

**POLICY STATEMENT****TITLE:****Health and Safety Policy Statement****INTRODUCTION/OVERVIEW:**

It is the policy of Northampton College Corporation to develop a positive health and safety culture throughout the organisation. This is intended to achieve a reduction of injuries and ill health, protection of the environment and the reduction of losses and liabilities.

**POLICY STATEMENT:**

To achieve our aim, we will progressively identify all workplace hazards and eliminate or reduce these hazards so far as is reasonably practicable. The Corporation recognises the importance of staff as a key resource and will take all appropriate actions required to reduce the risk to employees of the Corporation and to those people who visit our places of operation.

Northampton College recognises and accepts the legal implications of the Health and Safety at Work etc. Act 1974 which sets the minimum acceptable standard of Health, Safety and Welfare of all the Corporation's employees and visitors. Accordingly, the Chair of the Corporation accepts overall responsibility for policy formulation and implementation. The Board of Governors, through its direction of the Principal and her Senior Managers, will, using effective management practices and an overall commitment to health and safety, provide the safest and healthiest working conditions reasonably practicable.

Northampton College Corporation will, as required, support the appointment of competent persons to advise and assist the Principal, Senior and other College managers in implementing this policy, and whose roles will help to ensure compliance with the Act and associated Regulations, within their own departments and Schools. The Health and Safety Manager's role is to provide independent and authoritative advice to the Board, Principal, Directors, College Managers and the Safety, Health and Environment Committee.

Northampton College expects each employee and visitor to its premises to exercise their individual responsibilities under the Health and Safety at Work etc. Act 1974, in order to ensure the health and safety of themselves and others that may be affected by their acts or omissions, and to co-operate fully with the Corporation to fulfil the obligations placed upon it by the Act.

**QUALITY STATEMENTS:**

Effective health and safety will be promoted and provided through:

- Active staff involvement at all levels
- Raising awareness through staff training and effective communication
- Ensuring compliance by all College users
- Providing adequate resources and support
- Suitably trained and qualified staff
- Continual monitoring processes
- Resolving issues as soon as possible after identification
- Effective consultation with staff

**LINKED POLICIES/ PROCEDURES:**

- Organisation and Arrangements for Health and Safety
- Safety Management System

**MONITORING PROCEDURE:**

- Vice Principal (Resources)
- Safety, Health and Environment Committee
- Periodic Review via audit
- Annual Report to the Corporation

**DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:**

October 2020

**RESPONSIBILITY: Overall (Directorate/Dept): Implementation:**

Board of Governors of Northampton College Corporation, Principal, Safety Health and Environment Committee

**ENDORSED BY:**

**Gary Brough**  
**(Signature)**  
 Vice Principal (Resources)  
**(Position)**  
 October 2019 **(Date)**

**APPROVED: (Principal and/or Corporation Chair)**

**Pat Brennan-Barratt**   
**(Signature)**  
 Principal **(Position)**  
 October 2019  **(Date)**  
**Geraldine Schofield**   
**(Signature)**  
 Chair of Governors **(Position)**  
 October 2019  **(Date)**

<b>TITLE OF COLLEGE POLICY:</b>	<b>DATE APPROVED BY EMT/CORPORATION:</b>
Health & Safety	

<b>AUDIENCE (select appropriate with √)</b>			
Managers		Curriculum teams	Business Support teams
All staff	√	Suppliers	Partners
Other (please state)	√		

<b>CHANNEL (select appropriate with √)</b>			
Safety, Health and Environment Committee	√	Quality Improvement Network (QIN)	Estates team
Meeting			Team meeting
Individual team	√	Suppliers	Partners
Document Library			
College Management Team (CMT)	√		
Document Library			

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
<b>Name:</b> Gary Brough	<b>Job title:</b> Vice Principal (Resources)	<b>Date:</b> October 2019



**\*\*Note – this document follows on from the College H&S Policy Statement**

## **2 Organisation:**

2.1 The term “organisation” describes the health and safety responsibilities, duties and relationships between the individuals who, as a group, constitute Northampton College. The organisation has been formulated to improve the College’s health and safety performance so that accidents and ill health are minimised for the benefit of the individual and College as well as the community it serves.

