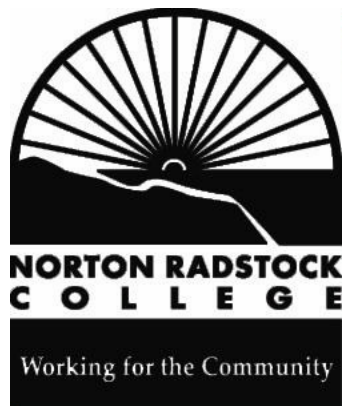


Date Approved: July 2008
Procedure Identification Code: H1- 8



Health, Safety, Welfare and Environmental Policy

2008/9

1 GENERAL STATEMENT OF POLICY

INTRODUCTION:

This is a statement of policy by Norton Radstock College about its intentions, organisation and arrangements for ensuring the health, welfare and safety of its employees, students, visitors and contractors on College sites and also the minimisation of any negative impacts upon the environment that result from College activities.

STATEMENT OF INTENT:

The Management of Norton Radstock College is committed to providing and improving a safe and healthy environment for all people coming within the scope of its activities. In promoting this policy, they will endeavour, as far as is reasonably practicable, to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation as appropriate. Everyone who works for Norton Radstock College has a responsibility to give their best efforts to achieve this goal. Every employee is responsible for taking reasonable care for his or her own health and safety and that of others and must ensure that they do not endanger the well-being of others by their acts or omissions.

OBJECTIVES:

In order to achieve compliance with the statement of intent, Norton Radstock College has set the following objectives:

- To set and maintain high standards for health and safety at all College centres;
- To promote the 'Safe Learner' concept. - All learners are entitled to learning that takes place in a safe, healthy and supportive environment. Also the College considers that safe learning is essential to maximise learners' experience and achievement.
- To identify risks and set in place programmes to remove or reduce them;
- To ensure that these standards are communicated to all employees;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- To promote the principles of sustainable development;
- To reduce to a minimum the release of any pollutant that may cause environmental damage, and ensure that any waste is disposed of by a safe and responsible method;
- To undertake regular reviews of the environmental impacts of College activities, and take positive action to improve environmental action;
- To ensure the dissemination and discussion of relevant information on safety, health, welfare and environmental issues.

Signed:

John Wilkinson

Chair of Norton Radstock College Corporation

Signed:

Shirley Arayan

Principal

Date

29th July 2008

2 RESPONSIBILITIES

- 2.1 Overall and final responsibility for Health and Safety in the College lies with the members of the Corporation.
- 2.2 The College Principal is responsible to the Corporation for the communication, implementation, effectiveness and review of this Policy.
- 2.3 The Director Corporate is responsible to the Principal for ensuring that the College meets Health and Safety requirements.
- 2.4 The Principal is responsible for arranging appropriate staff development to enable staff to conduct their duties effectively.
- 2.5 The Senior Manager for Standards chairs the Health & Safety Committee and is responsible to the Executive for undertaking safety audits and updating this Policy.
- 2.6 The Facilities Manager is the college Health and Safety Advisor and is responsible for day-to-day implementation of Health and Safety issues, eg: carrying out safety tours, fire drills, accident reporting and investigation, risk assessments and the checking of equipment. Assistance is available from the Senior Manager for Standards.
- 2.7 Members of the Senior Management Team are responsible for Health and Safety issues within their particular areas.
- 2.8 Heads of School have specific responsibility for all Health and Safety issues within their Schools including:
 - Implementation of this policy in their School and bringing it to the attention of all staff and students.
 - Implementing the College Safe Learner strategy within their School.
 - Ensuring all necessary risk assessments are conducted within the School.
 - Compliance with safety precautions that apply to the School, including:
 - Safe working practices
 - Manual handling procedures
 - Personal protective equipment
 - Control of Substances Hazardous to Health
 - Compliance with Young Persons Regulations
 - Ensuring all new staff and students are properly inducted into their School, which must include an awareness of all precautions and procedures applicable to the job/course and the emergency procedures.
 - Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment/activity.
 - Ensuring that all staff are aware of the fire drill and evacuation procedures.
 - Ensuring that any legal requirements relating to the operation of the School are fully complied with.
 - Ensuring that any responsibilities delegated to other staff are clearly identified.
 - Ensuring that visitors to the School or other members of the public are only given access to safe areas.
 - Appointing School Safety Nominees, who are then expected to attend the Health and Safety Committee meetings.
- 2.9 Arrangements for staff to be involved/represented in the management of health and safety issues have been set up in accordance with the Safety Representatives and Safety Committee Regulations (1977). School Safety Nominees are responsible to the Head of School for assisting with health and safety matters including being the point of contact for staff wishing to raise health and safety issues.

