



Health, Safety & Welfare Policy

Policy / Procedure	Health, Safety & Welfare Policy
Responsibility	Malcolm Honeysett Health & Safety Officer
Who is affected	All staff, learners and visitors
Number of Pages	20

Impact Assessed	29 June 2011	<ol style="list-style-type: none"> 1. Age 2. Disability 3. Gender Reassignment 4. Marriage and civil partnership 5. Pregnancy and maternity 6. Race 7. Religion or belief 8. Sex and sexual orientation
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Approved by the College Leadership Team	4 July 2011.
Approved by the Finance, Assets & General Purposes Committee	7 July 2011.
Approved by the Governing Body	11 July 2011.
Posted on the Staff Intranet / Blackboard	12 July 2011. This document is available in large print, Braille or alternative formats upon request.
Review Date	12 months.



Health, Safety and Welfare Policy

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Section A General Intent

The Further Education Corporation of Middlesbrough College, in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant related legislation acknowledges its responsibility to provide, and maintain as far as is reasonably practicable, a working environment which is conducive to the health and safety and welfare of its employees, learners and anyone else who may be affected by its undertaking. In addition, and according to the Children Act 1989 and section 175 of the Education Act 2002, the College acknowledges its responsibility to safeguard and promote the welfare of its learners.

Section B Objectives

1. To form a positive Health and Safety culture within all College business undertakings.
2. To be proactive by strategies of management to prevent injury or decay of health as a result of the business of the college.
3. To introduce control measures to minimise or eliminate risks to health.
4. To ensure a healthy and safe working environment and one that protects an individual's mental, physical and emotional wellbeing.
5. To comply with legislation.

6. To provide arrangements for safety of persons in situations of imminent danger and provide First Aid arrangements.
7. To involve and consult staff on health and safety matters.
8. Where health is affected to provide prompt corrective measures to remedy and control re-occurrences.
9. To inform, train and educate staff in health, safety and welfare matters.
10. To maximise the opportunity of education to instill an understanding of risk management and health and safety into learners for benefit of present and future working lives, involving learners in college Health & Safety matters when appropriate.
11. To maximise the opportunity of education to instill an understanding of how the learner may keep themselves safe from emotional, physical and mental neglect or abuse and adopt healthy lifestyles.
12. To accommodate as far as reasonably practical those with special requirements to ensure equality in an approach to health, safety and welfare for all persons.

Section C Organisation and Responsibilities

Governors

1. Responsible for Health, Safety and Welfare in accordance with the scope of this policy
2. Approve and monitor effectiveness of the Health, Safety & Welfare Policy.

Principal / Chief Executive

3. To oversee a system for risk management as applied to Health and Safety of all persons affected by the business of the College.
4. To report to Governors matters of Health, Safety and Welfare and the effectiveness of the systems of management which serve the same.
5. To define the responsibilities of staff for the system of management.
6. To ensure allocation of resources for the measures necessary to control risk.
7. To be available or ensure availability of designated staff to be responsible for decisions and co-ordination in times of emergency.

Health and Safety Strategic Committee

8. To advise on the development and review of the Health, Safety and Welfare Policy and to report and advise on its implementation.

Deputy Principal - Corporate Services

9. To ensure due diligence in regards to the integration of the Health, Safety and Welfare Policy objectives in the delegated responsibilities of Assistant Principals and adequate resources for the same.

Vice Principal - Curriculum & Quality

10. To ensure due diligence in regards to the integration of the Health, Safety and Welfare policy objectives in the delegated responsibilities of Assistant Principals, adequate control measures, and the promotion of all aspects of Health and Safety, in the learner community .
11. To lead in the review and development of the Health, Safety and Welfare Policy
12. Chair of the Health and Safety Strategic Committee.

Assistant Principal - Student Services, Teaching and Learning

13. To be the Designated Senior Person for the College as referred in Safeguarding Procedures for the purpose of investigating and reporting any suspected cases of abuse.
14. To provide advice for safeguarding children and vulnerable adults in accordance with the legislation and propose the procedures necessary.
15. To review the procedures in the context of changes to guidance and the effectiveness of the procedures
16. To ensure the curriculum development and delivery refers to Health, Safety and Welfare matters including the instilling of safe practice amongst the learning community of the college.

