



Suffolk
New
College

Health & Safety Policy

Policy Title:	Health & Safety Policy
Issue date (m/y):	June 2024
Author(s):	Health & Safety Advisor
Approved by:	Health and Safety Strategic Committee F&E Committee
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Related Policies & Procedures:	Various – refer to intranet
Version:	1.4



Equality Impact Assessment Tool

Name of Policy: Health and Safety Policy

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4	Is the impact of the policy/guidance likely to be negative/	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

This policy is relevant to:

- *staff,*
- *learners,*
- *apprentices,*
- *Contractors,*
- *visitors*

INTRODUCTION

The College's Health and Safety Policy is in three parts:

1 - GENERAL STATEMENT

This is the general statement of the College's policy to provide a safe and healthy working environment for staff, Learners, apprentices and visitors.

2 - THE ORGANISATION

This part sets out the organisational structure for implementing the policy and identifies key post holders and their responsibilities for health and safety.

3 - THE ARRANGEMENTS FOR IMPLEMENTATION

This part sets out the arrangements for implementing the policy and is supported by:

- Safety policies and procedures – which must be followed by every directorate
- Codes of Practice – rules and guidance related to specific activities
- Safety information – information of a general nature

1. GENERAL STATEMENT

This is intended as a framework document and should be used in conjunction with other individual documents, which detail the application of the policy across the wider College. From time to time additional or revised safety policies, procedures, approved codes of practice and other information related to specific issues or activities will be issued.

All College staff will be made aware of this Health and Safety Policy and will be required to comply with any safety instructions that are relevant to their role. Learners, apprentices and others who may require it (e.g. contractors) will be given relevant information pertaining to the policy via the responsible Manager.

EQUALITY & DIVERSITY

This Health and Safety policy and associated policies, procedures, approved codes of practice or other information issued under it, are intended to apply to all staff, learners and visitors. They set out requirements on those people. Requirements made should be a proportionate means of achieving the Health and Safety requirement involved.

Proposed requirements should be analysed to see if there is any potential for an individual to be treated less favourably because of a protected characteristic or be put at a particular disadvantage compared with someone without that characteristic. If there is this potential, then it should be considered:

- whether an alternative means which would not have the potential adverse effect can achieve the Health and Safety requirement involved

- whether any reasonable adjustment is possible
- Whether provision of any auxiliary aid that would overcome the potential adverse effect is reasonable.

In addition, proposals should consider the differing needs of individuals with a protected characteristic and whether specific arrangements are reasonably required to address those individual needs. This will include the reasonable accessibility of policies, procedures, codes of practice and other information issued and whether alternative formats are appropriate.

Consultation under this policy will include consulting on the above issues.

Policies, procedures, codes of practice or other information to be issued under this policy will be analysed when being planned using an Equality Impact Assessment to assess for equality impacts.

SAFEGUARDING

Suffolk New College has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of children receiving education and training at the College.

This is managed by following the requirements of the 'Suffolk New College Safeguarding Children and Vulnerable Adults Policy'.

1.1 Health and Safety Policy Statement

Policy

It is the policy of Suffolk New College to ensure so far as is reasonably practicable, the health, safety and welfare at work of its staff and any other persons who might be affected by its activities.

Suffolk New College's policy aims to provide and maintain working conditions which are safe and without risk to health.

Suffolk New College recognises its duties so far as is reasonably practicable to ensure:

- That plant, equipment and systems of work are safe and without risk to health;
- The safe use, handling, storage and transport of articles and substances;
- The provision of adequate information, instruction, supervision and training;
- A safe and healthy working environment and that adequate arrangements for welfare are provided and maintained;
- The establishment of procedures to be followed in the event of serious and imminent danger.

Suffolk New College will also maintain effective joint consultation with staff and Trades Union appointed Safety Representatives on health and safety matters.

Management and staff are required to observe and comply with current Health and Safety legislation within the workplace and to do all that is reasonably practicable to avoid and/or reduce Health and Safety risks.

The requirements of this policy shall apply;

- To all sites of the College including any that are leased or rented for the purpose of carrying out College business.
- Any site of the College that is leased or rented. Additional and/or alternative health and safety procedures may be imposed as a condition of the lease or rental.
- All such additional and/or alternative procedures must be followed by staff, Learners and apprentices whilst at those sites as if they were Suffolk New College's procedures.

The policy will be reviewed annually and revised if necessary.

Signed:



Name: *Alan Pease*

Position: *Principal*

Date: *June 2024*

2 THE ORGANISATION

2.1 THE COLLEGE CORPORATION

The Corporation is responsible through its officers for the health & safety of Staff, Learners, Contractors & Visitors.

Without detracting from the primary responsibility of managers for ensuring safe conditions at work, the Corporation will appoint or secure competent persons to provide technical advice on health and safety matters where it is necessary to assist management in its task. The Deputy CEO will provide advice on health & safety matters to the Corporation.

