

HEALTH AND SAFETY POLICY



THE
TRAFFORD
COLLEGE
GROUP

Authors:	Health & Building Safety Officer	Approval Date:	September 18
Approved by:	Director of premises	Review Date:	September 19

The Health and Safety Policy for the Trafford College Group consists of three (3) parts;

- The Statement of Intent – our commitment to Health and Safety
- Organisation – the roles & responsibilities of everyone in our organisation
- Arrangements – how we will provide a healthy and safe environment for everyone working in, learning in or visiting our Colleges

It is a framework and the details will be given in procedures, risk assessments and guidance.

The Statement of Intent

The Trafford College Group will:

- Accept our responsibilities for the health and safety of all employees and any other people who may be affected by our work activities (e.g. students, visitors, contractors and local community).
- Recognise our duties under the Health & Safety at Work Act 1974 and the Regulations made under it. We will comply with the law and guidance provided by the Health and Safety Executive and other relevant organisations.
- Provide, so far as is reasonably practicable, places to work and learn that are safe and without risk to health
- Demonstrate our commitment to the value of health and safety.
- Provide adequate physical and financial resources.
- Clearly define the roles and responsibilities of all employees, learners and stakeholders. Health and safety is the responsibility of everyone in the Trafford College Group.
- Promote awareness and understanding of health and safety with all our employees, learners and stakeholders.
- Provide sufficient information, instruction and training to enable all employees and learners to work and learn with minimum risks to health and safety.
- Communicate and consult openly and actively with our employees, contractors and stakeholders.
- Assess the risks associated with health and safety hazards in our workplaces. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.
- Monitor the health and safety competence of our contractors and partners. We will require our contractors and partners to identify health and safety risks that may impact on the health and safety of our employees, learners and visitors.
- Provide ways to audit and monitor health and safety and make changes to ensure, and improve, standards.

The policy will be reviewed and amended as necessary.

Signed:

Date:

Principal - Lesley Davies

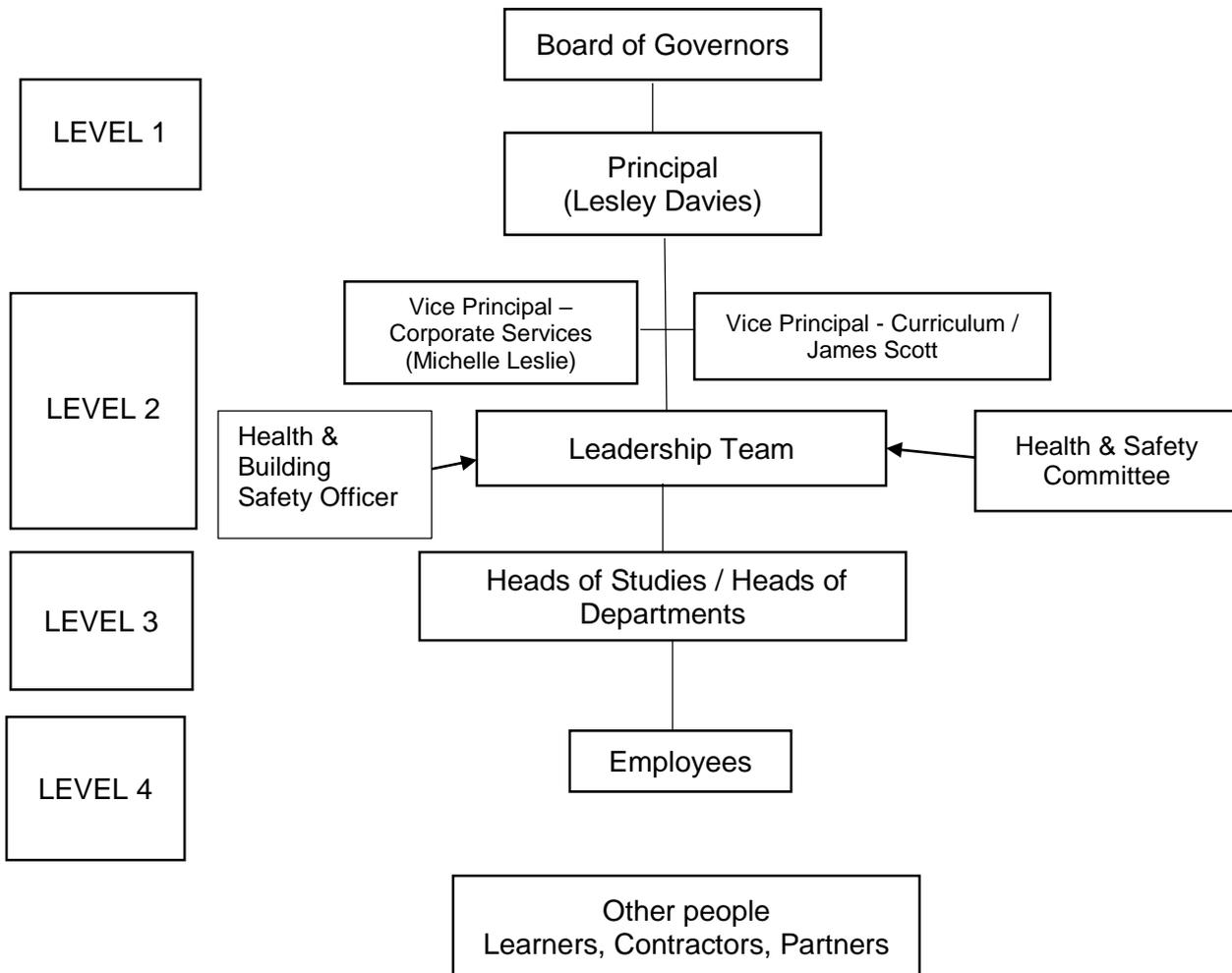
Signed

Date:

Chairperson of the Board -

Organisation of Health and Safety

Every person working in, learning in or visiting the Colleges has a role to play in ensuring that good health and safety is maintained. However, the Trafford College Group recognises that the main responsibility for health and safety ultimately remains with the Board of Governors, even though many of the day-to-day tasks and functions may be delegated down through the management chain.



