



HEALTH, SAFETY AND WELFARE POLICY

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Review Approved by:	Governing Body	Date Approved:	20th October 2023
Date of Next Review:			1st September 2024

Document in an Alternate Format:

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Document Questions / Observations:

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Health, Safety and Welfare Policy

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1. Statement of intent

York College recognises its responsibilities as ‘the Employer’ as specified in the Health and Safety at Work etc. Act 1974 and in all subsequent legislation and directives that impinge on the activities of the College.

The College will seek to ensure, as far as reasonably practicable, the health, safety, and welfare of all employees¹, students, contractors, and members of the public who are directly affected by the activities of the College. The College will fulfil its duties by:

- Providing adequate control of the Health, Safety and Welfare risks arising from our work activities
- Consulting with our employees on matters affecting their Health, Safety and Welfare
- Providing and maintaining safe premises, plant, and equipment
- Seeking to ensure safe handling and use of substances
- Providing adequate supervision, information, and instruction for employees and students
- Committing to provide adequate resources to Health, Safety and Welfare
- Seeking to ensure that employees are competent to do their tasks, and to give them adequate training
- Working to prevent accidents and cases of work related ill health;
- Maintaining safe and healthy working conditions during normal operations and by the implementation of robust plans to control and mitigate against the risk of infection during the current Covid-19 pandemic or any subsequent global or national emergency.
- Operating an “open door policy” at all levels with regard to reporting issues or concerns on Health, Safety and Welfare matters;
- Reviewing and revising this policy as necessary at regular intervals and at least annually;
- Committing to set Health, Safety and Welfare objectives and improvement plans to drive continual improvement in performance.

The promotion of Health, Safety and Welfare is a team effort. Each member of the College is regarded as part of the team that is to be responsible for achieving a safe working environment. Through responsibilities, delegated from the Governing Body, the CEO and Principal leads this team. Supported by the Strategic Leadership Team and other College managers the College will aim for high standards of Health, Safety and Welfare.

It is intended that this policy, and the teamwork it promotes, should enable the College community to work in partnership to achieve a safe working environment where hazards are controlled, risks to the Health, Safety and Welfare of staff and others are reduced to a minimum and the safeguarding of students is maintained at all times

This Health, Safety and Welfare Policy will be supplemented by other documents arising from Health, Safety and Welfare legislation. These documents can be found on the College Health, Safety and Welfare website: <https://yorkcollegeuk.sharepoint.com/sites/cloudbase/staff/> or in hard copy from the Health, Safety and Welfare Team.



Ken Merry
Acting CEO and Principal



Ian Looker
Chair of Corporation Date: 20th October 2023

¹Reference to employees should be taken to include individuals working with the college on a voluntary or placement basis

2. Aims

The College will seek to ensure as far as reasonably practicable that appropriate policy and procedures are in place which:

- actively promote the health, safety and welfare of employees, students, contractors and members of the public
- seek to support the safeguarding of young people and vulnerable adults.
- actively promote the principle of the 'safe learner' and the 'safe working environment'
- seek to ensure, the safety of students, staff, contractors, and members of the public at the College
- provide appropriate Health, Safety and Welfare inductions and training to staff, students, and contractors, where necessary
- establish and maintain healthy and safe working procedures and promote the compliance of all Health, Safety and Welfare regulations through appropriate information, training, and supervision
- develop and maintain a sense of Health and Safety awareness and responsibility from all staff
- consult regularly with staff to ensure the achievement of the aims of this policy through the Health, Safety and Welfare Committee and other appropriate groups
- monitor the effectiveness of this policy to achieve and maintain appropriate standards of Health, Safety and Welfare.
- encourage the active interest of all staff, students, contractors, and members of the public in the Health, Safety and Welfare of themselves and others
- actively monitor through audits and inspections the effectiveness of Health, Safety and Welfare management and systems
- aim to further reduce Health, Safety and Welfare incidents and near misses by a process of continuous improvement
- establish improvement targets and monitor progress
- promote the development of students' understanding of hazard, risk and control

3. Responsibilities

Everyone in the college or on college activities; staff, students, contractors, and members of the public is responsible for their own Health, Safety and Welfare and that of others. They must always act responsibly and if they have any concerns about Health, Safety and Welfare they must raise them immediately with whoever is in control of the activity.

i The Corporation

The College Corporation has ultimate responsibility to make sure that all College premises and working practices are safe and as far as reasonably practicable without risk to the Health, Safety and Welfare of staff, students, contractors and members of the public.

Within the ultimate responsibility above the Corporation acknowledges the risk to all persons at college from the current Covid - 19 or and is resolute in implementing, as a minimum, the controls recommended by UK Health Security Agency.

