

# Health and Safety Policy

**BUILDING FUTURES C HANGING LIVES**

*We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.*



<b>CONTENTS</b>	<b>Page</b>	
1	Statement of Intent	3
2	Responsibilities	
	2.1 The Governing Board	4
	2.2 Principal	4
	2.3 Person in Charge of College	4
	2.4 SMT Lead for Health and Safety	5
	2.5 Facilities and Health and Safety Manager	5
	2.6 Health and Safety Coordinator	6
	2.7 Head of Division and Department Managers	6
	2.8 College staff	7
	2.9 Students, Apprentices and Visitors	8
	2.10 Contractors	8
3	Arrangements for Health and Safety	
	3.1 Consultation	9
	3.2 Training	10
	3.3 Risk Assessments	10
	3.4 Reporting Systems	10
	3.5 Security	11
	3.6 First Aid Provision	11
	3.7 Fire Safety and Evacuation	11
	3.8 Monitor and review	11
4	Supporting Documents	12

### **Approval, Review and Update**

The College shall maintain a documented Health and Safety Policy, approved by the Governing Board. Amendments and updates to the policy shall require the approval of the Governing Board. College management shall operate supporting procedures to ensure operational compliance with the policy and to observe new legislation and integrate best practice to these procedures.

The Health and Safety Policy was approved by the Governing Board on 28 June 2023 and is subject to annual review.

**Date Approved**      26 June 2024



**Chairman**  
David Brown



**Principal**  
Karen Buchanan

**Date of next review**    June 2025

## **HEALTH AND SAFETY POLICY**

### **1. Statement of Intent**

The purpose of Burnley College is to build futures and change lives – through the provision of outstanding education and training. In doing so, the College provides a wide range of realistic training programmes in realistic working environments.

The Governing Board is committed to the College to provide a safe and healthy environment through the sensible and proportionate management of risk. The College will manage the risks associated with providing education and learning and the operation of the College to the lowest reasonably practicable level.

It is through consistent and diligent attention that the College will achieve and maintain a safe and healthy environment. Everyone has an important part to play. This policy and supporting procedures set out the key principles, arrangements, and expectations that managers, staff and students are expected to observe.

The Governing Board is focused upon making a positive commitment on behalf of Burnley College and will pursue a path of continuous improvement that works towards best practice in the University and Further Education sector.

### **Objective**

To ensure, as far as is reasonably practicable, the health, safety and welfare of students, apprentices, visitors and staff whilst undertaking College activities.

To support the achievement of this objective, the College will:

- a) Provide and maintain plant equipment and systems of work that are safe and without risks to health.
- b) Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c) Provide such information, instruction, training and supervision as is necessary to ensure, the health and safety of staff, students, apprentices and visitors whilst undertaking College activities.
- d) Maintain any place of work under the College's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without risks.
- e) Provide and maintain an environment for staff, students, apprentices and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare.
- f) Build and maintain a workplace environment and culture that supports healthy lifestyle choices.
- g) Facilitate active staff participation in a range of initiatives that support health and safety.

## **2. RESPONSIBILITIES**

### **2.1 The Governing Board will:**

- a) Ensure that the College operates to a documented Health and Safety Policy, and assign responsibility for effective Health and Safety Management.
- b) Receive and consider, on a termly basis, information on the organisation and practices relating to health, safety, and welfare.
- c) Comply with the responsibilities set out under Section 2 of the Health and Safety at Work etc Act (1974) for the staff of the College and under Section 3 for all other persons who may enter the premises.

In particular, the Governing Board shall ensure as far as is reasonably practicable, that the health and safety of all who undertake College activities (on College premises or otherwise) are promoted by:

- a) Providing and maintaining plant equipment and systems of work that are safe and without risks to health.
- b) Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c) Providing such information, instruction, training, and supervision as is necessary to ensure the health and safety of staff, students, apprentices and visitors whilst undertaking College activities.
- d) Maintaining place of work under the College's control in a condition that is safe and without risk to health, including means of access and egress.
- e) Providing and maintaining an environment for staff, students, apprentices and visitors that is safe, without risks to health, and adequate as regards to facilities and arrangements for their welfare.

### **2.2 The Principal will:**

- a) Have overall responsibility to the Governing Board for health, safety and welfare of staff and others who undertake College activities (on College premises or otherwise)
- b) Ensure College safety is properly reported to the Governing Board.
- c) Undertake all duties as the Person in Charge of the College.

