



Health, Safety and Welfare Policy

EQUALITY IMPACT ASSESSMENT				
1. Document Responsibility	Gary Millward			
2. Date of Impact Assessment	13 May 2014			
3. Date of CLT Approval	21 June 2016			
4. Date of Governors Approval	11 July 2016			
5. Date of Future Review	12 Months			
6. Purpose of Health, Safety and Welfare Policy	This Policy defines the intent of the organisation for the health, safety and welfare of all those affected by its undertaking, the objectives which serve that intent, the responsibilities of staff contributing to those objectives or ensuring their achievement, the arrangements to fulfill the objectives and the membership of the Health, Safety and Welfare Committee.			
How could this Health, Safety and Welfare Policy/Document impact on the Protected Characteristics listed?				
	No Disproportionate Impact	Positive Impact	Negative Impact	Evidence (from consultation, sources of advice, guidance and feedback)
Race	<input checked="" type="checkbox"/>			
Disability	<input checked="" type="checkbox"/>			
Gender	<input checked="" type="checkbox"/>			
Pregnancy/Maternity	<input checked="" type="checkbox"/>			
Religion/Belief	<input checked="" type="checkbox"/>			
Sexual Orientation	<input checked="" type="checkbox"/>			
Age	<input checked="" type="checkbox"/>			
Gender Reassignment	<input checked="" type="checkbox"/>			
Marriage & Civil Partnership	<input checked="" type="checkbox"/>			
Accessible to all				As per Health and Safety Legislation, Regulatory Body and College requirements.
If you have ticked the Negative Impact box of any of the above please complete details of the Actions necessary below				
Actions required	Date	Comments Received	Action Taken	
N/A	N/A	N/A	N/A	
Equality Impact Assessment carried out by: (Please list staff members involved in process)				

EQUALITY MONITORING/REVIEW				
1. Name of Policy or Document				
2. Document Responsibility				
3. Date Created / Modified				
4. Purpose of Health, Safety and Welfare Policy or Document				
5. Complaint/Issues arising				
How could this Health, Safety and Welfare Policy/Document impact on the Protected Characteristics listed?				
	No Disproportionate Impact	Positive Impact	Negative Impact	Evidence (from consultation, sources of advice, guidance and feedback)
Race				
Disability				
Gender				
Pregnancy/Maternity				
Religion/Belief				
Sexual Orientation				
Age				
Gender Reassignment				
Marriage & Civil Partnership				
Accessible to all				
If you have ticked the Negative Impact box of any of the above please complete details of the Actions necessary below				
Actions required	Date	Comments Received	Action Taken	
Equality Monitoring/Review carried out by: (Please list staff members involved in process)				
Date of Equality Monitoring/Review:				



Health, Safety and Welfare Policy

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Section 1 – Scope of Health, Safety and Welfare Policy

The Policy encompasses all the Health, Safety and Welfare requirements for all College buildings/offices, external spaces owned or managed by the College and is applicable to all staff, students and any other visitor including contractors and all activities across departments including sports on and off site. This policy also applies to any other off site activities or trips and visits that the College organise where they have responsibilities. Work place vetting for apprenticeships and placements are also covered within this policy.

Section 1 - Health, Safety and Welfare Policy

Middlesbrough College has an ongoing and determined intent to ensure the Health, Safety and Welfare of its employees, students, visitors and contractors and as a minimum compliance with applicable Health and Safety legislation. In order to achieve this the College will aim to ensure that there is an environment that is safe and without significant risks so far as is reasonably practicable. Within this College we will ensure that we:

- Define and communicate roles and responsibilities in Job Descriptions and Allied Arrangements.
- Provide competent persons and sufficient funds and resources to enable implementation of this Policy and subsequent arrangements.
- Identify, assess, and control the risks to employees, students and visitors, including those with additional requirements including those risks introduced by contractors.
- Provide sufficient information, instruction, training and/or supervision to employees, students, visitors and contractors to ensure their safety.
- Expect all staff, students and contractors co-operate in complying with legal obligations and College standards. Take reasonable care of their own and others health and safety.
- Manage and monitor staff, students and contractors to ensure that they do not cause risks to themselves and others.
- Ensure foreseeable emergencies, including fire, have sufficient arrangements to prevent the risk of injury to employees, students, visitors and where affected contractors.
- Set objectives to develop, implement and maintain a health and safety management systems which follow the principles of BS OHSAS 18001.
- Encourage open and two way communication to staff and students, including with recognised unions and where necessary, consulting with relevant external stakeholders.
- Identify, set and monitor Health and Safety Objectives (including in Staff Performance Development Plans), Key and other safety measures whilst identifying and championing safe behaviours.
- Aim to continuously improve the Health and Safety Policy and arrangements by reviewing its performance and effectiveness in line with agreed timescales.
- Investigate accidents, incidents and matters of concern with suitable corrective and preventive actions being carried out.
- Promote best practice and learn from other educational establishments and industry.
- Promote the opportunity of education to instill an understanding of Health, Safety and Welfare into students to benefit their present and future working lives.



Signed by the Principal / Chief Executive
(Zoe Lewis)



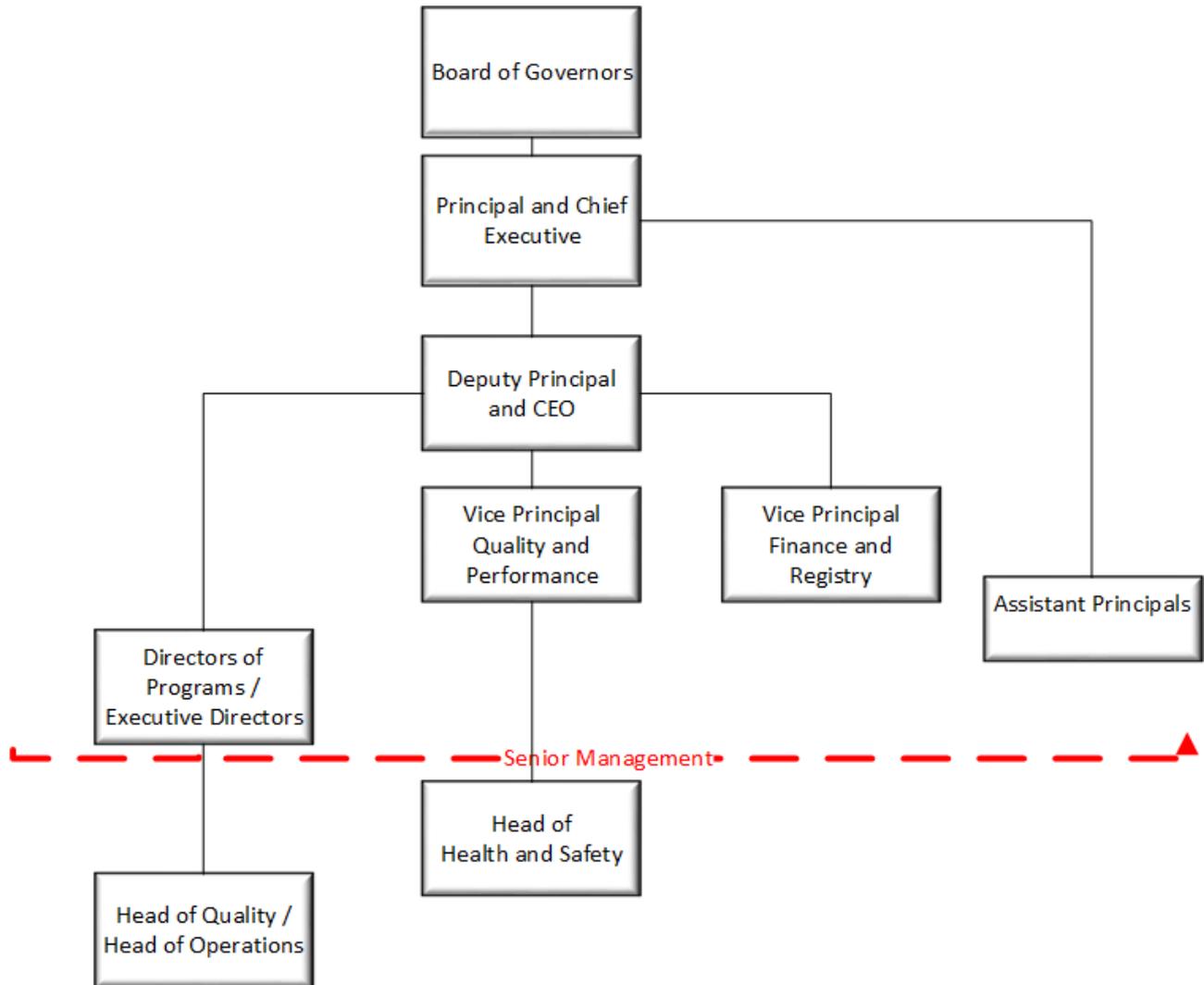
11 July 2016



Signed by the Chairman of Governors
(Rob Davies)



