

HEALTH AND SAFETY POLICY
for
**Chichester College, Brinsbury,
First Steps Childcare Group,
Anglia Examinations and
Chichester English Language
School**

Chichester
college

Brinsbury



EXECUTIVE SUMMARY

This Health and Safety Policy sets out Chichester College's responsibilities and commitment to the continual improvement of health, safety and wellbeing throughout its operations covering Chichester and Brinsbury campuses.

Chichester College (including its land based campus at Brinsbury) hosts 15,000 students each year and employs 1,000 staff. The College estate covers two campuses and includes a working farm, three early years' settings, a public gym and halls of residence.

This policy sets out a clear statement, endorsed by the Governing Body, along with responsibilities and arrangements in place to ensure the welfare and wellbeing for all.

Chichester College formally merged with Crawley College on 1 August 2017, creating Chichester College Group comprising Chichester College, Brinsbury, Crawley College and Horsham Training Centre. There is a separate Health and Safety Policy covering Crawley and Horsham sites.

POLICY STATEMENT

Chichester College is committed to achieving and maintaining the highest level of health, safety and welfare throughout its operations for all students, employees, contractors, partners and visitors. This Policy applies to all departments and outreach sites of Chichester College.

Chichester College accepts its responsibilities under The Health and Safety at Work Act 1974, guidance and standards and believes in the integration of a robust health and safety management system which is regularly monitored and reviewed. The College accepts its duty as both an employer, and that of a leading provider of education and training, to set exemplary standards for health, safety and wellbeing, and for ensuring that those standards are observed, monitored and reviewed. In doing so, the College requires all staff, learners and others working at, or visiting, our premises to fulfil their health and safety responsibilities at all times.

The College shall fulfil its responsibilities by continual development of the safety management system to:

- Establish and maintain a safe environment for visitors, safe places of work for learners and staff including safe access and egress.
- Provide clear leadership, commitment and ownership of health and safety, encouraging a positive attitude towards health, safety and welfare and an acceptance of individual responsibility among employees, students, visitors and contractors.
- Establish, and regularly review, systems of work that are safe and that do not introduce uncontrolled risk to health by ensuring that plant, equipment, storage, transport and welfare facilities are safe, with risk reduced to an acceptable level for employees, students and any other persons who may come into authorised contacts with such plant, equipment of systems.
- Provide information instruction, training and supervision for all, to enable them to fulfil their responsibilities at all times

- Implement effective emergency procedures and first aid provision to meet statutory requirements
- Undertake regular review, consultation and communication with employees and Trade Union Representatives on health, safety and welfare matters.

This Health and Safety Policy will be delivered through the implementation of improvement plans, and the 'Red Book' Health and Safety Management System, deployed across each department which sets out the short and long term targets over the next three years. Each Directorate will apply the targets to all of their departments and monitor their progress on a regular basis. Audits will be completed by the Health and Safety team, to identify areas of risk and provide advice and guidance on the health and safety targets to be implemented.

Despite best policy and practice incidents will occur. Such situations will be investigated to identify cause and ensure lessons are learnt, and shall become integrated into future policy and practice.

Chief Executive Officer: Shelagh Legrave

Signed: 

Date: 1st December 2017

RESPONSIBILITIES

Chichester College sets out its organisational responsibilities in line with the Organisational Chart at **Appendix 1**. Further details are set out below.

The Corporation/Governors

The Chichester College Corporation, and Board of Governors, has ultimate responsibility to take all measures within their power to make sure that the College environment is safe and risks regarding health, safety and welfare of the employees, students and members of the public are maintained at an acceptable level. The Board shall:

- a) Approve this Health and Safety Policy and any revisions
- b) Ensure that the due consideration is given to the health and safety consequence of any policy decisions taken by the Board.

The Chief Executive Officer (the Duty Holder)

The Governors appoint the Chief Executive Officer who has overall responsibility for health and safety within the College Group and shall ensure the College complies with all its statutory duties under the Health and Safety at Work Act 1974, the Regulatory Reform Order (Fire Safety) 2005 and all relevant statutory instruments.

