



# Health, Safety and Welfare Policy

## JUNE 2024

# Health, Safety and Welfare Policy

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# Health, Safety and Welfare Policy

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- Management of Change
- Management of Health and Safety at Work
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- New and expectant mothers.
- Noise (and sound) exposure.
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- Occupiers Liability
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- Personal Protective Equipment.
- Pressure Systems
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- Safeguarding.
- Smoking and Electronic Cigarettes
- Training and Competency.
- Trips and Visits.
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- Lone working.
- Work Experience and Apprenticeship Placements including Vetting Employers and Subcontractors.
- Working at Height.
- Working Time Directive

### Appendix 1      Health, Safety and Welfare Committee Structure.

## Section 1 - Scope of Health, Safety and Welfare Policy

The Policy encompasses all the Health, Safety and Welfare requirements for Middlesbrough College Group and includes Northern Skills, TTE and associated buildings/offices, external spaces owned or used 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.

Subcontractors/Workplace vetting for Apprenticeships and work placements are also covered within this policy.

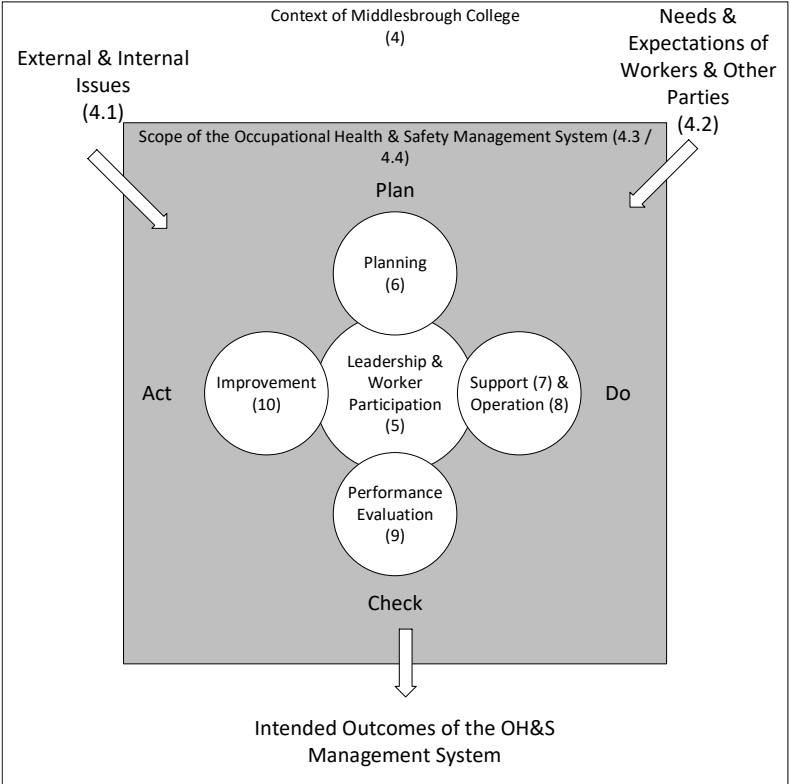
The policy uses the Plan-Do-Check-Act approach (PDCA) as required in ISO 45001 and to ensure consistency will use its terms and definitions. The PDCA concept is an iterative process to achieve continual improvement.

**Plan** Determine the occupational health and safety risks, opportunities and other risks including other risks and opportunities, objectives and processes to deliver results in accordance with the health and safety policy.

**Do** Implement as planned.

**Check** Monitor and measure activities and processes with regard to policy and objectives and report results.

**Act** Take action to continually improve health and safety performance to intended outcomes.



Note – The numbers in brackets refer to the clause numbers in ISO 45001

## Section 2 - 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 as 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 ISO 45001.
- 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 behaviour.
- 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 instil an understanding of Health, Safety and Welfare into students to benefit their present and future working lives.

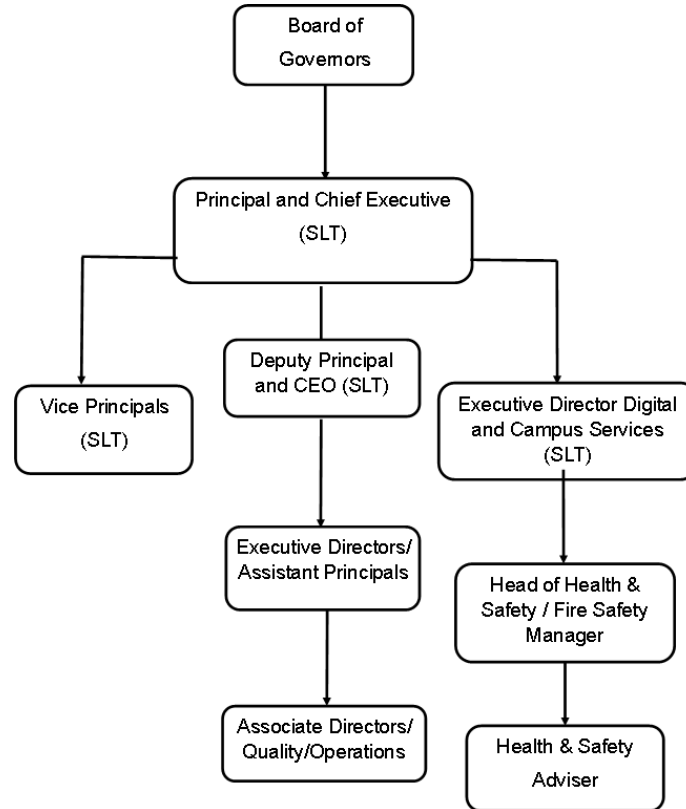


Signed by the Principal / Chief Executive  
(Zoe Lewis)  
July 2024



Signed by the Chair of Governors  
(Rob Davies)  
July 2024

## Section 3 - Organisation Structure



Human Resources hold up to date organisation charts for all departments.

### Health and Safety Consultation

Health, Safety and Welfare Committee structure (See appendix 1)

# Health, Safety and Welfare Policy

## Section 4 - Roles and Responsibilities

### 4.1 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.
- Appoint a dedicated Health and Safety Governor and to attend the Health, Safety & Welfare Committee.

### 4.2 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.

### 4.3 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 Senior Leadership Team on improvement strategies.



# Health, Safety and Welfare Policy

- Consider recommendations for Health, Safety or Welfare improvement and advise the outcome to the Senior 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.
- Department Directors will lead operational Safety Groups (OSG) with balanced representation from management and employees.

## 4.4 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 Governing Body, Principalship, Vice Principal - Quality & Performance, Assistant Principals and Senior 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 department Operational Safety Group meetings to provide advice and guidance with initiatives to improve safety or significant issues reported to the Health and Safety Committee.
- To advise and approve health and safety vetting's in apprenticeships and work experience placements.
- Keep the Senior 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 Senior Leadership Team.
- Undertake the role of Fire Safety Manager and any corresponding action plans.

## Health, Safety and Welfare Policy

- To provide and oversee an Unmanned Aircraft System (UAS) Accountable Manager with regard to college drone use in line with the Civil Aviation Authority requirements.
- 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 the College health and wellbeing policy/initiatives for staff.

### 4.5 All Senior Management (Vice / Assistant Principal, Director of Programme / Executive/Group 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.

# Health, Safety and Welfare Policy

- 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.

## 4.6 Deputy Principal / Deputy Chief Executive

- To ensure due diligence in regard 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 / Chief Executive if appropriate in regarding the chairing of the Health and Safety Committee.