2.10 Consultation between management and employees on safety matters is provided by the College Safety Committee which meets at least four times a year.

2.11 The 2008/2009 Safety Committee membership:

David Protheroe	Governor
Ken Willcox	Governor
Peter Hodgson	Executive, Director Corporate
Peter Skinner	Senior Manager for Standards, Chair of Health & Safety Committee
Erin Paxton	Health & Safety Technician
Martin Peter	Facilities Manager, Health & Safety Advisor
Rachel Loxston	Head of School for Work Based Learning
tba	Student Representative
Andrew Willcox	Quality Coordinator
tba	Student Services
Maureen Mitchell	Administration & First Aid
Heads of School/Nominees	

2.12 Each member of staff is to be aware of the Health and Safety arrangements generally throughout the College, and to be aware of his/her responsibilities under the Health and Safety at Work Act 1974 as employees. All employees and students have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take care of themselves and others. Their other responsibilities include:

- Using safety equipment or clothing in a proper manner and for the purpose intended.
- Ensuring that they never intentionally or recklessly misuse anything supplied in the interests of health and safety.
- Working in accordance with any health and safety instruction or training that has been given.
- Refraining from undertaking any tasks for which they have not been authorised and for which they are not adequately trained.
- Bringing to the attention of a responsible person any shortcomings in the safety arrangements.
- Familiarising themselves with this policy.

2.13 All lecturing staff must include Health and Safety induction as part of the initial lesson plan for every course they teach. This induction must cover fire drills and first aid procedures and the reporting of accidents. Tutors must also check that students do not have any medical ailments or complaints that could affect their training. Tutors must assess specific risks to health associated with each lesson and provide instruction in safe systems of work. In compliance with the EU Directive on Protection of Young People at Work (part of HASAW 1999) they must take into account the risks faced by students under the age of 18. In addition they must recognise that students of all age groups may be inexperienced and/or immature, mentally or physically impaired or be pregnant or nursing mothers. This information must be recorded and retained within lesson plans for audit and legal purposes. Relevant forms are available from the Facilities Manager. Course co-ordinators are required at the start of a course to log health and safety issues in their course information and review pack.

3. ARRANGEMENTS

3.0 Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations (1999) [including the EU Directive on Protection of Young People at Work], the College maintains a set of risk assessments covering all significant hazards relating to its activities. The college requirements for risk assessments are laid out in a procedure (Ref: H12-1). Risk assessments are reviewed on at

least an annual basis. Academic staff are required to conduct a risk assessment covering the activities of the courses they deliver prior to the start and notify the Facilities Manager of any new hazards.

Compliance with control measures identified in risk assessments is monitored on an on-going basis by the staff most closely linked to any hazardous activity, and/or by the Facilities Manager, Senior Manager for Standards and Quality Coordinator.

3.1 Fire Safety

3.1.1 Fire safety is managed in accordance with the Regulatory Reform (Fire Safety) Order 2005. Fire drills will be conducted at termly intervals at all College sites in line with the college Fire Drill procedure (Ref: H6-1).

On discovering a fire, staff must immediately raise the alarm, evacuate the building and proceed to the fire assembly point. Staff should not operate the fire extinguishers unless they have been trained to do so and/or to affect a means of escape. Members of the site team will act as 'sweepers' to check that all College buildings are empty of people and then report to the fire assembly point.

Evening evacuation procedures will be supervised by the duty caretaker on the main Radstock site, Ellsbridge House and B6, and by the academic/administrative staff on duty at the Keynsham and Radstock Learning Centres, @theHollies and the Skills Centre..

