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**POLICY/PROCEDURE: HEALTH AND SAFETY POLICY**

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<b>Approval required by:</b>	Executive	Y	Governing Body	Y
<b>SMT Lead:</b>	Vice Principal Corporate Services			
<b>Responsible Manager:</b>	Head of Health and Safety			
<b>Date approved:</b>	November 2024			
<b>Date to be reviewed:</b>	November 2025			

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**Significant changes to policy**

The requirement to report near misses is explicitly stated in the policy. The Introduction has been updated. (October 2020).

Updated to include relevance to Independent Training Services (ITS).

Clarification on responsibilities relating to work placement and apprenticeship vetting (October 2022).

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**Impact of changes**

N/A.

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**SCOPE**

The Health and Safety policy applies to all employees of Barnsley College and ITS ("the college"), including casual and agency staff, and members of the governing body. It also applies to all students. Contractors and visitors are also required to adhere to this policy.

## **INTRODUCTION BY THE CHAIR OF GOVERNORS**

The college is required, under the provision of the Health and Safety at Work etc. Act 1974, to write a statement of policy with respect to the health and safety of everyone who uses its premises. Barnsley College or ITS ('the College') recognises the importance of its employees, learners and other customers each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and relevant procedures are observed.

This document is intended to bring the college's statement of policy to the attention of all its employees and learners, providing details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The health and safety policy is available on the college intranet. This policy is supplemented by other health and safety policies. Students have access to the college Health and Safety Policy via Moodle. It is everyone's individual responsibility to ensure they are aware of the safety precautions appropriate to the department in which they work and study.

The college embraces the 'safe learner' concept, by actively encouraging the teaching of health and safety as an integral part of the learning process.

Safety is achieved through knowledge, care and forethought but, whereas care can and must be practised by all, knowledge comes with experience and training.

The maintenance of standards also includes exercising a duty of care as an organisation, individually and to each other, irrespective of status. It is, therefore, in the interest of all individuals to read and fully understand the college's Health and Safety Policy.

Simon Perryman  
Chair of Governors

**HEALTH, SAFETY AND WELFARE POLICY STATEMENT**

Barnsley College is committed to continual improvement of health and safety throughout its operations. The college accepts its responsibilities under health and safety legislation, guidance and standards and acknowledges the requirement to ensure the health, safety and wellbeing of staff, learners, contractors and visitors working or visiting the premises or to those who may be affected by our activities. The college also accepts that legislation is regarded as the minimum standard required and that it should strive to exceed this.

The college accepts its duty as both as 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 so doing, the college requires all staff, learners, contractors, visitors and others working at or visiting our premises to fulfil their health and safety responsibilities at all times, reporting any shortfalls immediately.

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

- Safe premises for visitors and a safe place of work for learners, staff and contractors which includes safe access and egress.
- Safe working arrangements to ensure welfare and wellbeing for all.
- Systems of work that are safe and that do not introduce uncontrolled risk to health and safety.
- Information and instruction, supervision and training for all to enable them to fulfil their responsibilities at all times in a safe manner.
- Appropriate systems for inspection, monitoring and review that are maintained to assist continuous improvement.
- Safeguarding – please refer to the Safeguarding Policy.

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

In order for the college to continue to manage health and safety effectively it is recognised that staff, learners and others must be responsible for their own health and safety.

Signed for and on behalf of Barnsley College:

David Akeroyd (Principal and Chief Executive Officer).....

Date .....

## **Health and Safety Management System**

The documentation contained within the management system is based on the following documents and information; the college's health and safety policies, Health and Safety Executive (HSE) Approved Codes of Practice, and manufacturers' instructions. All of the college's health and safety policies are available on the college intranet (BUZZ).

## **Policy**

This policy document is a statement of intent, outlining the basic roles and responsibilities of everyone within the college (staff and learners) with respect to Health and Safety.

## **HSE Approved Codes of Practice**

These give the general requirements to be followed in specific subject areas, and each code follows a standard format for ease of recognition.

## **Instructions**

These form the lower tier of the documentation, and could be regarded as the most important as they are essentially the dos and don'ts of health and safety regarding plant, equipment and chemicals. These are manufacturers' instructions & guidance.

