

Health and Safety Policy

Author Patrick Robinson

Issue Date September 2023

Equality Impact Assessment Y

Linguistic Impact Assessment Y

Status Final

Approved by FAR Committee

Approval date June 2023

Review date June 2023

Commencement date September 2023

Contents

1. Statement of intent	3
2. Responsibilities	5
3. Arrangements	9
Annex A - The Health, Safety and Environment Committee	16
Annex B - Fire evacuation team including Fire Marshals	17
Annex C - Current First Aiders	18
Annex D - Summary	19
Annex E - Policies and procedures referred to in this policy	20

1. Statement of intent

This policy represents the Colleges health and safety policy and replaces all previous versions.

The Governing Body of St David's College recognises that health and safety has to be managed successfully at all levels. The college will meet its responsibilities under the Health and Safety at Work Act 1974. The Management of Health and Safety at Work regulations 1999 (as amended) and associated protective legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The main responsibility for health and safety lies with the Governing Body and the college Principal. However, the Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the college's activities. Employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 (as amended). Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of the employee, may lead to disciplinary action, or in the case of serious breaches or repeated breaches, dismissal.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them. Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment, and the precautions required to deal with them. The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

In particular, as far as reasonably practicable the college will provide at all times:

- A working environment, plant, workplace, equipment, systems of work, that are safe and without risk to health.
- Proper facilities, equipment and protection for the safe use, transport, handling and storage of articles and substances.
- Sufficient training, information and supervision to ensure employees are competent to evaluate, and reduce risks, are competent to avoid hazards and contribute positively to their own health and safety at work.

- Adequate welfare facilities (i.e., toilets, rest areas, cafeterias etc.).
- Adequate arrangements for the negotiation and consultation on measures for ensuring health and safety at work.
- Adequate arrangements for the maintenance of the fabric of the building, electrical installations, fire alarm and fire-prevention installations and equipment.

The policy will be reviewed annually. Adequate resources will be made available to implement the policy. Sufficient consultation, information and training will take place to ensure the policy is fully understood and implemented.