Assistant Principal - Quality, Standards & Excellence

17. The provision of disseminated information from quality surveys and monitoring which provide indications of the success of plans to improve safety and wellbeing awareness and learning.
18. Chair of the Health and Safety Operational Committee.
19. To ensure systems of Health and Safety management are implemented.
20. To ensure adequate Incident Manager arrangements are in place.

Assistant Principal - Finance

21. The provision of insurance arrangements, and financial provision for remedial actions or compensating claims, in event of an accident.

Assistant Principal - Marketing, Communication, Registry & Admissions & Clerk

22. Preparation of the risk management plan for the college including risks associated with injury to individuals.

Assistant Principal - Information services and Estates

23. Develop and maintain College Security systems according to a policy which safeguards staff and learners.
24. Cleanliness of the college.
25. Waste management.
26. Ensuring a safe environment as applicable to college buildings, grounds, building services, equipment, furniture and fittings and the monitoring of any delegated responsibilities for the same.
27. Ensuring effective fire safety systems through inspection, testing and repair.
28. The control of all maintenance work, employees and contractors to ensure the Health and Safety of themselves, and others and the wellbeing of children and vulnerable adults.

Assistant Principal - Human Resources

29. Recruitment of staff in accordance with current legislation and Independent Safeguarding Authority guidelines.
30. Provision of job descriptions which define Health and Safety and Safeguarding responsibilities.
31. Provision of Health, Safety and Welfare training, staff induction, and the monitoring of its effectiveness.
32. Health Surveillance and medicals as required.
33. To promote staff welfare and respond to early onset reports of work related health issues and to be proactive, by surveys, when required.
34. Monitoring of absences from work resulting from work related health issues including work related stress.

Health and Safety Officer

35. Advising at all levels in all matters of risk management as applicable to health and safety.
36. To undertake the role of Fire Safety Manager as defined in the Fire Safety Management Strategy.
37. Organizing First Aid provision.
38. Devising emergency procedures, and training, informing and testing of such.
39. To co-ordinate training for Health and Safety in conjunction with the Workforce Development Manager.
40. Devise and monitor the effectiveness of systems of Health and Safety management and report to the Principal / Chief Executive.
41. Investigation of accidents.
42. Central co-ordination and review of risk assessment activity and consideration of incident data.
43. Preparation of reports and general communication to the college community regarding Health and Safety matters.

44. To lead in the review and development of the Fire Safety Management Strategy.
45. Providing information to Health and Safety Executive as required by legislation (RIDDOR).

Health and Safety Operational Committee

46. To provide a forum for department and union safety representatives to be consulted on Health, Safety and Welfare matters in general and highlight operational issues which reflect the effectiveness of the strategy for managing health and safety and welfare. This information is considered at the Health and Safety Strategic Committee

Heads of Managed Sections

47. Develop plans for Health and Safety within the areas under their control, implementing the plans, monitoring their effectiveness and reviewing and modifying plans accordingly.
48. Reporting on the status of implementation through Delivery Plans to the Principalship.
49. Investigation of accidents.

Line Managers or Supervisors

50. Accountable for Health and Safety of those placed in their charge within the system of management.

All employees

51. Are responsible for carrying out their work in accordance with safe procedures, thereby ensuring the safety and wellbeing of themselves, other employees, learners and other persons.
52. Reporting accidents, those which cause injury and those with the potential to do so, as soon as practicable and in accordance with the Accident Investigation procedure. All accidents involving injury should be recorded on an approved Accident Recording Form, available from each Reception office.
53. Reporting matters of concern in accordance with the College Safeguarding procedures

54. Reporting significant changes in their own health, including diseases and pregnancy, in writing to the Assistant Principal - Human Resources.
55. Reporting matters which are of Health and Safety concern to line managers and to the relevant college service.

