

Health and Safety Policy

Scope and Purpose of Policy

1. A Health and Safety Policy is a legal requirement under section 2(3) of the Health and Safety at Work etc. Act 1974. Employers with 5 or more employees are required to provide a written statement of intent, outline the responsibilities and describe the arrangements in place to proactively manage health and safety. The Health and Safety Policy is fundamental to the management of health and safety within the College. The purpose of this policy is to provide a framework to ensure the health safety and welfare of all employees, learners, visitors, contractors and any other person affected by the organisations undertaking. This policy applies to all employee and learning activities regardless of mode or location carried out under the auspice of Cardiff and Vale College.

This policy is supported by ancillary, subject specific Health and Safety Procedures which are available in electronic format on the College Staff Intranet.

2. Policy Statement

Cardiff and Vale College is one of the largest further education colleges in Wales comprising of multiple campuses in Cardiff, Barry and the Vale. In addition, the College will have suitable arrangements in place to deliver adult learning at external venues, work based learning via the Quality Skills Alliance consortium, Work Based Assessment and International Languages via wholly owned subsidiaries of the College or other premises leased or rented by the College.

- 2.1 Cardiff and Vale College recognises that health and safety, as with any other executive/corporate responsibility, has to be managed successfully at all levels. Successful health and safety management contributes to the overall performance by presenting and developing human and physical resources, reducing costs and liabilities and is an expression of corporate responsibility. It is therefore the policy of Cardiff and Vale College to take all reasonable and practicable steps to safeguard the health, safety and welfare of all employees while at work and to protect all students and other persons from hazards to health and safety arising out of Cardiff and Vale College activities.
- 2.2 It is equally a duty under the Health and Safety at Work Act for everyone engaged in Cardiff and Vale College activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. To enable these duties to be carried out, it is the intent of Cardiff and Vale College to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the organisation.

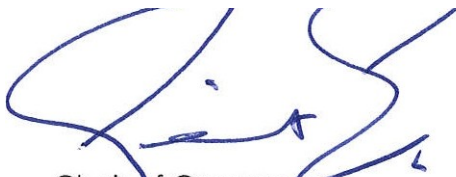
Cardiff and Vale College will, as far as is reasonably practicable:-

- 2.2.1 Manage its activities in compliance with the Welsh Government Code of Practice for Contract Provision and its accompanying Health and Safety Management Standards.
- 2.2.2 Manage its activities in such a way as to ensure that the health and safety of all employees, learners and all other persons on its premises are not put at risk
- 2.2.3 Provide premises, plant, equipment and systems of work that are safe and do not involve risks to health
- 2.2.4 Ensure safe access and egress from all premises at all times premises are occupied
- 2.2.5 Provide a clean working environment with appropriate welfare facilities for learners, staff, contractors and visitors
- 2.2.6 Ensure appropriate training, information, instruction and supervision is provided for learners and staff
- 2.2.7 Ensure that articles and substances are handled, transported, used and stored safely at all times
- 2.2.8 Provide appropriate information and instruction to visitors and contractors with particular regards to emergency procedures
- 2.2.9 Provide and maintain appropriate emergency plans and procedures
- 2.2.10 Appoint competent persons to provide advice on health and safety matters and when necessary seek specialist advice
- 2.2.11 Encourage a proactive approach to accident/incident and work related ill health prevention strategies
- 2.2.12 Conduct immediate investigation and reporting of all accidents, incidents and occupational ill-health issues
- 2.2.13 Establish and maintain records of accidents, incidents, injuries and known exposures to health risks at work
- 2.2.14 Provide adequate arrangements for negotiation and consultation to ensure health and safety at work
- 2.2.15 Prepare and implement a Health and Safety training program for all employees