Signed
Chair of Governors

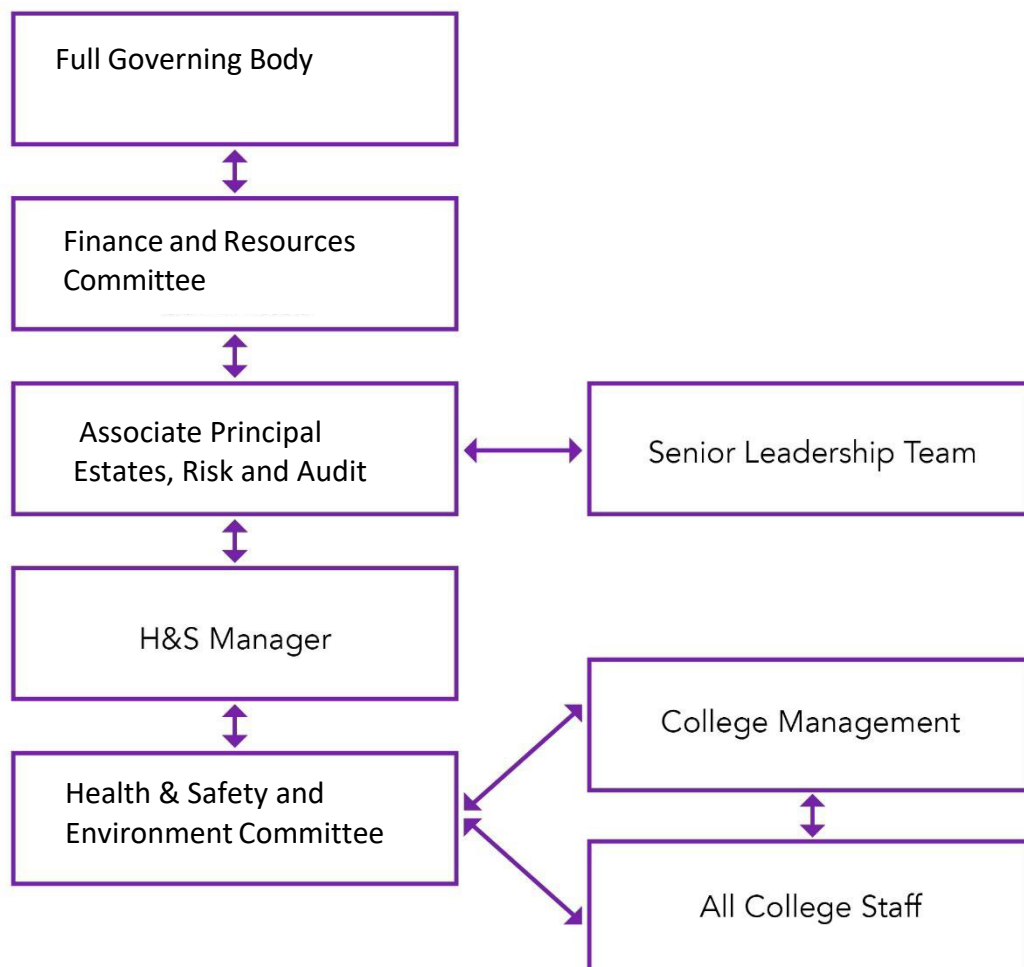
Signed
Principal

Date

Date.....

2. Responsibilities

The following diagram shows the responsibility and communication structure for Health and Safety.



Responsibilities of Principal and Senior Leadership Team

- Ensure compliance with the colleges Health and Safety Policy and arrangements.
- Formulating and ratifying the establishment's Health and Safety Policy and Health and Safety Action Plan.
- Regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements where necessary.
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the college's delegated budget.

- Ensuring that risk assessments are made and recorded for all the colleges work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees.
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken.
- Reporting to the Principal any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting high standards of health and safety within the establishment.
- Active and reactive monitoring of health and safety matters within the college including health and safety inspection reports and accident reports.
- Take part in college health and safety audits.

Responsibilities of Managers

Responsible to Senior Leadership Team for:

- The day-to-day management of health and safety matters in the establishment, in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Ensuring that suitable and sufficient risk assessments are made and recorded of all the colleges work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that health and safety inspections and audits are carried out and a copy of the report is given to the Health and Safety Manager.
- Ensuring follow up and remedial action is taken following health and safety inspections and audits.
- Ensuring that information received on health and safety matters is passed to the appropriate people.
- Identifying staff health and safety training needs and arranging for them to be provided.
- Ensure staffs record any health and safety concerns in Learning/Functional area minutes, then pass the information onto the Health and Safety Manager.
- Drawing up and reviewing Learner/Functional area policies, procedures and risk assessments regularly (at least annually).
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the Learner/Functional area.

Responsibilities of the Health and Safety Manager

- Contribute to the achievement of the Mission and strategic objectives of the College by ensuring the health and safety of everybody in the College is maintained and we are complying with all current health and safety legislation.
- Monitoring health and safety risks and hazards in the workplace.
- Advising employees on how to minimise or ultimately avoid risks and hazards in the workplace.
- Ensuring the College is legally compliant with all health and safety legislation.
- Working with and training all employees to manage, monitor and improve the health and safety standards in the workplace.
- Being responsible for all safety inspections in the workplace.
- Assisting with the creation and management of health and safety monitoring systems and policies in the workplace.
- Managing emergency procedures (such as fire alarm drills) and organising emergency teams such as fire marshals and first aiders.
- Offering general health and safety advice to all employees.
- Conduct all risk assessments as required by legislation and are reviewed at relevant intervals and to maintain records of the same.
- Conduct/organise relevant health and safety training for staff as required, including first aid and fire safety.
- Advise the Leadership Team on all aspects of health and safety.
- Conduct and carry out internal and compliance audits.
- Co-ordinate and manage first aid and fire safety representatives.
- Recommend and implement control measures and advise on the standard of personal protective equipment issued to employees.
- Carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- Conduct health and safety inspections and prepare reports and documents as required.
- Identify areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance. Arrange such training/certification once identified.
- Keep up to date with changes in current legislation and implement such changes where relevant.
- Bring to the attention of the Leadership Team any relevant new legislation.
- Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- Liaise with the Estates Team to establish contractor health & safety procedures.
- Immediately contact the Leadership Team if situations are found, that in the opinion of the Health and Safety Manager, require immediate rectification or the stopping of any operation.

