

**HEALTH & SAFETY POLICY**  
**2024/25**

# Health & Safety Policy 2024/25

**Policy/Procedure Owner:** Resources Committee  
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**Policy Review Frequency:** Annual

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 Applicable to students: Yes/~~Ne~~  
 Publish on College website: Yes/No

**Consultation:**

| Undertaken with:       | Yes/No:            | Date:                       |
|------------------------|--------------------|-----------------------------|
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| ELT                    | Yes                | 11 June 2024                |
| CMT                    |                    |                             |
| Unions                 |                    |                             |
| Students               |                    |                             |
| Employees              |                    |                             |
| Employers/Stakeholders |                    |                             |

**Any Associated Documentation, for Reference:**

Accident Procedure  
 Contractors  
 Health and Safety Committee Constitution and terms of reference  
 PEEP Procedure  
 Risk Assessment

**ELT SIGN-OFF:** Iain Stott, Vice Principal Corporate Services



# Health & Safety Policy

## Reviewed

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# 1. General Statement of intent

Preston College recognises its responsibilities as ‘the Employer’ as specified in the Health and Safety at Work etc. Act 1974 and in all subsequent legislation and directives that impinge on the activities of the College.

The College will ensure, as far as reasonably practicable, the health and safety of all employees<sup>1</sup>, learners, contractors and members of the public who are directly affected by the activities of the College. The College will fulfil its duties by:

- Providing adequate control of the Health and Safety risks arising from our work activities
- Consulting with our employees on matters affecting their Health and Safety
- Providing and maintaining safe premises, plant and equipment
- Ensuring the safe handling and use of substances
- Providing adequate supervision, information, and instruction for employees and learners
- Ensuring that employees are competent to carry out their tasks, and to give them adequate training
- Working to prevent accidents and cases of work related ill health
- Maintaining safe and healthy working conditions and by the implementation of robust plans to control and mitigate against the risk of infection during pandemics or any subsequent global or national emergency
- Operating an “open door policy” at all levels with regard to reporting issues or concerns on Health and Safety matters
- Reviewing and revising this policy as necessary at regular intervals and at least annually
- Committing to set Health and Safety objectives and improvement plans to drive continual improvement in performance.

**The promotion of Health and Safety is a team effort.** Each member of the College is regarded as part of the team that is to be responsible for achieving a safe working environment. Overall accountability rests with the members of the Corporation as employers, although day to day responsibility is delegated to the Principal and CEO, supported by the Executive Leadership Team, College Management Team and the Health and Safety Officer. In this way, the College will aim for high standards of Health and Safety.

It is intended that this policy, and the team work it promotes, should enable the College community to work in partnership to achieve a safe working environment where hazards are controlled, risks to the Health and Safety of staff and others are reduced to a minimum and the safeguarding of learners is maintained at all times.

This Health and Safety Policy will be supplemented by other documents arising from Health and Safety legislation. These documents can be found on the College Intranet.



Principal and CEO



Chair of the Governing body

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<sup>1</sup>Reference to employees should be taken to include individuals working with the college on a voluntary or placement basis

## 2. Aims

The College will ensure as far as reasonably practicable that appropriate policy and procedures are in place which:

- actively promote the health and safety of employees, learners, contractors and members of the public
- support the safeguarding of young people and vulnerable adults.
- actively promote the principle of the 'safe learner' and the 'safe working environment'
- ensure the safety of learners, staff, contractors and members of the public at the College
- provide appropriate Health and Safety inductions and training to staff, learners and contractors, where necessary
- establish and maintain healthy and safe working procedures and promote the observance of all Health and Safety regulations through appropriate information, training and supervision
- develop and maintain a sense of Health and Safety awareness and responsibility from all staff
- consult regularly with staff to ensure the achievement of the aims of this policy through the Health and Safety Committee and other appropriate groups
- monitor the effectiveness of this policy in order to achieve and maintain appropriate standards of Health and Safety
- encourage the active interest of all staff, learners, contractors and members of the public in the Health and Safety of themselves and others
- actively monitor through manager and safety inspections the effectiveness of Health and Safety management and systems
- aim to further reduce Health and Safety incidents and near misses by a process of continuous improvement
- establish improvement targets and monitor progress
- promote the development of learners' understanding of hazard, risk and control.

