

STAFF HEALTH AND SAFETY POLICY AND PROCEDURES

2007- 2008



Principal: Tim Jackson BTech (Hons), PGCE

Our Vision Statement

A 21st century FE/HE college based on high quality learning and skills for all learners where professional vocational excellence and routes to academic excellence are valued in equal measure

Our Mission Statement

Aspiring to excellence in meeting needs and exceeding expectations.

Sparsholt College Hampshire incorporating Andover College

The *Staff Health and Safety Policy* was reviewed and reconfirmed by the College and by the Board of Governors on 12 July 2007 for the academic year 2007/08. This supersedes the previous publication and is effective from 01 August 2007.

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Foreword

Employees of the College all have a responsibility under the 'Health and Safety at Work etc. Act 1974' which is further endorsed by 'The Management of Health and Safety at Work Regulations 1999' to provide and maintain a safe working environment for ourselves, students and visitors to the College.

This policy document outlines the structure and processes involved in the management of health and safety across the entire College and should be used as the foundation to develop safe practices and procedures within your own specialised areas of work. Throughout, the document refers to Sparsholt College Hampshire which includes the Andover campus (Andover College), Staunton Country Park (Havant), Longdown Dairy Farm and may, from time to time, include other centres. Any reference to Sparsholt College Hampshire should therefore be taken to apply to whichever campus the reader is working at.

It is only through the concerted efforts of us that we can maintain the high standards that have already been achieved and help in reducing accidents in the industries we serve.

For those of us working with the land based and construction industries, the students who we train today face industries with the highest level of fatal accidents and as a proportion In farming, forestry, horticulture and other associated land-based industries there were 47 45 fatalities in 2005/06. The total deaths amongst workers (employees and self-employed) is 18% less than the previous year of 44. However, there have been 208 workers killed over the past 5 years and we cannot escape the fact that these industries present a high risk to learner health and safety. We clearly have a particular role in educating and developing our students to stay safe. The concept of "safe learner" must be prominent in our minds in all our dealings with students.



Tim Jackson
Principal and Health and Safety Director

1. Health & Safety Policy Statement

- 1.1 Sparsholt College Hampshire recognises and accepts its responsibility as an employer and as a College, for providing a safe and healthy workplace and environment for its staff, students, visitors, contractors and anybody else who may be affected by the undertaking on all campuses and learning locations. Overall responsibility for safety rests with the Principal; with the Health and Safety Manager, responsible for managing the Health & Safety of the College. However, Assistant Principals and Learning Managers have the responsibility for setting up safety arrangements in their sections, with delegated responsibility to their line Managers.
- 1.2 Sparsholt College Hampshire will meet its responsibility under the Health & Safety at Work Act 1974 and regulations under the Act and provide as far as reasonably practicable, the resources necessary to meet that responsibility; and in doing so will seek the co-operation of all staff. Sparsholt College Hampshire will pay particular attention to the provision and maintenance of:
- a) A safe working environment throughout the College.
 - b) Safe working procedures among staff, students, persons with disability and other users of the College.
 - c) Sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their own safety and health at work.
 - d) Plant, equipment and systems of work that are as safe as is reasonably practicable.
 - e) A healthy working environment, with adequate welfare facilities.
- 1.3 Without detracting from the primary responsibility of Managers for maintaining and/or improving safety conditions at work, Sparsholt College Hampshire will provide technical advice on health, safety and welfare matters through the Health & Safety Manager.
- 1.4 Sparsholt College Hampshire will meet its responsibility of Health & Safety by providing proactive management, through appointing section Health & Safety representatives, recognise union representation, a Health & Safety Committee and Health & Safety Working Group, to manage effectively the College's Health & Safety responsibilities. Sparsholt College Hampshire is committed to continuous improvement in health and safety.
- 1.5 Sparsholt College Hampshire is committed to conducting hazard and risk assessment and developing College Codes of Practice as an integral process of risk management and control of hazards and will fully consider staff, students, visitors, contractors and persons with disability.
- 1.6 Sparsholt College Hampshire reminds **all** staff of their own duties and responsibilities under Section 7 and 8 of the Health & Safety at Work Act. Staff must:-
- a) take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.

- b) co-operate with their employer so far as necessary to meet Health & Safety requirements.
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- d) use machinery, dangerous substances, equipment or any facilities in accordance with training and instructions.
- e) notify their manager, or Health & Safety Representative, Health & Safety Manager of serious or imminent danger, damage to equipment or shortfalls in health and safety arrangements.

1.7 A copy of this statement and the College Health & Safety Policy detailing organisation responsibilities and key College Codes of Practice/procedures will be issued to all employees. Furthermore, site specific policies and procedures will be issued as an appendix specific to the employees areas of work. The Statement and Policy will be reviewed annually and updated as necessary.



Signed: on behalf of Sparsholt College Hampshire
(College Principal)

Date: 12 July 2007

2. Hazard and Risk Management Policy

Sparsholt College Hampshire recognises and accepts its duties to ensure, insofar as is reasonably practicable, that hazards and risks to the safety and welfare of its employees and students are assessed and managed.