Senior Management Team (SMT)

In assisting the Chief Executive Officer to ensure the College complies with all its statutory duties the Senior Management Team for Chichester College and Brinsbury shall:

- a) Implement the Health and Safety Policy
- b) Ensure sufficient resources allocated to health, safety and welfare issues as to ensure that legislative standards are met, and where reasonable, exceeded.
- c) Be aware of developments in legislation and shall accordingly allocate additional resources where necessary
- d) Ensure that health and safety is accorded appropriate priority in all of the College's activities
- e) Ensure that major issues of health, safety and welfare are discussed and resolved at the appropriate SMT meeting.
- f) Appoint sufficient competent persons to undertake specific tasks required of this policy
- g) Ensure that sufficient resources are allocated for the provision of any training required by relevant legislation or by this policy.

Estates Manager

The Estates Manager is responsible for:

- a) The provision, development and management of a comprehensive building management operation to ensure the optimum coordination and operational safety of physical assets owned by the College
- b) Holding information on compliance on all issues relating to buildings and physical assets owned by the College
- c) Appointing competent persons to provide technical advice, information and support in relation to statutory compliance of buildings.
- d) Ensuring that fire and appropriate building risk assessments are carried out for every building, regularly reviewed and kept up to date.

- e) Liaising with appropriate enforcement agencies, network groups and industry bodies on behalf of the College.

Health and Safety Team Leader

The Health and Safety Team Leader reports directly to the Estates Manager and will:

- a) In conjunction with management and employee representatives, prepare health and safety procedures for approval by the SMT and Health and Safety Committee.
- b) Provide competent information, advice and guidance to employees regarding emergency procedures, plant and equipment, storage of materials, transport, facilities, selection of contractors, safe systems of work.
- c) Provide advice and guidance to staff regarding the assessment of risk, provision of information and identify shortcomings in training or information required for proper performance of this policy and make arrangement for the provision of suitable training and information.
- d) Develop and maintain the Safety Management System, including the management of the audit programme to identify and secure improvement to working conditions and practices, and the monitoring of risk assessments
- e) Investigate reported injuries and dangerous occurrences and circulate appropriate information and suggest revisions to safe systems of work
- f) Consult with Health and Safety Representatives and trade unions in order to fulfil the Colleges responsibilities under the Safety Representatives and Safety Committee Regulations.
- g) Be involved in the planning and organising of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.

Health and Safety Committee and Departmental Health and Safety Representatives

The aim of the Health and Safety Committee is to:

- a) Provide representation on health, safety and welfare issues;
- b) Consult on and review the Safety Management System and recommend improvements where necessary;
- c) Monitor performance and compliance with Safety Management System to share best practice and information; and
- d) Promote cooperation within departments and act as a conduit to share and cascade information.

Health and Safety Representatives are responsible for:

- a) Ensuring that they seek and provide sound advice and guidance to all managers and members of staff within the area they are responsible for;
- b) Assisting the Health and Safety Team Leader to ensure that consistent advice is given to all managers and staff;
- c) Attending the termly Health and Safety Committee meeting to share information and provide feedback from their departments; and

Heads of Learning, Study Programme Leaders (SPLs) and Team Leader responsibilities (Responsible Persons)

Managers have delegated responsibility for the safety of their staff and shall:

- a) Ensure their department conducts its processes in a safe manner;
- b) Be responsible for the deployment of the Red Book Health and Safety Management System within their department and to ensure that any actions identified are completed;
- c) Ensure that risk assessments are carried out and regularly reviewed on activities or services delivered within their department;
- d) Ensure that all plant and equipment deployed in their department is regularly checked and maintained;
- e) Ensure that all courses run to educate students are run in a safe manner and good practices are maintained at all times;
- f) Ensure the competent persons are employed to work within their departments and that staff are fully trained to undertake their role.
- g) Ensure that all apprenticeship and WEX visits are completed in a timely manner.

