

# Health & Safety Policy 2023/24

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## Contents

	Pg. No
Contents	
<b>Section 1. Statement of Intent</b>	<b>3</b>
Organisation Diagram	4
<b>Section 2. Organisation - Roles &amp; Responsibilities</b>	
2.1 Board of Governors and the Audit Committee	5
2.2 Chief Executive Officer	5
2.3 Assistant Director of Estates	6
2.4 Senior Management Team	6
2.5 College Health & Safety Manager	6
2.6 Assistant Principals and Curriculum Managers	7
2.7 College Managers (Business Services, Corporate, Cross College Heads)	8
2.8 Head of Facilities	8
2.9 College Health & Safety Committee	9
2.10 Safety Representatives / Employee Representatives of Staff Safety	9
2.11 College Staff	10
2.12 Students and Apprentices	11
2.13 Occupational Health Advice	11
2.14 Public and Visitors	12
2.15 Contractors	12
2.16 The Performance and Effectiveness of the Policy	13

All details relating to this policy are available by contacting:

**Assistant Director of Estates**  
**City of Portsmouth College**  
**Highbury Campus**  
**Tudor Crescent**  
**Cosham,**  
**Portsmouth**  
**PO6 2SA**  
**Tel: 02392 328937**

## 1. Statement of Intent

The City of Portsmouth College recognises that our people are a key resource within the organisation, and is fully committed to practices that provide a safe working and educational environment for all staff and students within its care, and visitors to any of its premises.

We all bear a level of responsibility for the safety of ourselves, our colleagues, students and others whom we may encounter in the course of our work, and it is, therefore, to our mutual benefit that we should all co-operate and strive to constantly achieve high standards of health and safety in the working/learning environment.

In recognising this commitment, the College will provide, maintain and resource working and learning environments that comply with all applicable legislation and will engage, train and encourage staff to promote the positive health and safety culture necessary to support the College in achieving its aim to provide high quality education, and allowing students to achieve their potential.