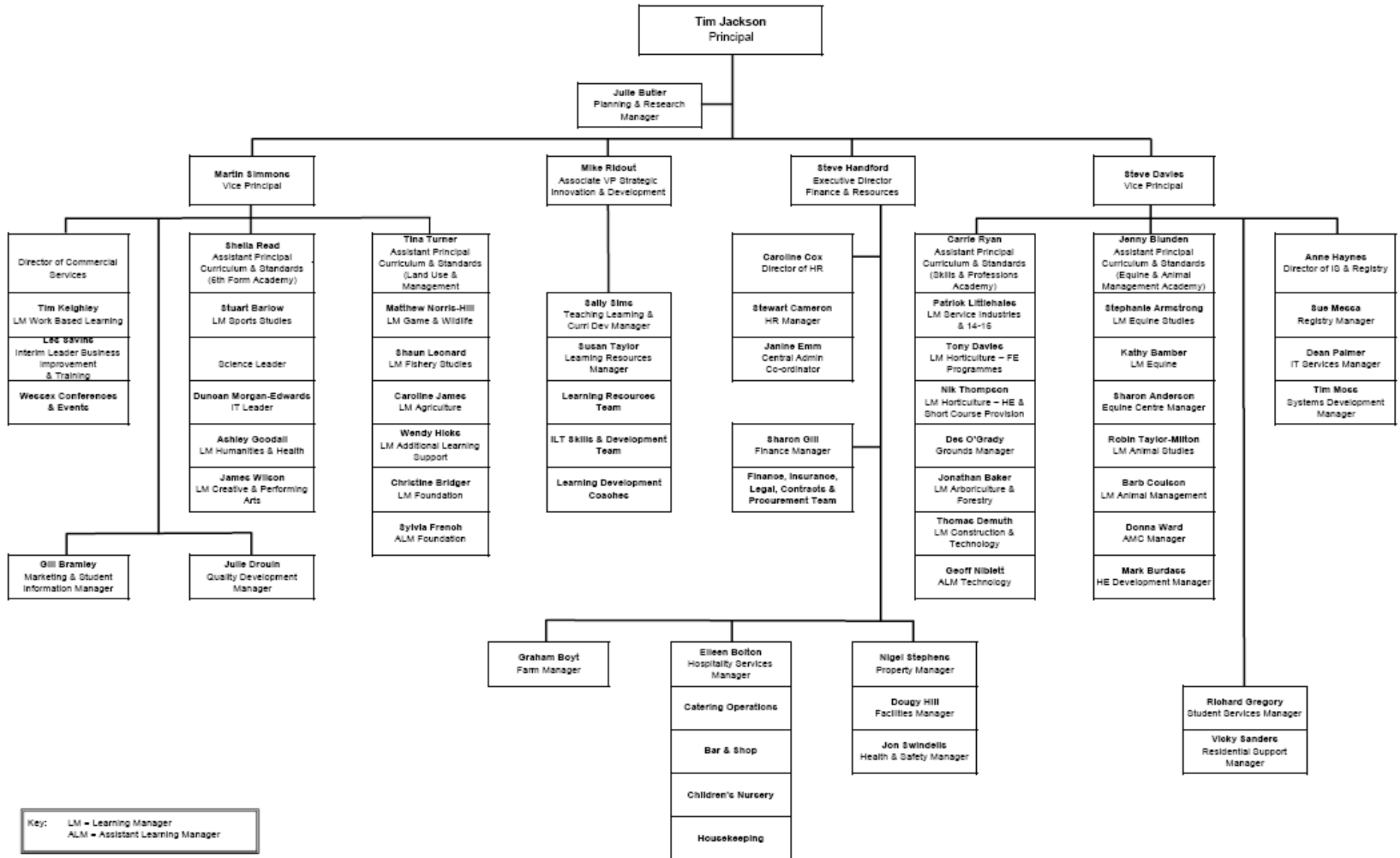
Sparsholt College Hampshire will further ensure that all reasonably practicable efforts will be made to safeguard its visitors, contractors and members of the public from harm. This will be achieved by conducting risk assessments and the effective management of subsequent risk levels.

Sparsholt College Hampshire will, insofar as is reasonably practicable, take the appropriate steps within its authority to meet and manage these responsibilities, by implementing the following:

- That the College Management Team should make arrangements for ensuring safety risk assessments are organised, action-planned and monitored. This ensures that risk levels in relation to the work place are minimal. This will include the use of plant equipment, handling, storage and transportation of any articles or substances.
- The College Health and Safety Manager along with College Managers, will organise and manage the arrangements for safety risk assessments to ensure all plant equipment along with College work activities, present minimal risk to safety within the College. This includes the provision for information, instruction, training and supervision as is necessary to ensure compliance with the Management of Health and Safety at Work Regulations 1999.
- All College employees have a responsibility to keep to these arrangements, provisions and control measures outlined on risk assessments. Risk assessments must be monitored and updated from time-to-time. Employees will receive training or coaching in order to complete these tasks.
- Will ensure that the College in so far as it lies within its power to do so, make reasonable arrangements for assessing the suitability of student industrial Work Experience Placements.
- Will ensure the risk assessment process is used positively, as far as is reasonably practicable to include and enable participation of students with disability on courses and employment of staff with disabilities, identifying the support and adjustments that can be provided to ensure their safety. Sparsholt College Hampshire will not compromise safety and will ensure adherence to Health and Safety legislative requirements.

To this end, the College will continue to make every reasonable effort in the provision and maintenance of workplace risk assessments and risk management, carry out monitoring to ensure that conditions are safe and healthy and will endeavour to prevent any incident that may result in injury, ill-health or damage to property, including fire, at the College premises.

**SPARSHOLT COLLEGE HAMPSHIRE
MANAGEMENT STRUCTURE 2007**



Key: LM = Learning Manager
ALM = Assistant Learning Manager

4. **Safety Responsibilities of the Board of Governors of the Corporation, College Groups and Committees, Managers and Individual Members of Staff are as Follows:**

4.1 **The Board of Governors of the Corporation**

In accordance with the Health and Safety Commission guidelines: 'Directors' Responsibilities for Health and Safety' (INDG343 07/02 C1500), the Board has appointed the Principal as 'Health and Safety Director' of the Board of Governors. The Board in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (eg contractors, students, visitors) in accordance with Section 2 to 4 of the Health & Safety at Work Act 1974. The Board of Governors of the Corporation will also ensure that all regulations and approved codes of practices will be implemented as required by **Section 15 and 16** of the above Act.