The Corporation accepts the guidance provided by the Health and Safety Executive and Institute of Directors regarding the roles and responsibilities of directors

The Corporation will appoint one of their numbers to be "Health and Safety Governor" (the CEO and Principal assume this role). In addition, the Corporation may appoint a member to act as an additional Health and Safety link governor.

ii. The CEO and Principal

The **CEO and Principal**, on behalf of the Corporation, will seek to ensure the College estate is effectively safe and effectively managed and as far as is reasonably practicable the College Health, Safety and Welfare Policy is observed and subjected to regular review. The CEO and Principal will with the help and support of the Strategic Leadership Team and the Health and Safety Manager as far as reasonably practicable, to manage the College so that:

- The working environment of all employees, students and members of the public is safe and any potential risks are identified and effectively controlled,
- There is adequate information, instruction, training, and supervision available so that all staff can discharge their duties with proper regard to Health, Safety and Welfare
- Maintenance of premises, plant and implementation of safe working practices are assessed and improved to the appropriate standards as necessary.
- All persons who may be affected by the College's activities, are not unduly exposed to risks to their Health, Safety and Welfare.
- Arrangements are in place to enable the safe use, handling, storage and transportation of articles and substances for use at work.

iii. The Health and Safety Manager

The Health and Safety Manager (HASM) will lead, coordinate, and provide advice and support for Health, Safety and Welfare practice and policy in the College as a whole reporting to the Vice Principal for Financial and professional services. They will:

- guide and provide advice and assurance to managers in creating a healthy and safe environment
- identify training needs, and provide instruction and information on Health, Safety and Welfare issues
- actively promote the principles of good Health, Safety and Welfare management so that they are applied to all activities undertaken by the College including activities such as events, travel, and off-site activities
- attend and advise the Health, Safety and Welfare Committee, and other cross college groups on matters relating to health, safety, and welfare.
- provide support on all matters of occupational health, safety, and welfare
- undertake regular audits, oversee, and coordinate annual inspections, and related action plans and have the authority for enforcement.
- maintain appropriate records relating to Health, Safety and Welfare and monitor compliance with control measures through audit/inspections.
- monitor Health, Safety and Welfare performance, compliance, and provide updates through regular reports to the CEO and Principal, SLT and the Corporation
- advise on the completeness of risk assessments and appropriate control measures and make arrangements for appropriate checks.

iv. College Managers

All members of SLT and CLT will assist the CEO and Principal in fulfilling the requirements of this policy and statement of intent (section 1 of this document).

Managers, at all levels, are responsible for Health, Safety and Welfare within the area of their management. They will with the help and assistance of colleagues within their area:

- arrange for all College inspections and where appropriate daily checks of their area of responsibility to be undertaken and actions to be followed through promptly;
- make arrangements to act upon Health, Safety and Welfare matters, especially those highlighted following audits and inspections, and ensure that Health, Safety and Welfare is fully discussed at team meetings;
- where appropriate seek to ensure the arrangements for the premises and equipment to be appropriately maintained and improved as necessary are in place and records kept accordingly;
- consider Health, Safety and Welfare in all purchases and acquisitions, and to ensure that appropriate safety instructions and training are in place before such equipment is used;
- comply with the College policy on Health, Safety and Welfare, carry out suitable and sufficient risk assessments and ensure that these are reviewed, at least, annually as appropriate;
- promote personal responsibility and effort on the part of everyone to avoid and prevent health hazards and injuries to themselves and to others who may be affected by their acts or omissions;
- cooperate on all Health, Safety and Welfare issues so that the College can comply with its duties, requirements and statutory obligations.

v. All Employees will:

- be an active member of the College team promoting a safe working environment;
- cooperate with supervisors and managers on Health, Safety and Welfare matters;
- not interfere with anything provided to safeguard Health, Safety and Welfare;
- take reasonable care of their own Health, Safety and Welfare and the Health, Safety and Welfare of others who may be affected by their acts or omissions;
- comply with all College health, safety and welfare rules and policy and undertake appropriate training as required;
- use Personal Protection Equipment (PPE) when required to do so;
- report all accidents, near misses, incidents or Health, Safety and Welfare concerns.

vi. Students – The Safe Learner

York College supports the integration of Health, Safety and Welfare practices into curriculum delivery. Through our management of the learning environment, both within the College and in the workplace and the quality of the learning experience, students should:

- Gain an understanding of the importance of Health, Safety and Welfare
- Understand how hazards are identified, risks are assessed and the principles of control measures

- Develop a set of safe behaviours, so that they play an active part in the learning process and acquire practical, transferable skills from their experience.