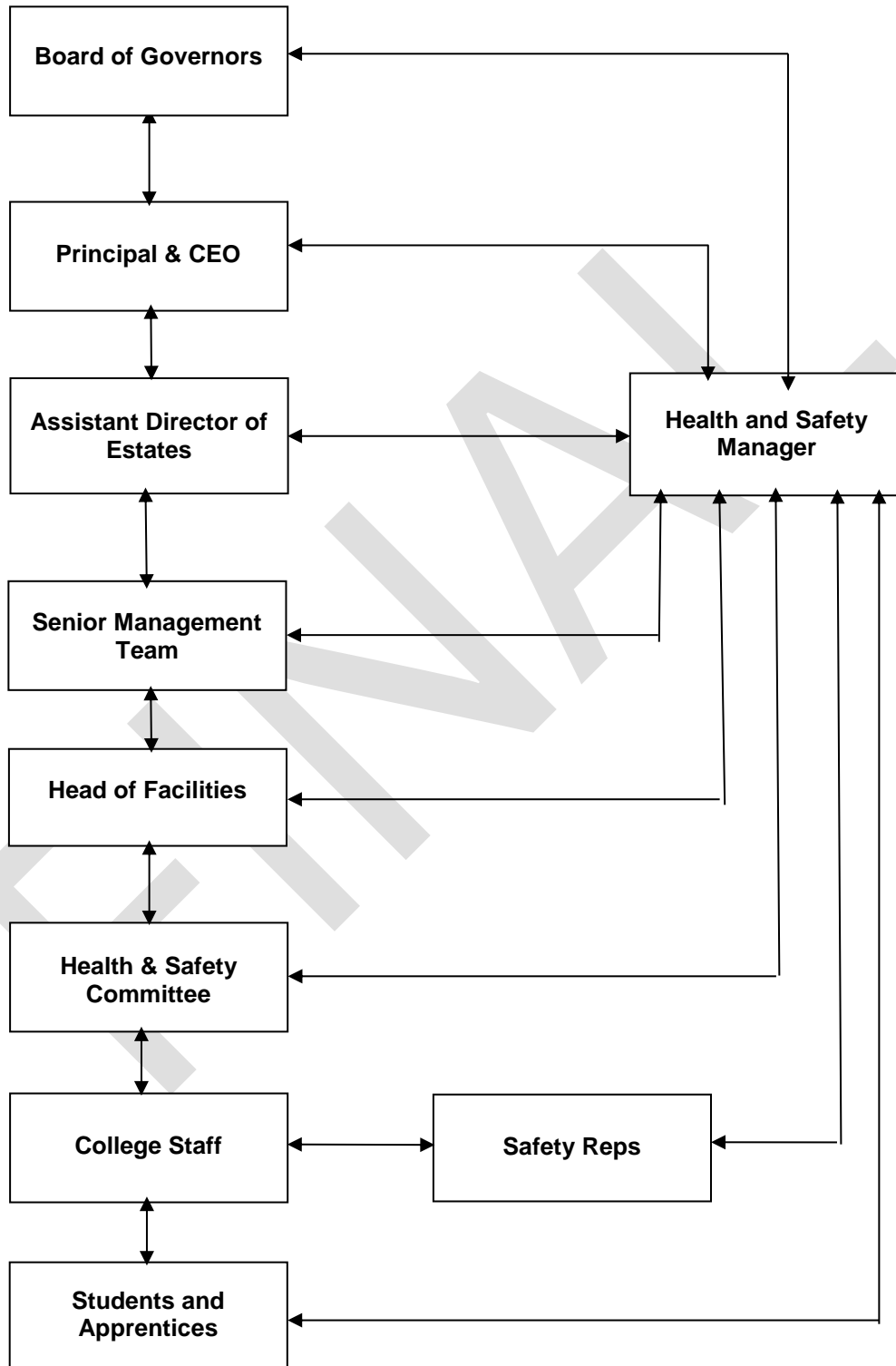
The College specifically commits to:

- Preventing injuries and ill health and continual improvement in occupational health and safety management and performance.
- Providing a framework for the setting and reviewing of objectives, measuring and reviewing the results and continually improving process through the use of an effective management system.
- Ensuring teams have the necessary information, instruction and training to realise our commitment.
- Empowering staff with the authority to act at all times in the interest of health and safety.

This policy and the Health and Safety Management System will be subject to regular review, on at least an annual basis, ensuring that it continues to maintain our standards of health and safety, whilst reflecting the needs and aspirations of the College. It shall be the responsibility of the Senior Management Team to ensure that this policy is suitably communicated and understood throughout our organisation, with line management teams tasked with communication, implementation and ongoing compliance with our procedures.

**Katy Quinn**  
**Principal and Chief Executive Officer (CEO)**  
**Dated: 10 October 2023**

## Organisation for Implementation of Policy



## 2. Organisation - Roles and Responsibilities

### 2.1 Board of Governors and the Audit Committee

All persons at board level have a legal responsibility to ensure that Health, Safety and Wellbeing is managed to the highest standards. The Board of Governors has an important strategic role to play in the management and decision-making of the College. This is to support the Chief Executive Officer and staff to provide the best possible education and educational opportunities for all students, through a clear mission and strategy for the College. Governors bring their experience and life skills to this task. The Board will also ensure the close monitoring of all aspects of health, safety and wellbeing throughout the College environment by:

- setting the strategic direction for the College;
- making corporate decisions in relation to the statutory functions of the Board of Governors;
- monitoring and evaluating College performance; and
- promoting self-evaluation to sustain College improvement.

The Audit Committee shall advise on the adequacy and effectiveness of the Health and Safety Policy, ensuring arrangements are in place to review management systems and processes as required.