2.2 THE PRINCIPAL & CEO

The Principal & CEO has overall responsibility for the management of Health and Safety matters within the College and will ensure that effective organisation and arrangements are made to put this policy into effect, including ensuring that arrangements for risk assessment, auditing, and monitoring are in place. In practice, the responsibility for day-to-day health & safety issues is delegated to Facilities and Estates, Health & Safety Advisor.

2.3 The EXECUTIVE TEAM

The responsibilities of the Executive Team include the following:

- To ensure the adoption of the College's Health and Safety policy by staff over whom they have direct control.
- To set targets annually, with the senior members of staff over whom they have direct control, for the development of health, safety, and wellbeing matters within their areas of management responsibility, including progressing any outstanding matters from previous years, agreeing strategies to meet those targets including the appropriate deployment of resources, and where necessary submission for central College health and safety resources.
- To monitor the production of updated and revised safety statements of standard working practices by staff, over whom they have direct control, ensuring appropriate action is taken in cases of default.
- To agree the training requirements of staff, with senior staff and Managers within their area of management responsibility, following training needs analysis conducted by Managers, including the induction needs of staff, and to submit these requirements to the College Health & Safety Advisor.
- To ensure that senior staff and Managers review the safety performance and record within their areas of management responsibility, and that reports of these reviews are provided to the Health & Safety Committees.

2.4 MANAGEMENT RESPONSIBILITIES

Managers are regarded as the key figures in the management structure and are required to ensure that systems are in place in their department in relation to safety arrangements and that these are adequately resourced.

In the absence of the Manager, the responsibility must be delegated accordingly.

The responsibilities of Managers include the following 'so far as is reasonably practicable', and where the item is within the limits of their authority:

- To ensure the implementation of this policy within their department.
- To ensure that the work activities that they control are properly planned and resourced, that adequate risk assessments have been carried out, appropriate control measures introduced and personnel involved are adequately trained, instructed and supervised.
- To determine at the beginning of each financial year priorities for the development of health, safety and wellbeing matters in their department, including progressing outstanding matters, and the consequent deployment of directorate resources, and where necessary submission to the line manager for central College health and safety resources.
- To review and to seek to improve their directorate safety performance by monitoring standards and by undertaking regular safety audits in conjunction with the College Health & Safety Advisor.
- To identify the training and induction needs of new staff on appointment, and the training needs of existing staff at the beginning of each financial year, and to submit these to their line manager.
- To co-operate and communicate, information and knowledge, between directorates within the college and across sites with the aim of bettering performance college wide.
- To provide site induction, information and instruction to persons not employed in their directorate (e.g. Learners, members of the public, contractor's staff), as may be necessary, about any aspect of the directorate activities or the premises occupied which may affect their health and safety.
- To ensure that all persons under their control are made fully aware of hazards involved in the activities they are required to undertake. To take appropriate action to safeguard them against those hazards and to give persons under their control the necessary safety information about substances, plant, machinery and equipment, which they may use or with which they may come into contact.
- To ensure, so far as is reasonably practicable, that all plant, machinery and equipment under their control is in safe working order, that safety rules and statutory requirements are publicised and observed and that safety and protective clothing is worn where required. Report to the Health & Safety Advisor any problems for which they cannot achieve a satisfactory solution.

- To consult safety representatives or the Health & Safety Advisor on any matters relating to local management of health, safety and welfare within their directorate.
- Following appropriate notification from the Head of Facilities and Estates, of externally contracted work to be carried out within their area. Ensure that work does not commence until they are satisfied, by discussion with the Head of Facilities and Estates, the main Contractor's representative, and the College Health & Safety Advisor when necessary, that the arrangements to be adopted ensures that safe conditions will be maintained for all staff, Learners and visitors in their department/directorate.
- To make every endeavour to resolve health and safety issues referred to them by persons under their control and to refer to the appropriate senior manager any problems for which they cannot achieve a satisfactory resolution.
- To ensure that accidents/Incidents and "near misses" during work are properly reported and recorded, conducting any necessary preliminary investigations into the causes of such accidents or potential accidents and to notify the College Health & Safety Advisor of any major injury, accident or dangerous occurrence as soon as is reasonably practicable (Usually within 7 days).
- To ensure that all persons under their control are aware of first aid procedures, fire precautions, emergency procedures. Ensuring special arrangements are made for people with disabilities, including visitors, to enable their safe evacuation in an emergency.
- To ensure within their directorate that First aid provisions and equipment provided for the health and safety of all persons is routinely checked, maintained, and/or replaced as required through the Health & Safety Advisor in the event of its use.
- To ensure by regular inspection that fire exits within their department and or areas of responsibility are properly signed, and free from obstruction and can be opened instantly in an emergency.
- To ensure that responsibilities for specific aspects of health, safety and wellbeing entrusted to identified individuals within their Sections are re-assigned in circumstances, e.g. illness, which prevent such staff from arranging cover for themselves.