## 4.7 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.

## 4.8 Vice Principal - Students & Communication

- 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.

# Health, Safety and Welfare Policy

- 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's 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.

## 4.9 Group 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.

## 4.10 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.

## 4.11 Vice Principal – Digital and Campus Services

- To ensure a safe environment as applicable to College buildings, grounds, building services, equipment, furniture, fittings, and the monitoring of any delegated responsibilities for the same.
- To support the Head of Health and Safety in implementing an effective Health, Safety and Welfare Policy.

# Health, Safety and Welfare Policy

- 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 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 ensure specified first aid equipment is purchased, maintained and inspected.
- To take on the role of Duty Holder and ensure that a responsible person is appointed for the management of Legionella.
- To provide a lead on the Incident Management Team on behalf of the Principal / Chief Executive.
- 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 and equipment 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 oversee Information Technology Department and Commercial catering activities.
- 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

# Health, Safety and Welfare Policy

Principal / Chief Executive.

- Waste management to ensure health and hygiene of College community.

## 4.12 Vice Principal - Human Resources

- 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, before and during employment, and record the results within Human Resources for the duration required by legislation.
- To ensure reasonable adjustments are made for those with temporary or permanent disabilities.

## 4.13 Assistant Principal – 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.

# Health, Safety and Welfare Policy

- 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, Safety and Wellbeing training/needs are adequately resourced and lead the Operational Safety Group to ensure it is effective.

## 4.14 Associate Director/Operations Manager

- 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, safety or wellbeing issues and deficiencies raised by staff or students are assessed and where necessary effective improvements are implemented in an effective and timely manner.

## 4.15 Associate Director of Quality / 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.

## 4.16 Executive Director of Student Recruitment, Marketing and Admissions

# Health, Safety and Welfare Policy

- 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.

## 4.17 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.
- Approve risk assessments conducted within their department and submit to Health and Safety Team for review.
- 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.
- Support and monitor the occupational health, safety and wellbeing of staff.

## 4.18 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.



# Health, Safety and Welfare Policy

- 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.

## 4.19 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 puts themselves or others at risk of foreseeable injury. Report concerns over own or others wellbeing.
- Report accidents, near-misses, cause for concerns and incidents to their line manager.
- Must attend a Health, Safety and Welfare Induction and other relevant training including refreshers.

## 4.20 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.

# Health, Safety and Welfare Policy

## 4.21 Contractors

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

- As agreed in contract the contractor must adhere to the College 'Contractor Standards/rules.' Where there are incompatibilities with standards or an incident work must stop and reported to Estates so any changes are fully assessed.
- All employees attending the College site must complete the Estates health induction.
- 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 during and after works.
- Report accidents, incidents including near miss events to their designated contact immediately.
- Ensure that the same standards above are adopted by associated sub-contractors.

# Health, Safety and Welfare Policy

## Section 5 - Arrangements

This section provides information on the College arrangements for managing health, safety and welfare across all College.

### 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 Form and other Incidents, Near Miss or Cause for Concerns can be reported verbally, electronically or on the reporting forms. Reports can also be emailed to: [HSES@mbro.ac.uk](mailto:HSES@mbro.ac.uk)

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 reviewed and investigated, as appropriate, by the Health and Safety team with relevant reports provided to the Principalship, Vice Principal Quality & Performance, Senior Leadership Team and Health, Safety and Welfare Committees in a timely matter with recommendations for the implementation of corrective and preventative measures. Where required, Trade Union representatives will also be consulted. See also Corrective and Preventive Action.

# Health, Safety and Welfare Policy

## Acetylene Safety

Acetylene gas poses an additional hazard to other flammable gases as it is also reactive. Under certain conditions, even in the absence of any air or oxygen, it can decompose explosively into its constituent elements, carbon and hydrogen. This hazard is not fully addressed by DSEAR and so additional legal requirements for the safe use of acetylene gas at equal to or greater than 0.62 barg ("compressed acetylene gas") and the equipment used with this are provided by the Acetylene Safety (England, Wales, and Scotland) Regulations 2014 (ASR 2014) which came into force on 1 October 2014 to consolidate and modernise existing legislation.

The ASR includes, in certain circumstances, the requirement for a flame arrestor to stop the progression of a flame resulting from the decomposition or uncontrolled combustion of acetylene gas, which could lead to an explosion.

The Company will abide by the Regulations ensuring:

- Regulators, flashback arrestors, hoses and blowpipes are designed for acetylene and oxygen and compliant with current recognised national and international standards.
- Pre-use checks are conducted of all components of the equipment used in conjunction with acetylene usage.
- ONLY trained operatives use oxy/acetylene equipment
- Correct lighting up procedures are adhered to
- Correct shut down and purging procedures are adhered to
- Cylinders are handled with care
- Maintenance of regulators and other equipment is maintained in line with manufacturer's recommendations.
- Hot Work permits where applicable are adhered to
- When transporting acetylene, the cylinder must be secured and in a safe location and the vehicle must be vented.

# Health, Safety and Welfare Policy

## 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 -**  
                                     **Substance Misuse Policy -**

# Health, Safety and Welfare Policy

## Asbestos

No asbestos containing materials were used in the construction of the Colleges Main, MC6, MC Construction, MC Digital, New TTE STEM and IOT buildings.

Asbestos containing materials were used in the construction of the TTE South Bank buildings and 2 Queens Square. An asbestos register and management plan is in place and managed by the Estates Team.

The Estates Team will ensure all properties/buildings owned or under their control have an Asbestos Survey and a register completed. An assessment of the risks to employees or others will be completed and a Management Plan developed to ensure the employees, contractors and visitors are adequately protected from the hazards involved and that the materials concerned are maintained in a safe condition. These documents will be made available to any subsequent controllers of the premises later upon the transfer of the premises, and to the Fire brigade in the case of an emergency.

The Estates Team will ensure that where intrusive works are to take place, the landlord is consulted on any known asbestos (management plan) requirements and any associated risk assessments are conducted.

The Estates Manager will ensure that contractors are informed of any known asbestos in buildings and what safe systems are required.

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.

College staff likely to come into contact with asbestos will receive asbestos awareness. Where students may inadvertently disturb asbestos additional measures including full supervision 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 landlord or if construction department related to the Health and Safety Team and the Estates Manager. Work must not proceed until competent advice has been provided.

# Health, Safety and Welfare Policy

## Behaviour

The College's Code of Conduct states the expected behaviours and that staff have a responsibility to ensure the safe, effective and efficient running of the College, and should therefore comply with all reasonable requests in order to meet the needs of its service.

Unwanted student behaviour can lead to accidents and incidents and is especially important in higher risk areas. Types of unwanted behaviour that can lead to accidents are:

- Using mobile phones on the stairs or while using hazardous equipment
- Running
- Slamming doors
- Dropping food and liquid
- Not following safety instructions
- Not using Personal Protective Equipment or not wearing it correctly
- Horseplay

Unwanted Behaviour should be challenged and as appropriate the Student Disciplinary Procedure.

### **Allied Arrangements:**

**(Human Resources) Staff Code of Conduct**

**(Student Services) – Student Disciplinary Procedure –**

# Health, Safety and Welfare Policy

## Confined Spaces

The College recognise it is vital when working in confined spaces that the work is carefully planned and systems are put in place to control the operation and comply with the Regulations. Further measures will be taken to monitor these systems and ensure that they are complied with.

