environmental reasonable adjustments that may be required by any staff or student to carry out their work or education programme safely.

**The Health Officer** is responsible for: -

- Providing health advice for all students.
- Supporting lecturers and tutors in student health issues and specific conditions.
- Providing evaluation of student's health conditions and assessing student's fitness for courses.
- Completing risk assessments/care/emergency care plans for students with health-related issues.

**Employees** are responsible for: -

- Taking reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Co-operating with the College to enable compliance with statutory duties for health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety.
- Being familiar with and conforming to, so far, as they are able, any statement of health and safety, policies, procedures and safe working practices appertaining to them.
- informing the College management of:
  - Any work situation that a person would reasonably consider represented a serious or immediate danger to health and safety.
  - Any matters which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the College's protection against arrangements for health and safety.

### **Staff with Teaching Responsibilities**

The health, safety and wellbeing of students are the responsibility of the staff member teaching them whilst in the training environment. They must ensure students are given an appropriate induction including fire and emergency at the beginning of each course which is repeated, as appropriate, throughout their time in the College. Where students are introduced to new hazards, they must be made fully aware of the health and safety risks associated and the control measures needed to be in place to minimise the risk to them and others. All staff taking a lesson, class or sessions must maintain an up to date attendance register.

### **Student Responsibilities**

The College will exercise its responsibility for all students under the Health and Safety at Work etc Act 1974. It is essential that students understand their individual responsibilities in relation to health and safety. The College expects all students to abide by the rules, regulations and responsibilities set out in the student agreement signed on

enrolment or induction, student handbook, college regulations and codes of practice. The College will provide an appropriate health and safety induction for all students. This will emphasise the student's responsibility to comply with the rules and regulations by which the College fulfils its duty of care towards students.

### **Functions of Union Safety Representatives**

The functions of the safety representative are set out in the Safety Representatives and Safety Committees Regulations 1977 and as laid down by locally negotiated agreements. These functions include: -

- Investigating potential and identified hazards, dangerous occurrences, the causes of accidents and complaints by employees.
- Contributing to the development of the College Health and Safety Policy and procedures, through appropriate representation and consultation.
- Consulting with Inspectors of the HSE or any other enforcing authority.
- Making representations to the College Head of Health and Safety arising from the investigation made and on general matters affecting health safety and welfare.
- Attending meetings of the Health and Safety Committee and/or informing the Committee of her/his activities as a Safety Representative.
- Making formal inspections at regular intervals or where there has been a substantial change in the conditions of work (whether because of the introduction of new machinery or otherwise) and making formal inspections following notifiable accidents and occurrences.
- Inspecting and taking copies of any relevant documents which, the College is required to keep by virtue of statute law and in accordance with the regulations on Safety Representatives and Safety Committees.
- Liaising with all staff, as appropriate, in order to help maintain a safe, healthy and supportive working and learning environment.

Because of their knowledge and experience in health and safety matters, Union Representatives are encouraged to be involved with and/or assist colleagues in conducting risk assessments.

The nomination, election and role of non-union Safety Representatives (Representatives of Employee Safety) will be based on the Health and Safety (Consultation with Employees) Regulations.

### **Health and Safety Committee**

The Health and Safety Committee is the main basis for formal consultation on health and safety matters, with staff and student representatives. Membership of the Committee will consist of management, employees and student representatives, in proportion as agreed in the Terms of Reference of the Committee.

The main responsibilities of the Committee are as follows: -

- The formal consultative mechanism for health and safety matters associated with The College activities.
- Consulting primarily on Health and Safety Policy and associated procedures.
- Monitoring the College health and safety performance by considering health and safety reports as presented to the Committee.
- Considering health and safety inspection reports both internal and from external authorities.
- Considering and publishing notifiable RIDDOR events and accident statistics and making recommendations for improvement where appropriate.
- Assisting in the development and promotion of health and safety.
- Monitoring the adequacy of health and safety communication and publicity in the workplace.
- Encouraging maximum student participation in the development, implementation and monitoring of health and safety procedures, practices and activities.
- Monitoring the effectiveness of the health and safety content of employee and student training.