Management Structure for Health and Safety Key Responsibilities

Board of Governors

The Board of Governors is the “employer” and “controlling mind” of the College, and therefore has the ultimate responsibility for health and safety.

Level 1 - Principal

The Principal will be responsible to the Board for the normal running of the College in all of its activities, including the management of Health and Safety.

The Principal will authorise this policy and shall satisfy the Board that it has been implemented.

Level 2 – Leadership Team

The Leadership Team will;

- Ensure this policy is effectively carried out.
- Provide adequate resources for health, safety and welfare
- Be actively involved in encouraging and promoting a healthy and safe place to work and learn.

Some members of the Leadership Team may have personal duties, for example;

The Director of Premises is responsible for the condition of the estate and fire safety management. He is also the designated Duty holder for Legionella.

Level 3 – Heads of study / Heads of Depts.

Heads of Study and Heads of Departments will;

- Take “day-to-day” responsibility for health and safety issues within their areas of responsibility.
- Ensure that suitable and sufficient risk assessments are completed and reviewed on an annual basis.
- Ensure all procedures and systems of work relevant to their areas of responsibility are followed at all times.
- Identify health and safety training needed within their areas of responsibility and arrange for such training to be undertaken.
- Ensure all accidents/incidents within their areas of responsibility, are reported in the appropriate manner, and that any subsequent recommendations are implemented
- Ensure suitable and adequate protective clothing and equipment is provided and worn when required.

Level 4 - Employees

All employees of the College, including evening, agency and community staff will;

- Take all reasonable care of their own health, safety and welfare and other people who may be affected by the work they do
- Co-operate with the College so that it can meet its legal duties
- Not misuse, or interfere with, anything provided for health, safety and welfare

This includes;

- Following all procedures, guidance and risk assessments
- Checking that their work environment and equipment is safe before use. Any defects must be reported to their line manager.
- Reporting all accidents, incidents and concerns to their line manager, and to the Health & Building Safety officer if appropriate.
- Setting an example to learners, colleagues and visitors

Health and Safety

The Health & Building Safety Officer will:

- Provide advice, guidance and support to all levels of the organisation.
- Identify requirements contained in any legislation, codes of practice and guidance from the Health & Safety Executive and any other relevant enforcing authority/body.
- Produce and review procedures and guidance to assist managers and employees.
- Record and investigate, as necessary, all accidents, incidents and dangerous occurrences. Reporting under RIDDOR is the responsibility of the Health & Building Safety Officer.
- Monitor health and safety standards across the Colleges, taking appropriate action where necessary.

Learners

All learners must co-operate with staff to create a safe and healthy place to work and learn.

Learners must:

- Not behave in any way likely to cause harm to either themselves or others
- Follow safety procedures, e.g. wearing of personal protective equipment, evacuation procedures
- Report any accidents, hazards or concerns to a member of staff
- Not misuse or interfere with anything provided for health and safety
- Not be under the influence of alcohol, drugs or other substances which could impact on their or other persons health and safety

Other people

Any other person working in the Colleges, including contractors, partner agencies, or using College premises/facilities (e.g. external organisation hiring the theatre or a training kitchen) has a duty to work with the Trafford College Group to ensure that the Colleges are a safe and healthy place for all.

They must:

- Provide all documentation requested by the Health and Safety Building Officer and the insurance company, where appropriate.
- Follow all relevant procedures, including emergencies and security.
- Take all necessary measures to ensure that their work activity does not adversely impact on the health, safety and welfare of any employee, student or visitor.

Arrangements for Health and Safety

Risk Assessment.

Heads of studies & Curriculum Leaders and Heads of Departments will ensure that suitable and sufficient risk assessments for their area(s) are completed and reviewed every year.

The task may be delegated to team members but the responsibility remains with the Curriculum Leader or Head of Department.

Risk assessments which cover the whole of the College will be completed by the Health & Building Safety Officer, with assistance from appropriate staff, and reviewed annually.

Emergency Procedures

The Colleges at Trafford and Stockport currently have their own procedures for First Aid, Fire and other emergency situations (e.g. Lockdown). The two systems will be reviewed, one procedure will be developed which will cover all sites occupied, and used, by the Trafford College Group.

Safe Working Procedures

The Colleges at Trafford and Stockport currently have their own procedures for the major hazards on each site. All procedures and guidance will be reviewed and one system which will cover all sites occupied, used, by the Trafford College Group.

Further arrangements and procedures will be produced as required by changes to legislation or guidance from the Health & Safety Executive, or other relevant enforcing authority/body.

Monitoring Health and Safety standards

The Health and Building Safety Officer will develop a programme for auditing the high risk areas of each College. Additional monitoring of the working environment or practices will be carried out where necessary, e.g. after an incident or concern.

In addition, Altrincham and STEM will be audited annually by QMS International as the Trafford sites hold the OHSAS 18001 and ISO 14001 standards.

Information, Instruction and Training

Information on health and safety will be provided to employees on i-Trafford for Altrincham and STEM and SharePoint for Stockport. This will be reviewed with a view to move towards one intranet platform.

A training needs analysis will be carried out. Suitable training materials will be produced and a programme implemented with the support of Human Resources, Curriculum Leaders and other relevant people.