



Working Together

Health & Safety Policy

August 2019

History of Changes

Version	Description of Change	Authored by	Date
1.1	Changed principal's name	K Drum	23/02/17
2.1	Removed reference to Head of faculty and inserted Curriculum Learning Managers and Director of Business Improvement & Performance	K Drum	08/08/19
2.2	Amended Induction process to say it is on Moodle	K Drum	08/08/19

HEALTH & SAFETY POLICY INDEX

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This Policy sets out Borders College's occupational health, safety and welfare provision which applies to all College employees, learners, visitors, contractors and other persons who may be affected by or involved in Borders College activities, acts or services.

1 Policy Statement and General Accountability

1.1 General Policy Statement

Borders College recognises and accepts its duties under the HASAW Act 1974 and is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. It also fully accepts its responsibility for other persons who may be affected by its activities. The College will take steps to ensure that its statutory duties are met at all times.

The College also upholds the principle of inclusiveness and as such will ensure that each employee and learner will be given health and safety information, instruction and training in a format suitable for the learner.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety. Competent people will be appointed to assist the College in meeting its statutory duties including, where appropriate, specialists from outside the College.

Every employee must co-operate with the College to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of the organisation.

Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety are set out in the Health and Safety Policy and Health and Safety Procedures Manual.



Angela Cox
Principal
8th August 2019

1.2 Policy Objectives

- (a) to ensure that departmental safety policies and rules are practised to provide safe systems of work and a safe environment
- (b) to provide sufficient information, instructions, training and supervision to enable all employees and learners to avoid unsafe practices and contribute positively to their health and safety at work
- (c) to ensure that Management and staff work together to achieve a situation where hazards and risks are minimised.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

1.3 General Accountability

Borders College is ultimately accountable for compliance with health and safety legislation, within the overall policy. The Principal, supported by members of Borders College Board of Management, has responsibility for the introduction and maintenance of the necessary systems and procedures to meet the objectives.

1.4 Management Responsibility

All Senior staff have a general duty for ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and learners under their direction at work and are responsible for ensuring that the safety policy is implemented within their own departments. Staff must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified, that member of staff must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following:

- (a) ensuring that employees, contractors, learners and visitors are aware of safety procedures in a format suitable for the learner.
- (b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- (c) providing adequate training, information, instruction and supervision to ensure that work is conducted safely to be in a format suitable for the learner
- (d) taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- (e) bringing to the prompt attention of senior management any health and safety issue that requires their attention
- (f) where required ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors
- (g) maintaining safe access to and egress from the workplace at all times.

Employee responsibility

All employees must:

- (a) take reasonable care for their own health and safety
- (b) consider the safety of other persons who may be affected by their acts or omissions
- (c) work in accordance with information and training provided
- (d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- (e) report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- (f) **not** undertake any task for which authorisation and/or training has not been given

Visitors, Contractors, Learners and Self Employed Persons

The College will ensure, so far as is reasonably practicable, that premises, plant and systems of work provided, are safe and without risk to health. Visitors, Contractors, learners and self-employed persons' obligations are:

- (a) to take reasonable care of themselves and others who may be affected by their acts or omissions
- (b) to co-operate with College employees
- (c) to comply with safety policies and rules and associated Codes of Practice of the College, and their own organisations, as appropriate

Information and communication

The College will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees. Where required this information to be presented in alternative formats.

Statutory notices will be displayed throughout the workplace.

Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety may be discussed.

2 Responsibilities

2.1 Executives

The Principal is responsible for safety in the College. The Board will be appraised of health and safety matters to ensure that sufficient resources are available to provide health and safety equipment, personal protective equipment and training where appropriate.

Information and training for employees and learners will be provided in order (so far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

2.2 Health and Safety Manager

The Health and Safety Manager is responsible for the maintenance of safety records; investigation of accidents; providing accident statistics and keeping a watching brief on changing safety legislation; and reports directly to Facilities Manager.

The Health and Safety Manager is also responsible for advising:

- (a) the College on its obligations in respect of assessment, control and monitoring of hazardous substances, the workplace, work equipment, welfare facilities and for the use, handling, storing and transport of articles and substances.

2.3 Vice Principals Director of Business Improvement and Performance

Vice Principals have the responsibility to provide leadership and to promote responsible attitudes towards Health and Safety.

Each Vice Principal will:

- (a) Ensure that each new employee for whom they have direct line management responsibility receives health and safety induction training. This includes precautions and procedures appropriate to their jobs, and awareness of the College Health and Safety Policy (a Health and Safety induction pack will be forwarded by HR as part of the new start pack, sent to managers).
- (b) Keep up to date with health and safety matters applicable to their operations within the College. This includes information provided to them by the Health and Safety Manager i.e. accident reports and statistics, health and safety audits and will become involved where applicable.
- (c) Regularly review health and safety issues with the College Management Team.

2.4 Assistant Principals, Curriculum Learning Manager (CLM) and Line Managers - Roles and Responsibilities

Assistant Principals, CLM's and line Managers have the responsibility to provide leadership and promote responsible leadership attitudes towards health and safety.

CLM's, Heads of Department and line managers must ensure that all tasks carried out within their departments are performed with the utmost regard for the health and safety of those involved. Particular attention will be paid to the following in liaison with the Health and Safety Manager.