## Measuring Performance

The health and safety performance of each Department needs to be measured, to identify the health and safety level of compliance. The two key components of a monitoring system are active monitoring and reactive monitoring.

**Active Monitoring** - is monitoring the design, development, installation and operation of management arrangements to actively check that the Department is achieving the objectives and standards it has set for itself and that they are effective.

**Reactive Monitoring** - is the monitoring evidence of poor health and safety practice, to identify in each case why performance was substandard.

The following methods are used in the College to measure performance: -

**Annual Health and Safety Inspections** – The Head of Health and Safety will conduct health and safety inspections of all College sites once per year. These inspections will be organised jointly with the Unions Safety Representatives and the Managers of the areas to be inspected. A report will be produced at the end of each inspection and Managers and staff must action the points raised. All identified actions to be recorded and communicated to Directors/Managers, these actions are then actively monitored through Exec Review process to ensure completion.

**Plant and Equipment Schedule** - The Estates Department have in place a schedule of testing and inspection which covers all plant and machinery on the College premises.

**Termly Activity Report** - A report is produced on the College health and safety performance. The report is communicated to the Executive and subsequently is discussed at the Health and Safety Committee meetings. A programme of report periods and dates for submission of reports is produced and monitored.

**Reports to The Board** – Annual reports to the Board are produced on the College's health and safety performance.

**Benchmarking** - Whenever possible a benchmark will be made with other organisations to compare performance in such areas as accident / ill health statistics. This will be reflected in the performance indicators. Curriculum/business support areas are to use benchmarking to share best practice.

**Accident and Incidents** – There is an accident/incident reporting and investigation procedure in place. Accidents are investigated to identify the underlying causes and root factors to improve health and safety within the College and prevent re-occurrence.

All near miss accidents/incidents which could have caused serious injury are investigated in the first instance by the line Manager, making appropriate reports to Health and Safety Department.

All accidents/incidents of a serious or potentially serious nature must be reported to the Health and Safety Department by the quickest means possible. The line Manager will initiate all investigations and report the findings to the Head of Health and Safety for formal investigation. Accident/incident report forms are available from Managers, Reception, Security offices, the Health and Safety Department and First Aiders.

The Head of Health and Safety is responsible for full investigation and reporting all notifiable accidents, disease and dangerous occurrence to the relevant enforcing authority and Funding Agency.

## Reviewing Performance

External auditing will be carried out by the Funding agency, CQC and OFSTED, Environmental Health Practitioner visits to catering areas, Fire Officer inspections, insurance company inspections, TIAA external audits, other providers of work-based learning where we are the employers and visits from HSE.

**Risk Assessment Review and Audit** - The management of risk assessments is to be reviewed at least annually by Managers, in accordance with the College health and safety risk assessment procedures.

The Head of Health and Safety will undertake an annual audit of the risk assessments and report findings to the Chief Operating Officer and within the activity report.

**Radiation Protection Advisor Audit and Inspection** – On an annual basis, Dorset County Council Radiation Protection Advisor service complete a documented audit of the sources of radiation held by the College, with a formal report and recommendations being drawn up. The inspections are completed as required by the Ionising Radiation Regulations and CLEAPS guidance L93 'Managing Ionising Radiation and Radioactive Substances in Schools and Colleges'.

**Self-Assessment Report (SAR)** - The College complete a Self-Assessment Report sub report on health and safety. This SAR process reviews health and safety performance of the previous academic year, checks and monitors outlined performance standards and progress on development plans.

**Student Feedback** - Student forum meetings are held termly, by curriculum areas, where student's views on the College are considered and any complaints and issues are responded to. Reports are produced and actions allocated to members of staff as appropriate. Any health and safety issues raised at these meetings are actioned accordingly. Students complete an annual survey where they are directly asked if they 'feel safe at the College', any views and comments are assessed and actions taken as appropriate.