Section 2 - Organisation Structure



Section 2 - Roles and Responsibilities

2.1 Governors

- Responsible for Health, Safety and Welfare in accordance with the scope of this Health, Safety and Welfare Policy.
- Approve and monitor the implementation and effectiveness of the Health, Safety and Welfare Policy.
- Provide a Chairman for the Health, Safety & Welfare Committee.

2.2 Principal / Chief Executive

- To report to Governors matters of Health, Safety and Welfare and the effectiveness of the Health, Safety and Welfare Policy and allied arrangements ensuring that any necessary changes are made.
- To ensure that the relevant organisational arrangements, assignments and resources are made available to enable the Health, Safety and Welfare Policy and allied arrangements are implemented and monitored within College.
- To be available or ensure availability of designated staff to be responsible for decisions and co-ordination in times of emergency.
- To ensure due diligence and the integration of Health, Safety and Welfare matters into staff responsibilities.

2.3 Health, Safety & Welfare Committee

The Head of Health and Safety will provide competent health and safety advice to the Health, Safety and Welfare Committee and related sub groups. The Committee will:

- Review and consult on changes to legislation and College Policies that may substantially affect employees' health and safety at the College sites.
- Ensure business plans/projects or initiatives comply with the Health, Safety and Welfare Policy and are monitored.
- Review accident and incident trends and advise the College Leadership Team on improvement strategies.

- Consider recommendations for Health, Safety or Welfare improvement and advise the outcome to the College Leadership Team, Standards Committee and Governing Body.
- Ensure good communication by reporting minutes to members and the College via posting on the intranet.
- Promote co-operation between all College Departments.
- Operational Safety Groups (OSG) will be led by Department Directors with balanced representation from management and employees.

2.4 Head of Health & Safety

- Provide competent health and safety advice, communications, consultation and guidance service to College staff at all levels.
- To ensure the Health, Safety and Welfare Policy and allied standards and procedures are up to date by monitoring and revising as and when necessary.
- Report on the Health and Safety Management System performance, including Health and Safety Risks, and recommend areas for improvement/objectives to the Board of Governors, Principalship, Vice Principal Quality & Performance, Assistant Principals and College Leadership Team.
- Advise the College on safe systems of work and health and safety training and the Health & Safety Training Matrix is regularly reviewed and monitored to ensure key Health & Safety Training is completed in a timely manner.
- Manage the agenda of the Health, Safety and Welfare Committee Meetings.
- Attend Operational Safety Group Meetings and provide advice and guidance and report issues to the Health and Safety Committee.
- Keep the College Leadership Team informed on incidents at the College and investigate with the assistance of relevant staff.
- Identify any changes to legislation and bring to the attention of the College Leadership Team.
- Undertake the role of Fire Safety Manager and any corresponding action plans.
- Responsible for first aid procedures and where required health surveillance.
- Liaise with Trade Union Safety Representatives on matters of health and safety.

- To liaise with representatives of the Enforcement Authorities, be the central point of contact for Health & Safety Executive (HSE) and other enforcing agencies.
- Promote health and safety leadership.

2.5 All Senior Management (Vice/Assistant Principal, Director of Programme/ Executive Director)

- Ensure that health, safety and welfare arrangements according to the Health, Safety and Welfare Policy and referred allied standards and procedures are incorporated into the planning and running of operations as an integral part of the business strategy.
- Ensure that staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment, are capable and competent to carry out their duties safely providing training (including refresher) and, through their line managers, are suitably informed regarding safety arrangements in place.
- Ensure that job descriptions adequately define the responsibilities, duties, and roles and person specifications for new employees the competence required.
- Ensure as Recruiting Manager that new employees are fit to work in a teaching environment, physically capable and competent with the necessary skills to carry out the work defined in the job description.
- Ensure that contracts with suppliers / providers are adequately managed regarding health and safety in line with the Health, Safety and Welfare Policy.
- Monitor the conformity to the health and safety arrangements in place applicable to their operational areas and conduct periodic inspections within with safety representatives and / or the Health and Safety Team.
- Liaise with the health and safety team to monitor accidents and incidents performance and identify areas for improvement and implement improvement plans.
- Ensuring that staff and student safety is adequately managed for staff activities off the College premises including travel to and from and work at the venues.
- Ensure means to inform, consult through the Health, Safety and Welfare Committee by engaging staff through Operational Safety Groups and other department meeting
- To nominate staff to carry out specific duties for equipment, facilities, risk assessments and list on the Staff Portal.

- Ensure that any persons placed within the department on work placement are suitably inducted to the health and safety arrangements as temporary employees and adequately supervised.
- Ensure that policies or arrangements they create are monitored for their effectiveness and reviewed accordingly.

2.6 Deputy Principal & Chief Executive

- To ensure due diligence in regards to the integration of the Health, Safety and Welfare Policy in the delegated responsibilities of Curriculum Managers and Directors of Programme.
- To oversee the implementation of the Health, Safety and Welfare Policy through the Vice Principal Quality & Performance and the promotion of all aspects of health, safety and welfare, in the student community.
- Deputise for the Principal if appropriate in regarding the chairing of the Health and Safety Committee.

2.7 Vice Principal - Quality & Performance

- To provide disseminated information from quality surveys and monitoring which provide indications of the success of plans to improve health, safety and welfare awareness and learning across the organisation.
- To oversee and support, on the behalf of the Principalship, the functions of the Head of Health and Safety and to ensure the Health, Safety and Welfare Policy is implemented effectively.
- To ensure that students are not exposed to unnecessary and uncontrolled risk by decisions taken by the College by placing students for work experience and the organisation of apprenticeships.
- To provide a lead on the Incident Management Team on behalf of the Principal / Chief Executive.

2.8 Assistant Principal - Student Services

- To be the Designated Safeguarding Officer for the College as referred in safeguarding procedures for the purpose of investigating and reporting any suspected cases of abuse or matters of concerns reported.
- To form links with external bodies which advise on risk posed by individuals/groups to the College Community and the associated risk reducing arrangements.
- To assess the risk of students identified as 'at risk of a safeguarding issue' and arrange the appropriate measures to reduce the risk to an acceptable level and advise the College Principal / Chief Executive where this cannot be achieved.
- To provide advice for the safeguarding of children and vulnerable adults in accordance with current legislation.
- To ensure appropriate policies and procedures are in place for the safeguarding of children and vulnerable adults and effectively instructed to staff.
- To ensure the development, implementation and review of student disciplinary procedures.
- To report on the effectiveness of the student safeguarding systems.
- To promote and provide guidance to students in regard to their health and wellbeing.

2.9 Director of Teaching and Learning

- To ensure health and safety is effectively monitored through teaching and learning observations, liaising effectively with the Head of Health & Safety to ensure good standards across all curriculum areas.