Reviewing the College-wide Risk Register and, more specifically, the Departmental Risk Register (Estates and Health & Safety), the Audit Committee will also receive regular reports identifying any developments, improvements and arrangements to the College's existing health and safety control measures, whilst monitoring internal controls and governance processes with all consequential risk control measures and action plans reviewed, ensuring the Health and Safety Policy contributes, upholds, and continually develops safe learning and working environments for all.

### 2.2 Chief Executive Officer

The Chief Executive Officer has ultimate responsibility for the establishment, implementation and maintenance of the City of Portsmouth College (CoPC) Health & Safety Policy and, as such, is responsible for a strong and active commitment to a Health and Safety Policy statement which reflects their vision.

They may delegate certain responsibilities of their authority through the Assistant Director of Estates, Senior Management Team, College Managers, Health & Safety Manager and staff, but have specific duties to:

- Review and agree health & safety strategy.
- Establish and maintain the Policy statement and for the overall achievement of its objectives.
- Ensure sufficient resources are made available for effective implementation of Policy and plans.
- Develop an organisation through which health and safety is appropriately managed.
- Act as the 'Responsible Person' for Fire Safety, by upholding a high standard of Fire Safety Management.
- Ensure assessment monitoring and auditing of aspects of health and safety policy.

### **2.3 Assistant Director of Estates**

The Assistant Director of Estates has responsibility for specific Health & Safety activities and is responsible to the Chief Executive Officer. They will champion Health & Safety at management meetings and have specific authority and responsibility to ensure:

- They report regularly on health & safety matters to Corporation, and will ensure that health, safety and wellbeing is a regular agenda item for the Senior Management Team.
- Department Heads at every level are aware of, and accept, their responsibilities.
- Health & safety matters are included on the agenda of managerial meetings.
- Resources are managed for the effective implementation of Policy.
- The Health & Safety Policy is reviewed and approved.
- A high standard of Fire Safety Management is maintained, acting on behalf of the Chief Executive Officer/Corporation as the 'Responsible Person' for Fire Safety arrangements.
- Operability of sites as 'Prepared Rest Centres', to meet Portsmouth City Council's Major Civil Emergency Plan.
- Preparation of annual reports on progress, performance and implementation of Health and Safety Policy and planning.

### **2.4 Senior Management Team**

The College Senior Management Team shall ensure they adopt the College's Policy and integrate health and safety into core activities, whilst leading by example and supporting a positive culture throughout the College. In addition, they shall:

- Ensure 'ownership' for their Departments is assigned or delegated where applicable.
- Ensure College Managers receive a health and safety induction within their first month of employment.
- Ensure adequate financial and other resources are available to support and achieve the objectives of the Health & Safety Policy.
- Maintain health & safety performance, utilising safety inspections and audits within their areas.
- Ensure accidents, incidents, near misses and dangerous occurrences are monitored and act as a member of an accident investigation team as required.
- Ensure Health, Safety and Wellbeing is a regular agenda item on departmental management meetings.

### **2.5 College Health & Safety Manager**

The College Health & Safety Manager shall be the competent person appointed under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, to assist in undertaking the required measures and prohibitions imposed upon the College by, or under, the relevant statutory provisions.

Reporting to the Assistant Director of Estates, they shall have responsibilities for:

- Being the College's focal point for day-to-day references to Health & Safety, advising or indicating relevant sources of advice as needed.
- Developing the College Health & Safety management system, ensuring it meets current 'best practice' and advising management on all aspects of Health, Safety and Welfare.
- Co-ordinating the implementation of requirements recognised by the Health & Safety Executive (HSE) and to update information, communicating as appropriate.
- Assisting with preparation of reports to the Assistant Director of Estates.
- Liaising with external regulatory authorities who are able to advise and offer expertise e.g. HSE, Portsmouth City Council and Hampshire County Council.
- Assisting and co-ordinating the carrying out of risk assessments, taking appropriate action on findings and monitoring effectiveness of control measures.
- Originating and participating in safety audits/inspections, and consulting when developing appropriate corrective action plans.
- Advising on the current accident/incident reporting procedures and leading during investigation of serious accidents.
- Advising on and/or delivering safety training when required.
- Regularly reviewing the College Emergency & Business Continuity Plans.
- Ensuring availability of procedures for the management of the following, with the list not being exhaustive or prioritised:

First Aid at Work	Working at Height
Gas Safety	Training awareness and competence
Asbestos management	Lone Working
Contractor controls	Emergency Light Testing
Portable Appliance Testing	Electrical Inspection and Testing
Pressure Systems	Statutory Signs and Notices
Environment Aspects & Impacts	Waste Management and minimisation
Spill prevention and control	Fire prevention and mitigation
Noise management & protection	Pregnant workers and nursing mothers
Document Management	Document Control
Internal Audit	Building related legal requirements
Accident reporting and statistics	

## **2.6 Assistant Principals and Curriculum Managers**

In addition to their responsibilities as College staff, Assistant Principals and Curriculum Managers and any staff member with line management responsibility for another staff member shall be responsible for the provision of safe working conditions for staff and students under their control and will:

- Ensure they and their managers have an induction and suitable training necessary to undertake work in a safe manner and fulfil their Health & Safety responsibilities.

- Ensure suitable and sufficient risk assessments and safe working procedures for their areas of responsibility are devised, maintained and reviewed with control measures recorded and actioned.
- Ensure regular and effective communications to disseminate health, safety and wellbeing related information, allowing for consultation with staff.
- Maintain high standards of housekeeping and Fire Safety within their areas.
- Appoint safety representatives to conduct safety inspections, with corrective actions taken or communicated through their managers or referred to the College Safety, Health & Environmental Committee.
- Ensure periodic checks of work equipment/facilities are undertaken to maintain safety standards.

### **2.7 College Managers (Business Services, Corporate, Cross College Heads)**

In addition to their responsibilities as staff, College Managers/Heads are responsible for:

- Ensuring safe working practices are in place, adhered to and any suitable staff/student training is identified and organised.
- Bringing to the attention of Department Heads any matters requiring intervention as they cannot be dealt with satisfactorily at a local level.
- Ensuring staff under their control are advised of all health and safety matters relating to their work.

### **2.8 Head of Facilities**

The Head of Facilities will, in addition to their responsibilities as a Business Services Department Head, advise on new building projects and the refurbishment of existing premises within the College and is accountable to the Assistant Director of Estates. They shall:

- Maintain College properties, building systems/plant and grounds so that they are safe, welcoming and risks to health are controlled and minimised.
- Ensure that contractors provide suitable & sufficient risk assessments, method statements and other essential documents in advance of any work undertaken.
- Ensure any required permits to work are issued and restrict access to plant rooms to authorised personnel only.
- Provide health and safety inductions for organisations hiring site facilities and ensure compliance with the College Health and Safety Policy.
- Ensure hazard/risk information, including asbestos containing materials, is made known to staff carrying out repairs, alterations/refurbishment of College buildings and properties, to enable them to work safely.
- Oversee the health and safety performance of all Estates staff.



## **2.9 College Health & Safety Committee**

The College, Health and Safety Manager, Assistant Director of Estates and Head of Facilities are ex-officio members.

The Committee will meet at least once a term and be chaired by the Assistant Director of Estates. Terms of Reference of the Committee are available, as are minutes and agendas of the meetings.