The College will ensure a risk assessment is carried out for each confined space prior to work commencing. Wherever possible the work will be planned to eliminate the need for entry. The decision process relating to entry will be a pre-requisite of the assessment. Where entry cannot be avoided, the reasons will form part of the assessment. The risk assessment will consider the tasks, the associated risks, the working environment; personnel involved and rescue arrangements that may be required. Consideration will be given to the present or former contents of the confined space in deciding on the appropriate type of detection and monitoring equipment.

A Method Statement (Safe System of Work) will be produced which will describe how the risks are to be managed and what precautions and working practices will be adopted.



# Health, Safety and Welfare Policy

## Construction (Design and Management)

Construction (Design and Management) CDM 2015 makes a distinction between commercial clients and domestic clients.

A commercial client is any individual or organisation that carries out a construction project as part of a business.

Commercial clients have a crucial influence over how projects are run, including the management of health and safety risks. Whatever the project size, the commercial client has contractual control, appoints designers and contractors, and determines the money, time and other resources for the project.

For all projects, as a commercial client, the college will:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
  - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
  - allowing sufficient time and resources for each stage of the project
  - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project
  - making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), the College will:

- notify HSE in writing with details of the project
- ensure a copy of the notification is displayed in the construction site office

# Health, Safety and Welfare Policy

## 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.

**Allied Arrangements:**    **(Health and Safety)**  
                                     **Health, Safety and Welfare Committee Structure**  
                                     **Appendix 1**

# Health, Safety and Welfare Policy

## 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.

All departments are responsible for notifying the Estates Management Department when engaging with contractors to carry out works, defined under the CDM Regulations.

All contractors will be approved by Estates and adhere to the College Safeguarding requirements.

Contractors must have systems to comply with health and safety legislation and the College 'Contractor Standards/Rules.'

Contractors must provide suitable and sufficient risk assessments and method statements for the work to be undertaken including adequate supervision to their staff.

It is the responsibility of the Estates Department to monitor the contractor to ensure they are complying to the agreed permit and safe working procedures. Non-compliances must have robust action plans put in place with timely actions.

All contractors will receive a Health and Safety induction and rules including the requirement for, work clearance 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. Health and Safety inductions must be refreshed no more than bi-annually.

Where contractors are found to be creating an uncontrolled hazard/risk which puts themselves or members of the College community at risk the permit or work clearance must be revoked and the job reassessed.

# Health, Safety and Welfare Policy

**6. Allied Arrangements: (Facilities Management)**  
**Contractor Rules (H&S)**  
**Security Policy**  
**Safeguarding Policy**

## **Contagious Diseases/Viruses**

Communicable diseases, viruses or other harmful bacteria which may spread and cause ill health across the College community. All related ill health must be reported as soon as possible to Health and Safety who will advise SLT/CMT on any actions required.

**Allied Arrangements: (Incident Manager Policy)**  
**Critical Incident Management Guidelines**

# Health, Safety and Welfare Policy

## Control of Artificial Optical Radiation at Work

The College will protect the eyes and skin of workers from exposure to hazardous sources of artificial optical radiation (AOR). AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams, but excludes sunlight.

Hazardous light sources include welding (both arc and oxy-fuel), plasma cutting, UV curing of inks, UV curing of paints and use of Class 3B and Class 4 lasers.

The College will put in place control measures to reduce the risk of harm to the eyes and skin of workers, to as low as is reasonably practicable. The Company will involve workers, and if necessary, seek specialist advice, in developing and delivering suitable control measures to achieve this.

The College will monitor and enforce the use of control measures implemented.

The College will ensure they have a system in place to deal with over exposure, for example, referral to a physician or occupational health provider.

Certain processes, such as use of class 3B and 4 lasers present a potential fire risk, therefore any laser sources will form part of the fire risk assessment.

# Health, Safety and Welfare Policy

## The Control of Electromagnetic Fields at Work Regulations

An Electromagnetic Field (EMF) is produced whenever a piece of electrical or electronic equipment (i.e. TV, food mixer, computer, mobile phone etc) is used. EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz. EMFs are present in virtually all workplaces and if they are of high enough intensity, you may need to take action to make sure your workers are protected from any adverse effects.

# Health, Safety and Welfare Policy

## Control of Substances Hazardous to Health (COSHH)

The objective of COSHH is to prevent, or to adequately control, exposure to substances hazardous to health.

The College will carry out risk assessments for substances by using the manufacturers 'Material Safety Data Sheet.' The risk from substances (including radiation) will be assessed using the Health and Safety Executive '*Principles of good practice for the control of exposure to substances hazardous to health*' and other applicable legislation and guidance.

Principles of good practice include the design to minimise emissions, routes of exposure, proportional controls, effective controls, personal protective equipment, check and review controls, information and training and not introduction of controls do not increase risk.

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/RPE.

Legionella is managed by the Estates Responsible Person and in their absence their Deputy. A risk assessment for each owned building and actions or recommendations will be assessed and where required timely actions carried out.

# Health, Safety and Welfare Policy

## Dangerous Substances and Explosive Atmosphere (DSEAR)

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people because of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations and dusts from foodstuffs.

The College will:

- Ensure all dangerous substances in their workplace are identified and what fire and explosion risks exist
- Ensure suitable and sufficient control measures are put in place to either remove those risks or, where this is not possible, control them
- Put controls in place to reduce the effects of any incidents involving dangerous substances
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances
- Ensure employees are properly informed about and trained to control or deal with the risks from the dangerous substances
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas
- Ensure flammable liquids are stored separately from other dangerous substances abiding by the recommended maximum quantities that should be stored in cabinets and bins as below:
  - No more than 50 litres for extremely, highly flammable and those flammable liquids with a flashpoint below the maximum ambient temperature of the workroom/working area
  - No more than 250 litres for other flammable liquids with a higher flashpoint of up to 60C



# Health, Safety and Welfare Policy

## Display Screen Equipment (DSE)

An employee who uses DSE for an hour or more at a time are a DSE user under health and safety Regulations.

To help identify issues and enable solutions or reasonable adjustments for staff DSE users will complete a DSE Risk Assessment form and report any issues to their line manager.

Where health matters are identified, additional support through an occupational health provider or assistance with DSE eyesight test costs or prescription DSE glasses is available where costs incurred by staff are reimbursed via Health and Safety Department budget.

Note: The Health and Safety team may review the actions from any DSE risk assessment and suitable equipment may be recommended for use by the DSE user.

Heads of Department are responsible for ensuring health risks associated with DSE use are controlled and take the actions identified as necessary by the assessment. (e.g., purchase of accessory equipment, review of workloads and work patterns).

See the College health and safety page for further information on DSE.

## **Allied Arrangements: ( Health and Safety) Application for Eye Test and Special Prescription Glasses DSE Assessment Form**

## Driving on College Business

Staff are required to drive College cars (including, on occasions where no other vehicles are available their own), minibuses or vans.

Staff must ensure;

- ☐ The vehicle is properly taxed, MOT'd and serviced.
- ☐ The driver has a valid driving licence and business use insurance cover.
- ☐ Documentary proof of the above, on request (and at specified intervals)
- ☐ The driver conducts regular vehicle safety checks.

Fully Comply with Use of College Vehicles policy.

The College will provide suitable and maintained vehicles, including trailers used with vehicles.

No smoking in College vehicles or own vehicle if transporting others on College business.

In the event of a breakdown or accident the College will ensure staff and students can return to College.

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## **Health, Safety and Welfare Policy**

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Vehicles are maintained by Estates and monitor vehicle condition using the Vehicle Check Form and are booked to staff using College booking form.