## **Statement of Responsibilities**

### **Board of Governors**

The Board of Governors, under the requirements of the Health and Safety at Work Act 1974, is responsible for issuing a written statement covering the general policy with respect to health, safety and welfare at work of employees, along with its other statutory responsibilities.

### **Principal and Chief Executive Officer**

The Principal and Chief Executive Officer is responsible for achieving the objectives of the college's Health and Safety Policy, namely to:

- **ensure** that managers know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met;
- **advise** the Board of Governors of the resources required to comply with statutory requirements and make adequate arrangements;
- **ensure** adequate consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety;
- **make** the necessary arrangements to ensure that safety representatives who are appointed under statutory regulations can effectively carry out the following duties required of them;
  - i) eliminate accident potential as far as is reasonably practicable
  - ii) conform with statutory duties and the college's Codes of Practice.
- **ensure** that adequate communication links are maintained to promote health, safety and welfare information.
- **ensure** that the Health and Safety Committee review health and safety in the college and that reports are provided annually to the Board of Governors.

## Senior Managers

Under the direction of the Principal and Chief Executive Officer, senior managers are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities, they will:

- **ensure** that they, and all employees for whom they are responsible, know and undertake their responsibilities regarding health and safety and that all employees are adequately trained to discharge their responsibilities;
- **promote** the implementation of the organisation's Health and Safety Policy by establishing a suitable and adequate programme to:
  - i) **seek** to eliminate potential accident situations;
  - ii) **ensure** that assessments of risks to health and safety are carried out and adequate control measures are in place and maintained;
  - iii) **conform** with statutory duties and the Approved Codes of Practice, and to introduce suitable procedures to report accidents, communicate information and identify and eliminate hazards.
- **ensure** that health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:
  - i) current working;
  - ii) planning new operations or methods of work;
  - iii) acquiring new buildings, plant and equipment.
- **arrange** consultations with employees and their representatives in the workplace to ensure progressive and positive methods are adopted to promote health and safety and to provide arrangements for the participation of employees or employees' representatives in the development of such measures;
- **provide** such information, instruction, training and supervision as may be necessary to ensure the health, safety and welfare of those under their control;
- **ensure** that regular fire evacuation drills are conducted, fire-fighting equipment is made available, fire alarms are tested with appropriate frequency and that all employees are aware of the emergency procedures;
- **keep under constant review the effectiveness** of the college's policy and advise the Principal and Chief Executive Officer of any changes they consider necessary on any matters in breach of statutory requirements which cannot be effectively dealt with by them.

## Heads of Department

This group is responsible for the adoption of the college's Health and Safety Policy within their area of control. To achieve this, they will **ensure** that:

- **they actively promote** the principles of the 'safe learner' concept by encouraging the teaching of health and safety as an integral part of the learning process;
- **they nominate and consult** staff with specific Health and Safety responsibilities;
- **any matter** brought to their attention by safety representatives or any other person is given prompt and appropriate attention;

- **they, and all persons reporting to them**, know and undertake their responsibilities under the college's Health and Safety Policy and are adequately trained to enable successful implementation of the Health and Safety Policy;
- **all statutory law, regulations and Approved Codes of Practice** are strictly adhered to;
- **all statutory registers** are kept and maintained;
- **safe working practices** are maintained at all times to ensure the health and safety of employees, learners, contractors and members of the public;
- **assessments of the risks** to health and safety are conducted and the findings recorded, and that adequate control measures are introduced and maintained;
- **adequate supervision** is made available;
- **the college's Health and Safety Policy**, any Approved Codes of Practice and manufacturers' instructions are read and understood to ensure their effectiveness;
- **all persons reporting to them** are carrying out their responsibilities as defined by regularly auditing the workplace;
- **as appropriate, correct protective clothing** is requested and made available to all persons under their control;
- **adequate plant and equipment** is made available to ensure safe working practices and that such plant and equipment is effectively maintained to a safe standard;
- **specialist advice** is sought on any health and safety at work matter for which clarification or assistance is required;
- **the Principal and Chief Executive Officer's attention** is drawn to any breach of statutory requirements which cannot be effectively dealt with by them;
- **advice** is given to the Principal and Chief Executive Officer on the resources required to make adequate arrangements;
- **learners are inducted** in health and safety awareness requirements and their responsibilities before undertaking work experience.
- **all contractors**, so far as is reasonably practicable, engaged by any department conduct their work in accordance with:
  - i) the terms of the contract including the Contractor's Checklist;
  - ii) the Health and Safety at Work Act 1974
  - iii) statutory regulations and HSE Approved Codes of Practice;
  - iv) eliminating or reducing to an acceptable level any danger to the college's employees, learners or members of the public.