2.10 Vice Principal - Finance & Registry

- To ensure the provision of insurance arrangements and financial provision for remedial actions or compensating claims, in event of an accident.
- As Chair of the Risk Management Group to consider the Health and Safety Risk Register and advise accordingly.
- To prepare the Risk Management Plan for the College including risks associated with injury or harm to individuals.

2.11 Assistant Principal - Estates

- Develop and maintain College Security Systems according to a policy which safeguards staff, students contractors and visitors.
- Associated with the College premises, to ensure that an effective and efficient defect and hazard reporting system is made easily available to all staff and occupants and remedial actions are prioritised according to risk.
- To ensure that all elements of the fire safety systems are operative through inspections, testing, maintenance and repair according to the British Standards, liaising with and reporting to the College appointed Fire Safety Manager, and ensuring that all work on the building and building services is carried out to maintain or develop the standard of those systems.
- To ensure cleanliness of the College and waste management according to the College Environment Policy.
- To ensure 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.
- To ensure appropriate and competent advice for all designed operational features of new or refurbished facilities ensuring that before they are made available for use and it has been signed off by competent persons, including health and safety and is safe to use.
- To consult with the Health and Safety Team during the design and completion of any new buildings or refurbishments ensuring relevant health and safety sign off is provided.
- To ensure the direct and indirect control of all construction and maintenance work by employees and contractors to ensure the health and safety of themselves and others and the welfare of children and vulnerable adults. The monitoring of systems for the same.
- To undertake specific duties for equipment, its testing and inspection, according to the allied arrangements to this Policy.
- To take on the role of Duty Holder and ensure that a responsible person is appointed for the management of Legionella.

2.12 Assistant Principal - Human Resources & Clerk to the Corporation

- The development, implementation and review of College Policies and procedures to ensure staff conduct and capability continues to support high standards of safeguarding, health, safety and welfare.
- To ensure the recruitment of staff in accordance with current legislation and Independent Safeguarding Authority Guidelines.
- Adopt 'Safer Recruitment Practices' (Ofsted Guidance) to ensure all new appointments are fit, capable and competent to carry out their work.
- To ensure job descriptions define health and safety and safeguarding responsibilities.
- To promote staff welfare and respond to early onset reports of work related health issues.
- To undertake surveys to form a measure of staff wellbeing.
- To monitor and analyse absences from work resulting from work related health issues including work related stress.
- To provide staff induction, and the monitoring of its effectiveness.
- To ensure health surveillance is completed as identified as a requirement by the Head of Health and Safety, before and during employment, and record the results within Human Resources for the duration required by legislation.
- To work with the Head of Health and Safety to ensure reasonable adjustments are made for those with temporary or permanent disabilities.

2.13 Executive Director / Director of Programme

- To be committed to the College's Gold Standard for Teaching and Learning in relation to health and safety ensuring students received an effective health and safety induction and develop good health and safety awareness and standards in all vocational areas in preparation for employment
- Ensure Risk Assessments and Safe Operating Procedures are developed, and referenced in schemes of work. Implement and monitor control measures including, tool box talks, risk cards and safety procedures to ensure their effectiveness.
- Ensure that no decisions are taken on the suitability of an organisation for apprenticeships or work placement without the organisation being suitably vetted according to the College's Health, Safety and Welfare Policy and any subsequent conditions attended to in a timely manner.

- Ensure student induction takes place at a time before students are exposed to risks to effectively inform students of the safety and welfare arrangements in place at the College and their contribution to them.
- To ensure effective consultation with staff (and when identified students), their Health and Safety training needs are adequately resourced and lead the Operational Safety Group to ensure it is effective.

2.14 Associate Director / Head of Operation

- To manage operations to ensure the implementation by staff of the Health, Safety and Welfare Policy, the allied arrangements and the specific arrangements within the Directorate.
- To identify health and safety training requirements and ensure resources are appropriately implemented in a timely manner.
- To ensure that operational risk assessments/safe operating procedures are documented, implemented, and that they are followed.
- To ensure effective consultation with staff (and when identified students) chair the Operational Safety Group.
- To ensure that any health and safety issues and deficiencies raised by staff or students are assessed and where necessary effective improvements are implemented in an effective and timely manner.

2.15 Head of Quality

- Associate Director to manage vetting process to ensure compliance with the vetting standard.
- Highlight any training requirements to the Health and Safety Team with regards to the training of assessors in vetting processes and competencies.
- Must not allow any student to start a placement or apprenticeship without the vetting process being completed and verified.
- To highlight any deficiencies of resource to the Executive Director/Director of Programme and Health and Safety Team.

2.16 Director of Marketing, Communications and Public Relations

- To oversee adequate hire arrangements of College facilities to third parties and co-ordination with other College users, and departments with allocated responsibility for physical areas, ensuring College duties within the hire contract are carried out.
- To oversee and co-ordinate internal events within the College Main Building 'The Street', ensuring safety and liaison with other operational activities who would be affected.

2.16 Line Manager, Supervisor and Curriculum Team Leader

- Ensure that the operations under their control are conducted in line with the Health, Safety and Welfare Policy, allied arrangements, procedures and safe systems of work.
- Ensure that their area of responsibility is subject to effective risk assessment arrangement and report the outcomes and actions of regular inspections and ensure if appropriate actions are implemented to ensure robust health and safety arrangements.
- Ensure that their staff are capable and competent for their role, are provided with adequate information, equipment and are issued with necessary materials and personal protective equipment to undertake their work activities appropriate for the task.
- Ensure that all accidents, incidents and near misses, within their area of responsibility, are immediately reported their senior managers and the Health and Safety Team.

2.17 Health & Safety Representative

- To represent employees at Health, Safety and Welfare Committee Meetings, Operational Safety Groups and other consultative groups.
- Effective communication of health, safety and welfare matters to employees they represent.
- Champion and encourage all staff to be involved in matters of Health, Safety and Welfare.
- Be involved in periodic inspections to identify unsafe equipment, working conditions or practices.
- To consult with managers and the Health and Safety Team on issues of health, safety and welfare.

2.18 All Employees

- Be responsible for carrying out their work safely, according to this Policy, the allied arrangements, procedures, and safe systems of work and any instruction and training that they may have received, thereby ensuring the safety and wellbeing of themselves, other employees, students and other persons.
- Co-operate in implementing the requirements of Health, Safety and Welfare Policy, allied arrangements and arrangements specific to the department.
- Follow and engage with the risk assessment processes and defined control arrangements, reporting to the line management any failings or shortcomings identified.
- Practice good housekeeping and safe storage arrangements and follow the waste management procedures.
- Refrain from doing anything that constitutes a danger to themselves or others.
- Report accidents, near-misses, cause for concerns and incidents to their line manager immediately which have or could cause injury. Accident Record and Near-Miss/Cause for Concern Report Forms available from the Main Reception, Service Desk, Security or the Health and Safety Team.
- Report significant changes in their own health, including diseases and pregnancy, in writing to the appropriate Human Resources Staff and where appropriate the Health and Safety Team.
- Must attend any necessary Health, Safety and Welfare Induction and Training (including refreshers) as identified by the Head of Health and Safety/Fire Safety Manager. E.g. fire safety or their line manager.

2.19 Student and Visitors

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Familiarise themselves with and observe the College Procedures.
- Work in accordance with any instruction and training they have received.
- Report any accidents, incidents and hazardous or dangerous situations to a member of staff without delay.

2.20 Contractors

Are expected to support the implementation of the College's Health, Safety and Welfare Policy by:

- Attending College Mandatory Health, Safety and Welfare Inductions
- Provide the College with up-to-date health and safety information and any relevant risk assessments and method statements.
- Ensure that their employees comply to all health, safety and welfare instructions, risk assessments, permits, their own and College rules and safe working procedures.
Provide sufficient information, instruction, and supervision to ensure their employees are able to carry out their work safely and without risk.
- Ensuring that their employees are suitably qualified, trained and competent in the activity, including in the use of the required personal protective equipment for which they are employed, providing evidence of such as requested.
- Ensuring that all their work equipment is suitable, maintained, in safe working order and staff are suitably trained in its use.
- Establish and enforce good house-keeping practices.