In order to discharge this responsibility, the Board of Governors will -

- a) ensure that the College's Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- b) ensure that the policy contains rigorous and comprehensive systems for inspection, rectifying, monitoring and auditing health and safety management within the College.
- c) receive reports at each meeting from the College Health and Safety Committee in order to enable the Board of Governors to monitor the adequacy of the arrangements and take any action necessary.

4.2 **Principal**

The Principal, as Health and Safety Director, has overall responsibility for safety, its organisation and arrangements throughout the College.

Additionally, the Principal will:

- a) make regular reports on safety matters to the Board of Governors.
- b) provide liaison with the Inspectors: DFES, LEAs, (L)LSC, HEFCE, HSE and OFSTED with regard to safety aspects.
- c) ensure that College budgets include health and safety expenditure.

4.3 **Vice Principals**

The Vice Principals are responsible for safety in the absence of the Principal.

Additionally, the Vice Principals will:

- a) advise managers of the implementation of the policy.
- b) ensure that budgeting for health and safety are incorporated within section budgets, reporting to the Vice Principals.

In addition to cross college responsibilities regarding health and safety, the Vice Principals is are responsible for the discharge of the safety policy on the College and for the general oversight of safety organisation and arrangements within these areas and will:

- c) instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, College Codes of Practice or health and safety legislation.
- d) contribute to the preparation of the Health and Safety Manager's reports to the Health and Safety Committee.
- e) ensure that safety training is provided for new staff or where new systems of work are introduced.

4.4 **Associate Vice Principal, Executive Director of Finance and Resources and Assistant Principals**

The Associate Vice Principal and Executive Director of Finance and Resources and the four Assistant Principals are responsible for the discharge of the safety policy and for the organisation and arrangements for their areas of responsibilities and to ensure that the following are carried out:

- a) ensure regular safety inspections are undertaken and ensure hazards identified from those audits and inspections are rectified.
- b) notify the Health and Safety Manager of any proposed or impending changes affecting safety, health and welfare; this will include room allocation or usage.
- c) budget for safety equipment.
- d) attend to defect safety reports and recommendations from the Principal and Health and Safety Manager.
- e) instigate and ensure that safety procedures are developed and adhered to for operations carried out within the department.
- f) ensure that RISK assessments, including manual handling, noise and COSHH assessments are undertaken, documented and that appropriate action is carried out.

- g) ensure that staff are aware of and comply with office safety legislation and in particular Health and Safety (Display Screen Equipment) Regulations 2002 and also Management of Health and Safety at Work Regulations 1999.
- h) ensure all portable electrical equipment is tested on a regular basis.
- i) ensure all accidents are recorded on an Accident Report Form and forwarded to the Health and Safety Manager .
- j) ensure equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

4.5 **Management Responsibility in General**

The College firmly believes that health and safety along with hazard and risk management is an aspect of management, equal in importance to any other management function. To facilitate this purpose it expects its senior managers and line managers to consider health and safety as part of their normal duties and responsibilities. To conduct risk and hazard assessments, COSHH and VDU assessments. Management has a duty with the full knowledge that proper consideration of health and safety issues are necessary to prevent injury or ill-health.

In this respect, managers will be accountable to their appropriate line manager and ultimately to the College Vice Principals and Principal. All college managers have a responsibility for managing and maintaining the College Risk Management Policy within their sections or areas of responsibility.

The Health and Safety Manager must co-ordinate throughout the College the risk management function of all its managers, to bring to the attention of the Principal any potential conflicts in legislation between the College and its activities, objectives or its health and safety standards. Management of hazards, risk performance with regard to health and safety will be monitored by safety tours, inspections and audits, which will be taken into account as part of the College Health and Safety Manager's overall performance appraisal.

4.6 **Employee Responsibility in General**

The College expects all employees to co-operate with the management of the college, especially in seeking to achieve the standards of health and safety that the Principal requires. This includes the reporting of any incident, near miss or an accident resulting in a personal injury or damage to College property. Employees are reminded to conduct both risk and task assessments at the request of management, also not to take risks which could affect their own or another person's health and safety. **Any breaches of the College Health & Safety Policy will result in disciplinary action.**

4.7 **Assistant Principals and Learning Managers**

Assistant Principals and Learning Managers are responsible for the discharge of the Safety Policy and for the organisation and arrangements for risk assessments in each

of the areas reporting directly to them. Each Assistant Principals and Learning Section Manager is responsible to the Vice Principal for the provision of safe working conditions for staff and students and in particular to -

- a) nominate, staff responsible for particular working areas and the associated equipment.
- b) ensure regular safety inspections of their area of responsibility / or section are undertaken and to ensure hazards identified from those inspections are rectified.
- c) notify the College Health and Safety Manager of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- d) budget for safety equipment for their areas.
- e) attend to defect reports and recommendations from the Principal, Safety Representatives and the Health and Safety Manager
- f) instigate and ensure that safety procedures are developed and adhered to for operations carried out within their areas.
- g) ensure that RISK assessments, including manual handling, noise, COSHH, and visual display units are undertaken, documented and that control measures are carried out.
- h) ensure all portable electrical equipment is tested on a regular basis.
- i) investigate near miss reports and reports of accidents and dangerous occurrences in their areas.
- j) ensure all accidents within their areas are recorded on an Accident Report Form and forwarded to the College Health and Safety Manager (Sparsholt) or Health and Safety Officer (Andover).
- k) ensure equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place in accordance with College and COSHH regulations.
- l) **with regards to personal protective equipment (PPE),**
 - to ensure that necessary personal protective equipment is available
 - storage facilities are provided
 - that maintenance procedures are in place
 - all records are updated.
- m) ensure that the standards of health and safety provision of work experience providers are appraised and monitored on a regular basis.