### **Whole College Duty Manager (WCDM)**

A senior manager, nominated by a written rota, will make decisions in the event of a whole college major incident or adverse weather conditions. For further information, please contact the Health & Safety Department.

### **Site Duty Managers (SDM)**

A competent member of college staff, usually a manager, nominated by written rota, will liaise with the WCDM and make decisions in the event of a major incident involving a college site. For further information, please contact the Health and Safety Department.

### **Responsibilities of Management**

Establish and maintain a safe and healthy working environment at each of the college's locations by:

- **ensuring** the provision and maintenance of premises, plant and equipment is to a safe standard and in accordance with statutory requirements;
- **producing college procedures** and other publications, including the Policy Statement, informing employees and contractors of their responsibilities to ensure the health, safety and welfare of all college users;
- **providing** necessary information, instruction, training and supervision to ensure the health and safety of employees at work;
- **providing** as appropriate, and ensuring the correct use of, approved safety equipment and protective clothing to protect staff and learners in the workplace;
- **ensuring** immediate and accurate reporting and investigation of accidents and incidents to determine trends and the need for amendments to practices/procedures;
- **ensuring** that suitable, sufficient and regular risk assessments are carried out and recorded for all operations and undertakings in the workplace to ensure continued identification of risks and hazards, protecting the health, safety and wellbeing of all persons accessing the college's facilities;
- **ensuring** the provision of an appropriate number of specialist staff with responsibilities for safety, health and welfare and also ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements;
- **promoting** an attitude of safe working by employees and contractors in all aspects of the college's work by adapting standards of best practice;
- **encouraging** discussion between staff, management and contractors and other appropriate agencies, including the continued meetings of the Health and Safety Committee to discuss safety, health and welfare matters and to promote awareness of and responsibility for health and safety issues;
- **making** specific arrangements to ensure that contractors are carrying out their responsibilities for health, safety and welfare in order to comply with statutory requirements;
- **ensuring** that articles and substances purchased for use at work have been so designed and constructed as to be safe and without risk to health, and that full information is made available by the suppliers where additional safety precautions are required;

- **undertaking** regular audits of safety equipment, safety systems and environments and providing and maintaining a place of work that is, as far as is reasonably practical, safe, without risks to health, and with adequate facilities for the welfare of all employees;
- **receiving** reports and annually reviewing health and safety in the college.

### Head of Health and Safety

On behalf of the Governors and senior managers, the Head of Health and Safety will;

- **ensure adequate support** is available regarding health and safety policies and standards, rules and procedures, health and safety aspects of design and safe use of plant and equipment, safe use of safety equipment and protective clothing;
- **plan and organise** safety audits and inspections, organise first aid provision, conduct initial accident investigations, advise and support managers undertaking accident investigations and ensure that these are carried out within the required timescales, maintain safety records and statistics, liaise continually with management, supervisors and safety representatives and with the enforcing authorities;
- **organise and monitor** occupational health checks relating to the health and safety of employees e.g. audiology and sight tests etc.;
- **undertake** health and safety audits on completed paperwork for work placement checks for all learners and apprentices.
- **engage expert health and safety services** as and when necessary from external consultants enabling the college to maintain the necessary level of competence in dealing with all levels of health and safety matters;
- **keep statutory registers** for tasks that require training as part of the regulations, e.g. Abrasive Wheels Regulations;

The Head of Health and Safety reports to the Vice Principal Corporate Services.