- Any other ad hoc health and safety duties as required.

Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe working procedures are followed.
- Co-operating with the Health and Safety Manager and Senior Leadership Team on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.
- Reporting immediately to their Line Manager any serious or immediate danger.
- Reporting to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee where appropriate.
- Report any accidents or near misses in accordance with the current college accident policy.
- Recording any health and safety issues on the College portal and in Learning/Functional area minutes,.
- Carry out appropriate risk assessments for any activity within or outside college.

3. Arrangements

Staff responsible for Health and Safety:

Senior Leadership Team -
Health and Safety Manager - (NEBOSH Certificate).
Trade Union Health and Safety Representative, NEU

Health and Safety Committee

See Annex A

Emergencies (Fire, Bomb and Lock Down)

Fire evacuation

See Annex B

The person who discovers the emergency will raise the alarm immediately by the most appropriate means. In the case of a fire, the fire evacuation procedure will be put into action. Only trained fire wardens may use the fire extinguishers.

Fire evacuation drill

The person responsible for arranging, recording and monitoring fire drills at least once per year is the Health and Safety Manager.

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept behind the reception desk. A second copy is kept by the Health and Safety Manager. An annual fire evacuation plan is also kept in the Front Office and sent to all members of staff.

The fire risk assessment was carried out externally by Vector Fire Safety. The competent person responsible updating the fire risk assessment for the premises is the Health and Safety Manager.

Fire prevention and detection equipment arrangements

The company responsible for initiating the test of the fire safety systems and completing the record sheets is ADC Fire Systems Ltd. The test records are kept by the Estates Team in room M08.

The person responsible for carrying out a monthly visual inspection of all emergency firefighting equipment is the Health and Safety Manager.

The approved contactor responsible for conducting the annual test of firefighting equipment, the inspection and maintenance is Firerite UK Ltd.

Location of Main Service Isolation Points:

Building	Service	Location
Main building	Water	Boiler house
	Electrical	Electrical room next to G14C
	Gas	Rear of boiler house (auto shut off with fire alarm)
Theatre	Water	Boiler room
	Electrical	Boiler room/Electrical room next to G14C
	Gas	Boiler room
Annex	Water	Boiler room
	Electrical	Boiler room
	Gas	Boiler room
IT Block	Water	Boiler room
	Electrical	Boiler room/sports boiler room
	Gas	Boiler room
Sports Hall	Water	Boiler room
	Electrical	Boiler room
	Gas	Boiler room

Bomb

The person who discovers the emergency will raise the alarm immediately by summoning appropriate staff. A member of SLT and/or the Health and Safety Manager will take charge and the College bomb procedure will be followed. Details of arrangements are contained in the Major Incident Policy March 2022

Lockdown

The person who discovers the emergency will raise the alarm immediately by summoning appropriate staff. A member of SLT and/or the Health and Safety Manager will take charge and the College lock down procedure will be followed.

Accident, dangerous occurrence, violent incident and near-miss reporting and investigation

Any member of staff who witnesses an accident, dangerous occurrence, verbal abuse or actual, or threatened violence or near miss, or to whom one is reported, will complete an accident online form, which can be found on the staff intranet homepage of SharePoint. The form will then be sent to the Health and Safety Manager for future action.

Accident Investigation and reporting will follow the Accident and Reporting Policy Jan 2023. If an accident is the fault of a faulty plant, equipment, premises or unsafe system of work, action will be taken by the Health and Safety Manager, Estates and/or member of the Senior Leadership Team to remove or isolate the hazard and warn people until the hazard has been made safe.

