

**BRIDGWATER
& TAUNTON
COLLEGE**

HEALTH & SAFETY POLICY STATEMENT 2021/2022

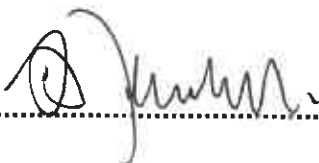
Author:	Health & Safety Manager
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1 Health and Safety Policy Statement

- 1.1 This policy meets the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 1.2 The Governing Body of the College, the Principal and Chief Executive Officer, Vice Principal and the Senior Management Team have issued and endorsed this policy and accept their role in providing health and safety leadership to Bridgwater & Taunton College and their duties under the Health and Safety at Work Act 1974 and other related statutory provision.
- 1.3 Bridgwater & Taunton College acknowledges its legal responsibilities placed upon it and will encourage the highest possible level of awareness of health and safety and wellbeing amongst our staff, learners, visitors and contractors.
- 1.4 Bridgwater & Taunton College is committed to ensuring that all staff and students have access to competent technical support, instruction and training to ensure that they develop and understand the responsibilities and duties placed upon them with regards to health, safety and wellbeing to sustain positive health and safety attitudes and behaviours.
- 1.5 Bridgwater & Taunton College is committed to ensuring continuous improvements by ensuring that monitoring and reporting are in place with actions and responsibilities drawn up to drive the College's commitment to Health and Safety and wellbeing.
- 1.6 Bridgwater & Taunton College are complying with the government guidance on working safely during coronavirus (COVID-19).

SIGNED: 
Chair of the Board of Governors

DATE: 9th DECEMBER 2021

SIGNED: 
Principal and Chief Executive Officer

DATE: 9th DECEMBER 2021

2 Responsibilities

- 2.1 The Governing Body of the College has overall responsibility for health and safety.
- 2.2 The Principal and Chief Executive Officer is designated the health and safety champion and will ensure that health and safety issues are an integral part of the ethos and strategic aims of the College.
- 2.3 Day-to-day responsibility for ensuring the Health and Safety Policy is followed is delegated to the Senior Management Team (SMT).
- 2.4 Responsibilities for assisting the Senior Management Team with the day-to-day responsibilities within their Areas and ensure that health and safety standards are maintained, carried out, checked and acted upon, is delegated to the College Management Team (CMT).
- 2.5 Health and safety advice is available from the College Health and Safety Team comprising Health and Safety Manager (College competent Person), Health and Safety co-ordinator and Head of Estates.
- 2.6 All Staff and Learners have a responsibility to:
- Co-operate with SMT and CMT on health and safety matters
 - Follow procedures provided to safeguard health and safety
 - Use protective equipment appropriately and undertake training to support this
 - Take reasonable care of their own health and safety and the health and safety of others that are affected by their actions or omissions
 - Report all health, safety and welfare concerns to an appropriate person (as detailed in this policy statement).
- 2.7 All contractors **MUST** follow the College Contractors Code of Practice and be familiar with it prior to starting work.

3 The Management of Health and Safety Risks Arising from College Activities

- 3.1 Current Health and Safety guidelines define Risk Assessment as the careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have enough precautions or whether you should do more.
- 3.2 Risk Assessments will be the responsibility of the SMT, CMT or their designated deputies.
- 3.3 The findings of all Risk Assessments will be made available to relevant staff, Learners, Contractors and Visitors (*Risk Assessments should be accessible to view in Areas/departments for all affected by the risk*).
- 3.4 The Principal and Chief Executive Officer, SMT and CMT are responsible for ensuring that health and safety controls are appropriately approved and implemented based on current advice below:
- Eliminate the risk where possible
 - Reduce the potential for harm or substitute with a less risky option
 - Preventing access/contact with the hazard
 - Use a Safe System of Work (written set of instructions)
 - Provide and if necessary, enforce the use of, Personal Protective Equipment.