Report accidents, incidents including near miss events to their designated contact immediately.

- Ensure that the same standards above are adopted for and by sub-contractors to the contractor.

Section 3 Arrangements

This section provides information on the specific and cross-college arrangements required to ensure that the responsibilities and duties of staff defined in section 2 are carried out to a standard which will meet legislative requirements as relevant to the College business.

The main points defined in each section are further clarified and detailed in the allied standards and procedures referred to in this section and are available on the College Network within the Staff Portal

Additional arrangements exist within the operating departments which are made known to those in the department by the line managers.

Accident and incident Reporting and Investigation

Accidents and incidents include all those occurrences resulting in injury or the potential to cause injury and/or damage or near-miss.

All accidents will be recorded on an Accident, Incident, Near Miss, and Cause for Concern Form which is available from the Main Reception or the Service Desk and forwarded to the Health and Safety Team.

The College will comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) with such reports to the HSE (Health and Safety Executive) made by the Health and Safety Team.

All accident reports are monitored and investigated, as appropriate, by the Health and Safety team with reports provided to the Principalship, Vice Principal Quality & Performance, College Leadership Team and Health, Safety and Welfare Committees in a timely matter with recommendations for the implementation of corrective and preventative measures.

Liaison by the Health and Safety Team will be made with Trade Union Safety Representatives regarding accident investigations.

Also see Corrective and Preventive Action

**Allied Arrangements: (Health and Safety)
Accident Investigation Procedures and First Aid –
Appendix 1.1**

Alcohol and Drugs

Middlesbrough College is committed to providing a safe and healthy working environment. This can be put at risk by the consumption of alcohol and non-prescribed drugs to such an extent that it may affect health, performance, conduct and relationships in the workplace.

The College accepts that employees/students with an addiction to alcohol and/or drugs need support, and will support them to recognise when they have become or are becoming dependant and to seek appropriate help.

The College does not condone illegal acts and therefore anyone found dealing, trafficking, taking or selling drugs in the workplace will be subject to disciplinary action and the police will be informed.

Allied Arrangements: (Student Services and Human Resources)
Staff Code of Conduct - Appendix 1.3
Substance Misuse Policy - Appendix 1.4

Asbestos

The College will control any likelihood of asbestos exposure by:

The Facilities Manager ensuring that an Asbestos Register is maintained in any premises used by the College business undertakings (no asbestos containing materials were used in the construction of the Colleges Main, MC6 and STEM buildings).

The Facilities Manager will ensure that contractors are informed of any known asbestos in buildings owned or maintained by the College.

The Construction Directorate must ensure that projects on buildings that may contain asbestos have been risk assessed by the building owners with up to date asbestos registers, management plans and surveys (refurbishment or demolition) to ensure no asbestos is disturbed. In addition a risk assessment on the task is required with input from the Health and Safety Team.

All College staff likely to come into contact with asbestos will be trained in asbestos awareness. Where students may inadvertently disturb asbestos they must be fully supervised at all times during the work.

Any identification of substances suspected as containing asbestos not previously identified must be brought to the attention of the Health and Safety Team or the Estates Manager. Work must not proceed until competent advice has been provided.

Allied Arrangements: (Health and Safety)
Asbestos Procedure - Appendix 1.1

Consultation and Communication

Health and Safety Policies and Procedures are available on the College Staff Portal for all staff to reference.

Consultation and communication is formally achieved through a cross section of employees including Trade Union Safety Representatives on the Health, Safety and Welfare Committee and through Operational Safety Group Meetings which occur within each operating department. Students have an Operational Safety Group and are represented at the Health, Safety and Welfare Committee by the Student Ambassador

Line Managers are expected to consult employees on a day to day basis on any changes which affect the undertaking of their health and safety duties and where necessary raise with the Staff Council and/or the Health and Safety Team. Training activities for Health, Safety and Welfare also provide an opportunity for consultation.

The format, style and language of all health, safety and welfare information is considered and selected for the promotion and effective communication of the information including good practice and incident bulletins.

Allied Arrangements: (Health and Safety) Health, Safety and Welfare Committee Structure - Appendix 1.1

Contractors

All contractors working on the premises owned or under the control of the College, that is to carry out construction, building or building services modification, repair, maintenance and cleaning, are and must be under the control of the Estates Management Department.

Estates Management select contractors only after being satisfied that they work according to health and safety standards compliant to legislation, have safety management systems in place and have personnel who satisfy safeguarding criteria. The Estates Management Team must ensure that contractors are vetted by the Estates Manager - Estates Manager and subsequently added to the Approved Contractor List.

Provide suitable and sufficient risk assessments and method statements for the work to be undertaken.

Provide adequate supervision to their staff.

It is the responsibility of the Facilities Management Department to monitor contractor health and safety performance on site.

All contractors receive a Health and Safety induction and rules including the requirement for, work authorisation to be on site, work permits, risk assessments/method statements and evidence of competence and provide supervision levels required to ensure compliance to the preventive and protective measures agreed.

Allied Arrangements: (Health and Safety) Contractor Control Procedure - Appendix 1.1 Control of Substances Hazardous to Health – COSHH

Control of Substances Hazardous to Health (COSHH)

The College will carry out specific risk assessments against all substances using the manufacturers 'Material Safety Data Sheet'. The hierarchy of control must be followed which includes the removal or replacement with a lesser hazardous substance. As a minimum the College will control substances to meet the workplace exposure limits set by the Health and Safety Executive.

Local Exhaust Ventilation will be designed to control substances at source and where necessary additional Personal Protective Equipment (PPE) will be provided. All protective measures will be maintained according to manufacturers and statutory requirements including training in the use/maintenance of equipment and PPE, in addition to the COSHH regulations

Allied Arrangements: (Health and Safety)
Control of Substances Hazardous to Health - Appendix 1.1
(Facilities Management)
Legionella Management Procedure

Display Screen Equipment (DSE)

Staff will be made aware of the risks from the occupational use of display screen equipment and how these are managed. This is through induction, information on the staff portal and training.

Where there are changes to computer workstations they will be reported through Footprints as a premises modification for change management. Health issues affecting display screen use will be reported to Human Resources for Occupational Health Support and the Health and Safety team will advise on solutions.

All staff will complete a Display Screen Equipment Risk Assessment for workstations at work/home and when issues have been identified they will inform their line manager. The Health and Safety Team will advise the line manager and staff member on how to resolve the identified issues. Where health matters are identified it will be referred to Human Resources by the member of staff.

Human Resources provide funding for eyesight tests associated with display screen equipment use and similarly help with the purchase of correction glasses, both subject to an application being made.

Allied Arrangements: (Health and Safety)
Display Screen Equipment Procedures - Appendix 1.1
Application for Special Prescription Glasses - Appendix 1.3

Equipment – Testing, Inspection and Maintenance

Equipment includes any items that are purchased or leased for long or short term use and includes fixed and portable equipment of all sizes including fork lift trucks, mobile platforms, cars, vans, minibuses and trailers. To manage safe use of equipment the College will ensure that:

- Departments will identify and record all equipment which requires testing, inspection and maintenance.
- Identify and carry out necessary staff training to enable the safe use, testing, inspection and maintenance.
- Ensure when new equipment is purchased it is suitable for the activity.
- Designated staff are responsible for the use, maintenance, regular inspections, reporting of defects to ensure it is safe to use. Quality Key Performance Indicators (QKPI) will be used to monitor the inspection process.
- Competent staff will supervise other staff and students to ensure the safe use of the equipment.
- Equipment that requires certificates of competence/specific training can only be used by staff who have these and have been authorised to use the equipment by their line manager.
- Adequate risk assessments are carried out for the use of equipment with staff/students trained in the safe operating procedures and manufacturer's instructions including procedures for isolating equipment if considered not safe or fit for use.