First aid

A list of fire aiders who have been trained to First Aid at Work Level are displayed around college and on the college intranet. See Annex C. The person responsible to ensure that first aid qualifications are maintained is the Health and Safety Manager. A termly check

on the location and contents of all first aid boxes is made by an outside contractor - First Aid Supplies and Training (Wales). The first aid requirements for the college are risk assessed in the first aid risk assessment .

Risk assessment

Risk assessments are carried out by the member of staff delivering a particular activity or arranging a trip in accordance with the Risk Assessment Policy Feb 2020. All risk assessments for trips have to be approved by the Health and Safety Manager before the trip is allowed to proceed. Risk assessments are reviewed annually, or immediately there is an accident or a change to the activity. Risk assessments are audited by the Health and Safety Manager.

Maintenance of site and premises

Regular formal and informal inspections of the premises are carried out by the Estates Team and the Health and Safety Manager. All employees are encouraged to report any hazard directly on the Estates Requests tile, on the staff intranet homepage of SharePoint.

Housekeeping and disposal of waste

Rubbish awaiting collection must not be left where it will obstruct escape routes. Any heavy rubbish should only be moved by staff trained in manual handling. In both cases the Estates Team should be informed.

Premises security

The persons responsible for unlocking and locking the building, arming and disarming the security alarms are the Estates Team.

The persons who have been trained to deal safely with burglar alarm call outs are the Estates Team. Out of hours, Securitas handle alarm calls and liaise with the Estates Team.

Severe weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g., cleaning snow and ice) is carried out by the Estates Team.

Health and safety training

The person responsible for drawing to the attention of all employee's relevant health and safety matters is the Health and Safety Manager.

Identification of further Health and Safety Training is through the annual staff development process via consultation with Managers. Training is carried out using Smartlog online training, external and internal providers as appropriate.

Manual handling

The person responsible for manual handling training is the Health and Safety Manager. Only staff that have been trained on manual handling are permitted to lift heavy or bulky

objects.

Lifts

The person responsible for ensuring that lifts are inspected and serviced regularly is the Estates Team. Servicing, inspection and repair is carried out by Cardiff Lift Company.

Working at heights

The person responsible for working at heights training is the Health and Safety Manager. The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment for ladders, stepladders and platforms is the Health and Safety Manager and Estates Team. Ladders are routinely inspected, and a record kept by the Facilities Manager

Subject specific equipment

Each individual member of staff has responsibility for the selection, inspection, maintenance, training, supervision, safe use and risk assessment for a particular piece of equipment they intend to use.

Portable electrical appliances

It is every employee's responsibility to visually inspect any electrical device before using it. This should include making sure it has been currently PAT tested. Equipment is PAT tested every year.

Display screen equipment (DSE)

The competent person responsible for carrying out DSE risk assessments is the Health and Safety Manager.

Personal protective equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. The employee is responsible to inform their manager for the need to repair or replace the PPE when necessary.

Hazardous substances

Inventories of hazardous substances are maintained by course teams, and with the Health and Safety Manager. Course teams and relevant functional areas are responsible for ensuring COSHH risk assessments are carried out and are regularly reviewed and updated.

Asbestos

The person responsible for making arrangements for dealing with asbestos is Alun Woodruff – Director of Estate Development. The person responsible for maintaining the log and ensuring it is kept up to date is Bryon Castle – Senior Caretaker.

Radioactive sources

The Radioactive Protection Supervisor is Dr Michael Beer.

All paperwork related to the log is kept by _____ and the second copy with the Health and Safety Manager.

The Radioactive Protection Adviser is Dr K. Bowker, Oxford Risk and Safety Management. He visits the site once every 5 years.

Noise

Any issues related to noise should be reported to the Health and Safety Manager who will carry out a noise assessment.

Waste management

Waste is collected twice weekly by Cardiff Council. The persons responsible for the safe storage of the bins is the Estates Team and Cleaning Team.

All members of staff are responsible for reporting the accumulation of waste, or large items of waste that require special attention to the Estates Team.