## 3. Responsibilities

Whilst in the College or on College activities, all staff, learners, contractors and members of the public have a responsibility towards their own Health and Safety and that of others. They must act responsibly at all times and if they have any concerns about Health and Safety they must raise them immediately with whoever is in control of the activity.

### i. The Corporation

The College Corporation has ultimate responsibility to make sure that all College premises and working practices are safe and as far as reasonably practicable the Health and Safety of staff, learners, contractors and members of the public are managed and controlled to minimise risk.

Within the ultimate responsibility above the Corporation acknowledges the risk to all persons at college from future pandemics and is resolute in implementing, as a minimum, the controls recommended by the UK Health Security Agency or successor organisations. However this will not prevent or inhibit the Corporation, where they believe it necessary for fulfilling their Duty of Care, from putting into place additional, more stringent controls for the safeguarding of Staff, Learners, Contractors or the Public.

The Corporation accepts the guidance provided by the Health and Safety Executive and Institute of Directors regarding the roles and responsibilities of directors.

The Corporation will appoint one of their number to be "Health and Safety Governor" (the Principal and CEO assumes this role, which includes day to day responsibility for matters of Health and Safety). In addition the Corporation may appoint a member to act as an additional Health and Safety link governor.

## **ii. The Principal and CEO**

The Principal and CEO, on behalf of the Corporation, will ensure that the College is managed effectively and safely, and as far as is reasonably practicable the College Health and Safety Policy is observed and subjected to regular review.

The Principal and CEO will, with the help and support of the College Management Team and the Health and Safety Officer, as far as reasonably practicable, manage the College so that:

- The working environment of all employees, learners and members of the public is safe and any potential risks are identified and effectively controlled
- There is adequate information, training and supervision available so that all staff are able to discharge their duties with proper regard to Health and Safety
- Maintenance of premises, plant and implementation of safe working practices are assessed and improved to the appropriate standards as necessary.
- All persons who may be affected by the College's activities are not unduly exposed to risks to their Health and Safety
- Arrangements are in place to enable the safe use, handling, storage and transportation of articles and substances for use at work

## **iii. The College Health and Safety Officer**

The Health and Safety Officer will lead, coordinate and provide advice and support for Health and Safety practice and policy in the College as a whole reporting to the Executive Leadership Team. They will:

- guide and provide advice and assurance to managers in creating a healthy and safe environment
- identify the need for and provide training, instruction and information on Health and Safety issues
- actively promote the principles of good Health and Safety management so that they are applied to all activities undertaken by the College including activities such as events, travel and off-site activities
- attend and advise the Health and Safety Committee, the Safeguarding Group and other cross college groups on matters relating to health and safety , provide support on all matters of occupational health and safety
- oversee and coordinate annual inspections, and related action plans and have the authority for enforcement
- maintain appropriate records relating to Health and Safety and monitor compliance with control measures through audit/inspections acting appropriately to reduce risk at all times

- monitor Health and Safety performance, compliance, and provide updates through regular reports to the Principal and CEO, Executive Leadership Team (ELT) and the Corporation
- advise on the completeness of risk assessments and appropriate control measures, make arrangements for appropriate checks, and follow up.

#### **iv. College Managers**

All members of ELT and College Management Team will assist the Principal and CEO in fulfilling the requirements of this policy and statement of intent (section 1 of this document). Managers, at all levels, have a responsibility for Health and Safety within the area of their management. They will (with the help and assistance of colleagues within their area):

- arrange for all College inspections and where appropriate daily checks of their area of responsibility to be undertaken and actions to be followed through promptly
- make arrangements to act upon Health and Safety matters, especially those highlighted following audits and inspections, and ensure that Health and Safety is fully discussed at team meetings
- where appropriate, and in conjunction with the Estates and Facilities team, seek to ensure that arrangements are in place for premises and equipment to be appropriately maintained and improved. This will include keeping of adequate records to demonstrate adherence to these arrangements
- consider Health and Safety in all purchases and acquisitions, and to ensure that appropriate safety instructions and training are in place before such equipment is used
- comply with the College policy on Health and Safety , carry out suitable and sufficient risk assessments and ensure that these are reviewed at least annually by appropriately trained staff as identified by the Head of School/Department
- promote personal responsibility and effort on the part of everyone to avoid and prevent health hazards and injuries to themselves and to others who may be affected by their acts or omissions
- cooperate on all Health and Safety issues so that the College can comply with its duties, requirements and statutory obligations.