Allied Arrangements: (Health and Safety)

Equipment – Testing, Inspection, Maintenance – Appendix 1.1

Facilities and External Venues

Facilities

The Estates Management has a responsibility for the safe condition and maintenance of the College Premises and Building Services. Regular inspections, testing and servicing are carried out according to Facilities Management Procedures to ensure their safe condition.

All rooms (teaching rooms, offices, workshops, kitchens etc.) of the College are allocated to operational departments for ensuring safe use e.g. housekeeping, with a duty to inspect and report hazards to Estates Management for remedial work using the Helpdesk and the systems created for such reporting.

Security

The Security Team will assist the College in maintaining a security service throughout College opening times and provide emergency cover out of hours.

External Teaching Venues

Staff may be required to work within venues which are not maintained by the College. Staff must inform Facilities Management or the Health and Safety Team so that external venues can be assessed prior to use.

Fire and Emergencies

The Incident Manager Group manages all fire and emergency events affecting the College.

A Fire Action Notice in each occupied room of the College buildings instructs the evacuation procedure for that building and the designated assembly point.

All staff and students are inducted into the Fire Safety Procedures and arrangements by a Fire Safety DVD available on the Staff Portal and through Canvas.

Visitors are briefed on the fire safety arrangements at reception.

Contractors are briefed on the fire safety arrangements during their induction.

The Head of Health and Safety is the appointed Fire Safety Manager for the College to oversee fire safety arrangements and maintain a Fire Safety Manual and the fire risk assessments required by legislation.

The College conforms to the Fire Safety Strategy for the College Buildings, using the document as a reference for the planning of building modifications and by appending to this document subsequent to any building changes.

The College ensures that there are sufficient staff to manage fire evacuations during occupied hours.

The Security Policy explains the measures in place to manage other non-fire related events that could affect staff or others safety. The Fire Risk Assessment and control measures are reviewed on an ongoing basis with an annual review in line with the Health, Safety and Welfare Policy.

Fire drills and testing of emergency procedures will be carried out in all College owned buildings a minimum of once per year. Where alarms activations occur and no fire is detected the Incident Management will continue the evacuation as a test.

Allied Arrangements: **Fire Safety Strategy**
 Fire Safety Management Strategy
 Fire Discovery & Evacuation Procedure
 Appendix 1.1

Incident Manager and Duty Manager Procedure
 External / Environmental Major Incident Procedure
 Security Policy
 Appendix 1.3

First Aid

First Aid will be available during College opening hours. Departments have a number of trained staff supported by the Security Team who are first aid trained.

Signage is placed in all rooms with the contact details and location of the nearest first aid box. The College Main Building, STEM Centre and MC6 have first aid rooms available.

Additionally defibrillators for life saving operations are readily available in each College Building and at strategic points within the building. Security are aware of all the locations.

Allied Arrangements: **(Health and Safety)**
 First Aid Operations and Procedures - Appendix 1.1

Food Safety

All catering activities are managed using a food safety management system incorporating a Hazard Analysis and Critical Control Point (HACCP) system. The HACCP documents control measures to ensure food is stored and prepared safely and is safe for consumption by staff, students and visitors.

Management of Change

This is a process by which all stakeholders are involved in significant changes affecting Health, Safety and Welfare of the College or a department to ensure any additional risks created are managed and compliant to health and safety legislation.

Compliance is achieved by consultation and sign off by relevant parties and must consider the requirements written in the Health, Safety and Welfare Policy and any legislation relating to this.

Those changes most likely to have impact are:

- Organisational changes.
- Accommodation changes.
- Changes to facilities.
- Installation of equipment (old/refurbished and new).

**Allied Arrangement: (Facilities Management)
Premises Modification and Improvement Procedure –
Appendix 1.2**

Manual Handling

Manual handling refers to the tasks carried out which require movement of items by physical effort and is one of the most common causes of injury within the workplace.

The general principles adopted by the College are to avoid manual handling operations if possible, if not assess those of significance and implement any changes which can be made to reduce the risk.

Department manual handling risk assessments will identify the activities requiring manual handling controls and ensure any necessary training in manual handling techniques is carried out and the training is followed

Where equipment is used to lift people/equipment/waste/other heavy items may be subject to additional statutory checks and the operating department must ensure they are within their inspection date and not to use the equipment if out of date or any defects have been found or reported (see equipment).

**Allied Arrangements: (Health and Safety)
Manual Handling Standard - Appendix 1.1**

New and Expectant Mothers

There are specific risk factors which need to be considered for the work activities carried out by women of childbearing age affecting her unborn or newly born child.

Risk assessments will be carried out by the College to consider those work activities deemed to be unsuitable for such persons to undertake.

It is important that women inform the College (staff inform Human Resources, students their Director of Programme) via a medical certificate of their pregnancy.

The employee's manager will carry out a risk assessment of the work that a woman undertakes once that information is declared. This assessment will then be updated and reviewed regularly. Where a student is pregnant their Personal tutor must inform the Director of Programme who will ensure a risk assessment, with advice from the Health and Safety Team is carried out.

**Allied Arrangements: (Health and Safety)
Maternity Policy - Appendix 1.3**

Noise Exposure

Regulations require the College to control noise exposure to staff, students and visitors to specific levels as prevention against hearing loss.

Noise can be defined as unwanted sound - 'sound' and 'noise' having the same effect on the ear so they are treated the same.

The Health and Safety Team, and in conjunction with the Department Directorate will identify and measure noise / sound levels, monitor individual exposure and create strategies and carry out actions to limit exposure to the regulatory levels. Hearing protection is made freely available by the College where there is no reasonably practicable alternative through reduction of the noise emissions, engineering controls or isolation of the noise source.

Staff or students who work or are being taught in 'Noisy' areas will receive an induction on hearing conservation and be instructed on how to use and maintain their personal protection.

Where hearing protection is required health surveillance through audiometric tests are carried out for staff as arranged through the Health and Safety Team.

**Allied Arrangements: (Health and Safety)
Hearing Conservation Standard and Procedures -
Appendix 1.1**

Occupational Health, Staff Welfare and Work Related Stress

The College recognises the importance of managing occupational health, including work related stress and encourages all employees to discuss occupational health and work related stressors with their line manager or Human Resources.

**Allied Arrangements: (Human Resources)
Stress Management Policy and Guidelines
Appendix 1.3**

Policy Monitoring (Audit and Inspection) and Review

A College Annual Health and Safety Plan audits and inspects the College's Health, Safety and Welfare Policy. The monitoring covers all staff and student activities across College including those carried out by subcontractors.

Where possible these are carried out with management and Trade Union Safety Representatives.

Walkthroughs involving Directors, Heads of Operations and the Health and Safety Team are carried out termly to sample conformity within their department to the arrangements in place and thus provide indications of their health and safety culture.

During the monitoring activities they may identify non-conformances and this information will be used to maintain and improve the Health, Safety and Welfare Policy.

Non Conformance

Non conformances are any event that may cause damage to the College facilities, injury to any person affected by its operations or a failure to comply with its Health, Safety and Welfare Policy and health and safety legislation. These could include, accidents, incidents, near miss, and cause for concern from staff, students, contractors or visitors.

Where health and safety improvements are identified by audits, reviews, inspections or incidents they will be logged by the Health & Safety Team and tracked until closure and are an element of the assessment criteria for the College's health and safety performance measures. When non conformances are identified the following actions may be taken:

Corrective Action

When nonconformance / operational issues are identified the cause is investigated and corrective action taken in a timely manner to ensure no recurrence. Controls are introduced to ensure that the intended action has been performed and is effective. Records are maintained.

Preventive Action

There is ongoing analysis of non-conformance reports and customer complaints, inspection reports and incident reports to detect and eliminate potential causes of non-conformance. Preventive action is instigated in a timely and effective manner when data obtained from such sources highlights that a root problem exists. When preventative action is necessary the results of the action are reviewed by the Health and Safety Team to ensure it is effective.