- n) ensure sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.
- o) ensure that any staff or students that have physical, sensory, health impairment (eg epilepsy, asthma), emotional and behavioural difficulties are as far as reasonably practicable, safe in the work environment. This will be achieved through specific risk assessment.
- p) ensure that health and safety is considered as an integral part of course provision both in the preparation of new course submissions and in their reviews as identified in the "Best Practice Guide" to incorporating health and safety into the curriculum.
- q) ensure that an appropriate system is maintained to monitor the standards of health and safety provision of work experience providers. College Code of Practice 0398.
- r) identify staff development requirements with reference to health and safety.
- s) ensure Forms WE3 and WE3A for Work Placements are handed to Academic Support Secretaries for data to be entered prior to a work placement commencing.
- t) nominate lecturers responsible for particular classrooms, laboratories and workshops and the associated equipment.
- u) conduct regular safety inspections of the Section and to rectify hazards identified from those inspections.
- v) budget for safety equipment for the section.
- w) instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section.
- x) ensure that RISK assessments, including manual handling, noise, COSHH and visual display units are undertaken, documented and that appropriate action is carried out.
- y) ensure all portable electrical equipment is tested on a regular basis.
- z) Ensure that all first aid equipment and boxes are checked on a regular basis and to ensure that the College Nurse is requested to supply first aid materials.

4.8 **Teaching Staff**

Teaching staff are responsible to their Learning Manager for the immediate safety of the students in classrooms, laboratories or workshops. Nominated teaching staff will be responsible for particular classrooms, laboratories and workshops and their

associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, teaching staff will –

- a) follow safe working procedures personally.
- b) give adequate safety information in teaching sessions as required.
- c) fully consider the safety of students with disability (as detailed 4.7 o), through specific risk assessment.
- d) see that guards, special working procedures, protective clothing and equipment, are provided and used where necessary.
- e) attend to general tidiness in the work area.
- f) ensure that clear instructions and warnings are given verbally and in writing as often as necessary.
- g) report defects and make recommendations to their Learning Manager where necessary.
- h) ensure all near misses and accidents are recorded on an Accident Report Form and forwarded to the Health and Safety Manager (Sparsholt) or Health and Safety Officer (Andover).
- i) co-operate with their Learning Managers with regard to matters relating to health and safety, including visiting student work placements.

4.9 **Tutor**

The term tutor will also include other categories of tutors, ie course manager, year or group tutor and tutor. The tutor has similar responsibilities to those of other teaching staff and additionally will ensure that:

- a) Each student receives a copy of and understands the implications of the 'Students' Safety Policy' on the outset of each course.
- b) Within the teaching programme and on all courses specific safety modules as appropriate to the topic being studied be included, ie first aid, manual handling, electricity at work and all other safety topics as identified by 'Best Practice Guide' to incorporate Health & Safety into the curriculum.
- c) All work placement documentation has been checked, risk rated and signed off by the section manager before students commence their work placements.
- d) All new work experience placements received a pre-placement visit to ascertain the suitability of that work placement.

- e) A programme of work placement visits to ascertain the suitability of that work placement prior to any college student commencing their work experience is organised and undertaken and that a College WE3a form has been completed.
- f) Work experience employers are provided with written documentation indicating hazardous work areas or task that must not be undertaken by students, unless proof of training and competency is available. Also ensure that work placement forms WE3 and WE3a have been risk rated and returned to the College for data entry by academic secretaries prior to any work placement taking place.
- g) To advise College students, that no work placement outside the United Kingdom (UK) can be authorised by Sparsholt College Hampshire.

4.10 **Technician/Instructors**

When they are carrying out the role of instructor, technician/ instructors have the same health and safety responsibilities as listed for teaching staff. When assisting a member of the teaching staff as a technician, technician/ instructors are immediately responsible to the class lecturer whilst the class is in session, and to a nominated lecturer and section manager otherwise.

Also, the technician/instructor will -

- a) follow safe working procedures personally.
- b) be familiar with the general and particular safety rules that apply.
- c) maintain good housekeeping standards.
- d) report defects to their supervisor.

4.11 **Farm Manager and Horticultural Grounds Manager**

The Managers will be responsible to the Executive Director of Finance and Resources or Assistant Principal 1 as appropriate for the provision of safe working and conditions for staff and students. The Farm Manager reporting to the Executive Director of Finance and Resources.

Additionally the Managers will:

- a) prepare reports on safety matters for the meetings of the College Safety Working Group.
- b) nominate staff responsible for particular areas, eg pig unit - and its associated equipment.
- c) conduct regular inspections of areas of responsibility.

- d) notify the College Health and Safety Manager of any proposed or impending changes of building usage.
- e) budget for safety equipment.
- f) attend to safety defect reports and recommendations from the Principal, staff, Safety Representative and Health and Safety Manager
- g) instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section.
- h) undertake RISK assessments relating to area of work including manual handling, noise and COSHH assessment, together with the necessary documentation, taking appropriate action where required.
- i) ensure all portable electrical equipment is tested at least once per annum.
- j) ensure all near miss and accidents are recorded on an Accident Report Form and forwarded to the College Health and Safety Manager.
- k) ensure equipment including personal protective equipment (PPE) is maintained in a safe condition. All PPE records to be maintained.
- l) ensure application and storage of chemicals is carried out in a safe manner according to College Codes of Practice (CCOPs), risk assessments and relevant legislation.