## Learning Lessons


Health and Safety is a core value of the College and embedded in effective teaching, learning and working practices. Identifying underlying causes to cultural and organisational issues forms an important aspect of successful change and safety development. The College values have been developed and implemented to focus and drive the organisation.

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This Health and Safety Policy was approved by the Executive on the date shown below following consultation with the appropriate staff and student representatives.

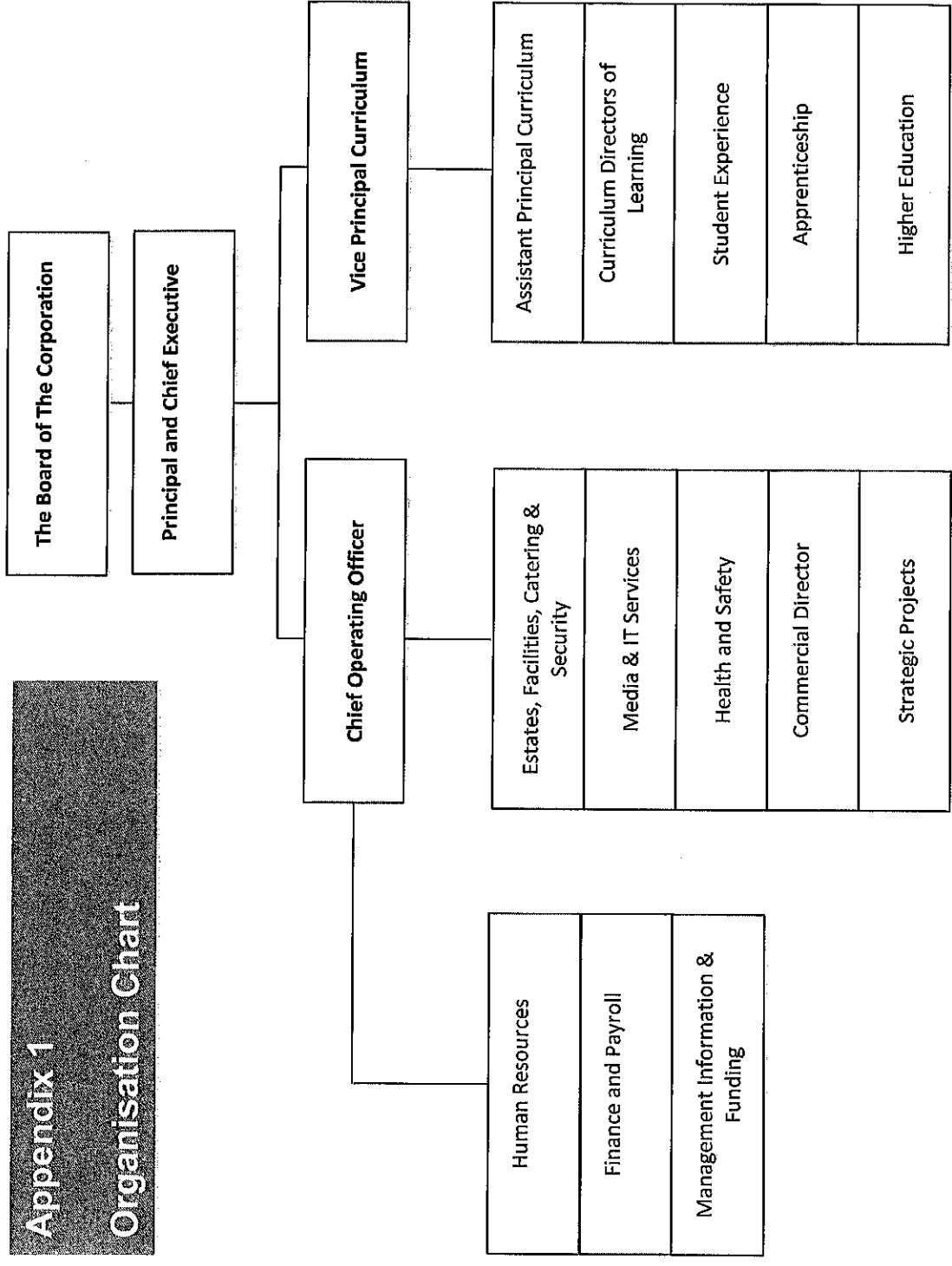
Signed by Diane Grannell (Principal and Chief Executive)