Section D Arrangements

The arrangements for delivering each objective are set out below:

Objectives, 1, 2, & 3. A positive Health and Safety Culture may be described as consistent beliefs and attitudes supported by a system of management which produce safe behaviour and that which does not cause a degrading of health due to work. This is achieved through a comprehensive and thorough system of management, and understanding through training, instruction and involvement.

The college has adopted the Health and Safety Executive model for the management of Health and Safety of 'Successful Health and Safety Management', HSG65. To this objective:

1. Each managed section of the college has the responsibility and duties to document their Planning and Implementation of Health and Safety in an agreed format.

This requires

- 1.1 Assessments and related development actions to be noted.
- 1.2 Staff organisation and responsibilities (including those arrangements to ensure learners' safety during off-site activities and work based learning and experience).
- 1.3 Organisation of the risk assessment process, safe systems of work and procedures.
- 1.4 Information regarding the safety controls for the areas in which staff work.
- 1.5 Equipment information and arrangements for repair, maintenance and inspections according to designated responsibilities from the Principal / Chief Executive.
- 1.6 Plans and targets for increased learner awareness and instruction in Health and Safety.
- 1.7 Means by which staff are informed and involved.
- 1.8 Acquisition of information used to review effectiveness of the plans.

The managed sections are as listed in **Appendix 2**.

2. Regular audit and advice is provided to these managers by the Health and Safety Officer.
3. Termly monitoring reports are provided to the College Leadership Team (CLT) as to the status of management of health and safety and within managed areas.
4. Annual reports are undertaken to review the effectiveness of the strategy. The Health, Safety and Welfare Policy is reviewed annually.
5. Internal audits are undertaken by external agencies at a minimum of three year intervals to verify the processes.
6. The Health and Safety Committees monitor implementation of the arrangements, wellbeing and strategic effectiveness.
7. Safety inspections and surveys are carried out.
8. Training needs are identified.

Objective 4 - A Healthy and Safe working environment and one that protects an individual's mental, physical and emotional wellbeing is achieved through:

The Estates Department by:

9. Preventative maintenance.
10. Responsive maintenance.
11. Investment in equipment, major and minor works.
12. Prioritising of available resources in accordance with risk.
13. Cleanliness and good management of areas.
14. Security personnel, policy and systems.
15. Fire safety systems.

The Human Resources Department by:

16. Recruitment policies and procedures
17. Policies on work related stress
18. Promotion of wellbeing
19. The training of staff on safeguarding requirements.

The Student Services Department by:

20. Promotion of wellbeing.
21. Assessments of students who may put themselves or others at risk.
22. Clear student disciplinary procedures
23. Creation and review of cross college safeguarding policies and procedures
24. Provision of advisory services for safeguarding

Objective 5 - Compliance with legislation is achieved by:

25. Employment of competent staff (includes designated Health and Safety Officer) to advise and ensure implementation of the policy.
26. Identification of training needs in respect of the above.

Objective 6 - Arrangements to protect against harm for situations of imminent danger is achieved by:

27. Procedures and arrangements defined by the Health and Safety Officer and which are available in the Staff Handbook on the College intranet and include procedures:
 - In the case of fire and building evacuation
 - In the case of a bomb threat
 - For administering first aid.
28. Appointment of a group of managers trained as Incident Managers to ensure procedures are carried out and that there is efficient coordination of resources in the event of emergencies and major incidents.

Objective 7 - Staff are involved and consulted on Health, Safety and Welfare matters by:

29. Union and departmental safety representation on Health and Safety Committees.
30. Via managed sections, as planned and documented, for consultation, information and involvement.

Objective 8 - Remedial corrective measures when accidents occur, or when health is affected, are carried out as a result of

31. Accident report forms.
32. Accident investigation procedures.
33. Incident reports.
34. Reports to and from Personnel.
35. Investigations carried out in accordance with Safeguarding Learners Policies and Procedures, ref Appendix 3. (These are in the Staff Handbook within the Documents section on the staff intranet.)

