

# College Health and Safety Policy

Document History	
Prepared by	Head of Estates, Health and Safety
Approved by	Governing Board
Date Approved	
Reference number	HSP001 – v3.3
Last updated	08/11/2019

## **1.0 Policy Statement**

- 1.1 Wigan & Leigh College aims to implement safe systems of work, to reduce risk for all learners, staff and visitors to the College and to promote the health and well-being of all its learners and staff, by providing adequate and sufficient information, instruction, training and supervision.

## **2.0 Statement of Principles**

The College accepts responsibility for the health, safety and welfare of its learners, staff and visitors, under the terms of the Health & Safety at Work Act 1974.

As far as it is reasonably practicable, the College will:

- provide a safe, secure and healthy working and learning environment;
- demonstrate an ongoing and determined commitment to improving health and safety throughout the College;
- embed safe working practice into the curriculum to prepare Learners for the workplace;
- reduce risk in the learning and working environment;
- comply with relevant legislation, regulations and best practice;
- promote health and well-being for all students and staff;
- operate as a no-smoking College (includes e-cigarettes and vapes);
- provide suitable provisions and systems for dealing with fires, security threats and other emergency situations;

## **3.0 Implementation**

- 3.1 As far as it is reasonably practicable, the College will provide and maintain buildings, plant and systems of work that are safe. The Health and Safety Risk Register identifies the main hazards and associated level of risks. The College will inform staff, students, contractors, visitors and stakeholders of workplace hazards. The College will require contractors and stakeholders to identify health and safety hazards that may impact on College activities.
- 3.2 Inspections and audits of curriculum areas will be undertaken with risk assessments checked and reviewed where necessary.
- 3.3 The College will ensure that there are effective channels of communication for the health, safety and welfare of its employees and representatives through regular meetings, newsletters and the circulation of regular reports.
- 3.4 Adequate resources will be provided to ensure all staff, students, contractors and stakeholders are aware of this policy and committed to its effective implementation.
- 3.5 To comply with legislation all notifiable incidents are reported to the Health & Safety Executive.
- 3.6 The College will promote a safe learning environment for all learners, and ensure that appropriate arrangements are in place to protect staff and learners from harm.

- 3.7 The College will establish a safe learning environment in which all learners can develop risk awareness. Involvement of learners in the risk management process will be encouraged.
- 3.8 All staff will be adequately instructed and trained on health and safety issues that affect them, and the safe working practices that should be followed. Training is regularly updated.
- 3.9 The College has a Safeguarding Policy with supporting procedures in place for the reporting of abuse and other risk factors.
- 3.10 The College has a documented Emergency Management and Business Recovery Plan in place to deal with incidents of security threats, major incidents and emergencies to ensure, as far as practicable the protection of Learners, Staff, others and the College Infrastructure to ensure continuity of College Operations.

## **4.0 Health and Well-being**

- 4.1 The College will promote health and well-being for all students and staff.
- 4.2 To support this aim, smoking (including e-cigarettes and vaping) is not permitted inside any building and is only permitted in the designated smoking shelters at all sites. The 'no smoking' regulations support this policy.
- 4.3 The College will encourage healthy lifestyles by providing information, raising awareness, and where appropriate, providing support to help learners and staff take positive measures to improve their health and well-being. The College will work proactively with local health providers and the College in-house Catering Service in this respect.
- 4.4 The College will take measures to manage stress for employees in the workplace.
- 4.5 The College will assess occupational health risks. All staff should be made aware of the occupational health risks that affect their work. The College will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health. Health surveillance will be conducted where appropriate to comply with health and safety legislation.

## **5.0 Management Systems**

- 5.1 The College has a Health and Safety Management System in place in compliance with the Health and Safety Executive Guidance and Good Working Practice.
- 5.2 The College will record all accidents, incidents and near misses to drive improvement in health and safety management, and investigate when appropriate. Any lessons learned from such events will be used to take corrective and preventative action to avoid recurrences.
- 5.3 The College has a defined Strategy for the Management and Improvement of Health and Safety and will actively and openly review and report on health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.
- 5.4 The College has a defined procedure for Contractors engaged on College Sites. The College will engage and collaborate with contractors to ensure their:
  - Health and Safety capability and competence fulfil College expectations;
  - Health and Safety performance is monitored; and
  - Work activities have minimal Health and Safety impacts on College activities.

## **6.0 Responsibilities and Duties**

### **6.1 Staff, students and visitors** have a responsibility to:

- comply with 'safe systems of work' or any other health and safety instructions that will safeguard themselves and others;
- report accidents, incidents and near misses;
- co-operate and promote safety at work and report any defects in plant, machinery, equipment, tools or systems of work;
- make use of and take care of protective and safety equipment;
- consider their own and others health and well-being.

### **6.2 They should not:**

- undertake any action or activity which could place themselves or others at increased risk of injury or harm;
- wilfully damage College property that could endanger themselves and others;
- smoke in College or its grounds unless in a designated area.

### **6.3 College Managers** have a responsibility and duty to support the implementation and monitoring of this policy.

### **6.4 The Vice Principal – Corporate Services and the Head of Estates, Health and Safety** are responsible for assisting the Principal in the implementation and monitoring of this policy. They will manage and co-ordinate the health, safety and welfare system in the College, according to legislation, reporting to the College Executive Team and Governing Board. The Vice Principal – College Services will implement an annual review of this Policy, which will be monitored by the College Executive Team and the Resources Committee of the Governing Body.

### **6.5 The Principal** has authority from the Governing Board and operational responsibility to ensure compliance with health & safety legislation and to implement procedures to ensure compliance with this Policy.

### **6.6 The College Governing Board** has overall responsibility for ensuring compliance with health & safety legislation. The Governing Board recognise and accept their responsibilities for health, safety and welfare at work. The Governing Board approve the Health & Safety Policy and ensure that it is reviewed annually. The Governing Board will ensure sufficient resources are provided to the Principal to deliver compliance with Health and Safety Legislation and this Policy.

## 7.0 Monitoring Arrangements

This Policy will be monitored and reviewed by the Executive Team, the College H&S Committee which comprises of Management, Staff and Union representation, and by the Governing Board. The Principal, supported by the Vice Principal – College Services and the Head of Estates, Health and Safety will ensure implementation of the Policy.

This policy has immediate effect and replaces all previous versions.  
This policy will be reviewed at least annually or earlier if there are any fundamental changes to the College Operation or Practice.

Annual reports will be received by the Executive Team and the Governing Board.

**Signed**

A handwritten signature in black ink, appearing to read 'Ann Dan', written in a cursive style.

**College Principal**

Copies of all approved College Policies can be found on the Staff Intranet.

The impact and currency of all College Policies are reviewed annually by the originators and relevant consultation groups.

The latest version is identified, with the date of issue, on the Staff Intranet.