#### **v. All Employees will:**

- actively promote a safe working environment
- cooperate with supervisors and managers on Health and Safety matters
- not interfere with anything provided to safeguard Health and Safety
- take reasonable care of their own Health and Safety and the Health and Safety of others who may be affected by their acts or omissions
- comply with all College Health and Safety rules and policy, and undertake appropriate training as required
- use Personal Protective Equipment (PPE) when required to do so
- report all accidents, near misses, incidents or Health and Safety concerns promptly to the Health and Safety Officer.

#### **vi. Learners – The Safe Learner**

Preston College supports the integration of Health and Safety practices into curriculum delivery. Through our management of the learning environment, both within the College and in the workplace, together with the quality of the learning experience, learners should:

- Gain an understanding of the importance of Health and Safety
- Understand how hazards are identified and risks are assessed, as well as the principles of control measures
- Develop a set of safe behaviours, so that they play an active part in the learning process and acquire practical, transferable skills from their experience.

Further details of safeguarding learners can be found in the College Safeguarding Young People and Vulnerable Adults (Child Protection) Policy.

These aims will be achieved by promoting Health and Safety as part of learning programmes and through training and development plans for staff. Systems will be in place to identify and reduce risks to their lowest practicable levels. Regular monitoring and checks will be in place across the College, and Health and Safety improvement actions will be incorporated into College plans.

Learners must:

- follow all safety rules and instructions issued by College staff and work safely at all times
- not interfere with anything provided to safeguard Health and Safety
- take reasonable care of their own Health and Safety and the Health and Safety of others who may be affected by their acts or omissions
- comply with all College health and safety rules and policy
- use Personal Protective Equipment (PPE) when required to do so
- report all accidents, incidents or Health and Safety concerns to their tutors and work place provider whilst on placement or apprenticeship.

#### **vii. Members of the public**

- all members of the public, when signing in, will be issued with College fire evacuation instructions on arrival
- members of the public are expected to follow any safety instructions of College staff, follow the requirements of safety signs, and not to enter any prohibited area without the permission and presence of a member of the College staff.

#### **viii. Contractors**

- all contractors, when signing in, will be issued with College fire evacuation instructions. New contractors will be provided with the College Contractor Manual as part of their pre-approval.
- contractors must carry out a risk assessment for their activities and prepare method statements for any activities which require it and provide these to the relevant member of the College staff, before commencing work. Work must be undertaken in accordance with the submitted method statement or, if change is required, work should cease until a revised method statement has been submitted. Before commencing work a job specific risk assessment will be carried out by a member of the Estates and Facilities Team.

## **4. Arrangements for Health and Safety**

### **i. Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the College entrance and the Health and Safety Law leaflet is available, on request, from the Estates and Facilities Office
- Health and Safety advice is available from the Health and Safety Officer
- Supervision of young workers, trainees and learners must be undertaken by appropriate competent staff and monitored by the area manager
- The relevant manager is responsible for ensuring as far as reasonably practicable that everyone working in locations under their control is given the relevant Health and Safety information.

## **ii. Competency for tasks and training**

- Induction training for all new employees will be organised by the Human Resources Team
- Induction for learners will be carried out by tutors and recorded appropriately
- All contractors engaged by the College to undertake contracts will receive a Health and Safety induction, arranged by Estates and Facilities, prior to the commencement of their work
- Specific job related training e.g. use of machinery, must be completed by all staff and learners before using equipment or carrying out tasks for the first time. Records such as those required by PUWER 98 must be kept by the designated manager and audited by the Health and Safety Officer
- The Health and Safety Officer will arrange mandatory Health and Safety training for all staff and governors covering fire safety and manual handling, with training on Display Screen Equipment arranged for all new starters and other staff as required. The Health and Safety Officer will also arrange role-specific training as appropriate. The Human Resources Team will ensure that appropriate records are kept of all staff Health and Safety training.