Policy and Associated Documents Review

This Health, Safety and Welfare Policy is reviewed annually with the review process involving consultation through the Health, Safety and Welfare Committee and College Leadership Team before being presented to the Governing Body for approval.

Minor changes required between the annual reviews are approved by the Principal with consultation, as appropriate. The Health, Safety and Welfare Committee members are informed of these changes.

Appendices within this Policy, and allied arrangements would be amended as and when necessary, approved as appropriate, and do not form the body of the text approved by the Governing Body.

Personal Protective Equipment (PPE)

The College will carry out suitable and sufficient risk assessments for significant risks within the work place. Following suitable consideration of the hierarchy of control measures and where no other suitable control measures can be introduced, PPE will be employed.

The College ensures that the PPE provided is suitable for its use, of correct size and compatible with other PPE. The College provides information and training to enable a fuller understanding of these issues.

Where PPE is the only effective means of controlling the risk of injury or ill health, the employee must ensure that the correct PPE, as defined in the risk assessments for an activity or location, is worn at all times.

The College provides suitable storage and cleaning contracts for all staff PPE. The employee must ensure that their PPE is maintained and cleaned regularly. Where defects are identified the employee must contact their line manager so as to ensure the PPE is replaced or repaired.

Employees engaged in a teaching role where PPE has been identified will enforce the use of identified PPE.

**Allied Arrangements: (Health and Safety)
Personal Protective Equipment Standards, Procedure
and Guidance - Appendix 1.1**

Risk Assessment

Many of the College operations unless they are adequately controlled create a higher risk of injury or ill health to staff, students, contractors, and on occasion visitors.

The arrangements required to ensure suitable and sufficient risk assessments are:

The Health and Safety Team will provide training to staff required to undertake risk assessments and will provide proformas, guidance, competent advice and support.

Heads of Operations will identify competent persons to carry out risk assessments and, after consultation with all those affected will approve their clarity and suitability before adding to the risk assessment database the database is open to all staff. The Heads of Operations will inform all those affected of the outcome of the risk assessments and ensure all staff are following risk assessments and reporting any areas of weakness that require improving.

Once risk assessments are approved, the Health and Safety Team will aid their management and improvement by auditing and inspecting their quality and use in controlling health and safety hazards and risks to staff, students, contractors and visitors.

The Health and Safety Team will administer the Risk Assessment Database and will assist departments with their reviews. Risk assessments will be reviewed annually or when there are any significant changes or accidents or cause for concern.

**Allied Arrangements: (Health and Safety)
Risk Assessment Standards and Procedure -
Appendix 1.1**

Safeguarding

The College has a Safeguarding Team headed by the designated College Safeguarding Officer who leads and provides, together with Student Services, on a number of safeguarding initiatives and arrangements for the College Community.

There are associated responsibilities on all staff within the College defined in the policies and procedures referred to below supported by Human Resources Arrangements and Procedures, one of which is mandatory cyclic safeguarding training.

**Allied Arrangements: (Student Services)
Safeguarding Students Policy and Procedure -
Appendix 1.3**

Smoking and Electronic Cigarettes

Interior of College Buildings

All Middlesbrough College buildings are smoke-free and smoking or the use of electronic cigarettes or devices are prohibited without exception.

Exterior of College Buildings

The external areas around the College buildings are also smoke free areas with the exception of the designated smoking areas. Electronic cigarettes or devices must not be used within five metres of the building.

College Vehicles or Vehicles used on College Business.

Smoking is prohibited in all vehicles belonging to or leased by the College, and in private vehicles owned by employees if used to carry members of staff or members of the public whilst carrying out the duties as an employee.

Contravening Rules

Those persons found to be contravening the interior rules regarding smoking will be subject to immediate disciplinary action.

Those persons found to contravening the exterior rules regarding smoking will be asked to move to the relevant location and where there are continued contraventions a person will be subject to the disciplinary process.

Signage will identify designated smoking areas and outside the main building a red line is used to identify the closest point an e-cigarette can be used. Where continued contraventions are identified signage will be displayed and in these areas immediate disciplinary action may be taken.

In addition a site plan of smoking areas and E-cigarette boundaries are displayed in the College Building.

Training and Competency

The formal training of staff in health, safety and welfare matters is through Workforce Development Team in association with the operating departments and the Health and Safety Team.

Where competency for an activity requires mandatory updating or refresher training the Workforce Development Team will prompt when that training is due. All staff must be suitably trained and competent (including refreshers) to carry out their role. Staff qualifications and training will be recorded on the Human Resources and the Work Force Development Database.

Training of staff is scheduled and tailored to ensure their knowledge and awareness of the hazards and risks within their operating environment and for activities they carry out.

Training includes instruction of the Health, Safety and Welfare Policy and the allied arrangements relevant to them.

Training needs analysis will be carried out between the Health and Safety Team and Directors and Heads of Departments and Associate Directors.

Additionally, training to provide professional qualifications in health and safety, as appropriate to their duties and responsibilities is available to all staff.

Transport

Transport is any vehicle driven/used to carry or move people or equipment/materials. College staff may be required to travel between sites and to venues as part of their College work. The use of vehicles by employees must adhere to the rules set out in the College Transport Procedures and is also applicable to staff using their own vehicles for College business:

**Allied Arrangements: (Facilities Management)
Transport - Appendix 1.2**

Trips and Visits

The curriculum delivery team are responsible for providing the Trips and Visits Activity Risk Assessment and sending to the Assistant Principal for Student Services for approval as per the Learner Policy and Procedure. This is to ensure that the health, safety and welfare of its students and staff are protected as far as reasonably practicable, whilst not compromising the enjoyment and challenges that the selected activities try to achieve.

**Allied Arrangements: (Students Services)
Learner Policy and Procedure - Appendix 1.4**

Vibration

Regulations require the College to control vibration exposure to staff, students and visitors to specific levels as prevention against Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration.

Each Department / Directorate will identify and risk assess vibration levels, monitor individual exposure and create strategies and carry out actions to limit exposure to the regulatory levels.

The risk assessment process includes the use of the HSE vibration calculator to ascertain if further controls are required.

Violence (Unwanted Behaviour) and Lone Working

In the context of violence defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work at the College, the College has a number of arrangements in place to ensure staff are able to carry out their work at all locations and in all circumstances with the minimum risk of encountering violent or aggressive behaviour from students, colleagues or members of the public.

In conjunction with the safeguarding arrangements security arrangements aim to reduce the risk to a low level.

It is the function of a line manager to identify where, in consultation with staff who may have a higher risk of exposure to or unwanted behaviour by the nature of their work function. Where necessary additional actions will be implemented with advice from Security and the Health and Safety Team

Visitors

Visitors are not permitted into learning areas, as signed on entry, unless they have been authorised by signing in at the College's Reception and wear a visitors ID badge and are accompanied by a member of staff at all times.

Lone Working

Being subjected to violence is one risk associated with lone working, the other is that of not being able to call for assistance in the event of an accident or debilitating sudden onset of illness.

Facilities Management control building and building service associated work through work permits to ensure communications and buddying up for work in remote locations.

Where staff are engaged in lone worker circumstances the following applies:

- Staff are trained to have an awareness of the risks to which they may be exposed.
- Staff know what actions to take if something goes wrong.
- A colleague knows the whereabouts of the member of staff and what the person is doing at all times.
- A risk assessment has been carried out to determine if the risks are acceptable with adequate arrangements in place.

**Allied Arrangements: (Facility Management)
Incident Manager and Duty Manager Procedure
Security Policy - Appendix 1.2**

Work Experience and Apprenticeship Placements

All organisations are vetted to ensure they have suitable arrangements in place to ensure the safety and health of the student.

The Health & Safety Team ensures a standard of competence for those carrying out the vetting in accordance with the vocational risk profile of the organisation, monitors conformity to the procedures within the Work Placement (Health and Safety) Standard and Procedures as below and provides the necessary advice required to staff.