- 3.5 Where College Managers are not able to resolve specific health and safety issues, or expenditure is in excess of their budgets then the SMT and/or Health and Safety Committee will be involved in the process.
- 3.6 Risk Assessments will be reviewed every year by Areas, or when other significant changes, such as a change in College activity or legislation occur.
- 3.7 The College Health and Safety Team are responsible for monitoring a sample of Risk Assessments across all areas of the college to ensure that they are suitable and that the standard of risk assessment is consistent across all areas.
- 3.8 Where necessary, individual Risk Assessments of students or staff will be carried out to ensure that the health, safety and welfare of the individual, so that they can carry out their role within the College.
- 3.9 Individual Risk Assessments will be carried out by the line manager or member of staff with responsibility for the individual concerned. This may be a Senior Manager, Head of Department, Curriculum Managers, Line Manager, Tutor, Health and Safety Team and members of Wellbeing and Learning Support Teams.

4 Consultation with Employees

- 4.1 Consultation with employees is achieved through Health and Safety Committee and/or the Health and Safety Champions Group, Union Safety Representatives, AMT/Department Meetings, Health and Safety Team, Staff and Wellbeing Group and staff surveys.
- 4.2 To ensure that health and safety standards are maintained, carried out, checked and acted upon the College has set up various groups to discuss/highlight issues affecting their areas:
- Health and Safety Committee
 - Health and Safety Champions Group
 - Joint Consultative Committees (JCCs)
 - Student Forum meetings
 - Managers' meetings, AMT meetings
 - Department meetings
 - Team meetings
 - Work Placement Group meetings
 - Staff & Wellbeing Group

- 4.3 Matters arising from the above are reported to:

- Health and Safety Committee, SMT and
- Health and Safety Champions Group.

5 Safe Plant, Equipment and Workplace

- 5.1 Senior Managers are responsible for the safe operation of all plant, equipment and buildings within their area of responsibility.
- 5.2 The Director of Finance & Estates and/or SMT, Head of Estates and/or their Deputies are responsible for ensuring that this policy is put into practice and for ensuring that effective maintenance procedures are drawn up and implemented.

5.3 Any problems found should be reported to the Head of the Department, Curriculum Manager, Line Manager and/or SMT.

5.4 Where a problem cannot be resolved this will be referred to the Director of Finance & Estates and/or SMT.

6 Safe Handling and Use of Substances

6.1 College managers will be responsible for ensuring that Risk Assessments associated with the safe handling and use of substances are undertaken by competent staff in accordance with College and other associated codes of practice.

6.2 College managers will be responsible for ensuring that there are adequate resources available to undertake Risk Assessments and that appropriate recommended controls are identified and implemented.

6.3 Staff will be responsible for ensuring that they and their learners do not use any material that has not been assessed or that they are not familiar with the procedures for controlling the risks as far as is reasonably practicable. Any new materials will be brought to the attention of managers so that they can be assessed before use.

6.4 College managers will be responsible for ensuring that all risk assessments are reviewed at least every 12 months or when the work activity or process changes – whichever is soonest.

7 Information, Instruction and Supervision

7.1 The Principal and Chief Executive Officer has overall and final responsibility for ensuring that staff and learners are adequately informed, instructed and trained in Health and Safety matters.

7.2 All College managers and Staff & Quality Services (SQS) have day-to-day responsibility for ensuring this policy is put into practice.

7.3 All College Staff are responsible for their own safety and the safety of others that are affected by their acts or omissions. Staff will ensure that appropriate health and safety standards are maintained, carried out, checked and acted upon. This will include the appropriate supervision of young or vulnerable persons.

7.4 Health and safety information is available from the health and safety law posters situated in the Reception areas around the various College Centres.

7.5 Health and safety advice is available from Health and Safety Champions and the College's Health and Safety Team.

8 Competency for Tasks and Training

8.1 College managers and SQS are responsible for co-ordinating induction training for all staff and learners.

8.2 All Senior Managers and Heads of Department will be required to complete IOSH Managing Safely or an equivalent/higher level of Safety Management Training.

