



HEALTH & SAFETY POLICY

Purpose of Policy

The purpose of City College Coventry's Health & Safety Policy is to inform students, staff and members of the public of the College's commitment to their health, safety and welfare.

Policy

The College will, so far as is reasonably practical, ensure the health, safety and welfare of its staff whilst at work, and others who may be affected by its actions.

At the same time, the College expects all employees to act responsibly and to have regard for their own safety and for the safety of others. In the use of equipment, all employees are required to exercise due care and attention and observe authorised methods and Codes of Practice, including those inherent in their professional or craft training.

Contribution to Achievement of the College's Mission

The College's Mission is '*Promoting to Diversity, Raising the Standard, Taking Education Further*'. This policy contributes to the Mission by ensuring the provision of a safe environment for students and staff in which to achieve their goals.

Implementation

In implementing its Health & Safety Policy, the College will so far as is reasonably practical:

- Seek to ensure that all plant and equipment meet appropriate safety standards.
- Promote safety training, and encourage a high awareness for safety among all employees, through joint consultation, and the promulgation of information and safe working practices.
- Ensure the maintenance of sites, buildings, layouts, plant and equipment to a safe level.
- Maintain safe systems of work and a safe working environment.
- Provide all employees with a copy of the Health & Safety Policy via the intranet to make them aware of their responsibilities.
- Make all employees aware of their legal responsibilities.
- Provide information, instruction, training and supervision to ensure the Health & Safety of employees at work.
- Provide and ensure the use of approved equipment and protective clothing.
- Discourage violation of safety regulations and unsafe working in accordance with disciplinary procedures.

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- Comply with all statutory regulations, approved Codes of Practice and Guidance Notes and to promote an attitude of safe working by employees in all aspects of the College's work.
- Encourage discussion between employees, Health & Safety representatives and management on safety, health and welfare matters, and establish a Health & Safety Committee for this purpose.
- Provide information and other requirements as specified in the Health & Safety at Work Act, etc., to accredited Trade Union Safety Representatives.
- Ensure accurate and immediate reporting and investigation of accidents.
- Control outside contractors working on College premises to ensure so far as is reasonably practicable that they carry out their responsibilities for Health, Safety and Welfare.
- Ensure that Health & Safety principles and practices are thoroughly communicated to students throughout their time at the College.
- Highlight Health & Safety as an issue to be dealt with in self-assessment at all levels.
- Regularly report on the foregoing items to the Health & Safety Committee.

Related Documents

- The College's Health & Safety Procedures
- The College's Health & Safety Guidance Notes
- The College's Health & Safety Codes of Practice
- The College's Safeguarding Policy & Procedure

Monitoring and Impact Measurement

The implementation of the College's Health & Safety Policy will be monitored by the Health & Safety Committee, which will report its deliberations to the Executive on a termly basis. The Estates Committee will receive Health & Safety reports at each of their meetings, while the Corporation will receive an Annual Health & Safety Report for Governors' consideration. Impact measurement will be by the number and type of accidents occurring, the details of which will be included in these reports.

Publication of Policy

This policy will be made publicly available and will be provided to all members of staff and communicated widely to the student body via the Intranet.

Policy Review Date	March 2015
Executive member responsible for implementation	Director of Estates

Approval and Review History
• Approved by the Estates Committee on behalf of the Corporation on 11th September 2002 (Minute E20/02)
• Reviewed and approved by the Estates Committee on behalf of the Corporation on 10th September 2003 (Minute E27/03)
• Reviewed and approved by the Estates Committee on behalf of the Corporation on 25th August 2004 (Minute E25/04)
• Reviewed and approved by the Estates Committee on behalf of the Corporation on 24th August 2005 (Minute E28 /05)
• Reviewed and approved by the Estates Committee on behalf of the Corporation on 31st August 2006 (Minute E21 /06)
• Amended by the Corporation on 13th September 2006 (Minute C72/06)
• Reviewed and approved by the Estates Committee on behalf of the Corporation on 31st October 2007 (Minute E35/07)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 16th November 2009 (Minute 9)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 15th November 2010.
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 24th October 2011.
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 19th March 2012.