# Health, Safety and Welfare Policy

## Unmanned Aircraft Systems (UAS) (Drones)

**Currently no Drones authorised for use on site as no suitably qualified pilots are available.**

Middlesbrough College is a registered operator of UAS with the Civil Aviation Authority. The Civil Aviation Authority (CAA) accountable Manager for UAS (drone) Operations is the College Health and Safety Advisor.

UAS are used in Marketing, Construction surveying and Facilities management inspection of our estate.

All College authorised staff will be 'Remote pilots' and are responsible for UAS in relation to safe flights and transport.

All remote pilots must have in date:

- Hold a CAA Flyer ID for open category flights
- Hold a CAA Flyer ID and GVC for specified category flights

All flights require a flight plan and Permit before flight is conducted.

The accountable manager or other authorised GVC pilot can issue a permit to fly.

Directorates and departments who own UAS are responsible for maintenance, training of Remote pilots. i.e., Construction DJI Phantom 4 RDK and Teaching and learning DJI mini 2.

The Finance to department is to ensure drone insurance meets the requirements of EC 785/2004 and organise CAA authorisation costs.

# Health, Safety and Welfare Policy

## Electricity at Work Regulations

The College will ensure that all electrical supply, systems and equipment used throughout operations will be properly selected, installed, used and maintained. Due consideration will be given to the foreseeable conditions to which the system will be exposed to in terms of usage, individual components, maintenance, testing, the environmental conditions and nearby activities, which may affect the system.

### Fixed Installation

The College will ensure that each fixed electrical installation has a periodic inspection and certification by a qualified Electrician **every three to five years** (dependent upon the environment and use of the installation) in line with the Electricity at Work Act 1989. All the College electrical installations will be maintained on a regular basis to ensure their safe use, particularly regarding fire risk. All inspections are to be recorded and an Electrical Register kept supporting these inspections.

### The College will

- Provide sufficient socket outlets and avoid or minimise the use of adapters as overloaded sockets can lead to fire hazards.
- Promote the use of low voltage portable equipment on site, e.g. battery operated cordless tools, 110volt equipment and hand held tools.
- Test the residual current device if fitted. This only involves pushing a test button and can help to maintain the effectiveness of the device. Advice on how often to do this is normally given in the manufacturer's instructions.
- Not use taped joints to connect cables since they have neither the mechanical strength needed nor sufficient insulation or protection from liquids. Damaged cables will be replaced completely.
- Carry out visual inspections of plugs and leads and have them repaired as necessary. Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating. If faults are found the repair will be carried out by someone who has the necessary skill and knowledge to complete the task safely.
- Consider whether their equipment needs a more detailed inspection and test or whether the installation itself has reached a stage where it is likely to need a test. For example, equipment in offices which is frequently moved or which has a lead which is subject to a lot of twisting may develop an internal fault.
- Not ignore obvious tell-tale signs such as faulty switching or intermittent stopping, which may indicate an internal fault such as a loose wire and cause external metalwork to become live.
- Ensure that electrical equipment is switched off before any cleaning or maintenance is carried out.
- Encourage staff to report electrical equipment which is not working properly;
- Ensure that employees are trained and fully aware of these safety precautions and will be encouraged to keep vigilant on electrical safety because the consequences can lead to tragedy.

# Health, Safety and Welfare Policy

## Portable and Transportable Electric Equipment

There is no universally accepted definition of what is meant by portable equipment. However, it is accepted to mean equipment that is not part of a fixed installation but is intended to be connected to a fixed installation, or generator by means of a flexible cable and either a plug and socket, spur box or similar.

This includes equipment either hand-held or hand-operated and likely to be moved while connected to the supply. The electrical supply to the equipment is assumed to be a voltage that can give a fatal electrical shock i.e. greater than 50volts AC or 120 volts DC. Examples of portable equipment are: - kettles, extensions leads, fridges, printers, hand tools. The Company will ensure that all inspections of portable equipment will be recorded and an electrical register kept supporting inspections.

Most electrical shocks are between a live part and earth because of a fault or damage to plugs, cables or equipment. Experience in the UK has shown that the use of reduced low voltage (e.g. fed from a centre tapped earth transformer, CTE) portable electrical tools or equipment will effectively eliminate the risk of death and greatly reduce the degree of injury in the event of an electric fault.

The College will ensure that: -

- All portable electric equipment used in their operations will be carefully selected and is suitable for its intended purpose and the environment it is to be used in.
- All portable and transportable electric equipment will be suitably maintained. The level of maintenance will be determined by the degree of risk.
- Everything will be operated at approved reduced voltages, 110v for tools which will be centre-tapped to earth so that the maximum voltage to earth should not exceed 55v.
- Where mains voltage equipment is used a non-adjustable residual current device (RCD) will be installed at the distribution board or the fixed mains supply socket.
- Mains voltage equipment used will be either double insulated, (constructed with two layers of insulation to provide electrical protection in case of damage to the outer insulation) or all insulated, (constructed with reinforced insulation).
- For other purposes i.e. lighting, lower voltages will be used where possible. When temporary lighting is provided, installations will be carried out either by competent persons or approved contractors.

# Health, Safety and Welfare Policy

## Employers Liability (Compulsory Insurance)

The Employers' Liability (Compulsory Insurance) Act 1969 ensures that employers have at least a minimum level of insurance cover against any such claims. Employers' liability insurance will enable the College to meet the cost of compensation for employees' injuries or illness whether they are caused on or off site. However, any injuries and illness relating to motor accidents that occur while employees are working for the College may be covered separately by the College's motor insurance.

Employers' liability insurance is compulsory. The College can be fined if it does not hold and display a current employers' liability insurance policy which complies with the law.

The College will ensure suitable and sufficient employers' liability is in place.

# Health, Safety and Welfare Policy

## 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 forklift trucks, mobile platforms, cars, vans, minibuses and trailers.

To manage safe use of equipment the College departments will:

- Adhere to the
- Work Equipment – Procurement, Use and
- Maintenance Standard
- Identify and record all equipment which requires testing, inspection and maintenance.
- Notify Estates department of equipment identified for testing, Inspection and Maintenance (Asset list) to assign roles and responsibility.
- 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.
- Designate staff 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 ensure the checks are being carried out.
- 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)-**

**Work Equipment – Procurement, Use and Maintenance Standard**

# Health, Safety and Welfare Policy

## 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.

Where buildings are leased Estates will ensure the agreed aspects affecting health and safety are managed and that any services statutory provisions affecting the operation are met by the landlord.

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 electronic reporting system (HALO) and the systems created for such reporting.

### External Teaching Venues

Staff may be required to work within venues which are not maintained by the College. Estates Management will manage leased buildings and ensure they are suitable for teaching.

The Health and Safety Team will assess each site on a periodic basis to ensure compliance to College requirements.



# Health, Safety and Welfare Policy

## Fire

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.

The Vice Principal of Digital & Campus Services maintains all fire safety related equipment. And owns the Incident Manager Procedure and Critical Incident Plan.

The Incident Manager Group, formed from the procedure, manages all fire and emergency events affecting the College operations.

A Fire Action Notice is displayed around 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 video available on the Staff Portal and through Thrive.

- Contractors are briefed on the fire safety arrangements during their induction.
- Visitors are briefed on the fire safety arrangements at reception.

Where applicable the College adheres to the original Fire Safety Strategy and using the document as a reference for the planning of building modifications. Where changes conflict with this strategy a risk assessment will be carried out to identify any additional requirements to maintain the original strategy or the fire strategy is changed following advice from a competent fire engineer.

Fire drills and testing of emergency procedures will be carried out in all College owned buildings a minimum of once per year and in leased buildings, in line with local arrangements.