4.12 **Student Services Manager**

The Student Services Manager is responsible to Vice Principal 1 for the safety and well-being of resident and non-resident students outside of the academic activities.

Additionally the Student Services Manager during term time will:

- a) prepare reports on safety matters as appropriate for the meetings of the College Health and Safety Committee.
- b) organise and conduct a minimum of one practice of the emergency evacuation procedure for each hostel each term.
- c) maintain adequate records of emergency evacuation procedures. This information must be recorded in a central register held by the Property Manager.
- d) organise rotas to ensure a warden is always on site in the evenings and weekends during term time or when students are present on the campus.
- e) issue appropriate disciplinary action where it is shown that students have behaved carelessly or inconsiderately on the College campus.

- f) organise weekly testing of the fire alarm systems within the student hostels.
- g) provide first aid support.

4.13 **Wardens (Sparsholt Campus)**

Each warden is responsible to the Student Services Manager for the safety and welfare of resident students. Wardens and Hospitality Services staff will report any faulty safety equipment. Wardens and Senior Wardens have been trained in Fire Wardening and Emergency Procedures.

Additionally the warden will:

- a) encourage residents to complete the absence forms before leaving site.
- b) carry out weekly fire alarm testing the hostels.

4.14 **College Librarian**

The College Librarian is responsible for discharge of the safety policy and for the general oversight of organisation and arrangements in the library areas of the College.

Additionally, the Librarian will:

- a) maintain a section in the Library devoted to matters of safety, health and welfare.
- b) provide safety bibliographies as required.
- c) act as the central source for safety information.

4.15 **College Nurse**

The College Nurse, when on duty, is responsible for supporting health and welfare issues within the College and in particular to

- a) be responsible for attending to and monitoring student or visitor illness/injury and to refer students to the doctor/hospital as appropriate.
- b) liaise with the College doctor and maintain the College medical room and equipment, in response to requests to arrange the supply of first aid equipment and boxes throughout the College.
- c) monitor student health records prior to entry and on programme/s and to report/advise the Student Services Manager of illnesses that need to be brought to the attention of specific staff.
- d) assist in the monitoring/update, of first aid equipment and boxes throughout the College campus.

- e) assist in the development and health promotion activities at the College.
- f) liaise with the Health and Safety Manager.
- g) undertake such other duties as reasonably fall within the purview of this medical post.

4.16 **Learners**

All College learners are responsible for their own safety and that of their colleagues. To facilitate this legal obligation, every encouragement will be afforded to learners in assisting them to take proper observation of College safety rules and procedures.

The College recognises the term learners to include any person enrolled on a programme of learning, supported through Sparsholt College. To clarify the meaning of a College learner, which may include:

- Workplace learners
- Apprenticeships
- NVQ learners
- Part-time learners
- Full-time learners
- Other learners at out-centres from the College

Additionally, each learner will:

- Observe standard of dress and behaviour as appropriate to the working situation.
- Heed warnings and observe rules and to ask for such warnings and rules, where they are made obvious.
- Not wilfully misuse, neglect or damage things provided for safety, including all fire protection equipment.
- Observe rules, highlighted in the Students' Safety Policy.

Note: A comprehensive student safety policy is issued to each learner at the commencement of a course.

4.17 **Academic / Business Support Managers**

Each manager is responsible for the provision of safe conditions for staff, students and visitors and in particular:

- a) conduct regular safety inspections of the Section and rectify hazards identified from those inspections.
- b) budget for safety equipment for the area of responsibility.
- c) instigate and ensure that safety procedures are developed and adhered to for operations carried out within the area of responsibility.

- d) ensure that RISK assessments, including manual handling, noise, COSHH, and visual display units are undertaken, documented and that appropriate action is carried out.
- e) ensure all portable electrical equipment is tested on a regular basis.
- f) ensure all near miss and accidents within the area of responsibility are recorded on an Accident Report Form and forwarded to the Health and Safety Manager (Sparsholt) or Health and Safety Officer (Andover).
- g) ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- h) ensure that all first aid boxes and equipment are checked on a regular basis and to ensure that the College Nurse is requested to supply first aid materials.
- i) ensure due consideration is taken for the safety of staff, who have physical, sensory, health impairment (eg epilepsy, asthma), or a mental disability.

In addition

4.17.1 The Property Manager will ensure that:

- a) reports on health and safety matters with respect to the College buildings are prepared.
- b) safety procedures are developed and adhered to for operations carried out within the College by staff and by all outside contractors. In particular the manager must ensure all work complies with the Construction (Design and Management) Regulations 1994.
- c) routine maintenance checks and safety inspections required by legislation of fixed service equipment, ie boilers, pressure vessels etc are undertaken.
- d) the provision and maintenance of all 'fire' equipment, including liaison with Hampshire Fire Service and Fire Safety Officers regarding the maintenance of all College fire certificates.

4.17.2 Hospitality Manager will ensure that:

- a) the level of cleanliness and hygiene of those areas within their control is maintained.
- b) staff comply with all aspects of the Food and Hygiene Act and other relevant legislations are upheld.
- c) that waste is disposed of in a safe and hygienic manner.

- d) out of term time fire alarm testing in Halls of residence accommodation is undertaken weekly by a member of the Hospitality Services Section; and a record of this is passed to the Premises Section.
- e) during short term bookings of SCH teaching accommodation, out of term time, that at least one fire practice evacuation is undertaken and a record of this is passed to the Health and Safety Manager.