Objective 9 - Staff are informed, trained and educated in Health, Safety and Welfare matters by

36. Staff performance reviews
37. Staff Induction
38. Training needs analysis.
39. Internal training schemes to share and cascade knowledge and training.
40. Identification of training needs by monitoring actions of the Health and Safety Officer.
41. Training effectiveness monitoring procedures.
42. College information bulletins.
43. Notice boards for Health and Safety information.
44. Availability of network based information.
45. Signage throughout the college on emergency procedures.
46. Staff Handbook.

Objective 10 - The opportunity of education to instill an understanding of risk management and health and safety into learners for benefit of present and future working lives is achieved by:

47. Ensuring that health and safety culture is embedded in the curriculum
48. A comprehensive learner induction programme.
49. Ensuring that tutorials include health and safety subject matter when it does not form part of their curriculum.
50. Ensuring that the standards presented in theory are re-enforced in practical areas
51. Maintaining a high and visible profile for health and safety as appropriate.
52. Involving learners in practical risk assessment activity
53. The provision of information to learners which explains the risk controls for the environment they work and study in.

Objective 11 - The opportunity of education to instill an understanding of how the learner may keep themselves safe from emotional, physical and mental neglect or abuse and adopt healthy lifestyles is achieved by:

54. The provision of a range of services by Student Services and information on the Student Services section of the electronic media 'Blackboard'.
55. Links with external agencies.
56. First aider links with student services.
57. Policies and information presented at student induction and within tutorial programs.

Objective 12 - Accommodation of those with special requirements to ensure equality in an approach to health and safety for all persons is achieved by:

58. Assessments by the Personnel Department.
59. Assessments by Student Support Coordinator
60. Surveys and action plans to comply with the Disability Discrimination Act.

Further information in regards to this policy is available
from the Health and Safety Officer.



Appendix 1

Names of Staff in post referred in the policy

Principal / Chief Executive	Mike Hopkins
Deputy Principal - Corporate Services The Corporate Services function has been largely seconded on a temporary basis to an acting Vice Principal – Corporate Services	Zoe Lewis
Vice Principal - Curriculum and Quality	David White
Vice Principal - Student Services, Teaching & Learning	Sandra Morton
Assistant Principal - Quality, Standards & Excellence	Steve Brady
Assistant Principal - Information Services and Estates	Carol Bromyard
Assistant Principal - Finance	Peter Bland
Assistant Principal - Marketing, Communication, Registry, Admissions & Clerk	Melinda Bulman
Assistant Principal - Human Resources	Richard Atkinson
Health and Safety Officer	Val Howey
Student Support Co-coordinator	Malcolm Honeysett
Union Safety Representatives:	Jenny Cairns
David Branson (UCU)	
Lynn Taylor (UCU)	



Appendix 2

Managed sections and managers with assigned duties for Planning and Implementation with reference to section D – ‘Arrangements’

Assistant Principal - Information Services and Estates	Peter Bland
Assistant Principal - Student Services, Teaching and Learning	Steve Brady
Assistant Principal - Marketing, Communication, Registry, Admissions & Clerk	Richard Atkinson
Director of Programme - A Level	Richard Ronksley
Director of Programme - Catering, Hospitality, Travel and Tourism	Carole Bennett
Director of Programme - Construction	Martin Humphreys
Director of Programme - Engineering and Computing	Dave Marley
Director of Programme - Hairdressing, Beauty & Comp Therapies	Lynne Alderson
Director of Programme - Health and Social Care	Sue Duffield
Director of Programme - Business Commerce and Training	Jackie Gardner
Director of Programme - Sport and Recreation	John Chance
Director of Programme - Visual & Performing Arts	Trevor Brewis
Director of Programme - HE and Business	Paul Stone
Health and Safety Officer - Miscellaneous Admin, Managerial and Service Depts.	Malcolm Honeysett



Appendix 3

Associated policies and procedures

Staff Wellbeing Policy

Staff Recruitment Policies and Procedures

Guidance for Safe Working Practice for the Protection of Children, Young People, Vulnerable Adults and Staff in Education

Safeguarding Learners Policy

Every Child Matters (ECM) Policy Statement

Learner Wellbeing and Counselling Service

Mental Health Policy

Bullying and Harassment Policy

First aid procedures

Learner Visits Policy

Substance Misuse Policy

Powers to Search, Control, and Restrain Policy

ICT Acceptable Use Policy (incorporates e-safety)