- 8.3 Induction of staff is undertaken at the start of employment with three and six month reviews. All new starters are required to complete the Health and Safety Essentials on-line course within their induction period.
- 8.4 All learners will receive an appropriate level of induction, for example fire evacuations, first aid, accident reporting and departmental safety requirements.
- 8.5 College managers are responsible for ensuring that all staff including agency staff and volunteers under their control are provided with appropriate training for the activities they are required to undertake, in line with their job description. This will include any specialist training and assessment.
- 8.6 The Director of SQS is responsible for ensuring that:
- An appropriate range of Health and Safety training is available for staff
 - Personal training records are kept up to date and that reports are available for college managers
 - Staff health and safety training is monitored and evaluated for effectiveness and informs future training

9 Accidents, First Aid and Work-Related Illness Monitoring

- 9.1 The College strives to reduce accidents to a minimum and requires that all Health and Safety incidents, accidents and near misses are reported and appropriately investigated so that lessons can be learnt and action taken to prevent incidents and accidents from reoccurring.
- 9.2 SQS are responsible, in conjunction with the Health and Safety Team, for health checks and health surveillance of staff, and also responsible for the safe keeping of all confidential documents.
- 9.3 Health checks and health surveillance will be carried out where required by law and on an individual basis as issues arise.
- 9.4 The Health & Personal Development Co-ordinator is responsible for the co-ordination of College First Aiders and for ensuring that appropriate cover is maintained across all areas of the College by maintaining the College Duty First Aid rota. Campus reception staff will be able to contact the duty first aider when required.
- 9.5 All high-risk areas will have a named first aider who will have access to a fully stocked and up-to date-first aid kit.
- 9.6 College first aiders and appointed persons are responsible for ensuring that first aid equipment in their areas or in their possession is kept up-to-date and in good order.
- 9.7 All accidents/incidents will be reported to the College Health and Safety Team via the Accident/Incident Reporting form.
- 9.8 The College Health and Safety Team are responsible for reviewing all accidents and incidents and where appropriate liaising with SMT and Heads of Department to ensure appropriate actions are taken and lessons learnt shared.
- 9.9 The College Health and Safety Team are responsible for reporting all RIDDOR accidents and incidents in line with current legislation.

10 Dangerous Occurrences and Near Miss Incidents

- 10.1 The College is committed to identifying all incidents and near miss incidents that have the potential to cause harm, ensuring that these are investigated and recorded, and lessons learnt to prevent similar incidents from causing injury in future.
- 10.2 All staff, learners, visitors and contractors have a responsibility to ensure that action has been taken to ensure the safety of anyone affected by an accident or incident, including any dangerous occurrence or near miss incident.
- 10.3 Individuals are to ensure their own safety as well as far as reasonably practical the safety of others affected by the incident, to prevent any reoccurrence.
- 10.4 In the event of a dangerous occurrence, individuals should contact the Campus Reception as soon as possible who will inform the Duty Manager, Facilities Maintenance Team and the Health & Safety Team.
- 10.5 All accidents/incidents will be reported to the College Health and Safety Team via the Accident/Incident Reporting form.
- 10.6 The College Health and Safety Team are responsible for reviewing all accidents and incidents, liaising as appropriate with SMT and Heads of Department to ensure appropriate actions are taken and lessons learnt shared.
- 10.7 The Health and Safety Team are responsible for the investigation of all dangerous occurrences or near miss incidents.

11 Emergency Procedures Including Fire Evacuation

- 11.1 The Director of Finance & Estates is responsible for ensuring that emergency action plans are implemented and reviewed.
- 11.2 Escape routes and firefighting equipment are regularly checked by College Fire Wardens and the Facilities Team.
- 11.3 Fire alarm systems and emergency lighting is tested on a rolling weekly programme by the Facilities Team.
- 11.4 The Facilities Team and the College Health and Safety Team are responsible for ensuring that the servicing, maintenance, testing and inspection of all college fire alarm systems and firefighting equipment is carried out by competent persons including external contractors as required.
- 11.5 The Facilities Team and College Health and Safety Team are responsible for ensuring that evacuation drills are conducted for all areas at least once every term (when safe to do so). Bitesize information and video are shared with all staff and students.
- 11.6 Zone Managers are responsible for reviewing all evacuations under their control with all relevant staff and will liaise with College Health and Safety Team to ensure that appropriate actions are taken where necessary to ensure the safe and effective evacuation of staff, learners and others.

- 11.7 The Facilities Team member on call, Residential team, Night Wardens and or other designated members of staff on call are responsible for ensuring that all out of hours emergencies are covered.