- a) Equipment and methods of working to ensure that they are safe and do not endanger health
- b) Providing safe arrangements for the handling, storage and movement of materials, substances and equipment
- c) Supplying sufficient information, instructions, training and supervision to enable employees and learners to avoid hazards and contribute positively to their own health and safety at work
- d) Inspecting work areas/equipment such as lighting, passageways, fire precautions and instruction, good housekeeping and work practices on a regular basis and participate fully in the College Department health and safety audits once a year. Ad-hoc inspections will be carried out in conjunction with the College Health and Safety Manager/Safety Reps.
- e) Ensure that all staff and learners for whom they are responsible are aware of any procedure in place to deal with imminent danger
- f) Ensure that each new employee under their line management receives health and safety induction training including precautions and procedures appropriate to their jobs . This is part of the on-line Staff Induction and Compliance modules on Moodle.
- g) Ensure that health and safety procedures and activities are inclusiveness and do not present barriers to learning.

2.5 All Staff/Learners

All employees and learners have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others who may be affected by their acts or omissions at work. They are expected to follow College procedures in particular, to report any incidents which have led/may lead to injury or damage.

All employees and learners should ensure that they use any equipment provided in accordance with the training that they have received, inform their supervisor about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements.

If an Assistant Principal, CLM, line manager, or course tutor is not available, an employee or learner may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and unavoidable danger. Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with their line manager after the danger has ceased or has been dealt with.

All members of staff and learners are obligated to co-operate with the College under the Health and Safety at Work Act 1974. This involves attendance as requested in training programmes, participation in College health and safety Audits, the provision and use of work equipment and complying with College safety signs, rules and regulations.

The College is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace.

3 Safety Representatives and Committees

3.1 Employee Involvement

Borders College acknowledges the importance of employee involvement in health and safety matters and recognises the significant contribution that safety representatives can make towards improving health and safety standards at work. The College fully supports such partnership working. To this end, the College endorses the Safety Representatives Charter as an integral part of the Health and Safety Policy and will be proactive in ensuring its principles are adhered to. The College will provide facilities and assistance to such safety representatives in order to carry out their functions.

3.2 Arrangements for Securing the Health and Safety of Workers

The College consults with safety representatives over issues related to health, safety and welfare and will provide the information safety representatives require in order to carry out their functions.

Safety representatives are required to give the College reasonable notice of their intention to carry out inspections, to provide written reports following such inspections and to follow the College procedures when disputes over health and safety issues arise.

The College has an established Health and Safety Committee, which meets four times per year and reviews safety performance within the College. The Committee consists of employer and employee representatives and is chaired by a person with executive power who can act upon the decisions reached by the Committee. Minutes are available through online files.

Information, instruction and training

In addition, the College will assent to paid leave for any safety representative requiring time off to carry out his or her functions or to receive any necessary training.

3.3 Procedures

The following procedures should be observed with regard to safety representatives and safety committees:

1. Unions must inform the College in writing of the safety representative's appointment.
2. The safety representative must be aware of how the safety representative and safety committee structure operates within the College.
3. The safety representative must receive adequate training.
4. The Safety Committee shall meet as scheduled, have proper agendas and minutes and draw up action plans.
5. The Safety Committee will be chaired by a person with executive power to act upon the committee's decisions.

3.4 Summary

The three most important steps with regard to safety representation and safety committees are:

- (a) to ensure that they operate in a positive way, reinforcing the organisation's safety culture and employee participation in solving health and safety problems
- (b) to ensure adequate training for safety representatives and safety committee members, thus improving communications, prioritisation of risk control and the approach to solving health and safety problems
- (c) to build the safety representative and safety committee structure into the organisational structure required by s.2 of HASAW Act with regard to safety policies

4.1 Arrangements and Safe Working Procedures

The following arrangements for health and safety are detailed in the individual procedure documents (See separate document 'Health & Safety Procedures Manual').

Access and Egress
Accident and Near Miss Reporting
Asbestos
Blood Borne Viruses
Catering and Vending
Contractors
Disability – health and Safety
Display Screen Equipment
Electricity at Work
Emergency Procedures
Fire
Gas Leak/Flood Warning
Bomb Threat
Power Failure
Individual or Firearm Attack
First Aid
Hazardous Substances
Homeworking
Housekeeping
Legionella
Machinery
Manual Handling
Medication – Administrating to Learners
Minibus Driver
Noise
Occupational Health
Outdoor/Peripatetic Workers
Personal Hygiene
Personal Protective Equipment
Personal Safety
Risk Assessment
Temporary and Casual Workers

Continued

Vibration at Work
Violence and Aggression at Work
Visitors
Washroom and Toilet facilities
Waste Disposal
Window Cleaning
Women – Safety
Working Alone
Work Related Upper Limb Disorder
Working with Ladders
Young Persons/Learners

Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

Policy: Health and Safety Policy

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
There is a legal requirement under the Health and Safety at Work Act 1974 to have a policy in place and review regularly.	None identified
Actions taken to alleviate any negative Impacts:	
Recommendations:	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

Has a full Equality Impact Assessment been recommended?

- Yes
- No

Reason for recommendation:

Status: Approved by H&S Committee
Policy Dated: August 2019
Author: Health and Safety Manager
Review Date: August 2022
Equality Impact Assessed: 5th February 2013