- 2.2.16 Set clear objectives to ensure continual improvement in Health and Safety performance
- 2.2.17 Provide adequate and competent supervision of all the College activities with regard to health and safety.
- 2.2.18 Take account of identified risks when planning new developments, processes or systems of work and when purchasing new plant or equipment
- 2.2.19 Ensure compliance with all statutory and legal requirements
- 2.2.20 Monitor compliance with safety measures by regular inspection, monitoring and auditing
- 2.2.21 Encourage the adoption of healthier life styles by all employees and students
- 2.2.22 Ensure that procedures and resources are made available to ensure safeguarding of all learners with reference to the following documents:
 - Safeguarding Policy and Procedures
 - Dresscode Policy and Procedures
 - Bullying and Harassment Policy and Procedures
 - Relationship Management Policy and Procedures
 - Fit to study Policy and Procedures
 - Substance Misuse Policy and Procedures
 - Strategic Equality Plan
 - Learner Involvement Strategy

2.3 The Health and Safety Policy provides a framework for the organisation of Health and Safety within Cardiff and Vale College. The detailed arrangements for managing health and safety issues and activities are detailed in the various procedures, code of practices and guidelines which complete the Health & Safety Management system. It is expected that those given duties to implement the Health & Safety Management system will discharge them diligently, and by their own actions and with their encouragement, Cardiff and Vale College will continue to be a safe and healthy place in which to work.

The Health and Safety Policy will be reviewed at least annually and will be amended and updated as and when necessary. Communication of any such changes will be made to