4.17.3 Human Resources Director and Manager will ensure that:

- a) all staff, full-time and part-time, receive a College induction programme and are made aware of the implications of the Safety Policy.

4.18 Section Safety Representatives

The Section Safety Representative is responsible for general advice and information within the Section on matters of Health and Safety.

Additionally, the Safety Representative will:

- a) undertake departmental monitoring and assessments relating to health and safety, eg COSHH noise and manual handling.
- b) assist in section safety inspections, carry out quarterly safety audits.
- c) monitor the remedial action arising from the safety inspection reports.
- d) circulate publicity relating to safety matters within the department.

Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations (1977) the safety representatives will:

- a) represent the employees in consultation with the employer;
- b) investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- c) investigate complaints by any employee relating to health and safety and welfare at work;
- d) represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- e) receive information from inspectors and enforcing authority;

- f) attend meetings of safety committees;
- g) inspect the workplace if they have given the employer reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. Carry out additional inspections where there are substantial changes in work conditions.
- h) shall be entitled to inspect any document which the employer is required to keep by virtue of any relevant statutory provision

4.19 **The College Health and Safety Manager and Health and Safety Officer**

The Health and Safety Manager is responsible via the College Principal for the provision of a professional and comprehensive health and safety service. This service will include staff training and development, safety tours, safety inspections and audits, co-ordination of the management of information from risk assessments, all incident reports and to include the effective development, implementation, monitoring and review of the College Health & Safety Policy and its risk management system.

The College also recognises that there may be occasions when specialist advice is necessary. In these circumstances the services of competent external advisers will be obtained.

As part of our overall health and safety arrangements, suitable and sufficient assessment of the risks to health and safety will be undertaken. The purpose of such assessments is to identify the appropriate preventive and protective measures necessary to comply with any relevant statutory provision and to ensure the health and safety of College employees and other persons affected by our activities. The control measures identified have been developed into the basis of our health and safety management system and are contained within this Health & Safety Policy and Procedures document.

Additionally, the Health and Safety Manager/Officer will:

- a) ensure the necessary records are maintained relating to accidents and that termly statistics produced.
- b) ensure injuries, diseases and dangerous occurrences as defined within the regulations, are reported to the enforcing authority.
- c) prepare reports on safety matters, as appropriate, for the meetings of the College Health and Safety Committee.
- d) make an annual report on safety matters to the Principal.
- e) conduct safety audits and inspections.
- f) investigate and advise on hazards and risk precautions.

- g) ensure that an adequate number of staff are trained in first aid and other emergency procedures, including College Fire Wardens.
- h) organise first aid training for both staff and students at the College.
- i) assist in developing and establishing emergency procedures, and organise fire evacuation practices within the non-residential areas of the College.
- j) have a general oversight of health and first aid matters.
- k) monitor the general safety programme.
- l) make recommendations to the Principal for matters requiring immediate attention, via inspection and audit reports.
- m) make recommendations to the Principal on matters of safety policy in compliance with new legislation.
- n) publicise safety matters.
- o) liaise with outside bodies concerned with health and safety .
- p) monitor accidents to identify methods of reducing accidents.
- q) update the Health and Safety Policy (Health and Safety Manager)

The Health and Safety Manager/Officer has the Principal's authority to make and implement decisions throughout the College at any level if there is:

1. immediate danger, or,
2. dangerous practice, or
3. breach of the law.

4.20 **Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the College should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Property Manager for him to rectify or, failing that, reporting to the Health and Safety Manager.

4.21 **Out Centres and Partnerships**

All out centres and partnerships linked to the College are required to conform to the

regulations imposed on them under the 1999 Management of Health & Safety at Work Regulations.

Out centres and partnerships are regarded by the College as separate organisations for the purpose of Health & Safety. All organisations have their own effective Health & Safety Management Systems and are required to adopt systematic approaches to ensure the necessary compliance, which should take into consideration the activity and size of their organisation.

Organisations with which the College has partner/collaborative arrangements in place for 2006/2006 are:

	Link Manager
a) Staunton Country Park (Havant)	Learning Manager for Horticulture
b) Hampshire Wildlife Trust	Learning Manager for Game and Wildlife

The following are general principles of Health & Safety, rather than prescriptive requirements, which are taken into consideration in collaborative arrangements with other partner organisations and the College. The nature, activities and the size of an organisation must be a determining factor in determining the degree of compliance required. However, the College considers an organisation's safety standard and takes into consideration the safety well being of learners. For example:

- Does the organisation appoint someone to have overall responsibility for the safety of users of their service, including learners of the College.
- Does the organisation have suitable arrangements in place to supervise and manage Health & Safety.
- Are there clear and detailed procedures in place, should there be an accident or emergency within the organisation.
- Has the organisation carried out assessment of substances or activities, which may cause harm.
- Does the organisation have in place adequate insurance, which would include employer liability or public liability.
- Are there suitable arrangements in place for briefing College learners on Health & Safety policy arrangements of that organisation and detailed procedures that need to be followed.

Link Manager

The general responsibilities of the College Link Manager will be to ensure:

- The suitability of the Health & Safety arrangements of the partner organisation.
- All documentation, letter of agreements or contracts to reflect a suitable system which should be in place to ensure the good health, safety and welfare of the learner.
- Competent management of Health & Safety in respect to the learner.
- Supervision of the learner is reflected within the documentation and arrangements are in place.
- Appropriate liability insurance is in place.

