

HEALTH SAFETY AND WELLBEING POLICY

NATIONAL COLLEGE FOR ADVANCED TRANSPORT & INFRASTRUCTURE

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1.0 Scope

- 1.1 This policy covers all staff, learners, and visitors to the College.

2.0 Roles and Responsibilities

The responsibility for the implementation of this policy and provision has been delegated by the Governors to the CEO. On an operational basis, the management, responsibility, and evaluation rest with the CEO.

3.0 Related Policies

This policy will link to the Safeguarding and Prevent policy (L001) and Business Continuity and Disaster Recovery plans.

4.0 Introduction

- 4.1 This policy is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below:

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002
- The Control of Asbestos at Work Regulations 2012
- The Construction (Design and Management) Regulations 2015

- 4.2 The College will comply with all legal requirements as a minimum and will strive towards continual improvement.
- 4.3 The College is dedicated to providing a safe and healthy working environment for the health, safety and welfare of learners, staff, visitors, and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the College.
- 4.4 The College will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents from occurring but will instil the adoption of safe methods of work and good practice.

- 4.5 The CEO, Governors, leaders at all levels and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and learners must be aware of their own and others' personal safety in all the College's activities, both on and off site.

5.0 General Guidelines

5.1 It is the duty and policy of the Governors and CEO so far as reasonable and practicable to:

- Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the College, in particular the Management of Health and Safety at work regulations 1999.
- Establish and maintain a safe and healthy environment throughout the College.
- Establish and maintain safe working procedures among staff, learners, and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the College.
- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they can book.
- Ensure that any outside agency working on maintenance or adaptation of the building or grounds within the College site provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2015.
- Ensure that all staff and learners receive information, instruction, and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and learners have a safe place to work including means of safe entry and exit.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all appropriate personnel.

- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures are carried out at least quarterly per annum, the results recorded and any remedial action to improve procedures are quickly and efficiently carried out.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.
- Governors, through the CEO, will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/ department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm and make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

5.2 While the CEO has full responsibility for the day-to-day health and safety conditions for all staff, learners, visitors, and anyone else using the premises or grounds whilst engaged on College business, the operational management, leadership, and monitoring of this will be undertaken by the Director of Corporate Services (DCS).

6.0 Staff responsibility

1. The Facilities Team will support the DCS and will be responsible for the implementation and operation of the College's Health, Safety and Wellbeing policy and in helping other members of staff, learners, and visitors to comply with its regulations. As part of their day-to-day duties they will:
 - Assist with the implementation, monitoring and development of the procedures and codes relating to the Health, Safety and Wellbeing Policy within the College.
 - Assist with risk assessments on all learning and teaching practices and activities including equipment and substances.
 - Ensure all general advice on safety matters given by bodies such as the DfE and Birmingham City Council (although the College as an independent training establishment is not bound to comply with BCC regulations) and any other relevant bodies in relation to the College will be implemented, that this will be translated into written safe methods of working practice and every department informed.
 - Inform learners, staff, and visitors as to their own personal safety and make sure they are aware of the Health and Safety procedures in place.
 - Investigate any specific Health and Safety issue which has been identified regarding any College provision and implement any recommended or remedial action reasonably required.
 - Perform regular Health and Safety inspections within their area of responsibility as required by the DCS or as necessary by law.
 - Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
 - Ensure appropriate protective clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the College where required.
 - Ensure hazardous, flammable, and toxic materials and substances are correctly assessed, used stored and labelled and clear records are kept of these regarding quantities stored and used.
 - Ensure any signage in relation to Health and Safety is clear, up to date and that everyone can understand the label and instructions, irrespective of ability or need.
 - Attend regular training to ensure that they are up to date and informed of existing and any new requirements regarding Health and Safety.

- 6.2 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, learners, and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act

1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the College's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools, and materials and or any protective equipment and safety devices are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.
- Report accidents irrespective of any injuries to the College's Health and Safety Representative and ensure that the report is logged.
- Attend training and awareness courses in regard of Health and Safety.
- Make sure that if they find themselves in an unfamiliar environment, they perform an initial Health and Safety check and seek further advice to clarify any issues arising.
- Ensure all emergency firefighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

7.0 Health & Safety Arrangements

1. Fire Safety
 1. Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
 2. The College's evacuation procedure will be prominently displayed in all circulation areas. All staff and learners must be fully conversant with the procedures for evacuation of the premises in case of a fire/ bomb threat. Evacuation procedures will be regularly tested and recorded. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

3. All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested six-monthly, and records maintained.

7.2 Reporting Accidents

- 7.2.1 All accidents to staff, learners and visitors must be reported, in writing, using the College's accident report forms. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The DCS will ensure that the Health and Safety Executive is informed of reportable incidents.

7.3 First Aid

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The DCS should ensure that the number of certified first-aiders will not, at any time, be less than the HSE Guidance. In addition, supplies of first aid material should be held at various locations throughout the College. These supplies should be checked on a regular basis by a qualified first-aider.

Please see the College First Aid Policy (HR009) for further details

7.4 Equipment

- 7.4.1 Protective clothing/ gloves/ masks/ helmets must be available and used by technicians and supervisory staff when required. Staff and learners must have all relevant PPE in workshops and for site visits. Visitors must be provided with protective clothing as appropriate.
- 7.4.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
 - Fume Extraction systems
 - Electrical appliances (Subject to Risk Assessment)
 - Specialist workshop equipment
 - Pressurised Systems
- 7.4.3 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate standards and that its installation and use conforms to health and safety requirements.
- 7.4.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Curriculum Area Leaders should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept and readily available in the Relevant Department.