2.2 The **Corporation (Board of Governors)** will ensure that:

- 2.2.1 The College produces a Safety Policy that is appropriate to the activities of the College, and that this policy is reviewed annually;
- 2.2.2 Compliance with current health & safety legislation is maintained at all times;
- 2.2.3 An effective organisation is created for the management of health and safety
- 2.2.4 Appropriate arrangements for addressing health, safety, security and wellbeing are in place;
- 2.2.5 A positive health & safety culture is promoted and supported throughout the organisation;
- 2.2.6 The College establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- 2.2.7 Targets for improving the College’s health and safety performance are set annually
- 2.2.8 They monitor and evaluate the College’s health and safety performance direct through reports from the Safety Team (**Vice Principal (Resources)** and the Health and Safety Officer), and minutes from the College’s Safety Committee;

2.3 The **Principal** has overall strategic responsibility to the Corporation for ensuring the planning and implementation of the College’s Safety Policy and associated Safety Management System (SMS). S/he will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board.

In particular, s/he will ensure that:

- 2.3.1 A suitable and sufficient safety management system is formulated in accordance with ISO and BS expectations.
- 2.3.2 A Safety Policy incorporating a Statement of Intent and Organisation and Arrangements is planned, formulated and subject to implementation and review;
- 2.3.3 A formal system for planning, measuring, reviewing and auditing the Safety Policy is maintained;
- 2.3.4 Health and safety is effectively managed on a day-to-day basis;
- 2.3.5 Health and safety is actively promoted and supported throughout the organisation, with key issues being discussed during progress reviews with managers;
- 2.3.6 Adequate funding, staffing levels and materials are provided to meet agreed health and safety requirements;
- 2.3.7 S/he is aware of and ensures proper regard is paid to legislation and common law issues affecting health and safety in the College as part of the overall management of risk;
- 2.3.8 Responsibility and functions are properly assigned and accepted by employees at all levels;

2.4 The **Deputy-Principal, Curriculum & Student Support** is responsible to the Principal and is responsible in her absence as well as ensuring the College’s Safety Policy and

associated arrangements are implemented under her/his respective areas of management, particularly in regard to the curriculum and safeguarding.

This will be achieved by;

- 2.4.1 The provision of the necessary physical and human resources;
  - 2.4.2 Ensuring the effective flow of information relevant to health and safety;
  - 2.4.3 The provision of the necessary means of supervision and control of staff;
  - 2.4.4 Ensuring that all **Assistant Principals** and other Senior Managers for which s/he is responsible are capable and competent in their given roles, and provided with suitable and sufficient information and instruction;
  - 2.4.5 Utilising the appraisal scheme and self assessment report system to develop health and safety and the competencies of staff;
  - 2.4.6 Ensuring that Schools establish and maintain local consultation on matters relevant to health and safety,
  - 2.4.7 Ensuring that action plans resulting from audits, inspections and other health and safety reports are part of each School's and Department's development plan;
  - 2.4.8 Establishing with the Student Support managers and other appropriate staff suitable and sufficient arrangements for safeguarding students and vulnerable adults attending the College;
- 2.5 The **Director of Finance and Corporate Affairs** is responsible to the Principal and has routine responsibility for ensuring that the College's Safety Policy and associated arrangements are implemented by the production of detailed plans designed to achieve the health and safety objectives, and will as well as undertake the general managers health and safety related responsibilities ensure that:
- 2.5.1 Management arrangements, risk control options and workplace precautions together with associated performance standards are maintained;
  - 2.5.2 Competent specialist advice necessary for the effective planning and implementation of the Safety Policy is available;
  - 2.5.3 Health and safety plans are developed, together with overseeing the implementation of the SMS, and ensuring it is regularly reviewed;
  - 2.5.4 The College's Safety Policy is implemented;
  - 2.5.5 The College complies with all legislation relevant to its activities and ensures all major risks presented by a failure to manage health and safety effectively are addressed in the Colleges Risk Register;
  - 2.5.6 A structure exists for health and safety training, and funds are made available as appropriate;
  - 2.5.7 Assistance is provided to the Principal and **Vice Principal (Resources)** in the annual review of the Policy and performance through the self assessment process;
  - 2.5.8 That Public Liability and Employers Liability insurance policy cover remains current and suitable for the activities of the College, and s/he liaises with the College's insurance providers with regard to civil claims made against the College;
  - 2.5.9 That all offsite educational visits are planned and implemented so as to ensure the health safety and wellbeing of employees and students partaking in them and are subject to a formal approval system appropriate to the level of risk.
  - 2.5.10 That suitable and sufficient health and safety and food safety arrangements are in place within Catering.
  - 2.5.11 S/he ensures that effective arrangements are in place to address the requirements regarding consultation and chairs the Safety Committee.
- 2.6 The **Executive Director of Human Resources** is responsible to the Principal and will as well as undertake the general managers health and safety related responsibilities ensure that:

- 2.6.1 Suitable and sufficient strategies are in place designed to ensure the physical and mental health and well being of all employees employed by the Corporation are effectively managed, to include arrangements for selection and recruitment and health promotion;
  - 2.6.2 Appropriate arrangements for the addressing the active and reactive Occupational Health needs of the employees are established and maintained;
- 2.7 The **Vice Principal (Resources)** is responsible to the Principal and will as well as undertake the general managers health and safety related responsibilities:
- 2.7.1 Plan and implement suitable and sufficient strategies designed to ensure the Colleges buildings and estates are effectively planned, developed and managed so as to ensure a suitable and safe environment is provided for all employees, students and visitors;
  - 2.7.2 Provide independent and authoritative advice to the Corporation, Governors, Principal, Policy & Strategy Group, and the Safety Committee;
  - 2.7.3 Assist in the formulation, development, maintenance and review of the Policy;
  - 2.7.4 Assist in the assessment of risks and determination of risk control measures by the provision of information and competent advice;
  - 2.7.5 Collate all accident and dangerous occurrence reports;
  - 2.7.6 Ensure that all accidents/dangerous occurrences are investigated, in association with College managers and to inform the Principal and Director of Finance those that are reportable to the Health and Safety Executive (HSE) under the Reporting of **Injuries**, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and which should be also be notified to the Corporations insurers;
  - 2.7.7 Plan, prepare and maintain the College's Health and Safety Manual;
  - 2.7.8 Organise and, where required, deliver internal training on health and safety issues.
  - 2.7.9 Disseminate health and safety information throughout the College;
  - 2.7.10 Assist Directorates and the Safety Committee to resolve any health and safety problems referred to the Principal.
- 2.8 **Assistant Principal, Employer Engagement and Enterprise** is responsible to the Principal and will as well as undertake the general managers health and safety related responsibilities:
- 2.8.1 Plan and implement suitable and sufficient strategies designed to ensure that the health, safety and wellbeing of employees, students engaged in activities related to offsite learning is planned, developed and managed so as to ensure a suitable and safe environment is provided for all employees, students and others affected by the activities.
- 2.9 **Assistant Principal, Teaching Learning and Quality** is responsible to the Deputy Principal and will as well as undertake the general managers health and safety related responsibilities:
- 2.9.1 Ensure that suitable and sufficient arrangements are planned and implemented for the effective control of all policies and accompanying procedures so that required documentation is formulated and maintained so as to be current, valid and readily accessible;
  - 2.9.2 Ensure that suitable and sufficient arrangements are planned and implemented for the maintenance of employee competence by liaising with the Director of HR and other senior managers and assisting in the determination, delivery and recording of a programme of CPD for all employees;
- 2.10 **Assistant Principals and Cross College Managers** are responsible to either the Deputy-Principal, Curriculum & Student Support or the Director of Finance and Corporate Affairs as

appropriate for the implementation of the College's Safety Policy in their areas of management.

The Assistant Principals, Curriculum Managers and Cross College Managers will ensure that;

- 2.10.1 All teaching and business support staff are capable and competent in their given roles and provided with sufficient information, instruction and supervision;
- 2.10.2 Suitable and sufficient training programmes are introduced and maintained to ensure appropriate levels of competency are achieved and maintained;
- 2.10.3 All teaching and business support staff understand and accept their responsibilities for health and safety;
- 2.10.4 All students understand their responsibilities for health and safety, and are subject to proper and appropriate supervision;
- 2.10.5 All hazards and risks presented by the activities of the School/Department are identified and subject to an appropriate assessment and controlled in accordance with the College's procedures; where appropriate, including relevant health and safety information in lesson plans/schemes of work and student information;
- 2.10.6 No new activity (curriculum and non-curriculum), operating system, plant or equipment will be introduced until risks have been identified and appropriate control measures put in place;
- 2.10.7 All curriculum and working areas are maintained in a safe, healthy and efficient state, in working order and with suitable servicing and maintenance records in place;
- 2.10.8 Safety tours are carried out on a regular basis, and action plans are drawn up to remedy any defects found;
- 2.10.9 Ensure suitable and sufficient arrangements are established with regard to external contracts made to ensure the safety of all persons affected, and to maintain cooperation between the parties and coordination of the work, notifying other College services as appropriate (for example, Estates);
- 2.10.10 All workplaces or activities (for example, educational visits) which take place away from the College's premises are properly assessed for health and safety, and College procedures and documentation is followed and completed;
- 2.10.11 All accidents and incidents are reported and investigated as required by College procedures;
- 2.10.12 All staff and students are aware of the College's emergency evacuation procedures;
- 2.10.13 Assistance is given to the Safety Team in the investigation of accidents and incidents as appropriate, and cooperation with any external enforcing agency as required.