Legionella monitoring

The company responsible for ensuring risk assessments and monitoring are carried out, is Vector Air and Water Ltd. It is the Health and Safety Manager's responsibility to make sure any recommendations are carried out.

Cleaning

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Estates team and cleaners who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Cleaning is contracted out to Glen Cleaning Company Ltd.

Health and safety audits

The Health and Safety Manager is responsible for carrying out health and safety audits throughout the college. The results of the audit will be processed by the Health and Safety Manager, then an Action Plan will be drawn up to deal with any deficiencies. Audits are carried out in accordance with the college audit procedure.

Provision of information

The person responsible for the dissemination of Health and Safety information is the Health and Safety Manager. Records of employees' signatures indicating that they have received, read and understood health and safety information are kept by the Health and Safety Manager.

Educational visits

The member of staff arranging an educational visit is responsible for ensuring that in the first instance they get permission from the Principal, and they carry out an appropriate risk assessment and have it approved by the Health and Safety Manager. They must also

obtain parental consent (if the student is pre-18), or student consent if post 18. The consent includes a disclosure of any medical condition which would need to be considered before a student would be allowed on the trip. Any disclosure could lead to an amendment to the risk assessment or a discussion as to the suitability of the trip for the particular individual if the risk is considered too great. Educational visits are carried out in accordance with the Educational Visits (Trips) Policy Jan 2022 and Jan 2022.

Work experience and work placement

The Work Experience Policy June 2020 outlines the steps required for a student to be placed on work experience. Students placed directly into work placements must have their placement vetted by the Health and Safety Manager. The contract between college and provider should include DfES recommended Health and Safety clauses. Monitoring of the work placement should take place, at a time determined by the initial vetting and risk banding by the subject teacher.

When sub-contractors are used to place the students, their vetting and auditing procedures should be audited.

Any accidents which occur on placement should be reported to the Health & Safety Manager for recording and investigation.

Use of premises outside college hours

The person responsible for co-ordinating lettings is

The persons responsible for unlocking and locking the premises are the Estates Team.

Lone workers

Anybody working outside normal college hours will be required to follow the Lone Worker Policy May 2021. They are provided with an emergency contact fob linked to a call centre run by Vatrix Ltd. The Health and Safety Manager is responsible for the administration of the emergency fob system.

Visitors

Upon arrival visitors should report to reception where they will sign in using the Ipad app, and then be issued with a visitor's photo badge. They will be the responsibility of the person who they have come to see. Upon leaving they will sign back out and return their badge to the front office.

Contractors

Only approved contractors will be allowed to carry out work on college premises in accordance with the Contractors Policy Jan 2022. Whilst on site their performance will be monitored by the Estates Team and Health and Safety Manager. Contractors will sign an agreement to abide by our conditions and report any problems to a member of the college staff.

Catering

The person responsible for the monitoring of the preparation of food, the maintenance of satisfactory hygiene standards and the production of risk assessments and safe operating procedures is the Catering Manager.

Mini-bus driving

Only staff authorised by the Health and Safety Manager can drive the college minibus. They must have a valid driving license and then only drive up to 3500 Kg.

The minibuses have a Section 19 permit from Office of the Traffic Commissioner so Pre and post 1997 drivers can drive the minibus provided they are operating "not for profit" and are only driving our students and staff. All relevant staff must attend a MIDAS or equivalent course to update their minibus skills. All drivers must comply with the College minibus procedure May 2023.

Stress and sickness and Wellbeing

The person responsible for monitoring absence owing to stress or sickness is the Assistant Principal for Human Resources in accordance with the Stress Policy. A College wide risk assessment for stress is reviewed annually by Human Resources. Wellbeing is carried out as outlined in the College Wellbeing Policy March 2021 including referrals to Occupational Health.

New and Expectant Mothers

The College recognises the need to provide and maintain a safe and comfortable working environment for new and expectant mothers. Where the College has been informed in writing that a member of staff is pregnant, has given birth in the past six months or is breastfeeding, a risk assessment must be carried out by the Health and Safety Team, which is held in the staff member's personnel file. Following the risk assessment it may be necessary to modify the individual's working hours, tasks and workstation set up. Discussions will take place with the individual and their line manager as necessary. The risk assessment must be reviewed periodically to ensure it remains suitable and sufficient.