2.5 STAFF

In the course of their employment, all staff of the College have a duty to act with reasonable care for their health and safety and that of other staff, Learners and members of the public. They also have a duty to co-operate with the Health & Safety Advisor and any person upon whom a statutory duty or requirement is imposed (e.g. an Inspector from the Health and Safety Executive) on all health and safety matters at work.

All staff will be made aware of this health and safety policy, and how to access it. Staff who choose to disregard any policies or procedures contained within the overall health

and safety policy, or any specific regulations for health and safety, will be liable for consideration under the College's disciplinary procedures. However, in the interest of promoting safety, any employee who has an objection on safety grounds should pursue the matter with their line manager. If the issue cannot be resolved at this level, it should be referred to the next tier of management. If unresolved the issue may be followed as a grievance.

Apart from any specific responsibility, which may be delegated to them, all staff must be familiar with and adhere to the following disciplines:

- Health and safety requirements.
- The wearing of personal protective equipment (PPE) and clothing and the use of safety devices as required by management, department instructions or manufacturers' instructions, or activity risk assessment determination, whichever is appropriate in the circumstances. Work may only commence if the required safety equipment is available and is in a satisfactory condition.
- Instructions given by their manager, making any suggestions to their manager that they believe may improve health and safety within their working environment.
- Taking temporary action upon discovering a hazard by, wherever possible, removing or reducing the risk to health and safety (e.g. labelling hazards, taking equipment out of use, clearing a dangerous area, putting up suitable notices, drawing the attention to other staff of the existence of the hazard) and reporting any unresolved hazards relating either to equipment or procedures to an appropriate line manager.
- Ensuring that all accidents/incidents, "near misses" or injuries to health occurring whilst at work are reported to the Health & Safety Advisor via the accident incident reporting procedure.
- If entrusted with responsibilities for specific aspects of health, safety and welfare, wherever possible to ensure that those responsibilities as appropriate are re-assigned, in their planned absence. Such re-assignments must be approved by the appropriate department line manager who is responsible for ensuring that such responsibilities are re-assigned in circumstances, e.g. illness, which prevent staff from arranging cover for themselves.
- If responsible for authorising work to be undertaken, staff must ensure that appropriate measures are in place to ensure adequate standards of health and safety. This includes making sure contractors have provided the relevant Risk Assessment Method statements (RAMs), and adopt a safe system of work for all their activities whilst on College premises.
- Report to their line manager the use or maintenance requirements of provisions or equipment provided to ensure the health and safety of others within the college. This may include but not limited to items such as firefighting equipment or first aid provisions.

- Staff involved in delivering 'off the job' training or assessing of apprentices must ensure that the apprentices are familiar with the procedures in place at their work place, and that the apprentices know how to raise any concerns that they have about practices in place. If an apprentice raises a concern about Health & Safety, then the staff member must ensure that they are fully supported and that, at the appropriate level, this is raised with some urgency with the employer.

2.6 LEARNERS AND APPRENTICES

All Learners and apprentices are required to comply with this Health and Safety Policy. As such, they must ensure that they:

- behave in a responsible manner and show appropriate regard for their own health and safety and others who may be affected by their actions;
- co-operate with managers and others having specific health & safety duties, to ensure that Suffolk New College complies with its statutory obligations and the aims and objectives of the College Health & Safety Policy;
- Comply with any rules, procedures, codes of practice or any other instructions issued in respect of health and safety matters.

Learners and apprentices will be informed of their responsibilities through information contained in the course handbook, induction events and through safe systems of work. Apprentices must also adhere to health and safety procedures applicable to their work place environment. They should raise with their assessor if they have any concerns about the environment that they are working in.

2.7 CONTRACTORS, VISITORS AND SELF-EMPLOYED PERSONS

Whilst on Suffolk New College's premises all contractors, visitors and self-employed persons must:

- take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with Suffolk New College staff;
- comply with the Suffolk New College Health and Safety Policy and any associated procedure, codes of practice, guides or other instructions issued in respect of health and safety matters;
- Report all accidents and dangerous occurrences to the College Health & Safety Advisor in line with accident incident reporting procedure.

It is the responsibility of the Manager to ensure that the information is passed on to these people.

2.8 OCCUPATIONAL HEALTH

The College will ensure that an occupational health service is provided for its staff in order to protect their health in relation to the work they do. The service will also cater for Learner needs where this has been identified as being appropriate. To achieve this the College will contract with a suitable provider of occupational health services. The contract will be reviewed at least annually and will be monitored by Human Resources.