2.11 The **Health and Safety Officer** is responsible to the **Vice Principal (Resources)** and will:

- 2.11.1 Assist the **Vice Principal (Resources)** in providing independent and authoritative advice;
- 2.11.2 Assist in the coordination of the College's fire and emergency response procedures, including recruitment and training of fire marshals;
- 2.11.3 Ensure that sufficient first aid trained staff are available to respond to emergency injuries and ill health at all College sites;
- 2.11.4 Organise and assist in the annual Health and Safety Audit and Inspection schedules, and monitor progress arising from action points;
- 2.11.5 Conduct routine safety tours and report findings to appropriate managers;
- 2.11.6 Receive all accident report forms, ensure RIDDOR requirements are fulfilled, and take action as necessary;
- 2.11.7 Ensure that appropriate investigations are carried out in regard to RIDDOR accidents and incidents;
- 2.11.8 Liaise with external and internal posts with regard to health and safety issues;



- 2.11.9 Maintain all cross – College health and safety procedures as appropriate;
- 2.11.10 Organise portable appliance testing across all College sites;
- 2.11.11 Assist in the provision of health and safety training programmes for all College staff as relevant to their job roles and responsibilities;

2.12 All **employees** must:

- 2.12.1 Co-operate with College management to enable them to perform and comply with any duties or requirements imposed upon them;
- 2.12.2 Take reasonable care for their own health and safety and consider the effects on others of their acts or omissions;
- 2.12.3 Work in accordance with information and training provided;
- 2.12.4 Not undertake any task for which authorisation and/or training has not been given;
- 2.12.5 Report all accidents and dangerous occurrences, including acts of physical/verbal abuse, following the College's internal reporting procedures;
- 2.12.6 Report any hazards or potential hazards of which they are aware;
- 2.12.7 Report any shortcomings of which they are aware in the arrangements for health and safety to a responsible person e.g. their supervisor or manager without delay;
- 2.12.8 Not intentionally or recklessly interfere with or misuse anything that has been provided in the interest of health, safety and welfare;

All employees are actively encouraged to seek clarification and guidance where they are unsure of the correct action/procedure to take.

2.13 All **Students** are required to;

- 2.13.1 take all reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions;
- 2.13.2 Co-operate with College staff to ensure statutory or other health and safety issues are met;
- 2.13.3 Comply with health and safety instructions issued by teaching and other staff, including instructions relating to safety during teaching sessions, and whilst taking part in educational visits;
- 2.13.4 Report defects and problems to a member of College staff;
- 2.13.5 Behave in an orderly and safe manner at all times;
- 2.13.6 Not misuse any item provided by the College in the interests of health and safety"

3 **Arrangements:**

3.12 Planning is essential for the implementation of the College's Health and Safety Policy and, as such, achieving its aims and objectives.

3.13 The purpose of the plan is to ensure that:

- 3.13.1 Suitable and sufficient management arrangements, risk control systems and workplace precautions are designed, developed and installed.
- 3.13.2 The safety management system is and remains effective by operating, maintaining and improving the system to suit changing needs, priorities and the risks presented by the College's activities.

3.14 To ensure that an effective package of risk control systems are planned and implemented a generic strategic risk assessment has been undertaken which has identified the need for the following procedures:

- 3.14.1 Risk Assessments
- 3.14.2 Staff Training and Competence
- 3.14.3 Supervision and Control
- 3.14.4 Control of Hazardous Substances
- 3.14.5 Fire Prevention and Precautions
- 3.14.6 Consultation
- 3.14.7 First Aid
- 3.14.8 Accident Investigation and Reporting
- 3.14.9 Control of Visitors
- 3.14.10 Provision and Use of Work Equipment
- 3.14.11 Provision and Use of Personal Protective Equipment
- 3.14.12 Control of Contractors
- 3.14.13 Manual Handling
- 3.14.14 Occupational Health
- 3.14.15 Co-operation and Co-ordination of Work with Other Employers
- 3.14.16 Work Based Learning
- 3.14.17 Off site trips and visits
- 3.14.18 Active Monitoring
- 3.14.19 Driving at Work
- 3.14.20 Noise at Work
- 3.14.21 Monitoring and Review
- 3.14.22 DSE
- 3.14.23 Violence and Aggression
- 3.14.24 Critical Incidents Plan (Disaster Plan)
- 3.14.25 Control of vibration at work

3.15 These procedures will be subject to routine and regular review to ensure they remain accurate and effective in addressing their specific risk areas.

3.16 Additional procedures identified as required by the monitoring system will be produced and incorporated in the risk control system on a prioritised basis.

3.17 Certain other issues relevant to the safety management system such as Selection and Recruitment and Document Control can be found in the other Cross College Policy and Procedures Manuals.