3.1.2 Fire equipment will be checked as follows:

	Checked by	Frequency
Escape route	Facilities Manager	+
Termly		
Fire alarms	Somer 2000	Six-monthly
Fire extinguishers	Southern Fire Extinguishers	Yearly (November)

3.1.3 The Facilities Manager maintains a 'fire log' which contains information regarding fire risk assessments for each College site, fire drills, and fire extinguisher records.

3.2 First Aid

The following arrangements have been put in place, in accordance with the Health and Safety (First Aid) Regulations (1981).

3.2.1 The designated First Aider at the Radstock Main Site is Mrs Maureen Mitchell, who is responsible for the maintenance of all first aid boxes. There are other qualified first aiders and/or nominated people on all College sites, who can be contacted at the appropriate Reception.

Requests for first aid assistance should be referred to Reception on each site. In the evening, the duty caretaker at each site will respond to requests for first aid assistance.

The First Aid Room at the Radstock Main Site is situated opposite the canteen and, to comply with Health and Safety regulations, has rest facilities for pregnant women and nursing mothers.

3.3 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) (1995)

3.3.1 All venues hold an accident record book with the records being kept in a locked cupboard. All accident report forms must be completed immediately by a member of staff whenever an accident or 'near miss' occurs. The College has procedures both for reporting accidents and near misses and for the investigation of workplace accidents, dangerous occurrences and work-related ill health (Ref: H10-1). If the learner is on a Work-Based Learning (WBL) scheme, then accidents must also be reported to a member of the WBL team immediately.

The person responsible for reporting accidents to the Health and Safety Executive is the Facilities Manager.

Accident Reporting to the Incident Contact Centre can be by -

Phone: 0845 3009923
Fax: 0845 3009924
Web site: www.riddor.gov.uk
Post: Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

The local Health and Safety Inspector's Office is located at:

Inter City House
Mitchell Lane
Victoria Street
Bristol
BS1 6AN
01179 886000

3.4 Training

- 3.4.1 At induction all staff will have their Health and Safety responsibilities explained with any training requirements ascertained.
- 3.4.2 All Health and Safety training requirements for staff will be dealt with by the Head of School, Line Manager or Personnel, in accordance with the College Staff Development system and will include updating and refresher training.
- 3.4.3 The Principal and Personnel Section are responsible for organising training in Health and Safety.

3.5 Work Placement

The College has a procedure (Ref: H7-1) covering the safety aspects of arranging workplacements – called 'PLACE' (Propose, Link, Activate, Check, End). With this work placements are checked in line with the LSC's Health and Safety Procurement Standards (HASPS). No student/learner will be placed with an employer for work experience or employment unless the placement has been checked for Health and Safety and Employer and Public Liability insurance.

If there is any doubt regarding the Health and Safety of College placements, WBL scheme placements or school work-experience, the Head of School for WBL, Senior Manager for Standards, Facilities Manager or an external consultant can be asked to check the placement. If they are not satisfied that the placement meets the standards required by the Health and Safety at Work Act and/or HASPS, then the placement will not be used by the College.

The Senior Manager for Standards will have overall responsibility for the monitoring and co-ordination of work-based learning placements.

3.6 Keynsham sites:

The person responsible for Health and Safety and First Aid matters at the Keynsham College sites is the Facilities Manager, with day-to-day support available from the Ellsbridge Centre Co-ordinator.

3.7 Provision and Use of Equipment at Work Regulations 1998 (PUWER)

In general terms, the Regulations require that equipment provided for use at work is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, eg protective devices, markings, warnings.

No item of work equipment should be procured without checking that it complies with PUWER; this includes anything given free of charge.

No member of staff or student should attempt to repair any piece of equipment unless they have been trained to do so.

No member of staff or student should bring in a piece of equipment from home to use in the College.

3.8 Electrical Equipment

The testing of all portable electrical equipment will be carried out regularly by a certified electrical contractor and supervised by the Facilities Manager.

3.9 Machinery

The following rules for use will be adhered to:

- a All machinery will be used in a safe manner according to manufacturers instructions
- b Appropriate guards will be used at all times
- c Periodic checks of machines will be made as specified in manufacturers' handbooks
- d All users of any machine will be suitably trained and instructed in its safe use
- e Protective clothing and apparatus such as ear muffs will be worn where appropriate

These rules are supported by an effective risk assessment process.