Further details of safeguarding students can be found in the College Safeguarding Young People and Vulnerable Adults (Child Protection) Policy.

These aims will be achieved by promoting Health, Safety and Welfare as part of learning programmes and through training and development plans for staff. Systems will be in place to identify and reduce risks to their lowest practicable levels. Regular monitoring and checks will be in place across the College and Health, Safety and Welfare improvement actions will be incorporated into College plans.

Students must:

- follow all safety rules and instructions issued by College staff and work safely at all times
- not interfere with anything provided to safeguard Health, Safety and Welfare
- take reasonable care of their own Health, Safety and Welfare and the Health, Safety and Welfare of others who may be affected by their acts or omissions
- comply with all College health, safety and welfare rules and policy
- use Personal Protection Equipment (PPE) when required to do so;
- report all accidents, incidents or Health, Safety and Welfare concerns to their tutors and work place provider.

vii. Members of the public

- all members of the public, when signing in, will be issued with College fire evacuation instructions on arrival
- members of the public are expected to follow any safety instructions of College staff, to follow the requirements of safety signs, and not to enter any prohibited area without the permission and presence of a member of the College staff
- **viii. Contractors** all contractors, when signing in, will be issued with College fire evacuation instructions on arrival contractors must be provided with an annual Health, Safety and Welfare induction when they arrive on site and before commencing work
- contractors must carry out a risk assessment for their activities and prepare method statements for any activities which require it and provide these to the relevant member of the college staff, before commencing work. Work must be undertaken in accordance with the submitted method statement or if change is required work should cease until a revised method statement has been submitted. Before commencing work a job specific risk assessment must be carried out by a competent person within the Estates Department. The HSAM and the Estates and Facilities Manager will decide on the competency of these persons.

4. Arrangements for Health, Safety and Welfare

i. Information, instruction and supervision

- The Health and Safety Law poster is displayed in the College entrance and the Health and Safety Law leaflet is available, on request, from the Health, Safety and Welfare Office
- Health, Safety and Welfare advice is available from the Health, Safety and Welfare Team
- Supervision of young workers, trainees and students must be undertaken by appropriate competent staff and monitored by the area manager
- The relevant manager is responsible for ensuring as far as reasonably practicable that everyone working in locations under their control is given the relevant Health, Safety and Welfare information.

ii. Competency for tasks and training

- Induction training for all new employees will be organised by Health Safety and Welfare and Human Resources Team
- Induction for students will be carried out by tutors
- All contractors engaged by the College to undertake contracts will receive an annual Health, Safety and Welfare induction, arranged by the Estates Department staff, prior to the commencement of their work
- Specific job related training e.g. use of machinery, must be completed by all staff and students before using equipment or carrying out tasks for the first time. Records such as those required by PUWER must be kept by the designated manager and audited by the HASM
- The HASM will arrange mandatory Health, Safety and Welfare courses for all staff and governors. The Human Resources Team will ensure that appropriate records are kept of all staff and student Health, Safety and Welfare training.

iii. Accidents, first aid and work related ill health

- The College will provide adequate first aid equipment and facilities for employees and others if they become ill or are injured whilst at work
- The College will ensure the provision of appropriately qualified first aiders, or procedures to obtain first aid treatment, are available during the time people are at work. The HASM will manage this provision
- Staff and students requiring first aid assistance should telephone the College Emergency Number (444) from an internal telephone or 01904 770444 from a mobile or report directly to the Reception desk
- All near misses, accidents and cases of work-related ill health are to be recorded in the Health Safety and Welfare Accidents Database. The database is held on the College management information system.
- The HASM is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

iv. Health Surveillance

- Health surveillance is required for employees where hazards could have an adverse effect on health and wellbeing, e.g.:
 - Where hazardous substances (e.g. wood dust, coolant) are used that could lead to respiratory or skin problems;
 - Noisy environments;
- Records of all health surveillance will be kept for 40 years from the date of the surveillance by Human Resources, HSW and Occupational Health.

v. Monitoring

- The College will check its working conditions and ensure safe working practices are being followed. The HASM will arrange to carry out appropriate audits and inspections of College areas as determined by the degree of risk within an area;
- Managers must arrange periodic inspections of their workplace recording actions in line with policy as well as conducting regular walk throughs to check Health, Safety and Welfare compliance;
- The College HASM is responsible for investigating accidents and work-related causes of sickness absences;
- The HASM will work with appropriate managers to act on investigation findings to prevent a re-occurrence.
- Unannounced inspections and spot checks will be conducted by the Health, Safety and Welfare Team and findings shared with the CLT, SLT and reported to the Health, Safety and Welfare Committee as appropriate.
- The HASM will arrange for appropriate monitoring of the environment with regard to dust, fume and noise as required by regulations.