4.22 **Management and Monitoring of Work Based Learning**

Learners enrolled on FMA and AMA programmes are placed with employers as work based trainees. The College operates as Managing Agent of the arrangements for placement of trainees and their learning programmes. Detailed arrangements for monitoring and managing these programmes are agreed with the LSC prior to establishing a trainee at the location of an employer.

Site safety monitoring visits are not just to demonstrate good practice, but to ensure legal compliance. These visits should be conducted by a trained member of College staff or an appointed sub-contractor. The purpose of site safety visits, is to provide a valuable insight into the working arrangement, safety management, so that a safety assessment can be a result.

The Chartered Institute of Environmental Health (CIEH) Certificate should be the minimum safety standard achieved by a workplace safety assessor. Such a site visit will be important to check:

- Contact names, documentation and to ensure an interchange of information takes place
- Compliance to the 1999 Safety Management Regulations
- Occupational Health & Safety learner welfare standards
- Housekeeping
- Lighting
- First Aid arrangements
- Safety of machines and machine guards
- Safety legal posters
- Fire precautions
- Electrical safety compliance
- Washing and toilet facilities
- Personal protective equipment (PPE)
- Safety signs

Further to a conversation with a work placement provider, a brief walk round the workplace should provide sufficient information for an assessment of the workplace safety arrangements to be completed.

You can obtain further guidance on good Health & Safety practice at a workplace, from the College Health & Safety Manager.

4.23 **Members of Staff Generally**

Each member of staff is responsible for their personal safety and that of other persons in the College by the proper observation of College safety rules and procedures.

Staff are reminded of the general duty imposed by the Health and Safety at Work, etc Act 1974 at Sections 7 and 8:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

Staff must also provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, eg First Aid.

5. College Health and Safety Committee

- 5.1 The College Health and Safety Committee representing the various groups within the College comprises -

Principal (Chairperson)
 Vice Principals 1 and 2
 Associate Vice Principal, Strategic Innovation & Development
 Executive Director Finance and Resources
 Property Manager
 Director of HR
 Health and Safety Manager
 Student Services Manager
 One Union Safety Representatives from each of the recognised staff unions)
 One member of staff from each campus
 Other staff co-opted as appropriate.

5.2 Purpose/Aim

To oversee and report on the achievement of the College's standards of health and safety and consider policy on health and safety

5.3 Terms of Reference:

1. To ensure the provision of effective communication and consultation between management and employees in order that the health, safety and welfare is properly maintained and developed.
2. To monitor information relating to health, safety and welfare matters and make recommendations/observations to the Board of Governors accordingly.

3. To consider and make recommendations to the Board of Governors regarding individual health and safety problems which have not been resolved at operational management/safety representative level, or at College departmental level
4. To examine health and safety audit reports
5. To develop policy to improve and maintain health and safety issues for staff and students.
6. To encourage the implementation and maintenance of effective safety rules and practices at section level.
7. To encourage effective communication regarding health, safety and welfare matters.
8. To consider, prior to implementation, any major work or change in use of any part of the premises, where this might affect the health, safety and welfare aspects.
9. To develop a policy with regard to health, safety and welfare training and to monitor the effectiveness of such training
10. To consider reports from the Health and Safety Executive and Environmental Health Officers.
11. To delegate specific duties to the Health, Safety and Welfare Working Group of both campuses.

Frequency: To meet termly

5.4 **College Health and Safety Working Group**

Membership:

Health and Safety Manager (Chairperson)

Health and Safety Officer (Andover meetings)

One Union Safety Representative from each of the recognised staff unions (as for the Committee)

A Representative from each of the Academic Management Teams as Section Safety Representatives

Representatives of the Support Sections

Business Support Managers

Farm Manager

Property Manager

One student who must be an officer of the Student Committee

5.5 Terms of Reference of the Working Group

To implement Health and Safety Policy as decided by the Health and Safety Committee.

To disseminate information to appropriate members within their department and sections on new relevant legislation on health, safety and welfare issues.

To undertake duties as deemed necessary by the College Health & Safety Committee.

To receive reports from section safety representatives on issues arising from their quarterly section inspections and hazard and risk assessment updates and reviews.

To enable the monitoring of remedial action taken as a result of:

- sections own quarterly inspections
- issues arising from annual inspections carried out by the Health and Safety Manager
- tours and inspections undertaken by the Health and Safety Manager

Frequency of meetings: To meet termly at each site and once annually as a joint site meeting

6.0 Safety Audit, Inspection and Tours of Premises and Equipment

The Health and Safety Manager/Officer will carry out an **Audit of the Safety Management Systems** of the College once every five years.

The Health and Safety Manager/Officer will carry out a **formal safety inspection** at least once a year for each section of the College. This may either cover all safety aspects of the section generally or focus on a more specific aspect e.g. COSHH. A staff union Safety Representative may accompany him/her. An 'Improvement Action Sheet' detailing improvements required, responsible person and time scale is then forwarded to the section requesting remedial action.

The Section Safety Representative carry out section safety inspections at least every three months. The safety representative should report issues arising to the Health and Safety Working Group on an exception reporting basis.

All staff are obliged to report any damage to equipment or property that is likely to create a hazard through the appropriate channels in order that remedial action can be carried out.

The Health and Safety Manager/Officer will undertake **tours of the College** in order to ensure that action plans agreed from **quarterly departmental / section safety inspections** are being implemented.

7.0 Training Arrangements

7.1 All new members of staff must attend a Safety Induction Training Programme which includes many aspects relating to the College.

- 7.2 First aid courses are run each year for
- a) Emergency treatment.
 - b) Certificate qualification.
 - c) Maintaining current qualifications (refresher course).
- 7.3 The Health & Safety Section organise various training courses, details of which are outlined in the College Health & Safety Training Courses document. Copies are available from Human Resources or the Health & Safety Manager.