12 Coronavirus (COVID-19)

- 12.1 Bridgwater & Taunton College are following all Government guidelines, and in consultation with Governors, staff, Unions and students have implemented procedures to ensure the College remains a safe environment where all persons feel safe and secure.

To achieve this the College has adopted high-level principles, these being:

- Staff and student safety and wellbeing
- Supporting students to continue learning and make progress
- Ensuring the college remains solvent and viable
- Meeting civic and wider community responsibilities

12.2 Governance, leadership and communication

The College has produced clear and well communicated documentation to support the staff, students, visitors and contractors attending college.

- Risk Assessment (COVID-19) for College wide and Departmental
- BTC Operating Procedure COVID-19
- Principal updates
- Online meetings
- College website
- Social Media

12.3 A Safe Environment

The College has effective arrangement in place for monitoring and reviewing their compliance with Government and industry guidance.

The College has and will undertake a Risk Assessment process for all activities to ensure staff and students have a safe environment to undertake teaching and learning.

The College will ensure protective measures have been implemented and will continue to be monitored and enhanced wherever necessary, following updated guidance from the government. These may include:

- Enhanced hygiene and cleaning schedules
- Regular cleaning of toilets
- Shielding / screens
- Corridor management / one way systems
- Staggered start / end times and break times
- PPE
- Social distancing signage
- Refigured classrooms / practical areas / workshops
- Closing of Communal areas
- Use of CO2 monitors

The health and safety requirement of any activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

All individuals have a responsibility to ensure safety measures are adhered to protect themselves and others.

Regular LFD COVID19 testing and reporting is actively encouraged, along with "Hands, face, space and fresh air".

All individuals attending any of the College campuses must follow the guidance and advice set out by the College.

12.4 Health and Wellbeing

The health and wellbeing of staff and students is paramount, the College will continue to offer counselling advice and guidance, when requested through phone / video link.

13 Statutory and College Policies and Information

13.1 Other policies that should be read in conjunction with this Policy Statement include:

- The Safeguarding & Child Protection Policy and Procedure
- The Student Off-site Trips & Residential Policy and Procedure
- Lone Working Policy and Procedure.

13.2 Other more detailed information on health and safety policies, procedures and information can be found in the following documents, available from the College Health and Safety Team:

POLICY

Asbestos – Management and Control
Driving for College Business Policy
Consultation on health and safety
Management of Stress Policy
McMillan Theatre health and safety Procedures and Policy
Portable Appliance Testing Policy (PAT)

PROCEDURES

Accident/incident reporting
Apprentice / work placement /work Experience Forms including 'T' level
Bad Weather Procedure
Bomb Warning Procedure
Confined spaces (NCfN)
Contractors / Contract management
Control of substances hazardous to Health (COSHH)
COVID-19 Procedures
Evacuation Procedure
First aid/Defibrillator Procedure
Hand Arm Vibration (HAV) procedures
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. (Written schemes of Examination from Zurich Insurance)
Local Exhaust Emissions (LEV), (Written schemes of Examination from Zurich insurance Vulcan inspection Services)

Pest Control with Firearms Procedure and Control Measures
Pressure systems (Written schemes of Examination from Zurich insurance
Vulcan inspection Services)
Radiation
(Radiation Protection Supervisor (RPS) and Radiation Protection Advisor (RPA)
Reducing the risk and impact of terrorist incidents
Risk Assessment Procedures
Working with Animals

INFORMATION

Blackboard e-learning Courses

- Getting to grips with health and safety
- Reporting incidents
- Meeting the threat of fire
- Lifting and carrying safely
- Dealing with hazardous substances
- Avoiding violence
- Stress management
- Working safely with computer
- Safeguarding including prevent

All of the above courses for staff can be used as a teaching resource.

The LRC's across the College campuses also have a number of on-line health and safety related resources as well as books

Health and Wellbeing group. This group is new and looking at ways of helping both students and staff with information and guidance on keeping healthy and well, and the best way of dealing with emerging issues that affect both staff and students

Smoking and vaping information available from the Staff Handbook and will be shared to the Student Handbook

14 Review of Policy

14.1 The Health and Safety Policy will be reviewed annually.