Members of staff

Members of staff have the responsibility to promote health and safety and to cooperate with the SMT, Heads of Learning and Business managers to achieve a healthy and safe workplace. In compliance with the Health and Safety at Work Act 1974 all members of staff must:

- a) Take reasonable care for their own health and safety;
- b) Consider the health and safety of other people who may be affected by their acts or omissions;
- c) Work in accordance with information, instruction and training provided;
- d) Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
- e) Report any hazardous defects in tools and equipment, or shortcomings in the existing safety arrangements to a responsible person without delay or via the Health and Safety Team Leader;
- f) Not undertake any task for which authorisation and/or training has not been given.
- g) Immediately report all accidents, incidents, hazardous condition, dangerous occurrence or near misses and any inadequacies in any safety equipment to their line manager;
- h) Be familiar and comply with procedures for emergency evacuation of the building where they work;
- i) Be familiar and comply with lock-down procedures of the building where they work;
- j) Be reminded that their failure to comply with this policy, either by their actions or inaction, may make them liable for action under the Colleges' disciplinary procedure.

Health and Safety of Students

All staff directly involved with student teaching or welfare are responsible for the day to day health, safety and welfare of students.

Students are required to take all reasonable care to ensure that their actions do not endanger themselves or others. Whilst it is the responsibility of the College to provide and maintain equipment that is safe, students should not use any equipment they consider to be unsafe and should report it immediately to person in charge. Students must:

- a) Ensure that they are familiar with the relevant health and safety information and safe operation procedures in their curriculum area;
- b) Not undertake any procedure unless authorised to do so;
- c) 14-16 students will be subject to certain prohibitions these will be defined in the individual curriculum area arrangements for young persons;
- d) Cooperate with staff regarding health, safety and welfare matters.

HEALTH AND SAFETY ARRANGEMENTS

The law requires employers to establish procedures to ensure their safety policy is:

- a) Planned, implemented and acted upon
- b) Monitored and reviewed, to determine its success or otherwise, and
- c) Audited to judge whether the whole safety management approach is appropriate and relevant.

Chichester College Safety Management System

The College's health and safety management system, known as the 'Red Book', has been in place since 2015. There is a Red Book within every department.

Red Books in high-risk areas are audited annually by the Health and Safety Team. This ensures that practices are kept up to date and are compliant with the latest statutory and corporate guidance. The programme of annual audits supports each department in evidencing their health and safety management processes, and ensures that actions are in place to mitigate risk. The aims, along with a list of the contents, of the Red Book are attached at **Appendix 2**.

Health and Safety Handbook

Policies, procedures factsheets and guidance documents can be found in the health and safety handbook located on the intranet. A list of these documents can be found at **Appendix 3**.

Risk Assessments

Chichester College Group recognises its statutory duty to carry out health and safety risk assessments under the Management of Health and Safety at Work Regulations 1999.

Risk assessment is an essential component of good health and safety management. It is the tool used to ensure that the measures taken to prevent or reduce risk are appropriate, relevant and realistic.

Managers and lecturing staff are responsible for ensuring that suitable and sufficient risk assessments, based upon the tasks that members of staff or students are likely to perform, shall be carried out within each of the College business areas. Risk assessments shall be kept in the departmental Red Book and shall be regularly reviewed and updated.

Preventable and/or risk control measures identified by risk assessment shall be implemented within each area by the responsible Manager.

Training and guidance on risk assessments is available from the Health and Safety Team and on the College intranet.

First Aid Arrangements

The Health and Safety Team are responsible for ensuring that there are sufficient and suitably trained and competent first aiders. First aiders are responsible for maintaining an adequate stock of first aid supplies and undertaking regular checks.

First Steps Childcare is responsible for their own first aid provision and treatment. At these subsidiaries the number of first aiders, and the level of appropriate training, required shall be risk assessed.

Health and Safety Accident/Incident and Near Miss Reporting

Health and safety accidents/incidents include injuries, dangerous occurrences, occupational ill-health and violent incidents which cause injury or illness to persons, damage to property or a combination of both.