# Health, Safety and Welfare Policy

## Emergency/Critical Events

Events include accident, fatality, bomb threat, gas/power or contagious diseases/viruses or biological (including food) hazards. There may also be outside events that affect the College such as flood, or industrial incidents causing air pollution.

When there is potential or during a critical incident an emergency group will be formed with representatives from SLT, College Management and health and safety.

There are documented procedures for each eventuality in the Incident Manager 'Green File' folder held by all Incident Managers and Senior Managers.

### Allied Arrangements:

**(H&S)**  
**Fire Safety Manual**  
**(Incident Manager and Duty Manager Procedure)**  
**Critical Incident Management Guidelines for Incident and Senior Managers**

## First Aid

First Aid will be available during College opening hours. Departments have a number of trained staff supported by the Security/Building Services 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. A defibrillator located in the POD is publicly registered and available for use from external users. Security are aware of all the locations.

Epi Pen and Aspirin are stored in the main buildings first aid room for emergencies. An authorised first aid person would administer with the agreement or guidance of the person concerned or medical professional.

First Aid equipment is stocked, purchased, maintained and inspected by Estates.

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

# Health, Safety and Welfare Policy

## Food Safety

All commercial 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.

## Gas Safety (Installation and Use)

The College will comply with the Regulations by ensuring that individual Gas Engineers or Gas Installation Engineers employed by or used by the Company are Gas Safe registered. Due diligence checks will be carried out on any workers/companies required to complete gas work for the College. Work will be controlled through work permits.

Gas installations will be subject of sign off and paperwork retained by the college. Maintenance of gas systems and components will be completed in line with regulatory and manufacturer requirements.

# Health, Safety and Welfare Policy

## Lifting Operations and Lifting Equipment

All lifting operations are potentially hazardous if not carried out by competent personnel working to agreed procedures and regulations, and utilising properly designed, manufactured, tested and maintained equipment.

Where the College is involved with lifting operations the College will ensure that the lifting operations are planned, supervised and carried out in a safe manner by a competent person and that the correct plant and equipment is available, prior to carrying out the lift.

The College will ensure where equipment is used for lifting it will be marked accordingly and will be safe for such purposes to ensure that all necessary precautions have been taken to eliminate or reduce any risk. The College will ensure that before lifting equipment (including accessories) is used for the first time it will be thoroughly examined.

The College will ensure that all examination work will be performed by a competent person; and following a thorough examination or inspection of any lifting equipment, a report will be submitted by the competent person to the College to take the appropriate action.

The College will ensure that lifting equipment is: -

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached must be suitable e.g. timber pallets, lifting points
- Positioned or installed to prevent the risk of injury such as the load falling or striking people
- Clearly marked with the appropriate information to consider its safe use, such as the Safe Working Load (SWL). All lifting accessories will be marked in the same way such as slings and clamps

The College will ensure that any lifting appliances used in its operations will have been tested and examined before being used. This will ensure that:

- The test and examination is repeated every four years.
- The examination only is repeated every twelve months.
- The test and examination is repeated after any alteration or repair likely to affect the strength or stability of the crane.
- Certificates are obtained for all tests and examinations.
- A record is kept of the examinations carried out at twelve monthly intervals.
- An inspection is carried out daily by a competent person (usually the driver) and the results of the inspection recorded on suitable forms.
- Copies of test certificates, examinations and inspections are available for inspection when required

The College will ensure that any lifting appliance designed to lift people will have been tested and examined before being used. We will ensure that: -

## Health, Safety and Welfare Policy

- The people lifting appliance is thoroughly examined every six months or in accordance with an examination scheme drawn up by such a competent person.
- Certificates are obtained for all tests and examinations.
- A record is kept of the examinations.
- An inspection is carried out daily by a competent person (usually the operator) and the results of the inspection recorded on suitable forms.
- Copies of test certificates, examinations and inspections will be available for inspection when required

The College will ensure the correct type and use of lifting gear when lifting operations are being performed. The College recognise that the severe use to which lifting gear is often subjected, together with the serious consequences to life and property, (which may result from a failure) make it important that maximum attention is paid to the correct use and maintenance of all lifting gear. This will be achieved by a strict testing, inspection and maintenance programme, along with careful use and storage.

All ropes, chains, slings and other gear used for lifting will be properly made and strong enough for the work. No wire ropes, chains, slings or other lifting gear will be used unless they have been tested and examined. We will ensure that:

- All ropes, chains, slings or other gear are clearly marked with their safe working load (SWL) and an identification mark.
- Certificates are obtained for each test and examination.
- A wire rope showing signs of stress or defects (e.g. when several of its wires can be seen to be broken) is quarantined pending inspection by competent person for a decision to be made on its safe use and suitability.
- The test and examination is repeated prior to expiry and another certificate obtained for all chain or other gear and especially prior to use for those that have been altered or repaired by welding.
- All ropes, chains, slings and other gear are examined at the legally required frequency and a record of the examination maintained.

Major lifts will be completed by competent companies, no major lifts will be completed by internal staff. Due diligence of lifting companies will be completed prior to engagement.

The College will ensure where their employees are acting as operators, slinger, signal operator or appointed persons that they are fully trained to a nationally recognised standards and receive adequate refresher training when required.

The College will ensure any maintenance to their crane etc. is carried out by operatives who are trained to a nationally recognised standard.

# Health, Safety and Welfare Policy

## Lone Working

There may be occurrences where staff may work alone either outside or in the College, this includes contractors. The risks from lone working will be assessed by department.

Estates Management control the building and associated work through work permits to ensure sufficient supervision and buddying up for work in remote locations.

Estates will include lone working in their own risk assessments identifying any additional hazards to a lone worker. Additional training/instruction maybe required. E.g. security guard working alone.

Staff transporting students College will complete a trip/visit form which details minimum staff numbers and any associated risk assessments.

Where staff travel on College business the line manager or a work Colleague must be informed of their location and check in when reaching destination and when moving locations.

Where staff have medical issues that may affect their work this will be taken into account in the risk assessment.

Emergency procedures for incidents will be in every vehicle and staff made aware of. See driving on College Business.

# Health, Safety and Welfare Policy

## 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:

- Changes affecting fire compartmentation or fire related safety equipment
- Organisational changes.
- Accommodation changes.
- Changes to facilities.
- Installation of equipment (old/refurbished and new).

Any changes or modifications of the premises will be managed as per the building modification procedure.

## 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.

In conjunction with the Health and Safety Team the departments will identify manual handling activities and carry out the associated risk assessments. The department will also train its identified staff in manual handling techniques as required.

Where equipment is used to lift people/equipment/waste/other heavy items may be subject to additional statutory checks the college employs a tagging system which visually indicates that the statutory check has been completed on that specific piece of equipment.

# Health, Safety and Welfare Policy

## 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.

Report pregnancy in writing to the appropriate Human Resources Staff member.

New and Expectant Mothers Risk Assessment forms can be found on Health and Safety SharePoint.

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 is carried out with advice from the Health and Safety Team.

New mothers see breast feeding policy.

**Allied Arrangements:**    **(Health and Safety)**  
                                     **Maternity Policy**  
                                     **Breast Feeding Policy**



# Health, Safety and Welfare Policy

## 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.

When identified the Health and Safety Team will measure noise / sound levels, and where necessary monitor exposure to limit exposure to excessive noise which may damage hearing.

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 areas defined as noise control zones will receive information on hearing conservation and be instructed on how to use and maintain their personal protective equipment.