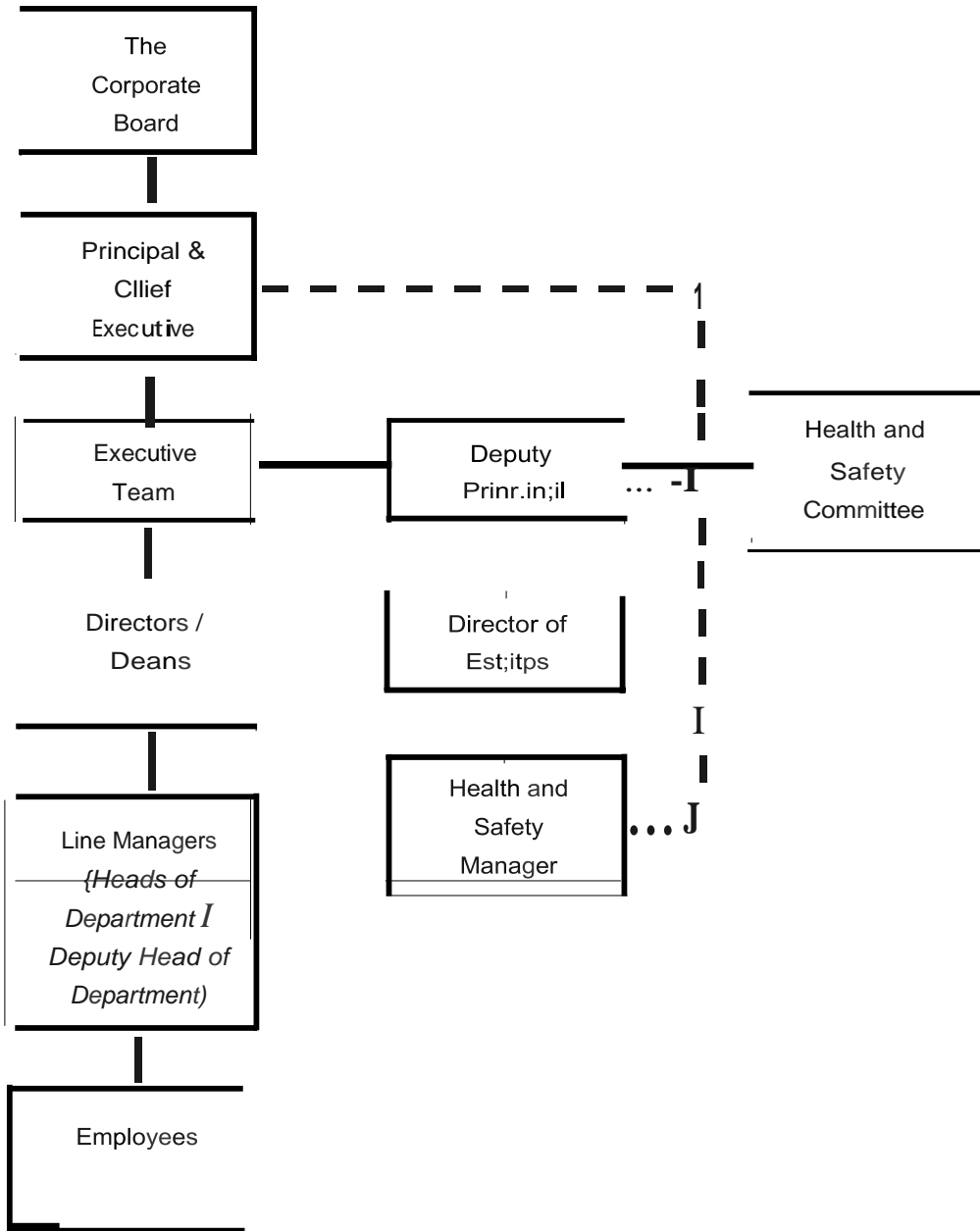


Chair of Governors



Principal/Chief Executive

3 ORGANISATION / RESPONSIBILITIES



Bold line –day to day line management & routine reporting

Dotted line -exceptional incident reporting as required / appropriate

The Corporate Board

- 3.1 The Corporate Board has ultimate responsibility for the health and safety of all staff, learners, contractors and visitors and the implementation and monitoring of the policy.

The Principal/Chief Executive

- 3.2 The Principal/Chief Executive is responsible to the Board for the effective management of health and safety within the College and is nominated by the Corporate Board to put in place suitable organisation and arrangements, which will provide a safe and healthy working environment within the requirements of the Health and Safety Policy and its associated procedures.
- 3.2.1 The Principal will ensure that the Board is provided with sufficient information to monitor health safety and welfare in the College's undertakings.
- 3.2.2 The Principal will ensure that sufficient resources are allocated in order to discharge Health and Safety duties.
- 3.2.3 The Principal has nominated the Deputy Principal to oversee the function of the College Health and Safety Committee and to oversee the effective implementation of the Health and Safety Policy.

College Executive Team

- 3.3 Under the direction of The Principal, members of the College Executive Team are responsible for achieving the objectives of the College's Statement of Intent in the areas under their control.

Deputy Principal

- 3.4 The Deputy Principal has been nominated as the Executive Team member responsible for Health and Safety by the Principal and will liaise directly with the Director of Estates and the Health and Safety Manager to ensure appropriate systems are in place to effectively manage the health, safety and welfare of all staff, students, contractors and visitors. The Deputy Principal will also Chair the Internal Health and Safety Committee.

Directors / Deans

3.5 As required by the Executive Team, Directors and Deans are responsible for implementing this policy within their own sections of the College. This responsibility may be delegated to appropriate line managers, but they will remain accountable to the Executive Team for health and safety matters. Directors and Deans will need to monitor the management arrangements for Health and Safety of their sections at least once each term with their management teams, to ensure that safe conditions are maintained within their areas of accountability. These reviews will need to be documented and forwarded to the Health and Safety Manager.

Director of Estates

3.6 The Director of Estates has cross college responsibility for Health and Safety and has line manages the Health and Safety Manager. The Director of Estates is directly responsible for ensuring:

- appropriate resources are in place for the management of health and safety within the College
- there are effective Health and Safety policies, systems and procedures in place that deliver a safe and secure learning and working environment, comply fully with regulatory and legislative requirements and demonstrate best practice; and
- there is an effective programme in place to promote Health and Safety best practice and train and support managers, staff and learners to not only meet their own obligations, comply with policies, procedures and regulatory and legislative requirements, but that also enables them to work and learn in a safe, secure and risk managed – not risk averse – environment.

Line Managers

3.7 Line Managers include Heads of Departments, Deputy Heads of Departments, Business Support Managers and other roles with staff supervisory responsibilities. Line Managers will be responsible for implementing the College health and safety policy and procedures within their own departments on a daily basis and they must ensure:

- That all staff under their line management shall receive generic and specific health and safety training relevant to their roles and responsibilities
- That risk assessments are conducted and reviewed at least annually within their areas of responsibility and that satisfactory control measures are in place, monitored and communicated to all who may be affected by them.