There is an established reporting system for accidents/incidents and near misses. Staff and students are required to report any accidents/incidents including minor accidents requiring first aid treatment to be recorded on the accident/incident reporting system.

Fire Precaution and Emergency Arrangements

The Regulatory reform (Fire Safety) Order 2005 requires fire precautions to be put in place 'where necessary' and it places an onus on the responsible person who may be the employer, owner or occupier of premises to carry out fire risk assessments and to comply with fire safety duties.

Fire risk assessments are carried out by the Health and Safety Team Leader.

Departments who are at a higher risk of fire and explosions occurring through their activities will conduct risk assessments ensuring they identify fire as a hazard and will implement control measures as necessary to reduce the risk to an acceptable level.

Departmental managers are responsible for ensuring that there are sufficient and suitably trained and competent fire wardens within their area of responsibility. The number of fire wardens required for a building should be risk assessed and are dependent on the structure of the building, number of floors, people with special needs etc.

Fire wardens are responsible for undertaking a daily walk through of the workplace to ensure that the arrangements provided are adequate and sufficient for fire safety and that all persons can get out of the building in the event of an evacuation. In addition, fire wardens should undertake weekly premises inspections and document their findings. A record of their findings is to be kept in the departmental Red Book.

Emergency Procedures

There are established emergency evacuation procedures that outline the evacuation process to ensure all staff, students, visitors and contractors, both able and disabled, can leave the buildings safely in an emergency.

All new members of staff shall receive information and training and evacuation in accordance with the induction checklist during their first week of employment. After this, staff and students are responsible for making themselves aware of the buildings they work and study in and for ensuring that they are aware of emergency exits.

Control of Contractors

Contractors are directly responsible for the health and safety of their own employees. To ensure that reasonable measures are put in place to protect members of staff, students and others affected persons from harm and loss, the relevant manager will ensure that contract works are let only to persons or organisations that are competent to carry out the works in accordance with the relevant statutory provisions.

The relevant manager shall provide contractors with any relevant health and safety information. Managers shall ensure that all contractors are issued with permits to work in line with the Control of Contractors Procedure.

Training and Competence

Health and safety training will be arranged during work time for members of staff according to the level of responsibility and the tasks they carry out.

The arrangements for the provision of health and safety training shall be reviewed periodically and at other times when there has been cause to suspect that it is no longer appropriate, suitable or sufficient.

In order to secure the health and safety of members of staff and students, a health and safety induction will be provided alongside appropriate and relevant training to all new members of staff.

Managers, advised by the Health and Safety Team, are responsible for delivering health and safety induction in accordance with the induction checklist to new members of staff during their first week of employment.

Students are inducted at the Big Welcome at the beginning of each year and student tutors and lecturing staff are responsible for providing students with adequate health and safety information and training at initial induction. This must include general college procedures i.e. fire and evacuation, accident reporting along with specific training for their course.

Where a learner undertakes work experience as part of a College course tutors must take steps to assess and ensure that relevant training in relation to health and safety is provided by the employer offering the work placement. Workplace health and safety vetting will be carried out by the Health and Safety Team. Students are not allowed to start any work placement until the vetting is completed, and a copy of the employer's liability insurance is obtained, to ensure that the College is complying with its duty of care to the students on the work placements.

Health and Safety Monitoring and Review

The College recognises its duty to monitor health and safety performance and periodically review its health and safety arrangements. The College adopts the HSG 65 framework in its health and safety management system.