### **2.3 Person in Charge of College**

The Person in Charge of the College takes responsibility for all significant operational decisions concerning the health, safety and welfare of staff, students, and other users of the College.

When present, the principal is the Person in Charge of the College. In the Principal's absence the Deputy Principal or other nominated Senior Manager will be responsible. At other times, including evenings and weekends (when required) the Duty Head will be the person in charge of the College.

## **2.4 SMT lead for Health and Safety**

The SMT Lead for Health and Safety (currently the Director of Skills, Innovation and Employer Engagement) reports directly to the Principal regarding Health and Safety and ensures the objectives of the Health and Safety policy are achieved.

The SMT Lead for Health and Safety will also:

- a) Ensure that up-to-date information on health and safety is available and accessible within College.
- b) Inform the Principal and Health and Safety Executive of reportable accidents (RIDDOR)
- c) Inform Trade Union Safety Representatives of any accident involving staff which has taken place on College premises which resulted in at least seven days of absence.
- d) Be the chairperson for the Health and Safety committee and consult with employees and employee safety representatives.
- e) Review the Health and Safety policy at least annually and present it to the Board of Governors.
- f) Be the chairperson for the Expert Knowledge Group and act on any points or concerns raised.

## **2.5 Facilities and Health and Safety Manager**

The Facilities and Health and Safety Manager is the appointed 'competent person' for College. The Facilities and Health and Safety Manager reports directly to the Finance Director but can consult with other members of the Senior Management Team about any issues regarding health and safety.

The Facilities and Health and Safety manager will carry out the following duties.

- a) Be the College competent person for health and safety.
- b) Bring to the notice of the Chair of the Health and Safety Committee matters calling for a policy recommendation.
- c) Receive accident reports and conduct investigations where necessary, and to make recommendations for improvement where appropriate.
- d) Monitor the adequacy and operation of health and safety arrangements and to propose additional modifications and improvements where necessary.
- e) Ensure documents including risk assessments and method statements (RAMS) for contractor works are in place and manage contractor safety.
- f) Undertake/organise necessary servicing and maintenance inspections of plant and services to ensure health and safety compliance.

## **2.6 Health and Safety Coordinator**

The Health and Safety Coordinator oversees the day-to-day activities for health and safety which includes, but not limited to, conducting Personal Emergency Evacuation Plans (PEEPS), personal risk assessments, department inspections and overseeing first aid provisions.

The Health and Safety Coordinator reports directly to the Facilities and Health and Safety Manager but can also consult with the SMT Lead for Health and Safety regarding any issues relating to Health and Safety.

The Health and Safety Coordinator will carry out the following duties.

- a) Be the focal point for day-to-day reference on health and safety and to give advice.
- b) Co-ordinate the implementation of approved safety procedures in the College and monitor these on an ongoing basis.
- c) Carry out regular and ad hoc safety inspections in all areas of the College.
- d) Report to the Facilities Manager any defects in the plant or buildings which constitute a hazard to health or safety or advise on items brought forward by any managers.
- e) Submit a progress report to each Health and Safety Committee meeting covering accidents; incidents; training; new legislation; safety inspections; and progress against action plans.
- f) Involve Trades Union Safety Representatives in the programme of safety inspections.
- g) Support the Facilities and Health and Safety Manager in conducting accident investigations.
- h) Create online training sessions for staff to undertake.

## **2.7 Head of Division and Department managers**

The Heads of Divisions and Department Managers are responsible for achieving the objectives of the Health and Safety Policy within their areas of responsibility and ensure that:

- a) They set a positive example and provide leadership in the operation of Health and Safety and comply with the provisions of the Health and Safety Policy and supporting procedures.
- b) All personnel under their control are aware of their duties and responsibilities and are adequately trained and instructed (in order to discharge those duties and responsibilities)
- c) All staff are actively encouraged to participate, support and create a range of initiatives to support health and wellbeing.
- d) Staff and students are encouraged and supported to develop and maintain a healthy lifestyle.