- That all relevant health, safety and welfare information regarding methods of accident and ill health prevention, new legislation requirements and codes of practice provided by the College's Health and Safety Team is acted upon
- That high standards of housekeeping are maintained, safe systems of work and codes of practice are developed, implemented and documented.
- That all staff and learners are adequately inducted and trained in relevant health and safety issues.
- That all plant / equipment is suitably maintained and that appropriate records are kept within their area of responsibility in consultation with the College's Health and Safety Manager.
- Shall discipline any member of staff or learner who fails to comply with the requirements of the Health and Safety policy.
- That weekly tours and monthly reviews are conducted of their areas of responsibility and the findings documented.
- That all accidents, incidents of industrial illness, dangerous occurrences or near misses occurring within his/ her area are correctly reported and action taken to prevent re-occurrences.
- That work on machinery, with hazardous substances or inherently hazardous tasks are only carried out by persons who have demonstrated the necessary competence through appropriate information, instruction and training on the equipment, substances or tasks
- To advise the College's health and safety team as soon as practicable of the presence of any person who may require a Personal Egress Evacuation Plan due to illness, disability or lack of mobility.
- Will take appropriate action to make safe any hazardous situations brought to their attention by any member of staff or learner
- Report any health and safety concerns identified by themselves or reported to them by their staff to the health and safety team as soon as possible preferably in writing (e mail, electronic reporting) but may be verbal in the first instance for emergency situations

Health and Safety Manager

- 3.8 The Principal will appoint a Health and Safety Manager to be responsible for the effective development and implementation of the management system, policies, procedures and practices to comply with the stated intent of this Policy. The Health and Safety Manager shall be the competent person as required under regulation 7 of Management of Health and Safety at Work Regulations 1999.
- 3.8.1 The Health and Safety and Manager shall provide advice, information and guidance to the Corporate board, the Principal and management on how the organisation should best discharge their duties under health and safety law and provided a learning and working environment that is safe and without risk to health for learners and employees.
- 3.8.2 The Health and Safety Manager and the Health and Safety Team shall provide advice, information and guidance on health and safety issues to all Managers, employees and students.
- 3.8.3 The Health and Safety Manager shall have line management responsibility for the Health and Safety Team and shall ensure that appropriate resources and guidance is in place to allow them to affectively discharge their duties
- 3.8.4 The Health and Safety Manager shall report day to day matters to the Director of Estates. Where appropriate, the Health and Safety Manager can report directly to the Deputy Principal or the Principal in respect of serious health and safety issues.
- 3.8.5 The Health and Safety Manager shall produce and maintain the health and safety manual ensuring compliance with health and safety legislation at all times. The Manual shall include a list of all relevant health and safety legislation applicable to the organisation.

Employees

3.9 All employees shall:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety and or the health and safety of others
- Take reasonable care of their own health and safety
- Report all health and safety concerns to their line manager using the appropriate reporting mechanisms depending on the severity of the issue (i.e. verbally for emergency situations in writing for routine issues)

Learners

3.10 All learners must:

- Co-operate with members of staff and tutors on health and safety matters
- Not interfere with anything provided to safeguard their health and safety and or the health and safety of others
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate member of staff

Visitors and Contractors

3.1 1 All Visitors and Contractors must:

- Comply with the arrangements in place to manage their health and safety and the health and safety of any person who may be affected by their acts and or omissions.

4 The Health and Safety Committee

Under Section 2(7) of the H.A.S.W.A. safety committees have the function of keeping under review the measures taken to ensure the Health & Safety at work of employees and learners. In order to carry out this function, the overall objective of the Safety Committee will be:

"The promotion of co-operation between Management, employees and learners for the purpose of instigating, developing and carrying out measures to ensure the Health, Safety and welfare of staff and students".