Where hearing protection is required, staff may require ongoing health surveillance through audiometric tests. These are arranged through the Human Resources and the Health and Safety Team.

# Health, Safety and Welfare Policy

## Occupational Health, Staff Wellbeing and Work-Related Stress

The College recognises that Occupational health, wellbeing and stress can affect staff and have a number of measures to prevent or minimise the effects and includes the 'Wellbeing Policy' aims to address these factors. Health and Safety and Human Resources will give advice and guidance to staff and line managers on managing wellbeing and stress.

The College interventions includes, when necessary, carrying out a stress risk assessment:

**Primary Intervention;** employee and line manager will have responsibility for this stage. This is considered the preventative or proactive stages, by reducing potential risk factors.

**Secondary Intervention;** HR Department will have responsibility for this stage. This is considered to be the Improvement stage, by equipping workers with the knowledge, skills and resources to address stressors.

**Tertiary Intervention;** employee, line manager, Head of HR and/or HR Business Partner will have responsibility for this stage. This is the reactive stage, to treat or rehabilitate workers who are experiencing work related stress symptoms

### Allied Arrangements:

(Human Resources)  
Stress Management Policy and Guidelines  
Wellbeing Policy  
Staff Appraisal Policy

# Health, Safety and Welfare Policy

## Occupiers Liability (Visitors/Trespassers)

The college will ensure suitable protective measures, including site security, are in place for visitors of the premises including trespassers. Suitable insurances will be held by the College.

# Health, Safety and Welfare Policy

## Policy Monitoring (Audit and Inspection) and Review

The Health, Safety and Welfare Policy arrangements are an essential part of keeping staff, students, contractors and visitors safe. This will apply to all departments, activities, premises, plant, machinery, equipment and facilities. Department/Curriculum Managers and their staff responsibilities defined in this policy are subject to monitoring.

Monitoring activities (normally planned)

- Walkthrough – Passing by (Don't walk by').
- Inspection – Usually planned and look at the teaching environment and associated safety controls.
- Audit – More in depth system/process inspection.
- Safety Tours – Carried out with SLT/CMT.
- Hazard reports – Visit following safety issue report, specific reason.
- Near Miss Reports – injury/damage nearly occurred and requires checking.
- Accident Reports – Primary aim to prevent re-occurrence
- Third Party Reports – e.g. Equipment Safety Reports
- Positive Interventions – Proactive safety monitoring by safety conscious people. This type of intervention is where a person **see's** a potential safety issue, **sorts** it quickly as possible and **reports** what they have done.

The aim of monitoring activities is to verify policy arrangements/controls are effective, including good practice, identify weaknesses, correct and where reasonably practicable to improve safety controls.

## Policy and Other related arrangements

- Fire Precautions and Emergency Arrangements
- Other Emergencies and affecting Health, Safety, Welfare or the Environment.
- Supervision, training, information and instruction
- Work Equipment and Machinery
- Contractor Management and Permits to Work
- Risk Assessments and Safe Operating/Working Procedures
- Personal Protective equipment (PPE)
- HALO (Helpdesk – H&S Related)
- In house CMMS and Snapshot maintenance System
- PAT Guard Software
- ProEngage (Vetting process)
- Statutory Reports from insurer
- Legionella Reports
- Other Health, Safety or Welfare Arrangements
- Results from third party audits
- Enforcing Authority Queries
- Waste Management

# Health, Safety and Welfare Policy

## Frequency of Monitoring Activities

Although the health and safety service will carry out monitoring the departments should be carrying out regular checks themselves. The frequency of checks will be based on the department and health and safety risk register score. i.e. areas of concern would receive increased advice, assistance and monitoring.

## Monitoring Visits

Where possible visits are carried out with department heads, management, Trade Union and local Safety Representatives and staff.

## Non-Conformance

Non-conformances are any event that is a breach of the of health and safety legislation, College HSW Policy or associated Procedures. These include unsafe behaviour, accidents, incidents, near miss, lack of maintenance or remedial actions and cause for concerns from staff, students, contractors or visitors.

Industry and British Standards will also be used as a source for assessing non-conformances.

Where health and safety improvements are identified they will be logged electronically and tracked until closure. Timely closure of actions are an element of the department health and safety risk rating criteria.

Escalation process When nonconformance / operational issues are identified, they are investigated, and suitable action taken in a timely manner to prevent reoccurrence. Applicable risk assessments, safe operating procedures, health and Safety Legislation, approved codes of practice (ACOPS) and guidance will be followed. These changes will be verified in subsequent monitoring activities.

## Allied Arrangements: Health and Safety Escalation Policy.

### Forms (Electronic or paper based)

Health and Safety Inspection Form  
Health and Safety Report/ Corrective Action Form

## 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 Senior Leadership Team before being presented to the Governing Body for approval.

# Health, Safety and Welfare Policy

Minor changes required between the annual reviews are approved as appropriate. The Health, Safety and Welfare Committee members and College Management Team are informed of these changes and cascaded as required.

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 hierarchy of control places PPE at the lower end of safety protection as it only provides protection for those wearing it and can be subject to incorrect selection, maintenance and use.

Where PPE is required for staff or students, the health and safety team will advise on the correct selection, maintenance and use including training and supervision requirements.

Staff must ensure students follow any PPE rules and that it is worn correctly and when necessary.

Damaged or defective PPE must be replaced or repaired and if there are concerns over its suitability or protection contact the health and safety team.

Purchase and management of PPE is the responsibility of owning department.

# Health, Safety and Welfare Policy

## Pressure Systems Safety

The College are required to demonstrate that they know the safe operating limits, principally pressure and temperature, of their pressure systems, and that the systems are safe under those conditions. The College will ensure that a suitable written scheme of examination is in place before any system is operated. The College will ensure that the pressure system is examined in accordance with the written scheme of examination.

The College will ensure that a written scheme of examination is submitted to a competent person (as defined in the regulations). The College will take all reasonable steps to ensure that the competent person selected can demonstrate competence.

# Health, Safety and Welfare Policy

## Provision and Use of Work Equipment Regulations 1998 (PUWER)

The College will ensure that any work equipment is installed, located and used in such a way as to reduce risks to users of work equipment and for other workers possibly affected.

To comply with the regulations the College will ensure that equipment provided for use at work is: -

- Suitable for its intended use and for the purpose and conditions in which it is used
- Safe to use and maintained in a safe condition so that people's health and safety is not at risk;
- Used by employees that have received sufficient instructions and training.
- Accompanied by suitable safety measures such as protective devices, markings and warning signs

The College will ensure that:

- The risks created by use are eliminated where possible or controlled by taking the appropriate measures such as providing suitable guards and system control devices (i.e. emergency stop buttons) and personal protective equipment.
- Passengers are not transported on any mobile work equipment unless the equipment is designed for the purpose and is fitted with a passenger seat.
- Drivers of mobile equipment are fully protected by roll over protection structures fitted to the equipment, and operators will be advised to use the restraints where fitted and not to carry any loose heavy objects in the cab.
- Access to all moving machinery parts will be prevented e.g. guarding
- Safe systems of work are in place to ensure maintenance is only performed when equipment is fully shut down and;
- Isolated of the power supply/energy source.
- Components that could fall have been secured or removed.
- Equipment is immobilised from unintentional movement.
- Isolated, drained down or any flammable/hazardous contents removed.
- Systems are depressurised such as hydraulic oils, compressed air, and gas.
- Operations are segregated from adverse environmental conditions i.e. lighting, weather, other works/activities.