- e) Suitable and sufficient risk assessments are carried out (and recorded) and control measures are put in place. The assessments should be reviewed and updated within one year, or earlier if there has been a significant change in matters to which the assessment relates.
- f) They liaise effectively with the Health and Safety Coordinator in all aspects of Health and Safety. This includes training, risk assessments and attending their department health and safety inspection.
- g) Any corrective or improvement actions identified in health and safety inspections are implemented within the timescale specified.
- h) Chemicals and substances hazardous to health are assessed, stored, and used correctly.
- i) The inspection and maintenance of machinery and equipment is carried out on a routine basis and properly recorded to comply with the provision and use of work equipment regulations.
- j) That adequate and suitable personal protective equipment and clothing is issued and used. That staff are trained in its use and are aware of the circumstances in which it should be used. Equipment or clothing should be stored properly when not in use; serviced and maintained as necessary; and defective equipment should be repaired or disposed of as appropriate.
- k) There is adequate provision for disseminating health and safety information and discussing relevant matters relating to health, safety, and welfare.
- l) Training needs of staff are identified, and refresher training is undertaken when required.

## **2.8 College Staff**

All staff have a responsibility for the health and safety of themselves, students, and visitors. as stated in the Health and Safety at Work etc. Act 1974. To comply with these responsibilities all College staff are to:

- a) Take first line responsibility for students and visitors working under their supervision and ensure that they are briefed upon and comply with College Health & Safety provisions.
- b) Follow safe working procedures personally and to observe and comply with the 'Basic Safety Rules for All Staff.'
- c) Ensure the use of protective clothing, guards, special safe working rules and procedures where necessary and report any areas of concern.
- d) Encourage safety participation and hazard reporting by students and to ensure that such reports are conveyed appropriately.
- e) Ensure that any defects in plants or buildings, accidents or dangerous occurrences are reported as soon as possible in accordance with procedures.
- f) Keep a formal record of the training of students, visitors, and staff in the safe use of machines and to ensure that they do not allow themselves or others to use machinery unless they are trained to do so.

- g) Ensure that evacuation procedures are correctly followed in respect of students / visitors under their supervision.
- h) Ensure that health and safety issues are included at all appropriate points in the curriculum.

## **2.9 Students, Apprentices and Visitors**

All persons on College property have a responsibility for the health and safety of self and others with whom they are working and are required to:

- a) Observe safe standards of behavior, dress and appropriate use of protective clothing as required by the College policy and detailed safety procedures.
- b) Use, and not to willfully misuse, neglect, or damage, nor interfere with, devices and equipment provided for their health and safety and the health and safety of others.
- c) Assist by reporting to staff any hazards, defects, accidents, inadequacies or dangers which they consider exist in the College or their workplace as soon as possible.
- d) Not allow themselves or others to use machinery unless they have been trained in the safe use of a particular machine (and this training has been formally recorded and certificated by a lecturer).
- e) Evacuate the building in the event of an alarm in accordance with the evacuation procedures displayed on the Fire Action/First Aid notice in each room or any area of the College.

## **2.10 Contractors**

All contractors visiting the College must report to the security gate house and sign in. Contractors are met by a member of the facilities team who will complete a site safety induction, confirm the work being completed and ensure any permits to work are completed:

Whilst onsite contractors are responsible for:

- a) Ensuring works carried out are done safely and in accordance with the risk assessment and method statement (RAMS) provided.
- b) Making sure equipment and tools are not left unsecured.
- c) Reporting any defective plant, accidents, incidents or near misses.
- d) Ensuring they comply with the rules set out in the contractor induction.



### **3 ARRANGEMENTS FOR HEALTH AND SAFETY**

#### **3.1 Consultation**

Burnley College has a duty under the Health and Safety at Work Act, Safety Representatives and Safety Committees Regulations and the Health & Safety (Consultation with Employees) Regulations to ensure the effective consultation with employees and trade union safety representatives.

The membership structure of the Committee is as follows:

- SMT Lead for Health and Safety
- College Facilities Manager
- College Health & Safety Coordinator
- College Human Resources Manager
- UCU representatives
- Divisional representatives

The remit of the Health and Safety Committee (SRSC) is to support and monitor the implementation and operation of the Policy and Supporting Procedures. The Committee shall meet every 6 weeks and report through the Chairperson to the Principal.

The responsibilities of the committee are as follows:

- a) To consider the need for new safety measures and advise the principal accordingly.
- b) To review the Safety Policy Statement and its implementation
- c) To receive and consider reports from the Health and Safety Coordinator on accidents; incidents; staff training; progress on action plans; new legislation; progress on health and safety inspections and cross-College wellbeing activity.
- d) To receive and consider reports from external agencies, including the Health and Safety Executive and any other safety specialists.
- e) To participate in the continuous review of policies and supporting procedures to help ensure that best practice is observed.
- f) To operate processes that involve and consult with staff and Union representatives as appropriate.
- g) To ensure communication in respect of health and safety to staff and students is open and informative.