7.5 Housekeeping

- 7.5.1 The Lead Site Supervisor will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- 7.5.2 The Facilities team will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of Hazardous Waste materials (chemicals, broken glass etc.), clinical waste and normal refuse.
- 7.6 Visits
- 7.6.1 All legitimate visitors will be given a warm welcome to the College and will be directed to sign in at reception. All visitors will receive an ID badge which must be clearly visible while they are in the College building. These badges may be differently coloured from staff badges and learners made aware of their significance. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the College.
- 7.6.2 Hirers of the College premises must use plant, equipment, and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 7.6.3 Whilst on site, all contractors must wear a College visitor's badge, which may be differently coloured to denote their status. Cleaning contractors' employees must always wear an identity badge. Temporary staff on cover duties will be required to indicate their presence in the College by reporting to reception, signing in and wearing a visitor's badge.
- 7.6.4 If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the College reception or off the site, as appropriate.
- 7.6.5 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system. Further detail is set out in Appendix 2 – Visitors, security, and learner movement strategy.
- 7.7 Security
- 7.7.1 All staff should be aware of every aspect regarding the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 7.7.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, learners and bona-fide visitors and contractors.
- 7.7.3 Staff and learners will be required to wear their College Identity Badges at all times.
- 7.8 Critical Incidents

7.8.1 As part of its commitment for the wellbeing of staff, learners and visitors, the College has set out a plan which is to be adopted in the event of a critical incident occurring either on the College premises or on an activity away from the College site. See Business Continuity Plan (ITF010).

7.9 Training

7.9.1 The College will ensure that any new members of staff or visitors will be given appropriate training so that all relevant Health and Safety matters are drawn to their attention at the earliest possible stage of their induction.

7.10 Learners

7.10.1 All learners are expected to be aware of the College's surroundings and to exercise personal precautions to prevent and mitigate any possible injury to themselves and others around them. To observe the safety rules of the College especially any instructions from teaching staff in the event of an emergency.

7.11 Lettings

7.11.1 In cases where the College's equipment, buildings or grounds are to be let, the Facilities team and DCES, as appropriate, will ensure that:

- Any means of access and egress are safe and clearly identified
- Any equipment to be used by hirers is safe and any operating instructions and health and safety precautions are clearly identified.
- All emergency doors are clearly identified, and fire drill/ evacuation procedures are understood.
- Telephones, alarms, firefighting equipment, and other safety equipment are pointed out and that users are familiar with how to use them.
- After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.
- Any health and safety signage is clearly displayed and uses are clear as to their meanings.
- There is a contact person available for hirers to contact should there be any issues that may require attention.

7.12 Construction and Maintenance Work

7.12.1 Where construction or maintenance work is being carried out on site, the Facilities Team will ensure that contractors or service providers have appropriate Health and Safety plans and insurance in place.

7.12.2 Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the College and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the College and Contractor/ Service Provider before any works

commence to confirm specific health, safety and welfare issues applying to the works to be carried out.

- 7.12.3 Where works fall within the scope of the Construction Design and Management (CDM) regulations 2015, the Facilities team will co-operate fully with the Contractor/ Service Provider and their appointed safety co-ordinator and will ensure that the College's safety manual is made available at the start of the project. The Facilities team will also ensure that the Contractor/ Service Provider updates the safety file on completion of the works and conduct an appropriate handover.

8.0 Monitoring and review of this guidance

- 8.1 The DCS will monitor the implementation of these guidelines and will make a written report to Governors on an annual basis detailing any changes and summarising requests for information received over the last year.
- 8.2 The Governors and CEO will implement all Health and Safety precautions required by law and those advised procedures required by other national and advisory bodies.

Appendix 1: References

HSE Website

<http://www.hse.gov.uk/index.htm>

HSE Guide to Controlling Risks in the Workplace

<http://www.hse.gov.uk/pubns/indg163.pdf>

HSE Managing risks and risk assessment at work

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

DfE Health and Safety of Pupils on Educational Visits: A Good Practice Guide <https://www.education.gov.uk/publications/eOrderingDownload/HSPV2.pdf>

DfE Statutory guidance - Supporting pupils with medical conditions at school <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

DfE Guidance on First Aid for schools:

<https://www.gov.uk/government/publications/first-aid-in-schools>

DfE Guidance - Controlling access to school premises

<https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

Contact details for HSE

<https://www.hse.gov.uk/contact/index.htm>

Appendix 2: Visitors, security, and learner movement strategy

Visitors to the College Site

All legitimate visitors upon arrival at the Main Reception will be given a warm welcome to the College. Signage from the car park and at the main entrance will direct visitors to reception. The reception area is freely accessible during the day and controlled by means of intercom by the receptionist in the evening and will allow visitors to enter the reception area but not into the main body of the College building. Access to the main body of the College building is controlled by the receptionist and by means of electronic speed gates and/or security access systems.

All visitors will be greeted by the receptionist and will be required to sign in at the reception area using the computer-based system. There will be three categories of visitors as follows:

1. Regular visitors & Staff e.g. Hub and Spoke Staff – purple lanyard for the ID badge. These visitors will have clearance to enter the body of the main building unsupervised once they have signed in and their identity verified.
2. Contractor (including cleaning staff) – Red lanyard for the visitor badge. Each contractor will need to have their identity verified and the purpose of their visit ascertained.
3. Students – Green Lanyard for the ID badge. These badges will be cleared for access into the main body of the building only. Class bases will be restricted.
4. Other visitors – red lanyard for the visitors' badge. Each visitor will need to have the purpose of their visit ascertained. These visitors will only be allowed into the main area of the building once they are accompanied by a member of College staff with whom the visit has been arranged.

College staff will wear a multi-function identity card on a purple lanyard, containing their name and a photograph, at all times when on the College site. This card will also allow access to teaching rooms through the card lock system and staff registration into the building for emergency purposes and during core staff hours.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors' badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the College reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call is advisable.

Security

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