If you wish to be considered for attending any of the above courses then contact your Section Manager who will make arrangements via the College Health and Safety Manager.

- 7.4 Where new equipment, techniques or systems of work are introduced, Section Managers will organise appropriate training and supervision to promote safety awareness and to ensure safety at work.

If you are unsure of a particular operation then do not hesitate to seek assistance from your line manager.

8.0 KEY POLICIES/PROCEDURES

8.1 Disaster/Crisis Management

A crisis disaster management team has been set up to assist in the recovery of any major hazard or threat to the College. The crisis disaster management team is assembled to action a recovery plan in the event of a serious situation.

8.1.2 Disaster/Crisis Management Team:

Principal
Vice Principals
Property Manager
Health and Safety Manager
Directors/Assistant Principals
Central Administration and Services Co-ordinator
Co-opted members as appropriate to the situation and may include, Student Services Manager, Learning Manager(s)

8.1.3 Function of the Disaster/Crisis Management Team:

- a) to act as the decision-making authority for the management of an incident.

- b) to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- c) to establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- d) to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- e) to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

8.2 **SMOKING POLICY**

Under s.2 of the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992, employers have a duty to ensure the environment to which employees, students, contractors and visitors is free from risk of injury to health.

In England from 1st July 2007, there will be a ban on smoking in public places and workplaces. The legislation is contained within the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006. Smoking must be prohibited in enclosed or substantially enclosed spaces, if students and members of the public use them, or if more than one person uses them as a place to work. The ban will also apply to vehicles used for business. Vehicles used primarily for private purposes will not be required to be smoke free

The College prohibits smoking in the following areas:

- Offices
- Classrooms, workshops, computer rooms, laboratories and studios
- Library/Learning resources centres
- Stables and riding areas
- Farm building and barns
- Sports hall and gym
- Corridors, lifts and stairs
- Toilets
- Dining and recreation areas
- Student residential accommodation
- Porches

- Staff room
- Laundry room
- College vehicles
- Where animals are housed

In addition, smoking is not permitted **within** 4 metres of any building or in the external eating area to Bytes.

The College displays prominent no-smoking signs at all entrances to buildings and internally as appropriate. Signs displayed are in accordance with the Smoke free (Signs) regulations 2007.

Exceptions to smoke-free status

Smoking is allowed in the College grounds where these are open to the elements and **must be 4 metres away from any building**, but smokers are expected to ensure that cigarette stubs and packaging is disposed of safely and cleanly in appropriate bins

The Andover College campus has designated two smoking shelters where smoking is permitted. Smoking outside these areas and within the grounds is prohibited..

Non-compliance

Anyone who does not comply with the law is committing a criminal offence. An employee, student, contractor or visitor who is caught smoking in a smoke free place is liable to a fine of £50. If unpaid, there could be a fine of up to £200 and a criminal record.

Disciplinary action will be taken against any staff and students caught smoking in banned areas.

The College is itself liable to be fined a substantial sum, if smoking is allowed in its premises.

Fire and Hygiene Risk from smoking

Smoking is also considered as a serious fire risk and as such, smoking is not allowed in or around any farm or estate buildings as these are likely to contain chemicals, fuel, hay, straw and/or combustible dusts. Smoking is also not permitted in or around any area containing combustible materials such as gas cylinders. Appropriate signs are displayed prohibiting smoking in these areas.

Staff and students are reminded that transference of disease from hands to mouth whilst smoking is also a very great risk.

8.3 **STRESS POLICY**

SPARSHOLT COLLEGE HAMPSHIRE

WORK-RELATED STRESS POLICY

Introduction

8.3.1 The College has duties under the Management of Health & Safety at Work Regulations 1999 to assess the risk of stress-related ill health arising from work activities and under the Health & Safety at Work Act 1974 to take measures to control that risk.

Definition of work-related stress

8.3.2 There is an important distinction to be made between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

Policy

8.3.3 The College is committed to taking all reasonable steps to protect the health, safety and welfare of its employees, recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

8.3.4 The College will monitor employee absence and will consider workplace stress as a possible cause of persistent absence.

8.3.5 The College will conduct risk assessments to identify possible workplace stressors and will take action to control the risks from stress where identified. These risk assessments will be regularly reviewed.

8.3.6 The College will provide training in good people management practices for all managers and supervisory staff.

Counselling and Support Service

8.3.7 To assist employees who are suffering from stress, confidential counselling and support services and can be contacted through the Human Resources section.

Absence Management

8.3.8 When notification of work-related stress absence is received from the employee’s physician an investigation will be carried out by a member of the Human Resources section to determine any possible causation factors.

8.3.9 If appropriate a schedule of visitation will be established which may include referral to an occupational health professional.

Return to Work following work-related stress absence

8.3.10 It is recognised that sensitive management is essential when an employee returns to work following a period of work-related stress absence. This return to work will be managed personally by the employee's line manager, or a more senior manager if more appropriate, working in conjunction with the Human Resources section. The main objective of this management is to ensure that the employee does not return to a work situation which could result in a recurrence of the illness. A further specific risk assessment will be carried out and formal monitoring and review systems implemented in agreement with the employee.

Policy implementation and monitoring

8.3.11 The Director of Human Resources is responsible for the implementation of this policy and its impact will be monitored by the College Management Team: Human Resources/Health & Safety who will report to the Health & Safety Committee and the Board of Governors.

9.0 SAFETY POLICY REVIEW

The College acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

It is available on the College Intranet document library.

The College will constantly monitor and up-date the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Governors.