## **iii. Accidents, first aid and work-related ill health**

- The College will provide adequate first aid equipment and facilities for employees and others if they become ill or are injured whilst at work
- The College will ensure the provision of appropriately qualified first aiders, or procedures to obtain first aid treatment, are available during the time people are at work. The Health and Safety Officer will manage this provision
- The most recent copy of the first aid rota will be emailed to all College first aiders, Reception and the Estates and Facilities Manager
- Staff and learners requiring first aid assistance should telephone the College Emergency Number (5005) from an internal telephone or 01772 225005 from a mobile or report directly to the Reception desk
- All near misses, accidents and cases of work-related ill health are to be recorded in the Health and Safety Accidents/Incidents Database. The database is held on the College management information system
- The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **iv. Health Surveillance**

- Health surveillance is required for employees where hazards could have an adverse effect on health and wellbeing, eg:

- Where hazardous substances (eg wood and brick dust, solvents and coolants) are used that could lead to respiratory or skin problems
- Noisy environments (eg workshops)
- Records of all health surveillance will be kept for 40 years from the date of the surveillance by Human Resources.

#### **v. Monitoring**

- The College will check its working conditions and ensure safe working practices are being followed. The Health and Safety Officer will arrange to carry out appropriate inspections of College areas as determined by the degree of risk within an area
- Managers must arrange periodic inspections of their workplace recording actions in line with this policy, as well as conducting regular walk throughs to check Health and Safety compliance
- The College Health and Safety Officer is responsible for investigating accidents and work-related causes of sickness absences
- The College Health and Safety Officer will work with appropriate managers to act on investigation findings to prevent a re-occurrence
- Unannounced inspections and spot checks will be conducted by the Health and Safety Officer and findings shared with the Heads of School, Senior Management and reported to the Health and Safety Committee
- The Estates and Facilities Team will arrange for appropriate monitoring of the environment with regard to dust, fume and noise as required by regulations.

#### **vi. Emergency procedures – fire and evacuation**

- The Estates and Facilities Manager and the Health and Safety Officer will ensure that fire risk assessment is undertaken, implemented and reviewed
- Estates will ensure regular checks on the listed items:
  - The fire alarm system
  - Escape routes, fire doors and smoke doors
  - Fire extinguishers
- The fire alarm system, emergency lighting and fire extinguishers will be regularly maintained by an approved maintenance company
- The Estates and Facilities Manager and the Health and Safety Officer will ensure that fire evacuation practices for College buildings are undertaken
- Records of all the above will be kept in the fire log book, located in the Estates and Facilities Office

#### **vii. College Health and Safety information**

- College Health and Safety policies and guidance can be found on the College intranet. These can be also be obtained in hard copy from the Estates and Facilities Office (MB118).

### **5. The Health and Safety Committee**

The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety

committee assists the employer and makes recommendations for change. The Committee will:

- Promote cooperation between departments on matters of Health and Safety
- Monitor existing Health and Safety arrangements and make appropriate recommendations
- Monitor and receive reviews of the Health and Safety Policy
- Assist in the development of Health and Safety rules
- Receive and consider reports submitted by the Health and Safety Officer and others
- Advise on appropriate Health and Safety training
- Meet at least once each half term
- Be part of the consultation process and assist in developing new policy and procedures

The terms of reference and membership of the committee are to be reviewed annually at the first meeting of the academic year.

## 6. Contractors

All contractors engaged by the College will receive a copy of the College Contractors document and the name of a designated person to report to on entering the College. Prior to commencement of their work, contractors are required to provide to the designated person copies of risk assessments and method statements. Contractors are subject to the requirements of this policy and the College Permit to Work system. Any contractor, or their employee, found to be in breach of this or any other College policy regarding Health and Safety will be stopped from working until they can satisfy the Health and Safety Officer of the adequacy of their method statement.

## 7. Competent Persons to assist with compliance

The College will appoint advisers as required to ensure that the College complies with statutory requirements

| <b>Activity</b>                       | <b>Adviser</b>                                       |
|---------------------------------------|------------------------------------------------------|
| Legionella Management                 | Water 7 Air                                          |
| Radiation Protection Supervisor (RPS) | Sharon Smith (iSTEM)                                 |
| Radiation Protection Adviser (RPA)    | UK Health Security Agency                            |
| Laser Protection Adviser              |                                                      |
| Occupational Health                   | People Asset Management (PAM)<br>Occupational Health |
| Display Screen Equipment              | Premier Office Supplies                              |
| Portable Appliance Testing            | Norwood                                              |
| Environmental Assessments             | North West Management Solutions                      |
| Fire Risk Assessment                  | Walker Fire                                          |
| Asbestos Management                   | RB Asbestos Consultants                              |

## 8. Review

This Policy will be reviewed annually.