In addition to the Health and Safety committee the College has set up an Expert Knowledge group which is made up of Heads of Divisions and Support Area Managers in high risk areas including Facilities and the Refectory. The group meets once every 6 weeks to discuss topics from the previous Health and Safety Committee meetings and discuss any health and safety concerns.

## **3.2 Training**

Under the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, the College has a statutory duty to provide adequate information, instruction and training for employees to ensure their own health and safety, that of their colleagues and anyone else who may be affected by their actions such as students, visitors, contractors and members of the public.

All staff who are employed at College receive health and safety training as part of their induction and those in full-time employment will achieve a Level 2 Award in Health and Safety in the Workplace.

The Director of Skills, Innovation and Employer Engagement is responsible for ensuring training and refresher courses are run in house to ensure staff competencies are maintained and compliance with core health and safety requirements.

Department heads are responsible for ensuring staff in their division have the appropriate training including any job specific training and that refresher training is undertaken.

## **3.3 Risk Assessments**

Managers are responsible for appointing staff to complete risk assessments and ensuring that relevant risk assessments for their areas are carried out and recorded on the appropriate risk assessment forms. They are responsible for implementing any control measures arising from the risk assessment and ensuring risk assessments are reviewed at least every year or earlier, if it is suspected they are no longer valid or following an accident related to the risk assessment.

Managers are responsible for communicating risk assessments to those involved or affected by activities.

Risk assessments are inspected by the Health and Safety Coordinator as part of health and safety inspections.

## **3.4 Reporting Systems**

All staff are required to report accidents, incidents or near miss/hazards that they encounter using the reporting system on the College SharePoint, One Place.

Staff can also report maintenance issues to the facilities department using the online job system.

The Health and Safety Coordinator is responsible for viewing any accident, incident or near miss report submitted and informing the Facilities and Health and Safety Manager of any report which may need further investigation.

### **3.5 Security**

The College uses contract services for security, who have a presence on site 24 hours per day. The security team report directly to the Facilities and Health and Safety Manager and are responsible for providing a safe environment and general security. All contractors coming on site will report to the security gatehouse so they can be signed in correctly.

### **3.6 First aid provision**

The College has an adequate number of first aiders in place who support the College in meeting health and safety compliance.

The number of first aiders in each division and equipment requirements is determined by the level of risk, potential hazards, and other relevant factors.

All first aiders are required to attend the 3-day First Aid at Work and attend a one-day refresher training when due.

First aiders are responsible for ensuring the first aid boxes in their division are restocked as necessary and ensuring that all accidents are recorded on the College accident report form.

The College have a number of defibrillators across the campus accessible for college staff, learners, visitors and general public.

### **3.7 Fire Safety and Evacuation**

When starting College all students complete a fire awareness fortnight which details evacuation procedures and fire safety information. In addition to this the College conducts a series of fire drills throughout the year to practice procedures and make improvements where necessary.

All staff have fire safety training as part of their induction with some staff undertaking further training to support SKI pad evacuation and fire marshals. Refresher training for fire marshals is done annually by the Health and Safety Coordinator.

A fire risk assessment is conducted by an external company and is reviewed annually or if significant changes have been made to buildings.

The College has a no smoking or vaping policy apart from the designated smoking area.

### **3.8 Monitor and Review**

The SMT lead for Health and Safety monitors this policy with the support of the health and safety committee.

It is reviewed and updated annually or following any of the reasons stated below:

- Changes in legislation or guidance.
- Enforcement action by the HSE or Local authority
- Consultation with staff requires changes to be made.

- Organisational changes or changes in key personnel
- Investigation of accidents and incidents indicates the policy is no longer effective.
- Recommendations from an external health and safety audit or consultant.

### 3. SUPPORTING DOCUMENTS

The following procedures are linked to the health and safety policy and can be found on the College share point, OnePlace:

[Health and Safety Procedures \(sharepoint.com\)](#)

<b>Owned by</b>	Neil Burrows, Director of Skills and Innovation
<b>Last reviewed</b>	June 2024
<b>On College website</b>	July 2024
<b>Reviewed</b>	Annually