Functions of the Health & Safety Committee are to:

- Make recommendations to the Senior Management Team regarding the formulation and development of the Health & Safety Policy of the College.
- Promote a positive Health & Safety culture and to secure the effective implementation of the Policy.
- Monitor and review risk assessments and other issues involved in accident prevention.
- Advise, update and review safety rules and practices etc. affecting the College and its adherence to the Health & Safety Policy.
- Advise on training at all levels (i.e., College Managers, Heads, Safety Representative and Representatives of Employee Safety and other College staff).
- Consider hazard reports submitted by the Safety Representative and Representatives of Employee Safety, Student Union Representative, and other representatives.
- Review information, statistics and reports relating to Health, Safety & Welfare affecting staff, students and others who use College facilities.
- Discuss accident reports and investigations.
- Carry out inspections of a specific workplace by nominated Committee members, when necessary.
- Disseminate any relevant issues arising from meetings of outside Committee, of which the College has membership.
- Promulgate reports from the Health & Safety Executive.
- Provide minutes of the meetings to the Senior Management Team.
- Ensure staff have access to the minutes via the Intranet.
- Inform the Corporation periodically, through the Chief Executive Officer, of the work of the Committee, (reports to the Executive and annual report to the Corporation).

## **2.10 Safety Representatives / Employee Representatives of Staff Safety**

Section 2(4) of the Health & Safety at Work Act states that recognised Trade Unions may appoint Safety Representatives from amongst the staff. Under Health & Safety (Consultation with Staff) Regulations 1996, the College will also consult with elected representatives of non-union staff on Health & Safety matters.

Safety Representatives and Representatives of Employee Safety will undertake the following activities:

- Carry out safety inspections of the workplace and keep records of all inspections.
- Provide safety inspection reports for discussion.
- Monitor the effectiveness of the employer's health and safety services.
- Highlight areas of health and safety concern for discussion at the College Health & Safety Committee.
- Participate in the investigation of potential hazards and dangerous occurrences at the workplace and participate in an accident team to examine the causes of accidents at the workplace.
- Receive verbal complaints and direct them to the appropriate person.
- Be informed of any accident/incident, make/sketch plans and take photographs as required.
- Ask, in accordance with Section 6 of the HSWA, for appropriate information to be made available, and be informed of any new introductions, work or location changes prior to implementation.

#### **Note**

Management at the College will consult Safety Representatives and Representatives of Employee Safety in good time with regard to:

- The introduction of any measure at the workplace which may substantially affect the Health & Safety of the staff the Safety Representative and Representatives of Employee Safety concerned represent.
- Any Health & Safety information required to be provided to the staff the SR/RES concerned represent, by or under, the relevant statutory provisions.
- The organisation and provision of Health & Safety training required under relevant provisions for the staff, the Safety Representative and Representatives of Employee Safety concerned represent.
- The Health & Safety consequences for the staff, the Safety Representative and Representatives of Employee Safety concerned represent, of the introduction (including the planning thereof) of new technologies into the workplace.

#### **2.11 College Staff**

All College staff are ultimately accountable for their health and safety at work and should take reasonable care not to endanger the health and safety of themselves and others affected by their acts or omissions. They shall also:

- Attend a Health & Safety induction within one month of commencing employment.
- Co-operate with the College in meeting all health, safety and wellbeing requirements.
- Report any accidents and incidents, including near misses, without delay.
- Participate in risk assessment and use safe working practice to reduce the occurrence of accidents and ill-health.
- Ensure students (new and returning) receive health and safety inductions at the start of programmes.

- Inform students about hazards/risks involved in their programmes.
- Use the correct work equipment for each task and ensure it is in good condition and suitable for the purpose.
- Not misuse, interfere with, or alter any items provided to manage health and safety, e.g. PPE
- Know how/who to consult on health and safety matters and student personal safety concerns.
- Ensure adherence to any College policies, procedures or work instructions concerning health, safety and wellbeing.