### Vice Principal Corporate Services

On behalf of the Governors and Executive Team is responsible:

- **to the Principal and Chief Executive Officer** on a delegated basis for the general overseeing and development of the Health and Safety Policy and for ensuring co-ordination of such policies and practices across the college;
- **for advising** on and drawing together the overall Health and Safety Training and Development Plan. This will include seeking to ensure that resources are set aside in that plan to support training and development for staff to help them comply with and understand their health and safety responsibilities and record all the training and development undertaken;
- **for the development** of the college's disciplinary procedures particularly related to health and safety matters;
- **for advising** managers and staff on issues surrounding individual incapacity and suitability for employment. Where necessary, this will entail seeking independent expert advice for managers and the individual;



- **for undertaking** Disclosure and Barring Service (DBS) checks on staff and learners as appropriate;
- **for implementing** a programme of training designed to raise awareness of health and safety policies, practices and standards by managers, staff and learners;

The Vice Principal Corporate Services is responsible to the Principal and Chief Executive Officer.

#### **Vice Principal Students**

On behalf of the Governors and Executive Team is responsible for:

- **the development and implementation** of the Prevent strategy in the college;
- **risk assessing** the college's estate to identify where learners are more likely to be exposed to the risks of radicalisation and extremism and mitigating any identified risks;
- **ensuring** the college adheres to statutory guidance and locally agreed inter agency procedures relating to safeguarding issues;
- **the development** of policies and procedures which make arrangements for safeguarding within the college community.

#### **Director of Capital Projects and Head of Estates**

On behalf of the Governors and Executive Team:

- **are responsible for the development and implementation** of capital works, the overall maintenance investment plan for the college, managing and implementing the college's maintenance policies, procedures and operations ensuring compliance with statutory requirements, including the arranging, testing and keeping of registers for general cross-college services, such as for water, gas and electricity;
- **will keep and maintain statutory registers** for the testing of all plant and equipment. This will include electrical equipment, lifting gear, pressure vessels, local exhaust ventilation/extraction units, passenger lifts, lifts and hoists;
- **will ensure** that all planned preventative maintenance across the college estate is completed in a timely manner.
- **are responsible for the development** of the overall project planning strategy for the college, managing and implementing the college's policies, procedures and operations ensuring compliance with statutory requirements;
- **will liaise with external bodies** at the planning stage of projects so the necessary notice/planning permission is adhered to;
- **will liaise with designers, architects and contractors** to ensure that any requirements of regulations, e.g. Construction, Design and Management Regulations are complied with;
- **are responsible for the development** of the overall security, cleaning, waste disposal, transport, car park control, caretaking, staff/learner refectories, grounds maintenance and pest control strategy for the college and co-ordinating and implementing the college's policies, procedures and operations ensuring compliance with statutory requirements.

The Director of Capital Projects and Head of Estates report to the Vice Principal Finance.

### **Director of Student Recruitment**

On behalf of the Governors and Executive Team;

- **is responsible for main reception staff** who have the responsibility of ensuring that visitors and contractors are signed on to the site on which they are visiting/working. Reception staff will be required to telephone the emergency services when requested to do so by the Site Duty Manager;

The Director of Student Recruitment reports to the Deputy Chief Executive Officer.

### **Contractors**

Both Barnsley College and the contractor have responsibilities under health and safety law.

All contractors will have gone through a procurement process, the depth of which will be dependent on the size of the contract.

If the contract involves the maintenance of equipment or machinery, refurbishment of a building or any other such work then method statements and suitable and sufficient risk assessments must be approved by a member of the Health and Safety team before any work commences.

### **Health and Safety Committee**

The Health and Safety Committee will:

- **be involved** in the reviewing process of reported, unsafe practices and conditions and make suggestions on methods of improving health and safety performance;
- **take part** in formulating health and safety policies, procedures and rules, carry out safety audits and inspections, investigate accidents and analyse accident reports and statistics.

### **Business Development and Apprenticeship Departments**

- **will ensure that all vocational work experience** placements & apprenticeship settings used by college learners are pre-vetted for health and safety and risk banded as either high, medium or low prior to use by the learners. Vetting renewals will be the responsibility of the Apprenticeships department.