The College will ensure that equipment brought onto their site or premises by sub-contractors is fit for purpose.

The College will ensure the following: -

- Work equipment is maintained in an efficient state, working order and good repair.
- Where a maintenance log is kept that it is kept up to date.
- Maintenance will be carried out in accordance with manufacturers' instructions.
- Frequency will consider, intensity of use, frequency and maximum working limits, operating environment, variety of operations, risks from malfunction or failure.
- With hired equipment, a clear understanding will be agreed with the hire company who is responsible for safety critical maintenance (especially long term hire).
- Employees carrying out maintenance will be authorised and competent.



## Health, Safety and Welfare Policy

Prior to maintenance work commencing on a machine or item of plant, the power source must be isolated, if the maintenance necessitates the power source being live the work must only be carried out by competent persons. Work or inspection beneath the raised body of a vehicle will not take place, until the body has first been adequately propped.

The College will provide the necessary, readily available and comprehensible health and safety information, including where necessary, written instructions regarding the safe use of the equipment i.e.: -

- The standard conditions in which the equipment should be used.
- The correct methods of using the equipment safely.
- The possible deviations from normal operations and the actions to be taken.

Written instructions will be in the form of training manuals and courses, warning labels and in-house instructions.

The information will include all health and safety aspects relating to the equipment, its' limitations, any difficulties that could arise and the methods to deal with them (emergency stops etc.).

Only employees authorised and designated by the College, along with holding the appropriate qualification will be allowed to operate mobile plant and machinery. No person under 18 years of age will be allowed to operate such equipment unless under the direct supervision of a competent person.

The College will ensure that all plant and equipment hired in for use by the College employees/students will be well maintained, tested and certified to the appropriate standards, by the hire company where appropriate.

Documentation of the above from the Hire Company will be requested and filed prior to the use of the plant and equipment commencing.

Upon arrival, the equipment/plant will be inspected to ensure it is in good condition and adequate operating instructions are made available where appropriate, including any Safe Working Load (SWL) or safety critical operating conditions

The College provide various hand tools to carry out work and the following guidelines will be adhered to: -

- Hand tools should be inspected for damage prior to use.
- Never use tools with rough, splintered or badly worn handles.
- Do not use tools with mushroomed or broken heads.
- Use the proper tool for the job.

# Health, Safety and Welfare Policy

## Risk Register

The College operates a risk registers to identify potential and actual health and safety risks to the College using a traffic light system. All risk registers and ratings are updated termly and reported to Governors, SLT and College Management.

### College Risk Register (Health and Safety risk column)

This gives an overall Health and Safety score for the College from a compilation of the Curriculum and Health and Safety Risk Register.

### Departmental Risk Register

This register records health & safety performance and residual risk within departments.

### Health and Safety Risk Register

This register is reported and significant issues discussed at the termly Health, Safety and Welfare Committee. Risks include potential or actual injuries or adherence to legislation and includes the College Estate and equipment.

## 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.

Risk assessments are completed and are approved by Curriculum Team Leader or other Responsible Officer, 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.

# Health, Safety and Welfare Policy

The Health and Safety Team will administer the Risk Assessment Database and will assist departments with their reviews. Risk assessments will initially be reviewed annually and then no more than three years or when there are any accidents, changes or cause for concern.

## **Safeguarding and Security**

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 refresher safeguarding training.

Security is managed by the Estates department and has the relevant procedures to ensure staff, students and other visitors are safe from unwanted behaviour, these are detailed in its Security Policy.

**Allied Arrangements:**    **(Student Services)**  
                                     **Safeguarding Students Policy and Procedure -**  
                                     **(Facilities Management)**  
                                     **Security Policy**  
                                     **Incident Manager and Duty Manager Procedure**  
                                     **Critical Incident Plan**

# Health, Safety and Welfare Policy

## Smoking and Electronic Cigarettes (Vapes)

### Interior of College Buildings and College vehicles

All Middlesbrough College buildings and vehicles are smoke-free and smoking or the use of electronic cigarettes or devices is prohibited.

### Exterior of College Buildings

There are designated smoking shelters for each College owned building, this includes electronic cigarettes with nicotine. For leased buildings where the College has not designated a smoking area the landlord or local rules must be followed. Electronic cigarettes or devices must be used a minimum of 5 metres from buildings.

### Contravening Rules

To protect those who do not smoke persons found to be contravening the smoking rules will be subject to disciplinary action.

Signage will identify designated smoking areas and signs are placed near to doorways to remind people not to smoke in these areas.

### Allied Arrangements:(Human Resources) Code of Conduct Disciplinary Procedure

### Training and Competency

To ensure the safe operation and training on plant, machinery and equipment staff may require certificated/in house training and be made aware of equipment rules and safe operating procedures relevant to their area.

All staff undergo College health and safety induction including into their work area and where any necessary training will be carried out or logged for future updates.

Annual training plans will then pick up any necessary health and safety training. If a staff member has concerns over their health and safety training or competency, they must report this to their line managers.

Human Resource/Workforce development (WFD) administer all training requests, qualification, training and records for staff including refresher dates. The health and safety assist departments with training needs analysis.

# Health, Safety and Welfare Policy

## **Trips and Visits**

The curriculum delivery team are responsible for providing the Trips and Visits Activity Risk Assessment and sending to a student services authorised person 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.

Higher risk Trips and Visits are authorised via Head of Health and Safety or Health and Safety Advisor.

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

## **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)

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.

## **Work Experience and Apprenticeship Placements including Vetting Employers and Subcontractors.**

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 Workplace Vetting Standard and Procedures as below and provides the necessary advice required to staff.

**Allied Arrangements:**     **(Health and Safety)**  
  **Workplace Vetting Standard & Procedures -**  
  **(Miscellaneous)**  
  **Subcontractor Procedures**

# Health, Safety and Welfare Policy

## 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 departments carry out a risk assessment for work at height considering the following hierarchy:

- 1 To eliminate the need to work at height if possible.
- 2 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.
- 3 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.

The use of step ladders will be used in accordance with Health and Safety Executive guidance which includes three points of contact and short duration work.

Ladders should be used for access purposes only and only must only be used for working on when a risk assessment has identified sufficient controls to comply with the guidance referred to above.

Other access equipment provided for aiding height must have a suitable risk assessment completed.

Sufficient information and training covering the hazards and controls including maintenance and will be provided to all persons who are required to use and maintain the equipment. Contractors will provide their own training.

# Health, Safety and Welfare Policy

## Working Time Directive and The Road Transport (Working Time) Regulations 2005

The Regulations implemented by the European Working Time Directive bring in certain basic rights and protection for employees and set out minimum levels of paid annual leave, daily and weekly rest breaks, length of night work, health assessments for night workers and maximum working hours.

The College will ensure that employees will not have to work more than 48 hours a week on average, unless they choose to, or work in a sector with its own special rules. The College will ensure an employee's normal working hours will be set out in a contract of employment or written statement of employment particulars.

The College will ensure that if an employee is 18 years of age or over and wishes to work more than 48 hours a week, they can choose to opt out of the 48-hour limit. This will be voluntary and in writing. The agreement will be with the individual and not the whole workforce. Employees will not be sacked or unfairly treated (for example refused promotion or overtime) for refusing to sign an opt-out agreement.

If an employee signs an opt-out the College will allow the right to cancel this agreement at any time by giving between one week and three months' notice. The College will agree this notice period with their employee when they sign the opt-out. If no notice period is agreed, then the employee will be allowed to give one week's notice of cancellation.