### **2.12 Students and Apprentices**

Students and Apprentices will take reasonable care of their own and others health and safety, by adopting safe working practices and making proper use of facilities provided. A good standard of behaviour is expected at all times, irrespective of whether students are in class or elsewhere on College premises. Students and Apprentices will:

- Be introduced to hazard/risk awareness in programmes and use precautionary measures available to reduce the risks.
- Report on any accidents involving injury to themselves/others, near misses or damage to property.
- Obey Health & Safety instructions from teaching staff/staff holding safety responsibilities.
- Use work equipment correctly when properly authorised or supervised by teaching staff.
- Use personal protective equipment when issued for subject specific tasks
- Stop and inform teaching staff immediately if any task, activity or practice is becoming unsafe.
- Report defects or dangerous conditions observed on College premises to staff.
- Co-operate with staff, when required, in the investigation and prevention of accidents.
- Avoid reckless behaviour to prevent harm to themselves and/or others.
- Not intentionally interfere with or misuse any equipment that has been provided in the interests of health and safety e.g., fire extinguishers.
- Apply their health and safety responsibilities to work-based learning programmes and placements/work experience/work trials undertaken on Employers premises.

### **2.13 Occupational Health Advice**

The College will take all reasonable steps to prevent any work-related ill-health and promote general health and wellbeing, but there are times when external medical provision is required to assist. Occupational Health Advice relating to the health and well-being of College staff will be obtained by the College from an external accredited medical provider. Key features of the service are:

- Conducting health clearance checks of new staff and undertaking 1:1 meetings with individuals as required.

- Advising Human Resources Business Partners on managing occupational health risks of existing staff, through relevant health surveillance.
- Participating in sickness/absence monitoring of staff, by undertaking return to work assessments with advice to HR Business Partners.
- Retaining of relevant health and medical records in a safe and secure environment.

#### **2.14 Public and Visitors**

The College will do everything that is reasonably practicable to ensure persons not in their employment are not put at risk by any operation or activity undertaken as part of normal College business. The responsibility for any site visitors rests primarily with those staff whom invite/are involved with their guests while they remain on site, ensuring:

- Visitors report to College Receptions on arrival, wear a visitor's lanyard and badge at all times whilst on College premises and sign out at the end of their visit.
- Visitors are made aware of College Fire/Emergency Procedures.

#### **2.15 Contractors**

Contractors and self-employed persons must exchange formal health and safety information about their work (including risk assessments and method statements), with the staff responsible for engaging them.

Contractors or self-employed person's responsibilities are to:

- Co-operate with the College on all matters relating to health, safety, wellbeing, and safeguarding/vetting.
- Provide a copy of their current Health & Safety Policy (where applicable).
- Ensure relevant insurance documentation is up to date and available for scrutinising.
- Attend a health and safety induction before starting any works.
- Sign in/out daily with the Estates Team and wear a contractor badge at all times on College premises.
- Ensure their work does not detrimentally affect the health and safety of staff, students or anyone else.
- Use only the correct tools and equipment for the job and ensure plant/equipment is in good condition and suitable for the purpose.
- Confirm their electrical equipment has been tested and, if other than 110V, must bring this to the attention of the College.
- Use all personal protective equipment which may be specified for a task, and avoid improvisation when operating on College premises.
- Ensure correct access equipment is used at all times and in-keeping with the Working at Height Regulations.
- Inform the College of any hazardous materials and/or chemicals to be used and provide COSHH risk assessments.

- Report injury, accidents or near misses during works immediately to the Head of Facilities or the Caretaking Team Leader.
- Co-operate with the College in the investigation of accidents.
- Ensure waste materials are secure on College premises and safely disposed of by the contractor on completion of the work.

#### **2.16 The Performance and Effectiveness of the Policy**

The performance and effectiveness of the College Health & Safety Policy will be evaluated by input from the following means:

- Regular inspections, self-assessment, reviews and audits by the Health and Safety Manager, Head of Facilities, Safety Representatives and Representatives of Staff Safety.
- Audits by external safety/insurance representatives and site visits from regulating authorities e.g., HSE, Local Area Fire Brigade.
- Feedback and input from Health & Safety Committee Meetings.