Statutory Testing

Statutory testing e.g., legionella, asbestos, fire, gas, electrical, lifts and lifting equipment, local exhaust ventilation (LEV), pressure vessels etc is generally arranged by the Estates Department and is carried out in line with current legislation and best practice guidance.

Learners

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.

Annex A - The Health, Safety and Environment Committee

Name	Area of Responsibility
	Health and Safety Manager
	Associate Principal – Estates, Risk and Audit
	Learner Area Manager - Health, Social Care, Sport and Creative Arts
	NEU Union Representative
	Funding, Data Quality and Assessment Quality.
	Learner Area Manager Mathematics
	Learner Area Manager - Languages and Literacy
	Learner Area Manager - Science
	Learner Area Manager - Humanities and Social Sciences
	Staff representative Eco Committee
	X 2 TBC

Annex B - Fire evacuation team including Fire Marshals

Task	Person	Deputy
The controlled evacuation from the building to a place of safety	Health and Safety Manager	
Summoning the emergency services	Automatically via alarm monitoring station	
Resets system when false alarm	Estates Team	
Making sure that each building has been evacuated (Fire Marshals).	Main building Ground floor Main building Middle floor: Main Building Top floor: LRC: Annex: Theatre: Sports Hall: IT Block:	Staff designated by Health and Safety Manager
Making sure no one enters or leaves the site during the evacuation		Staff designated by Health and Safety Manager
Gives the all clear	Health and Safety Manager	Member of Senior Leadership Team

Annex D - Summary

What everyone should know and do:

Have an awareness of, and comply with both the College Health and Safety Policy and procedures specific to their workplace
Be familiar with fire and emergency arrangements and all risk assessments, and method statements or safe operating procedures applicable to the work they are undertaking
Participate in all training or occupational health requirements identified as necessary by the College and their line manager
Maintain competence for their role

How everyone is expected to behave:

Take reasonable care of themselves and all others who may be affected by what they do or don't do
Do not place fellow employees or others in danger by their actions or interfere with or misuse anything, objects, structures or systems of work provided by the University in the interests of health and safety
Set a high personal standard and carry out activities in a manner, consistent with College values of mutual respect, excellent service, collaboration, empowerment and innovation
If aware of any unsafe practice or condition, inform their line manager or Health and Safety Manager

When working everyone is expected to:

Understand the risks of their work and comply with and follow risk assessments and method statements/safe operating procedures. Only engage in activities when competent to do so and seek advice if they do not feel competent to carry out their work
As soon as identified, tell their line manager or supervisor of any arising unforeseen risks which do not have control measures in place
Avoid improvising and when identified, report any dangerous condition to their manager or Health and Safety Manager
Obtain and use the correct tools/equipment for the work and don't use anything that are unsafe or damaged
Where applicable, use and store personal protective equipment properly and, where guarding or other protective mechanisms are in place check they are secure and have not been tampered with before using the equipment
Always consider the safety of others who may be working in the same area or using the same or adjacent equipment
Report any accidents, symptoms of work-related ill health, near misses (that might have resulted in injury or damage), dangerous occurrence or dangerous condition (including inadequacies in health and safety procedures) in a timely manner and in accordance with College arrangements and procedures

Annex E - Policies and procedures referred to in this policy

Accident Reporting and Investigation Policy Jan 2023
Contractors' Policy and Procedure Jan 2022
E- safety Policy March 2023
Fire Evacuation Procedure August 2022
Health and Safety Audit policy Nov 2021
Lone Worker Policy May 2021
Major Incident (Lockdown) Policy and Procedure March 2022
Minibus Procedure May 2023
Risk Assessment Policy March 2023
Educational Visit (Trips) Policy Jan 2022
Educational Visit (Trips) Procedure Jan 2022
Work Experience Policy and Procedure June 2023
Wellbeing Policy March 2021