Appendix 4

Health and Safety Committee Strategic Representatives

Name	Title	Role	Present
College Staff			
Sandra Morton	Vice Principal - Curriculum and Quality	Chairman	
Carol Bromyard	Assistant Principal - Quality, Standards & Excellence	Chairman of Operational H & S Committee and College Leadership Team Representative	
Malcolm Honeysett	Health & Safety Officer	Health & Safety management	
Alison Stephenson	Personnel Manager	Human Resources and Staff Wellbeing	
Steve Brady	Assistant Principal - Student Services, Teaching and Learning	Learner Safeguarding and Welfare	
Peter Bland	Assistant Principal - Information Services and Estates	Estates and IT	
Union Safety Representatives			
David Branson	Coordinator Health and Safety ILEX and related courses	UCU And JCNC	
Governor Representatives			
John Autherson	Governor	Governing Body	
Ann Wheatley	Governor	Governing Body	
In Attendance By Standing Invitation			
Maggie Hornigold	Administrator	Minute Taker	

Appendix 4 (continued)

Health and Safety Committee Operational and Wellbeing Representatives

Name	Title	Role	Present
Ex Officio			
Carol Bromyard	Assistant Principal - Quality, Standards & Excellence	Chairman	
Malcolm Honeysett	Health & Safety Officer	Health & Safety management	
Alison Stephenson	Personnel Manager	Operational stress Management and staff wellbeing	
Union Safety Representatives			
David Branson	Coordinator Health & Safety ILEX and related courses	UCU and JCNC	
Kay Stallard	Lecturer	Unison	
Danielle Ripley	Student Sabbatical Officer	Students Union	
Service Representatives			
Craig Burton	Gymworld Manager	Gymworld (SMA)	
Alister Wrigley	Catering Manager	Commercial catering (SMA)	
Gary Rogers	Estates Manager	Estates (SBA)	
Carol Kettlewell	Senior Sales Ledger Clerk	Finance (SAA)	
Alan Moore	Systems & Support Manager	Information Services (SDA)	
Claire Donlan	Head of Learning Resources	Learning Resources Centre (AJA)	
Stephen Routledge	Work Based Learning Quality Coordinator	Business Commerce and Training (AKA)	
Mike Bulmer	Student Services Manager	Student Services	

Name	Title	Role	Present
Curriculum Representatives			
John Earland	Teaching & Learning Mentor	Curriculum Representative for HE and Business (ABB)	
Paul Bayntun	Senior Coordinator Employer Responsiveness & Related Programmes	Curriculum Representative for Catering and Hospitality, within CHaTT Directorate (ANA)	
June Craven	Course Team Leader Travel and Tourism	Curriculum Representative for Travel and Tourism within CHaTT Directorate (ANA)	
Lynn Taylor	Health and Safety Coordinator – Construction	Curriculum Representative for Construction (AHA) and Union rep. for UCU	
Barry Corkin	Curriculum Technician - Mechanical Engineering, Fabrication & Welding	Curriculum Representative for Engineering & Computing (AIA)	
Jane Nolan	Course Team Leader Hairdressing	Curriculum Representative for Hair within H & B Directorate (APA)	
Beverley Williamson	Course Team Leader Beauty	Curriculum Representative for Beauty and Complementary Therapies within H & B Directorate (APA)	

Name	Title	Role	Present
Matthew Hopton	Course Team Leader Health and Social Care / 14 - 16	Curriculum Representative for Health and Care (AEA)	
Eric Leach	Co-coordinator Sport Development	Curriculum Representative for Sport and Recreation (ASA)	
Mike Ford	Senior Science Technician	Curriculum Representative for A Level	
Stephen Hoggart	Lecturer Music and Technology	Curriculum Representative for Visual and Performing Arts (AUA)	
In Attendance By Standing Invitation			
Kevin Morris	Member of IOSH	By Invitation	
TBC	Administrator	Minute Taker	