vi. Emergency procedures – fire and evacuation

- The HASM will ensure that fire risk assessment is undertaken, implemented and reviewed;
- Estates will ensure regular checks on the listed items:
 - The fire alarm system;
 - Escape routes, fire doors and smoke doors;
 - Fire extinguishers.
- The fire alarm system, emergency lighting and fire extinguishers will be regularly maintained by an approved maintenance company;
- The HASM and Estates Manager will ensure that fire evacuation practices for College buildings are undertaken;
- Records of all the above will be kept in the fire log book.

vii. College Health, Safety and Welfare Manual

- The College Health Safety and Welfare intranet contains a copy of all College Health, Safety and Welfare policies and guidance. This can be obtained in hard copy from the Health, Safety and Welfare Office.

5. The Health, Safety and Welfare Committee

The **purpose of a safety committee** is to bring workers and management together in a non-adversarial, cooperative effort to promote **safety** and health in each workplace. A **safety committee** assists the employer and makes recommendations for change. The Committee will:

- Promote cooperation between divisions and departments on matters of Health, Safety and Welfare
- Monitor existing Health, Safety and Welfare arrangements and make appropriate recommendations
- Monitor and receive reviews of Health, Safety and Welfare policy
- Assist in the development of Health, Safety and Welfare rules
- Receive and consider reports submitted by the HASM and others
- Advise on appropriate Health, Safety and Welfare training
- Meet once each half term
- Be part of the consultation process and assist in developing new policy and procedures

The terms of reference and membership of the committee are to be reviewed annually at the first meeting of the academic year.

6. Contractors

All contractors engaged by the College will receive a copy of this policy and a copy of the College document 'Code of Practice Contractors Safety Guidelines' including the name of a designated person to report to on entering the College. Prior to commencement of their work contractors are required to provide to the designated person copies of risk assessments, method statements etc. Contractors are subject to the requirements of this policy and the College Permits to Work system. Any contractor, or their employee, found to be in breach of this or any other College policy regarding Health, Safety and Welfare will be stopped from working until they can satisfy the HASM of the adequacy of their method statement.

7. Competent Persons to assist the Health and Safety Manager

The College will appoint advisers as required to assist the HASM to ensure that the College complies with statutory requirements

Activity	Adviser
Hazardous Substances	Simon Spencer (Learning Technician Science)
Radiation Protection Supervisor (RPS)	Richard Hodgson (Deputy Head of Maths and Science)
Radiation Protection Adviser (RPA)	NDT Maincal Ltd (Simon Wright)
Laser Protection Adviser	Lasersafe, Birmingham, B32 1LH
Occupational Health	MEDIGOLD
Risk Assessment	HSW Staff
Work Placement HS	HSW(A)
Manual Handling	HSW(A)
Display Screen Equipment	HSW(A)
Portable Appliance Testing	Estates and Facilities Manager
Environmental Assessments	S. I. Environmental

Noise Assessment Competent Person	Craig McCartney/Lennon Chappell
Fire	Estates and Facilities Manager

8. Review

This Policy will be reviewed annually.

Equality Analysis

Name of policy/function being equality analysed: College Health, Safety and Welfare Policy	Name of manager/group carrying out the equality analysis: Lennon Chappell
Is this a new or existing policy/function?	New Existing
1. In what areas are there concerns that the policy/function <u>could</u> have a differential impact (please circle).	Age (younger or older people)) Disability Gender Gender reassignment Marriage/Civil Partnership Pregnancy/maternity Race (includes ethnic or national origins, colour or nationality) Religion/Belief Sexual orientation None
2. What sort of concerns are there that the policy/function could have a differential impact on other groups? Please give details if any. (continue overleaf if necessary).	There should be no concerns
3. What are the expected benefits of the policy/function?	The HSW Policy aims to enable all members of the College to carry out their work safely. The policy does not prevent any member of the College community from taking part in activities, but through risk assessment it enables participation.
4. Which relevant experts or equalities groups have you approached to explore these issues? Please give details of their views and note how you obtained them e.g. letter/meeting/emails.	Policy has previously been reviewed by the Equality and Diversity Manager and members of the Equality and Diversity Strategic Group.
5. Taking into account these views and available evidence please outline the risk associated with the policy/function weighed against the benefits	No changes required
6. What changes/modifications will now be made to the policy/function in light of this Impact Assessment	No changes required
7. How will these changes/modifications be communicated to interested parties (i.e. the groups which were adversely affected) and those consulted?	-----
Signed <i>L Chappell</i> Job title:...H&S Manager Date of completion of Equality Analysis 19 th of July 2023	