



education
training
collective

Policy Statement:

Health and Safety Policy

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| Date approved: | May 2022 | Review Date: | July 2024 | | |
| Approved by: | FE Corporation | | | | |
| Relevant to (please P): | <input checked="" type="checkbox"/> SRC | <input checked="" type="checkbox"/> Bede | <input checked="" type="checkbox"/> RCC | <input checked="" type="checkbox"/> NETA | <input checked="" type="checkbox"/> Skills Academy & TVC |
| Signed (Lead Manager): | Edward OhR | | | | |
| Print Name: | Edward OhR | | | | |

Health and Safety Policy

1.0 Purpose

HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy is written as a requirement of Section 2 of the Health and Safety at Work Act 1974.

The Governing Body of the Education Training Collective (ETC) accepts responsibilities under the Health and Safety at Work etc. Act 1974, associated legislation and regulations applicable to the scope of the ETC's undertakings, for ensuring the health, safety and welfare of their employees and others - learners, contractors and visitors - who may be affected by the facilities and activities of the ETC.

With regard to the implementation of this Health and Safety Policy, the Governing Body accepts ultimate responsibility for health and safety, and delegates responsibility to the Health and Safety Officer as the manager responsible for assisting them in the meeting of their statutory duties.

Directors, line managers and other nominated staff have been given health and safety duties for which they are accountable.

Etc believes all accidents, incidents and occupational ill health are preventable and Etc is committed to achieving this by:

- systematically identifying all hazards, assessing the risks and eliminating and controlling all identified risks to as low as reasonably practicable
- providing adequate resources for the management of health and safety
- providing suitable and sufficient health and safety information, training, instruction and supervision
- ensuring learning takes place in a safe, healthy and supportive environment which meets the needs of learners
- ensuring all employees are competent to carry out their tasks
- encouraging all staff, learners, contractors and visitors to report hazards and to intervene in any bad practice witnessed
- embedding and establishing rigorous and robust safety management systems which will be continuously reviewed to improve and maintain safety performance
- ensuring every individual acknowledges their own personal responsibility to take all reasonable precautions to ensure their own safety and the safety of others

This Policy, together with assessment findings prepared in pursuance of other statutory regulations, will be brought to the attention of all employees via line managers.

The ETC will ensure employees are consulted on matters that affect their health and safety.

The effectiveness of the Policy will be monitored through safety inspections, emergency procedures, accident reporting, assessment reviews and quality audits. The Policy will also be reviewed annually, and at other times as may be deemed appropriate due to new equipment, hazards, process or regulations.

A handwritten signature in black ink, appearing to be 'Phil Cook', written over a horizontal line.

Phil Cook

Principal/Chief Executive

The Education Training Collective

Date: 01 May 2022

2.0 Scope

All individuals, at every level, have degrees of responsibility for carrying out the Health and Safety Policy as outlined below:

Individual Responsibilities

2.1 Principal/Chief Executive

The Principal/Chief Executive has ultimate responsibility for a robust safety management system is implemented which ensure compliance with the Health and Safety at Work Etc. Act 1974 and subordinate legislation through this policy. The Principal/Chief Executive is therefore responsible for:

- providing sufficient resources to enable arrangements within the Health and Safety Policy to be implemented
- ensuring that appropriate insurance cover is maintained to satisfy both statutory and business needs
- supporting management and employees in the implementation of all aspects of this Health and Safety Policy and supplementary safe systems of work
- ensuring regular inspections are carried out and submitting such inspection report to the Governing Body
- ensuring the communication of information on health and safety matters to appropriate people
- liaising with the Governing Body on policy issues and any problems in implementing the Health and Safety Policy
- ensuring that adequate facilities are provided for trade union appointed safety representatives
- appointing a 'competent person' to enable the ETC to implement the measures required to comply with health and safety law

2.2 Vice Principal: Corporate Planning and Performance

The Vice Principal: Corporate Planning and Performance responds in the first instance to the Principal/Chief Executive. His health and safety responsibilities include:

- monitoring the effectiveness and implementation of the health and safety policy
- communicating all health and safety matters to the Principal/Chief Executive
- forwarding to the Health and Safety Officer, all identified factors in relation to health and safety
- supporting the Health and Safety Officer in all aspects of health and safety

2.3 Head of Estates

- Chairing the Health and Safety Committee
- Overview of health and safety provision

2.4 Health and Safety Officer

The Health and Safety Officer is the named 'competent person' for reporting in the first instance to the Head of Estates and is responsible for:

- ensuring that the objectives of this Health and Safety Policy and related policies and procedures are understood and implemented by managers and all employees
- provide support to the Principal/Chief Executive in all matters relating to health, safety and welfare so as to assist the Principal/Chief Executive discharge their statutory duties
- coordinating health and safety monitoring activities
- advising on relevant health and safety training for employees, and coordinating such training in conjunction with the Director of Human Resources.
- liaising with external bodies e.g. Health and Safety Executive (HSE), Environment Agency, local fire authority, local authority environmental health department etc.
- liaising with Heads of Departments as necessary for the identification of work equipment subject to statutory examination and / or inspection
- ensuring adequate records are maintained of statutory examinations and/ inspections
- liaising with Heads of Departments to ensure defects identified as a result of statutory examination / inspection are rectified
- ensuring that accidents, injuries diseases and dangerous occurrences are recorded, investigated and reported to the relevant enforcing authority where necessary
- ensuring that arrangements exist, via line managers, for the effective communication to all employees in all matters relating to health, safety and welfare
- preparing periodic written health and safety reports for the ETC Governing Body

2.5 Line Managers (Heads of Department, other Academic Middle Managers and Business Support Team Managers)

Line managers respond in the first instance to their appropriate Senior Manager, and with regards to health and safety have delegated responsibility for their area. Their responsibilities include:

- maintaining necessary competencies to discharge their responsibilities with respect to health, safety and welfare

- ensuring the effective implementation of arrangements detailed within this policy
- monitoring the effectiveness of this policy within their delegated area of responsibility
- ensuring periodic safety inspections are undertaken with corrective actions identified , implemented recorded and reported to the Health and Safety Officer for verification
- ensuring that work spaces within their delegated areas of responsibility are safe (so far as is reasonably practicable).
- ensuring that external (off-campus) learning environments are assessed for health and safety suitability before first use, at least annually thereafter and written records submitted to the Health and Safety Officer for verification.
- undertaking or overseeing the undertaking of risk assessments as necessary e.g. including but not limited to General Risk Assessments, Manual Handling Risk Assessments, DSE Risk Assessments, COSHH Risk Assessments, PPE/C Risk Assessments.
- provide copies of all risk assessment to the Health and Safety Officer on completion
- communicating the findings of risk assessments, etc. for their area to all employees under their control
- identifying and listing all equipment requiring mandatory inspection and test, and forwarding same to the Health and Safety Officer
- ensuring all work equipment is safe prior to first use and that all defective work equipment and plant is removed from service and segregated
- complying with all health and safety procedures established within the ETC
- ensuring personal protective equipment and clothing (PPE/C) protective equipment is available and the use of PPE/C is enforced in line with risk assessment or best practice
- cooperating fully with the Health and Safety Officer and bringing to his attention any matters of concern in relation to health, safety and welfare
- undertaking the role of Duty Manager on a rota basis, where required of the specific job role, in line with established procedure and coordinating any fire or other emergency evacuation.

2.6 Employees

The employees of the ETC consist of senior and middle managers, lecturers, teaching assistants, technicians, clerical staff, support staff and facilities staff. All employees are responsible for:

- complying with the legal requirements of the Health and Safety etc. at Work Act 1974 and all subordinate legislation and regulations
- complying with other primary legislation and subordinate legislation, regulations

and orders relating to the environment, fire safety and food safety.

- taking reasonable care of their own safety and the safety of others who may be affected by their acts or omissions
- cooperating in all matters relating to health and safety management in the discharge of its legal duties under the Health and Safety at Work Act etc. 1974 and subordinate legislation
- adhere to all safe working procedures and setting a good example for learners to follow
- reporting near misses, accidents, injuries, diseases and defective equipment
- understanding that they must not interfere with any item provided for the purpose of safety or health
- participating in inspections and the Health and Safety Committee, where applicable
- bringing any health and safety concerns to the relevant managers' attention

2.7 The Governing Body

The main functions of the Governing Body are:

- to seek assurance the health and safety management system is effective
- to include health and safety on its meeting agenda
- to review and / or request health and safety reports

2.8 Learners

All learners are responsible for:

- cooperating with ETC to maintain a safe work environment
- observing health and safety law and ETC procedures
- dressing appropriately for study and other activities to be undertaken
- using correctly and not wilfully misusing, neglecting, damaging or interfering with equipment, materials and premises provided for the purpose of health, safety and welfare or for their own tuition or the tuition of others

2.9 Other specific health and safety responsibilities

A range of other specific roles include health and safety roles responsibilities, which include but is not limited to First Aiders, Fire Wardens, Fire Marshals, Risk Assessors and Placement Organisers are outlined in the appropriate appendices of this policy support this Health and Safety Policy.

3.0 References and related Documentation

The health and safety arrangements within this Policy are augmented by the attached appendices which are maintained by the Health and Safety Officer and amended as and when necessary.

4.0 Location and access

The Etc. Group Gateway site –Health and Safety - Policies and Procedures