The college is committed to ensuring the health and safety of all staff, Learners and visitors with relevant risk assessment and controls to address any wide spread epidemic or pandemics as required.

2.9 COLLEGE HEALTH & SAFETY ADVISOR

The College employs a Health & Safety Advisor who is responsible for monitoring the implementation of this Policy and to provide advice on matters relating to health & safety.

The Health & Safety Advisor's duties will also include:

- Assisting managers in meeting their health, safety requirements
- Be the formal contact with enforcing authorities
- Identification of areas for proactive health & safety promotion within the College
- Identification of the need for, and preparation of, policies, procedures etc. in respect of health & safety issues
- Assisting the Executive Team and managers in the identification of training needs and involvement in the preparation and delivery of health & safety courses where appropriate.
- Monitoring the implementation of health & safety policies, procedures, systems and training programmes
- Investigating accidents and incidents as appropriate

2.10 HEALTH AND SAFETY BUDGETS AND EXPENDITURE

Budgets to provide for on-going and long-term maintenance of buildings and fabric, supported by a minor works budget, will be delegated to the Head of Facilities and Estates.

Health & safety expenditure arising from new initiatives proposed by Departments/Directorates, and approved within the College's academic and resource planning procedures, will be met out of the delegated budget of the proposer. Exceptionally, where approval has also been given as part of the same planning process, such initiatives may receive 'pump priming' monies from central funds.

Expenditure arising out of on-going requirements within Directorates (e.g. personal protective equipment) will be met from the budget delegated to the Manager.

Items of major expenditure unable to be met from this budget will be referred to the Principal for consideration.

3 ARRANGEMENTS FOR IMPLEMENTATION

3.1 GENERAL

The arrangements for implementation of the Health and Safety Policy consists of the systems and procedures that have been established in order to meet the aims and objectives outlined in the Policy. This will usually be derived as a result of risk assessments of Directorates activities but may also be a response to legislative requirements or examples of good practice. Each Directorate is, therefore, responsible for establishing its own safe working practices based on specific risk assessments. However, there are many activities that occur across college sites that can be assessed generically. Where this is appropriate safe procedures, codes of practice, the Health & Safety Advisor will provide safety guides or general safety instructions.

3.2 SPECIFIC RISK ASSESSMENT

Where required, Curriculum Heads are to ensure that specific risk assessments be completed. Such as; Personal Emergency Evacuation Plans (PEEP), Young person's risk assessments, New and expectant mothers, lone workers etc. Should Staff be in any question regarding whether or not a specific risk assessment is required they should contact the Health & Safety Advisor in the first instance.

3.3 CONSULTATION

The need to involve all members of staff and Learners in health and safety matters is recognised as being essential for successful implementation of this Policy and has already been highlighted in the General Health & Safety Statement signed by the Principal. Informal consultation should happen as a matter of course during normal day-to-day operation of any department. However, to facilitate more formal consultation, particularly in respect of College-wide issues, a College Strategic Health & Safety Committee and Operational Sub-Committee have been established with the ability to set up sub-groups, working parties etc. as necessary. In addition, course committees and other committees are encouraged to identify health and safety issues within their agendas.

3.4 PROCEDURES, APPROVED CODES OF PRACTICE (ACOPs), GUIDANCE AND SAFETY INSTRUCTIONS

Where, because of generic risk assessment, legislative requirements or good health & safety practice, it is felt appropriate to develop Cross-College rules these will be researched and disseminated via the Health & Safety Advisor. The purpose of these is to ensure, so far as is reasonably practicable, consistency across the whole of Suffolk New College irrespective of location though it may be necessary to adapt them, following risk assessment, to meet specific health and safety requirements of individual Schools / Departments / Sections. They will be reviewed at least annually but may be amended if there are changes in circumstances, accepted good practice or changes in statutory requirements.

3.5 LOCATION

This policy and its associated procedures shall apply to all staff, Learners, apprentices, or visitors whilst on Suffolk New College sites or work related activities at other temporary or permanent work locations.

3.6 MONITORING

Day to day responsibility for monitoring the effectiveness of the College Health & Safety Policy should follow normal managerial lines. However, there is a need for more formal monitoring with evidence being provided to ensure that the aims and objectives of the Policy are being met.

The ways in which monitoring will be undertaken include:

- Reviewing risk assessments and the implementation of policies and procedures related to health and safety
- Analysis of accident/incident, near miss and dangerous occurrence statistics by the College Health & Safety Advisor and Health & Safety Committees
- The inclusion of health & safety in curriculum review and self-assessment reports
- The carrying out of both planned and unplanned directorate inspections by the Health Safety Advisor, trade union safety representatives and Managers.
- Regular audits/inspections by the College Health Safety Advisor and Heads of curriculum Managers and where required, directors.

Health & Safety Advisor

Facilities and Estates Management Dept.

Ext: 2796