Health and Safety Committee

The College recognises its duty to communicate and consult with staff and Trade Unions on all matters of health and safety. This is achieved through the following arrangements:

- a) Health and Safety Committee (termly meetings)
- b) Health and Safety Representatives Committee (termly meetings)
- c) Departmental Meetings

The following matters are considered as the minimum to be discussed at these meetings:

- a) Accident/incident statistics including significant investigations
- b) Emergency arrangements including procedures, fire wardens, first aid etc.
- c) Workplace inspections and actions
- d) Training
- e) Risk Assessments

Trade Union Arrangements

The College recognises the important role played by its recognised Trade Union representatives. In accordance with the Safety Representatives and Safety Committee Regulations 1977, the College actively encourages and supports Trade Union representatives in this role by a process of full consultation and by providing them with suitable and sufficient resources. Trade Union representatives can:

- a) Carry out joint inspections of the workplace with management as required
- b) Draw managers' attention to health and safety deficiencies.
- c) Participate in accident and incident investigations to identify underlying causes and contribute to making recommendations for preventing recurrence
- d) Attend health and safety committees and associated working parties.
- e) Assist managers and the health and safety team in the production of risk assessments and be consulted on risk control measures.
- f) Assist the health and safety team in policy formulation and the development, implementation, monitoring, auditing and reviewing of health and safety performance.
- g) Be involved in the planning and organising of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.

Safeguarding

The College is committed to protecting all students, young people and adults at risk. Further information on how the College undertakes this work is set out in the 'Safeguarding Students and Adults at Risk Policy' April 2017. The fundamental principles of this policy are based on legislation but also a moral duty to safeguard the welfare of students and vulnerable adults receiving education, training and care at the College.