Membership of the Health and Safety Committee will include safety representatives in line with the Safety Representatives and Safety Committee Regulations 1997 (SRSCR 1997) and representatives of safety in line with the Health and Safety Consultation with Employees regulations 1996. (HSCER 1996)

Terms of Reference

- 4.1 To provide a forum that will reflect the views of all participants associated with work activities within the organisation
- 4.2 To review annually the Health and Safety Policy
- 4.3 To monitor and review at agreed periods Health and Safety Procedures and associated guidance and to update the Health and Safety Manual accordingly
- 4.4 To monitor and appraise the effectiveness of the policy and procedures to ensure they meet the requirements of health and safety law
- 4.5 To produce an annual plan that will outline strategic and operational objectives that will need to be met and identify associated costs
- 4.6 To report to the Corporate Board on an annual basis concerning the effectiveness of the Policy and the Annual Plan and report any amendments to the Health and Safety Manual
- 4.7 To advise on the structure and oversee the working of the management organisation responsible for carrying out operations associated with health and safety
- 4.8 To maintain an administrative framework that will ensure that there is effective communication to staff, students and other relevant persons in order that they are aware of health and safety and fulfil any appropriate needs that may arise for information and training
- 4.9 The Health and Safety Committee will meet 3 times per year (once per term) at various venues within Cardiff and the Vale. Meetings will be chaired by the Deputy Principal and will be fully minuted.

Committee members will be responsible for ensuring the distribution of minutes to staff they represent via Union/staff meetings.

Minutes will also be posted on the College intranet

Health and Safety Training

The College recognises its training responsibilities within the remit of Health and Safety legislation and the importance of ensuring continual improvement of Health and Safety. The Health and Safety Manager will develop and implement a training programme in conjunction with Directors and managers. Without prejudice to the above statement, all staff, students and contractors will receive appropriate Health and Safety Induction.

Staff Consultation

It is the policy of Cardiff and Vale College to encourage staff involvement through regular consultation to ensure the effective implementation of the Health and Safety Policy. The arrangements for staff consultation on general health and safety issues will be via the Health and Safety Committee and its elected members. To further promote the consultation process and to generate an ethos throughout the College of a positive health and safety culture, health and safety will be a permanent agenda item on all Board meetings, Executive, Directorate, and Department meetings. The Health and Safety Team will be available for advice and guidance when key issues are being discussed and presented.

Monitoring

It is the Corporation's responsibility to ensure that the organisation arrangements for implementing the Health and Safety Policy are effective and the required standards of safety performance, occupational health and welfare are being achieved. Arrangements are in place to ensure that systems will be used to monitor the effectiveness of the Safety Policy and the standards achieved.

Fire Precautions

The College will comply with the *Regulatory Reform (fire safety) Order 2005*. A separate fire safety policy has been prepared detailing the organisation and arrangements for fire management.

Arrangements

The arrangements for managing specific Health and Safety issues are detailed in procedures which form an integral part of the Health and Safety Management System. Health and Safety Procedures are prepared, approved and periodically reviewed by the Health and Safety Committee. All Health and Safety Procedures are accessible on the College intranet.

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment was undertaken for this policy on 04.05.201 1

Health and Safety Implications

There are no specific health and safety implications the subject of this policy is health and safety and covers all staff and learners engaged in College activities and visitors and contractors attending and or working on College premises

Linked Policies

- Fire policy
- Harassment and Dignity at work Policy
- Safeguarding Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Learner Involvement Strategy / The Single Equality Scheme
- Environmental Policy
- Fit to Study Policy
- Whistle blowing Policy
- Substance Misuse Policy

Linked Procedures

A full list of relevant and associated procedures is detailed in the Health and Safety Manual accessible on the staff intranet

Location and Access to the Policy

This policy is available from the staff intranet and Moodle and may be out of date if printed.

Date approved: 12 July 2016

Approved by: CAVC Corporation Board

Review date: July 2017

Responsible Manager: Health and Safety Manager

Executive Lead: Vice Principal Corporate Resources

Accessible to Students: Yes