RESPONSIBILITIES

The Chair and Members of the Corporation have ultimate responsibility for setting and achieving the objectives of the college Health and Safety Policy.

The Principal is responsible to the Chair and Members of the Corporation for achieving the objectives of the college Health and Safety Policy. The Principal, through college management, must:-

1. ensure that the requirements of the Health and Safety legislation are met;
2. ensure that management know and accept their individual responsibilities regarding Health and Safety, and are adequately trained to discharge those responsibilities;
3. advise the Members of the Corporation on the resources and action required to meet statutory requirements and approved Codes of Practice, identifying any difficulties that might arise;
4. set up a Safety Committee and arrange consultations with appropriate employees' Safety representatives to ensure their participation in the development or progressive and positive methods of promoting Health and Safety at Work;
5. ensure that Safety representatives who are appointed under statutory regulations can effectively carry out the duties required by those regulations;
6. ensure that prior to the introduction of any change which may affect the health and safety of employees at work, there is adequate consultation with the appropriate specialist support services and employees' Safety representatives.

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7. ensure the establishment and maintenance of a suitable Health and Safety programme to eliminate accident potential so far as is reasonably practicable and conform with statutory regulations and approved Codes of Practice;
8. ensure that adequate communication channels are maintained to promulgate information concerning Health and Safety, which may affect any or all employees under their control;
9. make the necessary representations and arrangements to seek adequate financial resources to cater for the needs of Health, Safety and Welfare;
10. ensure that under Section 4 of the Health and Safety at Work Act proper concern is shown for the health and safety of all persons present on the premises;
11. ensure that staff in college and hirers of college facilities undertake to conduct themselves in accordance with the college's Health and Safety Policy and Procedures so that no staff, students or visitors are put at risk;
12. ensure that any recommendations or reports presented by external organisations, are correctly communicated to the management structure of the college and to the relevant Safety representatives;
13. ensure that such reports are processed to ensure that any action or policy decisions that may be required are taken;
14. ensure that purchase and maintenance of equipment is to the required standard;
15. ensure that all fire-fighting and prevention equipment and facilities are maintained to the required standard;
16. ensure that appropriate records are kept and employees are familiar with the operation of such equipment;
17. ensure that regular evacuation drills are conducted, fire alarms are tested with appropriate frequency and that all employees and persons using the college are aware of the emergency procedure;
18. ensure that all fire escape doors and alarms are at all times kept clear of obstruction and that escape doors can be readily opened from the inside;
19. ensure that adequate first aid cover is provided as recommended in the approved Codes of Practice;
20. ensure that all approved items of first aid are made available and under the control of a responsible person or trained first aider as required by the relevant statutory regulations and approved Codes of Practice and that all employees are made aware of their location.
21. ensure the interior and exterior cleaning of the college.

SENIOR MANAGEMENT

Under the direction of the Principal, all members of the Executive Management Team are responsible for the dissemination and operation of the college's Health and Safety Policy. As an integral part of his/her management responsibilities he/she must:

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1. ensure that all personnel are adequately instructed and that they know, accept and discharge their responsibilities regarding health and safety;
2. ensure that any health and safety matter brought to his/her attention receives prompt and appropriate action;
3. promote the implementation of the college's Health and Safety Policy by managing in a way that:
 - ensures that elimination of accident potential so far as is reasonably practicable;
 - conforms with statutory regulations and approved Codes of Practice;
 - uses established procedures for reporting and recording all accidents, communicating information and for the identifying, reporting and reducing of hazards.
4. ensure that health and safety arrangements are fully discussed with the Estates Department and employees' Safety representatives with regard to current working programmes and planning new operations or methods of work;
5. ensure that the Principal is advised of any matter found to be in breach of statutory regulations and approved Codes of Practice, requirements which cannot effectively be dealt with at his/her own level;
6. ensure that the advice of the Estates Department is sought on any health and safety at work matter for which clarification or assistance is required.
7. ensure that all accidents and assaults occurring within the college are investigated and reported on the appropriate form and appropriate Safety representative informed;
8. ensure that all defective plant or equipment is reported and that which presents a risk of injury is taken out of use until repaired and replaced;
9. show proper concern for the health and safety of students and authorised visitors and bring to their attention their needs to take reasonable care of themselves and other persons who may be affected by their acts.