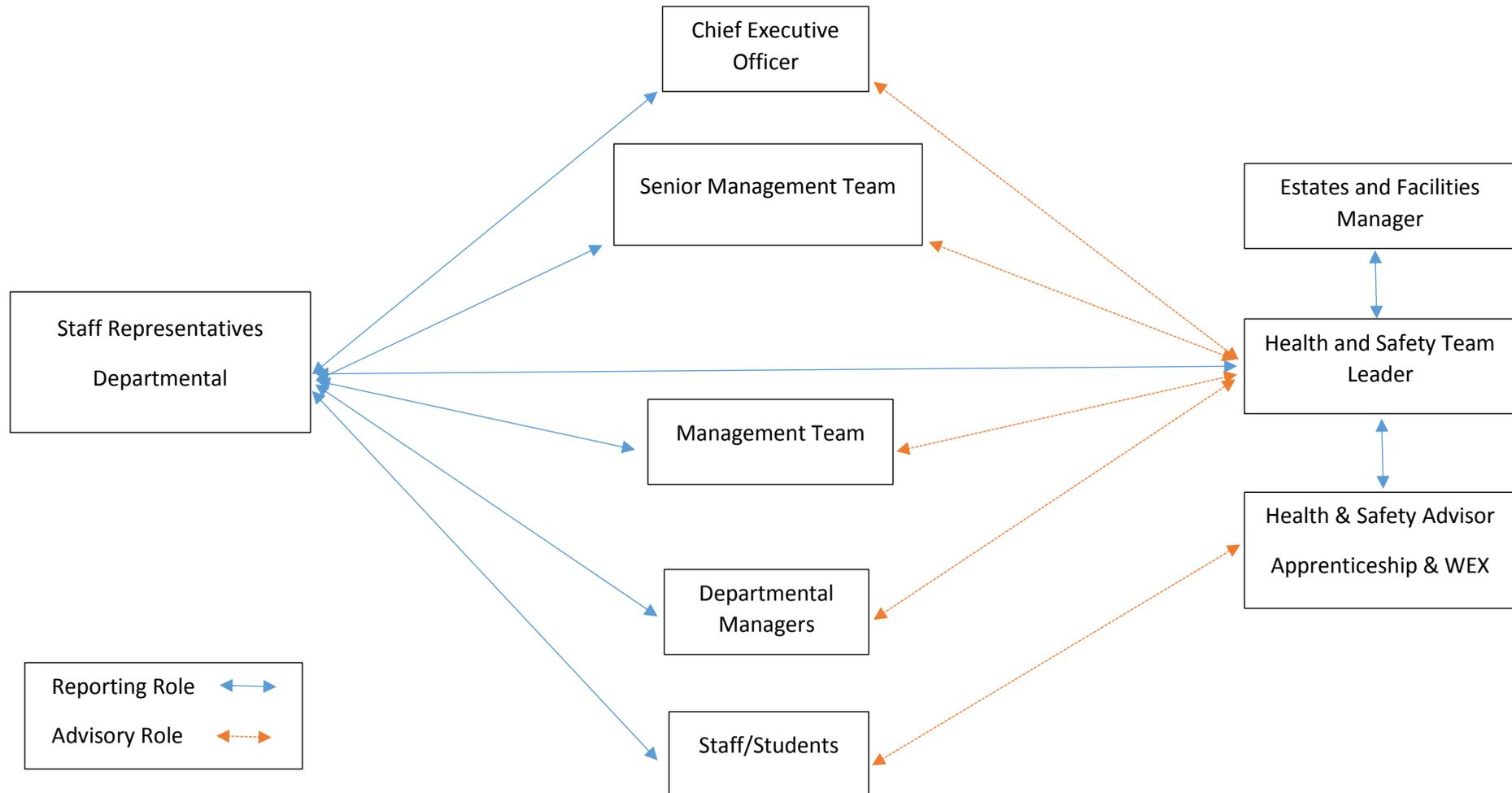
Status of this policy

The policy was approved by the Group Leadership Team in October 2017 and supersedes all previous documentation.

The operation of this policy will be kept under review by the Health and Safety Team Leader. It may be reviewed and varied from time to time by the Group Leadership Team.

Date First Approved:	February 2013
Date reviewed:	October 2017
Approved by:	Group Leadership Team
Implementation Date:	November 2017
Date for Review:	October 2018

APPENDIX 1: Health and Safety Organisational Chart for Chichester College and Brinsbury



The Red Book Safety Management System

The Red Book Safety Management System was developed and introduced in 2015 across all departments at Chichester College. The aims of the Red Book health and safety file system are:

- To provide clear guidance to staff on what information/documentation to keep.
- To have a single common system that ensures that all departments meet their legal requirements concerning health and safety records.
- To prevent knowledge of systems and procedures to health and safety disappearing when key staff leave. Clear written documentation means that health and safety can be maintained despite personnel changes.
- To improve the accountability and communication of health and safety matters by having a named person responsible for the holding and upkeep of the health and safety file.
- To provide written health and safety evidence enabling manager's to ensure health and safety in the area is being effectively controlled. It is often a legal requirement that we keep up to date records.

All information held must be up to date and relevant to the department, where information is kept in a separate folder this must be bookmarked on the contents page of the Red Book indicating which file (numbered) and kept together, and be readily available for audit purpose.

High risk areas will be audited on a yearly basis with ad-hoc inspections and safety samples taken throughout the year.

Low risk areas will be audited every 18 months. However, a self-audit will take place yearly, and ad-hoc inspections and safety samples will be taken through the year.

The Health and Safety Team Leader will be available to give advice at any time.

Meetings will still take place with the Health and Safety Representatives (holders of the Red Book) from each department to be able to give advice and share good practice.

Every Red Book shall use the following index/structure:

Part 1

Name/s of key members of staff who are holders of the Red Book (responsible person/nominated responsible persons)

- Name/s of first aiders within the department
- Name/s of fire wardens within the department
- Emergency contact numbers
- College Health and Safety Policy
- Departmental Health and Safety Policy
- Any health and safety guidance documents relevant to your area.

Part 2

- Risk register (equipment and process that have a high ,medium and low risk)
- COSHH register (list of chemicals held within the department)(MDS and COSHH assessments)
- Tool box talks given to staff and students

Part 3

- Training matrix and documentation showing that all staff training is up to date
- Register of what is trained and who was trained i.e. Manual handling, DSE, COSHH
- Relevant risk assessments on processes that are completed within the department
- Records of manual handling tasks that are completed on a regular basis, with relevant risk assessments.
- PPE risk assessments
- PPE register showing when it was last checked
- System of PPE Maintenance and replacement