Signed

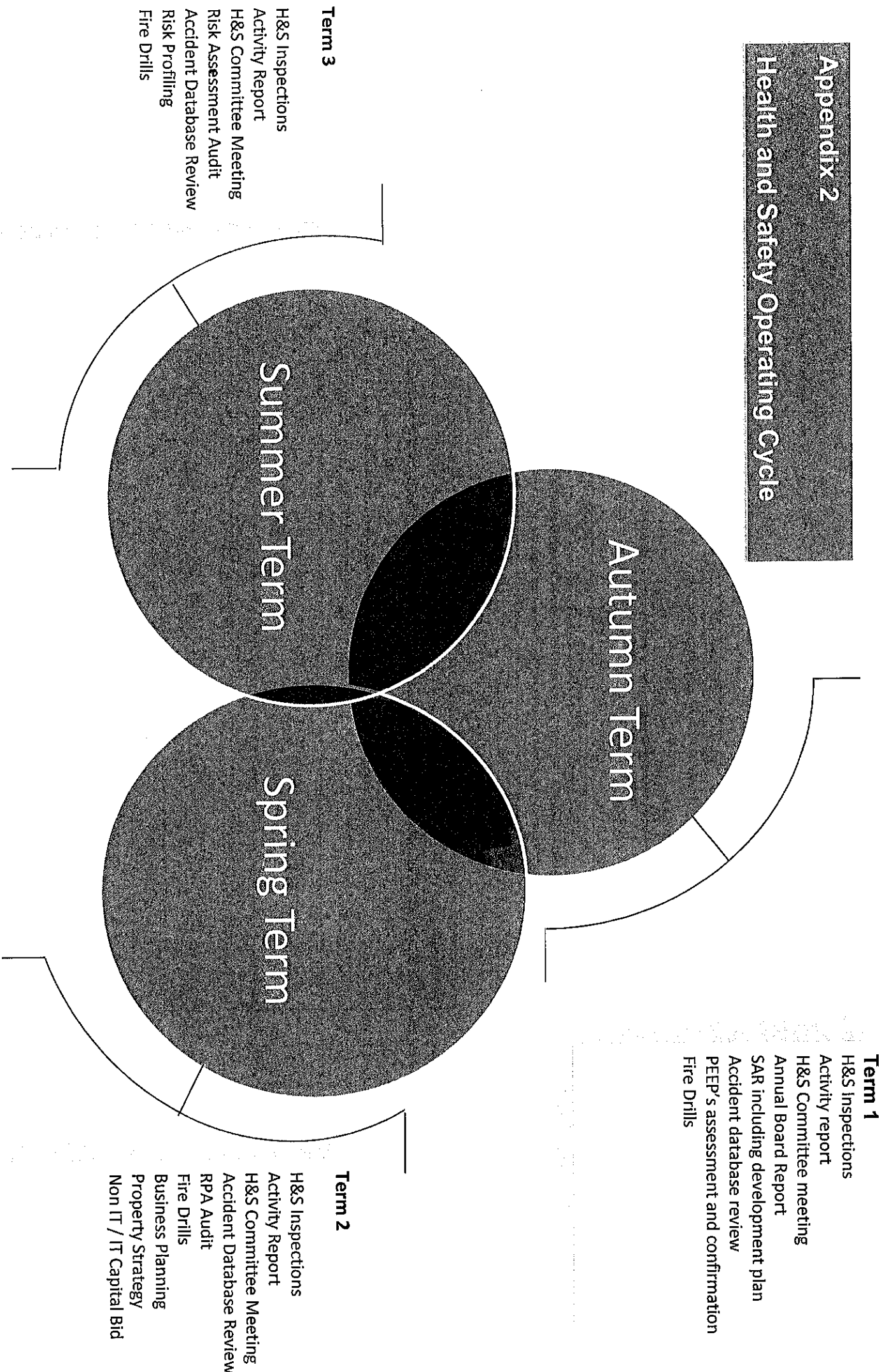


(December 2021)