3.10 Abrasive Wheels

No member of staff or student will mount or dress an abrasive wheel (including hand-held) unless they have been adequately trained in its use..

3.11 Lifting Tackle and Fluids Under Pressure

All lifting tackle and vessels containing fluids under pressure will be checked regularly in accordance with manufacturers' recommendations and with the Lifting Operations and Lifting Equipment Regulations (LOLER) (1998).

3.12 Manual Handling

The arrangements for manual handling are in accordance with the Manual Handling Operations Regulations (1992).

- 3.12.1 Manual handling includes such tasks as moving office and classroom furniture, carrying laptop computers, carrying boxes of paper, unloading from cars, etc.
- 3.12.2 All staff must follow good practice for lifting. No member of staff must attempt to lift, carry or manoeuvre any item if they are unsure of how to do so or they are unsure of the risk to their health.
- 3.12.3 Trolleys are available from the Radstock main site office and Copyshop and at the receptions of all satellite centres to assist in the moving of items.

3.13 Control of Substances Hazardous to Health Regulations (2002)

- 3.13.1 A copy of the College's COSHH Register is kept in the Radstock main site office. All staff will make themselves familiar with the substances pertinent to their own school and will take all necessary precautions as defined in the COSHH Register. The Register will be updated by the Facilities Manager.
- 3.13.2 No chemical or substance, eg bleach, solder, pesticides, nail varnish, should be procured without the risks to health ascertained and a safety data sheet supplied. This includes anything received free of charge.
- 3.13.3 Particular attention will be given to substances known or thought to be harmful to pregnant/nursing mothers and the unborn child.
- 3.13.4 Each School will have their own COSHH file for staff and learners to refer to in case of an accident. There are additional COSHH Registers at Ellsbridge House and the Centurion Vocational Centre (CVC). All other centres refer to individual School files or the Radstock main site office COSHH Register.

3.14 Infectious Diseases and Infestations

Any member of staff identifying a cause for concern regarding anyone showing signs of an infectious disease or infestation should contact the Facilities Manager immediately (Ext. 302).

3.15 Housekeeping and Premises

The College has made arrangements to comply with the Workplace (Health, Safety and Welfare) regulations (1992) in relation to the upkeep of the College buildings.

- 3.15.1 General cleanliness, waste disposal, safe stacking and storage and the checking of general equipment such as ladders is the responsibility of the Senior Caretaker. On the Keynsham site, this is performed by the caretaker at Ellsbridge House. All members of staff and students will adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace. The Senior Caretaker is also responsible for the maintenance and safety of the playing field area on the main site.

3.16 Smoking

A 'No-Smoking' policy applies to all College sites. Other than in the very limited specifically designated smoking areas on each site, there is to be no smoking in college buildings or grounds.

3.17 Contractors and other visitors

In accordance with the Management of Health and Safety at Work Regulations (1999), all contractors must report to and liaise with the Facilities Manager regarding matters of insurance and Health and Safety, safe methods of work, and abide by the requirements of the College Contractors and Visitors Policies. In effect this equates to a site induction. Other visitors should report to reception and sign in.

3.18 Harassment/Violence

Any incident in which students, visitors, governors or a member of staff is abused, threatened or assaulted should be recorded and reported to the relevant line manager, Academic Director or Principal as per the College Code of Practice for Eliminating Harassment. Such abuse could be verbal, physical or sexual. All alleged incidents of harassment must be reported to the Principal and notified to the WBL Manager if the affected person is on a WBL scheme.

3.19 Children on Site

Staff are not permitted to bring children on site during working hours other than to the day nursery, or for short social visits. If such visits occur the child must be monitored by the parent/guardian at all times.

3.20 Expectant Mothers

3.20.1 The First Aid Room, which is situated opposite the canteen, has rest facilities for expectant and nursing mothers. Members of staff who are pregnant should inform the Facilities Manager in writing so that an appropriate risk assessment of their work routines can be carried out.

3.20.2 Teaching staff should advise all female students of the need to inform the College (in confidence) if they are or become pregnant so that appropriate H&S measures are initiated for their protection.

3.21 Display Screen Equipment (DSE)

The College operates within the requirements of the Health and Safety (Display Screen Equipment) Regulations (1992).