### Further Information

Additional health and safety procedures and guidance is also available on the College's Staff SharePoint under public documents

## 7 Allied Arrangements (held in College Policies and Procedures)

### (Owner Health and Safety)

Equipment - Equipment, Testing, Inspection and Maintenance Standard  
Fire and Emergencies - Fire Safety Manual  
MC 41 First Aid - First Aid Standard  
Vetting - Health and Safety Workplace Vetting Standard  
Display Screen Assessment (DSE) – DSE Assessment Form  
Compliance Obligation List

### (Owner Facilities Management)

MC39 Incident Manager and Duty Manager Procedure  
Security Policy

Critical Incident Management Guidelines and Procedures for Incident and Senior Managers

# Health, Safety and Welfare Policy

## (Owner Human Resources)

Staffing and Recruitment Policies and Guidelines

MC62            Staff Wellbeing Policy

MC36            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

MC72            Adverse Weather Policy

Application for Special Prescription Glasses

## (Owner Student Services)

MC03            Safeguarding Policy

Induction Policy (Students)

MC09            Student Bullying / Harassment Policy

Student Counselling Service Policy

Student Disciplinary Policy

Student Visits Policy and Procedure

Learner Substance Misuse Policy

## (Miscellaneous)

MC33            Outdoor Sports Policy

MC51            Breast Feeding Policy

MC53            Fit to Study Policy

QP02            Subcontractor Procedures



# Health, Safety and Welfare Policy

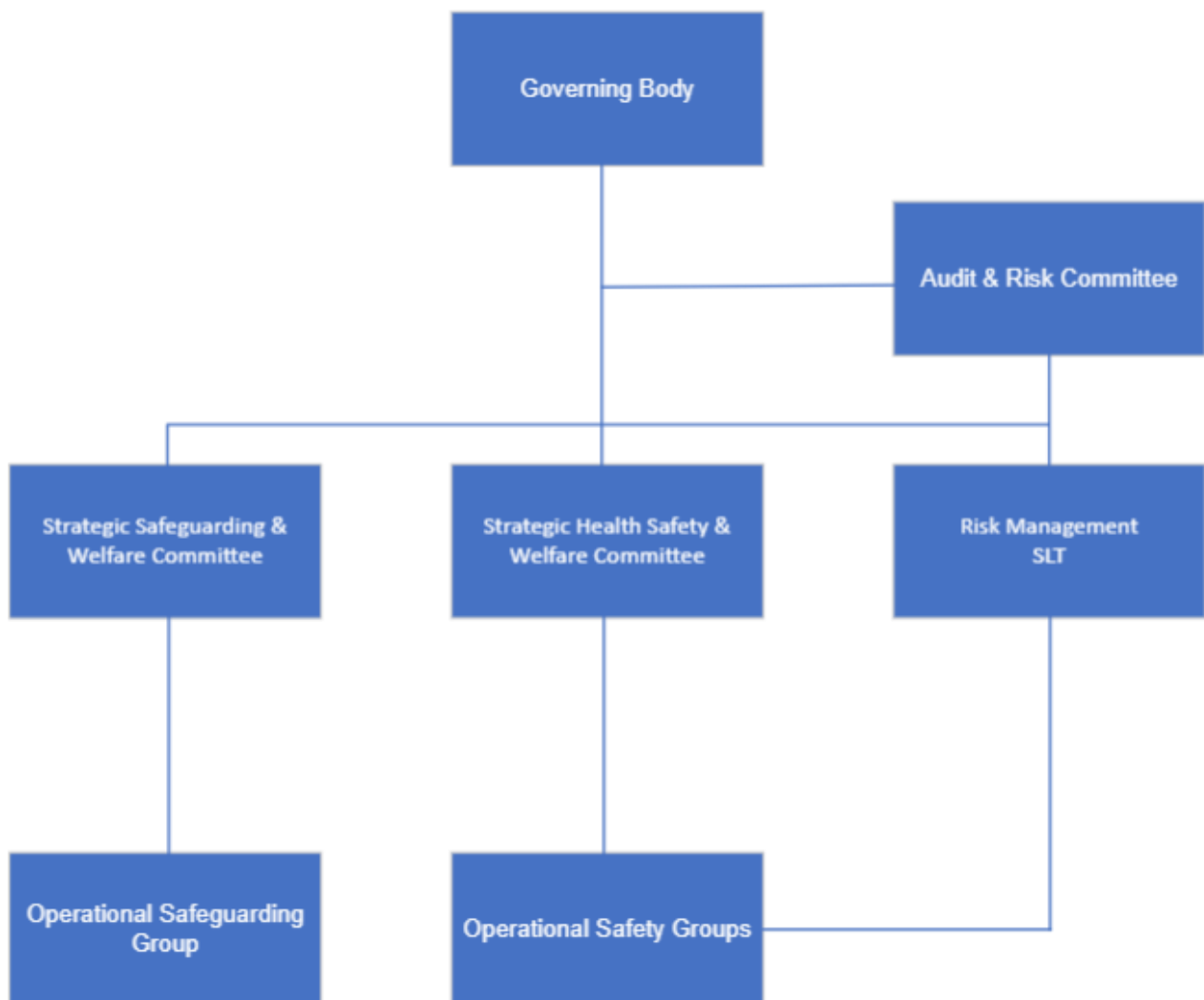
## Appendix 1

### Strategic Health, Safety and Welfare Committee Structure

#### Membership

Chair – Principal/chief Executive, Health and Safety Governor, Head of Health and Safety, Human Resources Director, Vice Principal Quality and Performance, Group Director Digital and Campus Services, Directorate Heads, Estates Manager, Safety and Building Services Manager, Catering Manager, UNISON, UCU, NEU and representatives/reports.

Link to the Strategic Safeguarding committee, SLT, Audit & Risk and Governing Body.



# Health, Safety and Welfare Policy

## Strategic Health, Safety and Welfare Committee

### 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.
- Promote and consider reports and recommendations for Health, Safety or Welfare/Wellbeing improvement and advise the outcome/proposals to the College Leadership Team, Standards Committee and Governing Body.
- Ensure good communication and promote co-operation between all College departments.
- Receive updates from Operational Safety Groups (OSG).

### Agenda (not limited to)

- Accident and Incident Trends, including RIDDOR Reports.
- Review OSG Reports.
- Proposals for HSW initiatives/training.
- Health, Safety and Welfare Improvement initiatives.
- Primary, Secondary and Tertiary stress interventions.
- Health and Safety Risk Register.
- Audits, 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.

# Health, Safety and Welfare Policy

## Strategic Safeguarding and Welfare Committee

This committee discusses welfare issues for staff and students and has its own terms of reference which are owned by the Vice Principal for Students and Communications.

## Operational Safety Group (OSG)

### Membership

Chair –Department Head (Assistant Principal/Director/Vice Principal), a selection of staff representatives from teaching, instructors, support and management from each area. See OSG structure - p5.

### 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.

# Health, Safety and Welfare Policy

## 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 health, safety welfare/wellbeing improvement campaigns and initiatives including reporting issues affecting the implementation or effectiveness of.
- Significant incidents, activities and/or actions should be dealt with immediately and reported to the College Safety Committee termly.
- Review training and industry best practice and where possible implement into the curriculum.

## Meetings

- The meeting should be chaired by the Associate Director / Assistant Principal or other Senior Manager.
  - High Risk Departments will have as a minimum one OSG per term or as necessary and should focus on resolution and action.
- Frequency of OSGs for Medium and Lower risk departments will be determined on risk level and reviewed by Health and Safety Team.
- 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

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## Operational Safety Groups