# Appendix 1 Organisation Chart



**Appendix 2**  
**Health and Safety Operating Cycle**



## Part 3 – The Arrangements

**Index of Operational Procedures** – All procedures can be found on College intranet.

### **I&T Information and Training**

- I&T1 Health and Safety Induction Training - Staff
- I&T2 Health and Safety Induction Training - Students
- I&T3 Student Supervision
- I&T4 Educational Visits
- I&T5 Visitor Health and Safety Information

### **RA Risk Assessment Procedures**

- RA1 Risk Management
- RA2 New and Expectant Mothers at Work
- RA3 Young Person's
- RA4 Control of Substances Hazardous to Health (COSHH)
- RA5 Display Screen Equipment
- RA6 Manual Handling Operations
- RA7 Personal Protective Equipment (PPE)
- RA8 Noise at Work
- RA9 Asbestos Management Plan

### **OH Occupational Health Procedures**

- OH1 Access to Medical Records and Reports
- OH2 Dermatitis
- OH3 Eyesight Testing
- OH4 Food Handlers
- OH5 Health Surveillance
- OH6 Infection Control
- OH7 Meningitis
- OH8 Employment Screening
- OH9 Respiratory Screening
- OH11 Travellers Health Overseas
- OH12 Tuberculosis
- OH13 Pregnancy of students
- OH14 Administration and Storing Medications
- OH15 Personal Care
- OH16 Blood Borne Viruses
- OH17 Food Handlers Agreement

### **CEP College Emergency Procedures**

- CEP1 Duty Managers Roles and Responsibilities
- CEP2 First Aid Arrangements
- CEP3 Personal Emergency Evacuation Procedures (PEEPS)
- CEP4 Evac-U-Safe Chair Procedure
- CEP5 Critical Incident Management Plan
- CEP6 Fire emergency evacuation
- CEP7 Lockdown



**WBL Work Based Learning**

- WBL1 Work Experience
- WBL2 Work Experience Medical
- WBL3 Apprenticeships

**IN Incidents**

- IN1 Accident, Incident Reporting Procedures

**AIR Audits, Inspections and Reports**

- AIR1 Health and Safety Activities

**F Fire Safety**

- F1 Fire Safety Management

**WLE Working and Learning Environment**

- WLE1 Working at Heights
- WLE2 Lone Working
- WLE3 Provision and Use of Working Environment
- WLE4 Permit to Work
- WLE5 Portable Electrical Equipment
- WLE6 Contractor Safety Procedure

**S Security**

- S1 Security Policy
- S2 Crime Prevention
- S3 Access Control
- S4 Security and Individual responsibilities
- S5 Use of Closed Circuit Television
- S6 Security Risk Analysis
- S7 Physical Restraint Policy
- S8 Body Worn Cameras

<b>Bournemouth and Poole College Function Equal Opportunities</b>
<b>This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)</b>
<b>1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below</b>
<b>2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?</b> None
<b>3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?</b>

<p>This policy will enable an inclusive and non-discriminatory working and learning environment for students and staff</p>
<p><b>4. What evidence supports your judgements? E.g. Consultations, observations, expert opinions, surveys? If the evidence is in the form of an additional document, where is it stored?</b> The Health and Safety Committee is used to develop the Policy and this is then ratified by the Policy Review Group, SLT, Exec, the Board of The Corporation.</p>
<p><b>5. Job title of manager responsible</b> Head of Health and Safety</p>