3.21.1 All staff have the opportunity to complete an individual work station risk assessment if they are a regular user of Display Screen Equipment (DSE). 'Habitual Users' are defined as those that use DSE for more than 4 hours per day. Staff who operate DSE for prolonged periods of time are entitled to a free eye test every 2 years. These arrangements, will be overseen by the Facilities Manager.

3.22 Transport

3.22.1 The College has a separate Transport Policy (Ref: H4-1). Vehicles should only move and park in the areas designated by signage and road markings. There is a 5 mph speed limit for all vehicles on site.

3.22.2 Only drivers over the age of 21 and with 3 or less points on their licence are insured to drive College vehicles. If drivers obtain more than 3 points after completing the College driver forms they are obliged to inform the Radstock main site Facilities Team and stop using College vehicles.

3.23 Food Safety

3.23.1 All catering sub-contractors are required to meet the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995.

3.23.2 Food and drink prepared by College staff and/or students also comes within the scope of the Act and Regulations. The College has developed a Food Safety policy (Ref: H5-1) and will provide training for staff and ensure that premises are kept clean and maintained in good condition and that control measures are in place to address the issues of:

- Contamination
- Temperature Control
- Personal Hygiene
- Cleaning
- Storage
- Pest Control

3.24 Lone Workers

All members of staff who are required to work alone away from their normal work base are required by the college's Lone Worker procedure (Ref: H13-1) to complete a risk assessment for such work. Any additional controls required will be put in place to ensure the member of staff is able to work effectively in a healthy and safe environment.

3.25 Staff Welfare

The College offers an independent and confidential counselling service to any member of staff who may need it. Issues relating to counselling come within the scope of the Counselling Policy. Issues relating to work stress come within the scope of the Stress Management Policy.

3.26 Environmental Issues

The College will strive to achieve the levels of sustainable development as outlined in the DfES document 'Sustainable development action plan for Education and Skills'. The Health and Safety Committee has an Environmental Sub-Group that undertakes environmental audits and promotes environmentally-friendly approaches to work amongst staff and students.

The group meets once per term. Its brief is to drive forward the environmental policy through environmental impact studies, audits, recycling promotion and resource-saving schemes etc. Minutes from the Sub-Group are presented to SMT.

The College seeks to fulfil its waste management objectives through:

- Using only what is needed
- Seeking alternatives where possible
- Recycling as much as practicable
- Disposing of as little as necessary

3.27 Disposal of Waste

The College is registered with the Environment Agency (no. AB 622) in accordance with the Hazardous Waste Regulations (2005). All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. The College also complies with the requirements of the Waste Electrical and Electronic Equipment (WEEE) Directive (2002).

3.28 Noise

In accordance with the Control of Noise Regulations (2005) the College has introduced arrangements (Ref: H8-1) for regular monitoring of noise levels and provision of PPE where appropriate.

3.29 Student CRB checks

It is now a requirement that students obtain a CRB check if the requirements of their course mean that they will be working with or coming into contact with young people under the age of 18 and/or vulnerable adults. It is the student's responsibility to pay for the CRB check to be undertaken.

3.30 Safeguarding Vulnerable Adults and Children

Safeguarding the under 18 year olds (and vulnerable adults) in the college covers both 'child protection' and prevention. Through its Safeguarding Policy (Ref: H3-3) the college ensures that in its work with children, young people and their families all reasonable measures are taken to ensure that the risks of harm to children's welfare are minimised. In addition, where there are concerns about children and young people's welfare, clear guidance is in place for taking appropriate actions to address those concerns, working to the college's policies and procedures in full partnership with other local agencies.

4. REVIEW

The College has mechanisms for undertaking active monitoring and review of health and safety. This includes a plan of periodic planned health and safety checks of each section of the college, supplemented by various 'ad hoc' and un-planned checks and inspections. The college's course file audit system also covers checks of health and safety documentation relating to specific courses.

An annual Health and Safety Report will be presented to Governors at their final meeting of each academic year. This will include a statistical breakdown of accidents and a review of risk assessments.

This policy will be reviewed annually and approved by the Governors. Necessary intermediate amendments will be annexed to the current issue by the Principal's authority prior to inclusion in the next annual review.