### **Teaching staff**

All teaching staff must ensure that:

- **a suitable and current risk assessment** is in place for the lesson, including relevant activities, and ensure that students are aware of this prior to any work or training commencing;
- **all accidents** to students are reported in accordance with the Accident Policy and the relevant risk assessment is updated accordingly;
- **student behaviour** is appropriate to the learning environment;
- **the work area** is checked to ensure it is safe for learning to take place.

### **All Employees**

The Health and Safety at Work Act 1974 states that **EVERYONE** has a responsibility for health and safety. It is important that everyone appreciates the extent of their responsibilities, namely that they:

- **will make themselves familiar** with the Health and Safety Policy and procedures of the college and the area in which they are employed and shall be familiar with sections of the policy and procedures which directly affect their particular activities;
- **will accept individual responsibilities** to take all reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to co-operate with the college so far as is necessary to enable it to comply with its statutory duties;
- **will report** to supervisors/line managers any accidents, incidents, near misses or dangerous occurrences, whether or not an injury is sustained, and any unsafe working practices. They will also report systems of work or conditions which they consider may create risks to their own and others' health and safety or damage equipment and premises;
- **must not, intentionally or recklessly, interfere with or misuse** anything provided by the college in the interests of health, safety or welfare;
- **will conform** to all instructions, written and oral, given to ensure their personal safety and the safety of others;
- **will attend** training courses designed to further the needs of health, safety and welfare requirements;
- **will, at all times, make full use of** appropriate protective clothing and appropriate safety equipment and devices provided;
- **will maintain** tools and equipment in good condition and report any faults or defects to their supervisor/line manager.
- **will notify their line manager** at the appropriate time if they become pregnant, allowing risk assessments to be completed at the earliest opportunity.

#### **All Students / Learners**

- **will**, at all times they are on college premises or taking part in college activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them;
- **must not**, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on college premises, alter fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the college;
- **must not**, intentionally or recklessly, interfere with or misuse anything provided by the college in the interests of health, safety or welfare;
- **will conform to all instructions**, written and oral, given to ensure personal safety and the safety of others;
- **will maintain tools and equipment** in good condition, reporting any defects to their teacher/supervisor;
- **will use protective or specialist clothing** as required and shall use all safety equipment available;

- **will report all accidents, incidents, dangerous occurrences and near misses** immediately, whether or not injury is sustained, to their tutor/supervisor;
- **will notify their tutor / supervisor** if they become pregnant, allowing risk assessments to be completed at the earliest opportunity.

### **Arrangements**

All Barnsley College employees will have access to a copy of the Barnsley College Health and Safety Policy.

**Health and Approved Safety Codes of Practice** can be found on the HSE's website. **Manufacturers' Instructions** may be available from the manufacturer.

### **Review and Update of Health and Safety Information**

The Head of Health and Safety is responsible for the annual review and updating of the Health and Safety Policy.

### **Monitoring**

It will be the responsibility of the Vice Principal Corporate Services to monitor the effectiveness of this policy by:

- assessing the nature and frequency of complaints or cases and identifying any patterns which need to be addressed
- monitoring individual complaints or cases to ensure that they are effectively resolved and that no victimisation occurs

As part of the process, the Vice Principal Corporate Services will consult with the trade unions on changes to this policy and procedures.

While this policy is to be followed by all employees of the college, it does not form part of an employee's contract of employment.

### **EQUALITY AND DIVERSITY**

An EqIA is not required for this policy.

### **LINKED POLICIES AND PROCEDURES**

- Disciplinary Procedure.
- Single Equality Scheme.
- Safeguarding Policy.
- Grievance Procedure.
- Bullying and Harassment Policy.
- Whistleblowing Policy.
- Complaints Policy.
- Prevent Policy.
- COSHH Policy and Procedure.
- Bomb Threat Policy.
- Business Continuity and Disaster Recovery Policy and Plan.
- Incident Response Plan.

- Risk Management Policy.
- Stress Policy.
- Use of Own Vehicle Policy.
- Lone Working Policy.
- Work Placement Policy.
- Risk Assessment Policy and Procedure.
- Covid-19 Safe Working Policy
- Covid-19 Safe Studying Policy
- Contractors Policy
- Accident Policy and Procedure
- Trips and visits
- Inclement Weather Policy

**LOCATION AND ACCESS TO THIS POLICY**

This policy is available on the college's intranet.