Staff carrying out vetting are managed by the Head of Quality and the Director of Industry and Community Partnerships and are tasked with ensuring that their staff conform to the Work Placement standard.

**Allied Arrangements: (Health and Safety)
Work Placement (Health & Safety) Standard & Procedures -
Appendix 1.1**

Working at Height

Work at height is carried out by staff, students and contractors in a number of College departments. In some incidents this activity can be brief access to a shelf, noticeboard etc. 'Working at Height' includes any height from which a fall can occur liable to cause injury. Statistics demonstrate that accidents and significant injuries occur regularly from falls from heights below one metre if a safe system of work is not used.

The arrangements of the College embrace the principles of the regulations and are to carry out a risk assessment for the work at height to be undertaken: first considering methods to avoid working at height then considering the following:

To eliminate or reduce risks of fall by design or retrospective modifications.

If work at height remains necessary then to plan the work to prevent falls by selection and correct use of equipment which, by a hierarchy of selection and if reasonably practicable, is fitted with guard rails.

To use personal protection such as fall restraint or fall arrest equipment or other collective arrangements to mitigate the effects of a fall if all other options to use equipment with guard rails have been eliminated.

If ladders or step ladders are used because it is not reasonably practical to use equipment with guard rails then fall restraint equipment or fall mitigation equipment, will be used however, in strict accordance with a risk assessment and the safe working practice.

To only use hop-ups or step stools (low fall heights) if this remains the only reasonably practical solution.

The College provides general awareness training and specific training to ensure competence in the use of equipment provided.

All equipment is regularly inspected to ensure it is safe to use - see 'Equipment Arrangements'.

College staff are provided with information on the types of access equipment available to them.

**Allied Arrangements: (Health and Safety)
Working at Height Standard and Procedures
Appendix 1.1**



Health, Safety and Welfare Policy

Appendix 1

Allied Arrangements

Appendix 1.1 (Owner Health and Safety)

Accident Investigation Procedures

Accident and Incident Reporting and Investigation Procedure
Accident, Incident, Near Miss/Cause for Concern Form
Statement Record Form

Asbestos Procedure

Consultation and Communication

Health, Safety and Welfare Committee Structure

Contractor Control Procedure

Induction

Control of Substances to Hazardous to Health (COSHH)

Procedure
Guidance
Form
Old and New Pictogram

Display Screen Equipment Procedures

DSE Guidance
Risk Assessment Form
Equipment – Testing, Inspection, Maintenance

Fire and Emergencies

Fire Safety Strategy
Fire Safety Management Strategy
Fire Discovery & Evacuation Procedure

First Aid Operations and Procedures

Management of Change Procedure

Premises Modification and Improvement Procedure

Manual Handling Standard

Manual Handling Risk Assessment Form
Shelving Guidance Note

Noise

Hearing Conservation Standards and Procedures

Personal Protective Equipment Standards and Procedures

Procedure
Guidance

Risk Assessment Standards, Procedures and Guidance

Risk Assessment Procedure
Risk Assessment Proforma
Risk Assessment Guidance
Risk Assessment Database Use
Risk Assessment Teaching Process Flow Chart

Working at Height Standards and Procedures

Work at Height Procedure
Work at Height Guidance

Work Based Learning

Work Placement (Health and Safety) Standard
Vetting Assessment Document
Vetting Guidance for Employers

Appendix 1.2 (Owner Facilities Management)

Incident Manager and Duty Manager Procedure

External/Environment Major Incident Procedure

Security Policy

Bomb Threat Procedure

Use Force to Control, Restrain or Search Policy

Transport

Use of Trailers

Fork Lift Truck and Powered Mobile Plant

Vehicle Procedure Booking Procedure

Use of own car for business

Legionella Management Procedure

Management of Change

Premises Modification

Contractor Induction

Appendix 1.3 (Owner Human Resources)

Staff Recruitment Policies and Procedures
Staff Wellbeing Policy
Staff Code of Conduct
Stress Management Policy and Guidelines
Welfare of Staff, Management of Sickness, Critical Illness Policy
Employee Guidance to Sickness Absence (including Sick Pay and Leave)
Dealing with Long Term Sickness Absence
Managing Sickness Absence and Return to Work
Maternity Policy
Application for Special Prescription Glasses
Substance Misuse Policy

Appendix 1.4 (Owner Student Services)

Safeguarding Students Policy and Procedures
Induction Policy (Students) Student Bullying / Harassment Policy
Student Counseling Service Policy
Student Disciplinary Policy
Student Services Policy
Learner Visits Policy and Procedure
Trips and Visits Form A – Checklist and Approval
Trips and Visits Form B – Risk Assessment and Action Plan
Trips and Visits Form C – Additional Requirements for Visits Abroad
Trips and Visits Form D – Parental Consent
Substance Misuse Policy

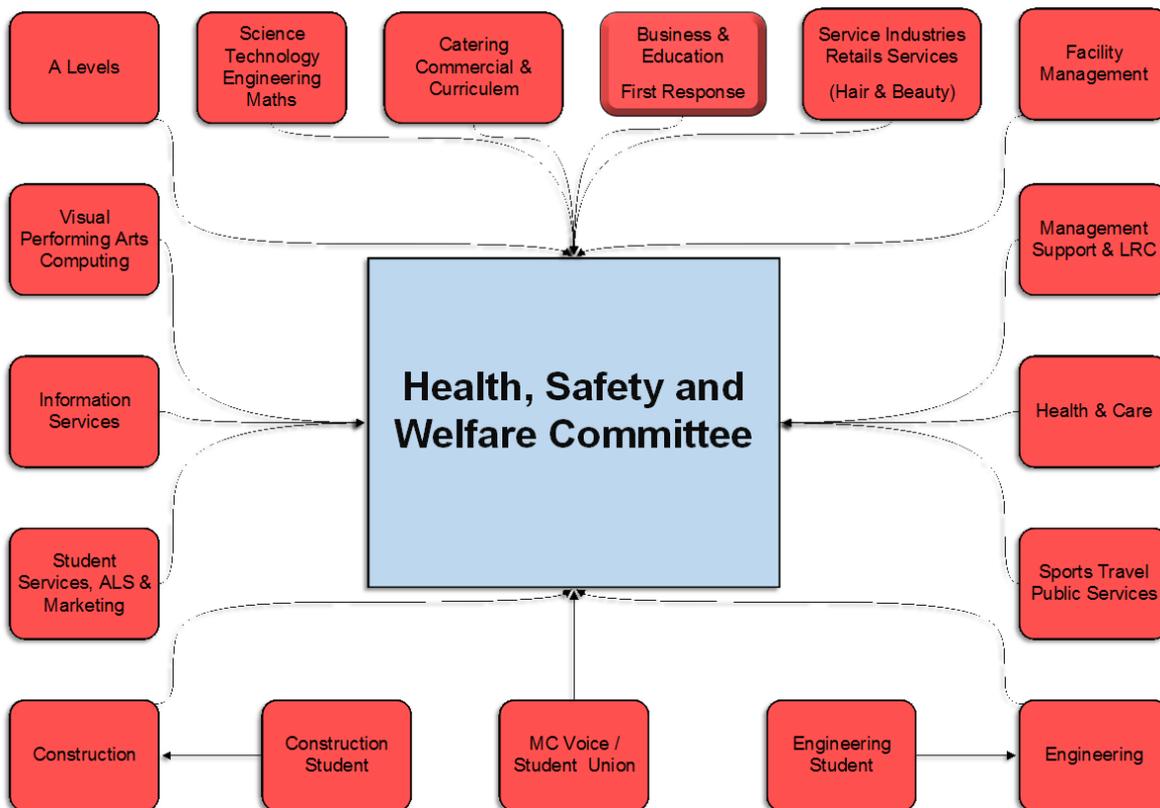
Appendix 1.5

Outdoor Sports Policy



Health, Safety and Welfare Policy Appendix 2

Health, Safety and Welfare Committee Structure



Key

(Operational Safety Group)

Health, Safety and Welfare Committee

Membership

Chair – Principal/Chief Executive, Health and Safety Governor, Head of Health and Safety, Human Resources Director, Assistant Principal Human Resources, Vice Principal Quality and Performance, AP Student Services, Director of Teaching and Learning, Assistant Principal Estates, Executive Director of Information Technology, JCNC Representatives, Student Union Sabbatical Officer and representatives/reports.