DIRECTOR OF ESTATES

The Director of Estates is responsible for the co-ordinating and organising of the college's Health and Safety procedures to achieve the objectives within the sphere of his/her control. As an integral part of his/her management responsibilities he/she must:

1. ensure the provision of information, instruction, training and supervision as may be necessary for the health and safety of those under his/her control, particular emphasis being given to new employees;
2. keep under constant review the effectiveness of the college's policy and bring to the attention of the Principal any changes which they think may be necessary;
3. ensure that adequate first aid and fire-fighting and fire prevention equipment and facilities are provided at every appropriate workplace;
4. ensure that adequate and appropriate plant and equipment is made available to ensure safe and healthy working practices and that such plant and equipment is effectively maintained to a safe standard;

5. ensure all statutory registers are maintained;
6. represent the college on health and safety matters external to the college.

ALL MANAGERS

Under the direction of their Senior Managers, all Managers and Heads of School are responsible for the detailed adoption of the college's policy within their control. To achieve this they must:

1. ensure that all persons reporting to them know, accept and discharge their responsibilities under the college's Health and Safety Policy;
2. ensure that the health and safety training needs of their staff are identified and communicated;
3. ensure that safe working practices are maintained to ensure the health and safety of employees, members of the public and students who may be affected;
4. ensure that their areas of work are maintained to a high standard of good housekeeping;
5. ensure that all appropriate statutory regulations and approved Codes of Practice are strictly adhered to;
6. ensure that any health and safety matter brought to their notice is given prompt and appropriate attention;
7. ensure that the college's Health and Safety Policy is co-ordinated and organised within their areas to ensure its effectiveness; to this end each school/department will produce its own safety policy, specific safety procedures and risk assessment;
8. ensure that adequate consultation takes place with Estates Manager and/or Safety Officer on all matters affecting health and safety;
9. ensure that the attention of the Estates Manager and/or Safety officer is drawn to any breach of statutory regulations or approved Codes of Practice requirements which cannot be dealt with effectively;
10. ensure that all accidents and dangerous occurrences within their areas of work are reported and investigated;
11. ensure that all necessary plant, tools and equipment are made available in a safe condition;
12. ensure the maintenance of a safe access to and egress from places of work that they control;
13. ensure the correct protective clothing or equipment is issued and is used when necessary;
14. ensure that no plant, equipment or process under their control pollutes the atmosphere;
15. ensure that highly flammable liquids, liquefied petroleum gases and petroleum spirits are stored and used correctly.

EMPLOYEES

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The Health and Safety at Work Act 1974 (Section 7 and 8) places general duties and responsibilities on all employees.

1. It shall be the duty of every employee to take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work.
2. As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with so far as is necessary to enable that duty or requirement to be performed or complied with.

In addition to the above, every employee has a responsibility to:

1. report any hazard or malfunction to their immediate supervisor and, where necessary, to the employee's accredited Health and Safety representative;
2. conform to all instructions, whether written or oral, designed to ensure personal safety and the safety of others;
3. be safely dressed for their particular working conditions; conduct themselves at all times in an orderly manner in the workplace;
4. use all safety equipment and/or protective clothing as may be provided;
5. avoid improvisation in any form which could create unnecessary risks to health and safety;
6. maintain tools and equipment in good condition, reporting any defect to their immediate supervisor;
7. report all accidents and "near misses", whether injury is sustained or not, to their supervisor;
8. attend training courses designed to further the needs of health and safety as regard;
9. acquaint themselves with all processes, materials and substances used by them;
10. be aware of the evacuation and fire prevention procedures and the position of fire alarms and equipment.