Part 4

- Equipment inventory and asset numbers
- Equipment statutory tests i.e. lifting equipment (Zurich inspection reports)
- Spread sheet of remedial action dated when completed
- Maintenance records of equipment
- Check sheets of visual inspections and tests signed and dated
- LEV maintenance records and check sheets with asset numbers (Zurich inspection reports)

Part 5

- H&S audit reports
- Recommendation sheets that have followed the audit with signatures and dates when the issue was completed.
- Health and safety information (guidance and advice from outside areas)
- Health and safety guidance and information from the Health and Safety Team

Part 6

- Emergency procedures. Full procedure for the evacuation of the department in an emergency
- Map of area showing where emergency cut off points are positioned
- What to do if there was a power cut
- What to do if there was a gas leak
- What to do if there was a water leak
- What to do if there was an accident, incident or near miss
- Directives from the emergency planning and business continuity plan for your department

Part 7

- Accident investigation reports with reviewed risk assessments and controls put in place to prevent the accident occurring again.
- Statistical accident data stating where accidents are occurring in your area, information on accident control and prevention. (statistics will be provided by the H&S department)
- Inspection reports from outside agencies i.e. HSE, fire brigade, Environmental Health
- Remedial action reports on health and safety/fire issues with actions taken and resolved dated and signed

Part 8

- Trips and visit pack stating where going, risk assessments completed.
- Document showing if the trip/visit went well lessons learnt and what could have been improved.

Part 9

- Any other relevant information

List of Key Policy Documents and Procedures

Doc ID	Documents
1.0	Health and Safety Policy
2.0	Risk Assessment procedures and guidance
3.0	Accident/Incident and Near Miss Reporting Procedures
4.0	First Aid Procedures
5.0	Emergency Procedures
6.0	Control of Contractors Procedure
	Asbestos Management Procedure
	Event Management Guidance
	Flammable Substances
	Workplace Equipment
	Out of College Trips and Visits
	Work Placements and Work Based Learning
	Waste Control and Disposal
	Smoking
	Violent Conduct/Bulling
F1	Factsheet 1 Accidents, Incident's and Near Misses
F2	Factsheet 2 Asbestos Essentials
F3	Factsheet 3 Business Continuity Plan
F4	Factsheet 4 Confined Spaces
F5	Factsheet 5 Control of Substances Hazardous to Health (COSHH)
F6	Factsheet 6 Display Screen Equipment (DSE)
F7	Factsheet 7 Fire Hazards
F8	Factsheet 8 Fire Protection and Precautions
F9	Factsheet 9 First Aid at Work
F10	Factsheet 10 Manual Handling
F11	Factsheet 11 Expectant and Nursing Mothers
F12	Factsheet 12 Noise
F13	Factsheet 13 Office Safety
F14	Factsheet 14 Driving for the College
F15	Factsheet 15 Personal Protective Equipment (PPE)
F16	Factsheet 16 Lone Working
F17	Factsheet 17 Remote and mobile working
F18	Factsheet 18 Repair and Maintenance
F19	Factsheet 19 Slips, trips and falls
F20	Factsheet 20 Stress
F21	Factsheet 21 Legionella Control
F22	Factsheet 22 Lifts and Lifting Operations
F23	Factsheet 23 Safe Use of Contractors
F24	Factsheet 24 Violence at Work
F25	Factsheet 25 Venerable Workers
F26	Factsheet 26 Work Equipment
F27	Factsheet 27 Work Related upper Limb disorders (WRULD)
F28	Factsheet 28 Working Safety in cold weather conditions
F29	Factsheet 29 Working at Height
F30	Factsheet 30 Maintaining Portable Equipment (PAT)
F31	Factsheet 31 Young Persons

Doc ID	Documents
F32	Factsheet 32 Mobile Phone Chargers
F33	Factsheet 33 Choosing the Correct Respiratory Protective Equipment
F34	Factsheet 34 Choosing the right gloves to protect skin: a guide for employers (HSE Guidance)
	Occupational Diseases

Other Key Documents:

1.1	Health and Safety Committee Terms of Reference
1.2	Health and Safety Risk Register
1.3	Schedule of Compliance