Aims

- Review and consult on changes to legislation and College policies that may substantially affect employees' health and safety at the College sites.
- Ensure business plans/projects or initiatives comply with the Health, Safety and Welfare Policy and are monitored.
- Review accident and incident trends and advise the College Leadership Team on improvement strategies.
- Consider recommendations for Health, Safety or Welfare improvement and advise the outcome to the College Leadership Team, Standards Committee and Governing Body.
- Ensure good communication (internal and external) and by reporting minutes to members and the College via posting on the intranet.
- Promote co-operation between all College departments.
- Operational Safety Groups (OSG) will be led by Department Directors with balanced representation from management and employees.
- Review Health, Safety and Welfare reports and put forward HSW proposals to the Governors/College Leadership Team.

Agenda

- Accident and Incident Trends, including RIDDOR.
- Review Operational Safety Group (OSG) Reports.
 - HSW initiatives progress
 - Significant HSW issues
 - Significant Accidents or Incidents
 - Operational HSW Resource
 - Proposals for HSW initiatives/training
- Health, Safety and Welfare Improvement initiatives.
- Health and Safety Management Audit Reports.
- Health and Safety Executive or other agencies visits.

Meetings

- The meeting will take place termly and be chaired by the College Principal/Vice Principal.
- Actions or new initiatives from the committee will be communicated as necessary.

Operational Safety Group (OSG) Aims

- Tackling health and safety issues using a coordinated approach to solving problems.
- Providing a channel for health and safety communication.
- Providing a forum to exchange good health and safety practice and review performance.
- Providing support through periods of change to deliver appropriate solutions to health and safety concerns.
- Ensuring issues are dealt with effectively by raising issues with management and staff.
- Raising awareness of local health and safety concerns.
- Encouraging everyone to work safely.
- Identifying solutions to enhance safety.
- Promoting and supporting the implementation of agreed health and safety initiatives based on best practice principles and processes.
- Reporting the outcomes and progress of work, as required to the College Health, Safety and Welfare Committee.
- Monitor HSW resources in the directorates.
- Proposals for Health, Safety and Welfare initiatives/training.

Agenda

- Review findings of workplace inspection, audit, results of Directorate Walkthrough's and any reported concerns (internal or external) with a view to improve and prevent further issues.
- Accident and Incident information, including wellbeing issues should be reviewed aiming to preventing further incidents.
- The group should support safety improvement campaigns and initiatives.
- Significant incidents, activities and/or actions should be dealt with immediately and reported to the College Safety Committee termly.
- Review industry best practice and where possible implement into the curriculum.

Meetings

- The meeting should be chaired by the Director of Program or other Senior Manager.
- As a minimum OSG takes place once per term or as necessary and should focus on resolution and action.
- Progress and significant issue reports are required to be submitted to the College Health, Safety and Welfare Committee.
- The members of the OSG should be balanced with equal membership from management and staff.
- The Health and Safety team will attend meetings for advice on compliance to legislation and best practice across industry.
- Actions or new initiatives from the committee will be communicated as necessary.



Health, Safety and Welfare Policy

Appendix 3

Legal Register

This Appendix has been compiled to provide a listing of legislation in force, relevant to health, safety and welfare arrangements for use at Middlesbrough at the date of issue.

The list is not necessarily exhaustive, but provides a useful reference for the purpose of ensuring compliance.

Some advisory or guidance literature produced by the Health and Safety Executive (HSE) or consultation with them has been added where this considered as an aid to the implementation of the Health, Safety and Welfare Policy by users.

Name of Regulation or Requirement	Arrangement
Health and Safety at Work etc. Act 1974	Health, Safety and Welfare Policy.
Management of Health and Safety at Work Regulations 1999	Risk Assessment Standards, Procedures and Guidance. Work placement (health and safety) Standards and Procedures. Incident Management Policy.
Construction (Design and Management) Regulations (CDM) 2015	Facilities Management Policies, Standards and Procedures.
Control of Asbestos Regulations (CAR) 2012	Asbestos (control of) Standard and Procedures.
Control of Noise at Work Regulations 2005	Hearing Conservation Standards and Procedures. Personal Protective Equipment Standards and Procedures.
Control of Substances Hazardous to Health Regulations (COSHH) 2002	Control of Substances to Hazardous to Health (COSHH) Standards and Procedures.

Name of Regulation or Requirement	Arrangement
The Control of Vibration at Work Regulations 2005	<p>Risk Assessment Standards, Procedures and Guidance.</p> <p>Facilities Management Policies.</p> <p>Standards and Procedures.</p>
Dangerous Substances and Explosion Atmospheres Regulations 2002 (DSEAR)	<p>Fire Risk Assessment.</p> <p>Fire Safety Strategy.</p> <p>Fire Safety Management Strategy.</p>
Electricity at Work Regulations 1989	<p>Equipment /Assets maintenance and database standards and procedures.</p> <p>Facilities Management Policies, Standards and Procedures.</p>
Gas Safety (Installation and Use) Regulations 1998	<p>Facilities Management Policies, Standards and Procedures.</p> <p>Equipment /Assets maintenance and database standards and procedures.</p>
Gas Safety (Management) Regulations 1996	Facilities Management Policies, Standards and Procedures.
Health and Safety (Consultation with Employees) Regulations 1996 and Safety Representatives and Safety Committees Regulations 1977	<p>Staff Council.</p> <p>Health, Safety and Welfare Committees.</p> <p>Formal meetings within Departments / Directorates where health and safety matters are an agenda item.</p>
Health and Safety (Display Screen Equipment) Regulations 1992	<p>Risk Assessment Standards, Procedures and Guidance.</p> <p>Display Screen Equipment - Assessment Matrix and Application for eye tests.</p> <p>Display Screen Equipment - Special prescription.</p>
Health and Safety (First-Aid) Regulations 1981	First Aid Operations and Procedures.

Name of Regulation or Requirement	Arrangement
Health and Safety (Training for Employment) Regulations 1990	Work Placement (Health and Safety) standards.
Health and Safety Information for Employees Regulations 2009	Health & Safety law posters displayed.
Lifting Operations and Lifting Equipment Regulations 1998	Equipment /Assets maintenance and database standards and procedures. Facilities Management Policies, Standards and Procedures.
The Regulatory Reform (Fire Safety) Order 2005	Fire Risk Assessment. Fire Safety Strategy. Fire Safety Management Strategy.
Manual Handling Operations Regulations 1992	Manual Handling Standards and Procedures.
Personal Protective Equipment at work Regulations 1992	Risk Assessment Standards, Procedures and Guidance.
Pressure Systems Safety Regulations (2000)	Equipment /Assets maintenance and database standards and procedures.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Accident Investigation Procedures. First Aid Operations and Procedures.
Work at Height Regulations 2005	Working at Height Standards and Procedures.
Workplace (Health, Safety and Welfare) Regulations 1992	Facilities Management Policies, Standards and Procedures. Auditing and safety inspections.
Equality Act 2010	Human Resource procedures and risk assessment procedures

Name of Regulation or Requirement	Arrangement
Working Time Regulations 1998	<p>Work placement (health and safety) Standards and Procedures.</p> <p>HR Standards and Procedures.</p>
Provision and Use of Work Equipment Regulations 1998 (PUWER)	<p>Risk Assessment Standards, Procedures and Guidance.</p> <p>Equipment /Assets maintenance and database standards and procedures.</p>
The Ionising Radiations Regulations 1999	<p>Risk Assessment Standards, Procedures and Guidance.</p> <p>Equipment /Assets maintenance and database standards and procedures.</p>