



Cheshire College
South & West

Health and Safety Policy

Key Information	
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ELT Post Responsible for Updating and Monitoring	Deputy Principal and Deputy CEO
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1. Introduction

- 1.1 As set out in the Health and Safety at Work etc Act 1974, all persons whilst at work should take reasonable care for the health and safety of themselves and that of other persons who may be affected by their acts or omissions.

2. Statement of Policy

- 2.1 The purpose of the Health and Safety Policy is to ensure the Corporation Board, all staff and stakeholders understand their responsibility and duties.

- 2.1.1 The Corporation Board of Cheshire College South and West, as an employer, recognises and accepts its responsibilities as set out in the Health and Safety at Work etc Act 1974 and associated legislation for providing a safe and healthy workplace and working environment for all its employees and for others who use the College premises.

- 2.2 The Corporation Board has full oversight of the managerial responsibility so as to:

- 2.2.1 prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace;
- 2.2.2 maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances;
- 2.2.3 provide clear instructions and information, and adequate training, to ensure employees are competent to do their work;
- 2.2.4 engage and consult with employees and learners on day-to-day health and safety conditions; and
- 2.2.5 implement emergency procedures for fire, other significant incidents and in the event of a local or national pandemic situation.

- 2.3 The Corporation Board will also ensure provision is in place to provide Occupational Health Services for staff.

- 2.4 All members of the curriculum and non-curriculum staff must conform to the policy and accept and carry out their responsibilities.

- 2.5 All members of staff in a managerial capacity have specific responsibilities for managing the health and safety of others affected by the work activity of the College. Such staff must ensure that their responsibilities are continually fulfilled and adequately delegated in their absence.

- 2.6 This statement will be brought to the attention of all staff. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate areas by further statements relating to the work of particular departments, groups of workers or partner organisations and in the event of a local or national pandemic situation.

3. General Responsibilities for Health and Safety

3.1 The Corporation Board

The Corporation Board must ensure there are appropriate aims and objectives for the College to manage health and safety and all relevant health and safety matters are considered at Board meetings. The Board responsibilities are to ensure that:

- 3.1.1 the College has structures and arrangement for implementing its Health and Safety Policy, including dedicated health and safety staff and appropriate committees;
- 3.1.2 it receives and reviews regular reports on Health and Safety
- 3.1.3 the College has a Health and Safety Policy in which management responsibility for health and safety is clearly designated
- 3.1.4 there is an appropriate Safeguarding Board set up and a Safeguarding Policy implemented;
- 3.1.5 those with designated responsibility are aware of and have access to relevant regulations, advice and training;
- 3.1.6 employees are consulted about health and safety matters
- 3.1.7 the College implements its Policy and sets health and safety standards which are maintained and appropriate to the level of risk; and

- 3.1.8 all health and safety procedures are reviewed with equality and diversity in mind and the appropriate action is taken to eliminate any potential adverse impact and promote equality of opportunity wherever possible.

3.2 **The Principal and Chief Executive**

The Principal and Chief Executive's responsibilities are outlined below and include:

- 3.2.1 overall responsibility for health and safety within Cheshire College South and West;
- 3.2.2 arranging for the implementation of the Corporation Board's Health and Safety Policy (*hereafter referred to as the Health and Safety Policy*) and accordingly supporting all persons integrating into the business management activities of the College;
- 3.2.3 through the appropriate mechanisms, arranging where reasonably practicable the provision of adequate resources to include; human resources and specialist skills, organisational infrastructure, technology and financial resources so as to manage health and safety in the College;
- 3.2.4 through the Executive and Senior Leadership Teams, ensuring that responsibility under the Health and Safety at Work etc Act 1974 is properly assigned and accepted at all levels;
- 3.2.5 through the Executive and Senior Leadership Teams, ensuring that the College Health and Safety Management System is understood and implemented at all levels; and
- 3.2.6 through the Executive and Senior Leadership Teams, ensuring that First Aid and other emergency provisions are available in all the necessary situations.

3.3 **The Health and Safety Committee**

The Health and Safety Committee's responsibilities are outlined below:

- 3.3.1 advising the Principal and Chief Executive on means of developing and implementing an effective Health and Safety Management System to ensure that all applicable legislation is consistently complied with across the College;
- 3.3.2 assisting in regular reviews and audits of the College's:
 - (a) performance – so as to measure the current position of the College in achieving legislative compliance;
 - (b) Health and Safety Management System – so as to measure the current effectiveness of the system in assisting the College in achieving legislative compliance.
- 3.3.3 advising on health and safety objectives and on the responsibilities for meeting them, resulting from the reviews of legislative compliance and effectiveness of the Health and Safety Management System;
- 3.3.4 assisting with consultation and communications to all staff, employees, recognised unions and where relevant learners; and
- 3.3.5 advising on resources which may be necessary to implement and comply with the Health and Safety Management System.

3.4 **Health and Safety Team**

The Health and Safety Team's responsibilities are outlined below and include:

- 3.4.1 advising on all matters affecting health and safety and should be consulted when necessary;
- 3.4.2 ensuring that the Health and Safety Policy is reflected in an effective Health and Safety Management System; and
- 3.4.3 periodically appraising the effectiveness of that Health and Safety Management System and recommending that any necessary changes are made.

3.5 **Senior Leadership and College Leadership Team**

The Senior Leadership and College Leadership Team's responsibilities are outlined below and include:

- 3.5.1 being accountable to the Principal and Chief Executive and the Executive Leadership Team for compliance with Health and Safety Legislation and the College Health and Safety Management System by themselves, their staff and all other persons for whom they are responsible;
- 3.5.2 taking such steps as are required by the Principal and Chief Executive and the Executive Leadership team to ensure that all staff are aware of their responsibilities under Health and Safety Legislation and the College's Health and Safety Management System;

- 3.5.3 ensuring suitable and sufficient risk assessments are in place for all curriculum and non-curriculum activities within their responsibility;
- 3.5.4 in the case of all work activities, buildings, work equipment and methods of operation, establishing, monitoring, maintaining and improving on safe systems of work to reduce risks to as low as reasonably practicable, ensuring such systems are in compliance with the requirements of the Health and Safety Management System and current legislation;
- 3.5.5 where necessary, providing any additional specific equipment for emergency response as needed to manage residual risk and emergency situations;
- 3.5.6 ensuring that all persons within their control are suitably competent including being adequately trained to carry out their duties and fully aware of any working hazards;
- 3.5.7 ensuring that adequate supervision is provided at all times, particularly where young or inexperienced persons are concerned, with potentially hazardous equipment, materials and substances;
- 3.5.8 ensuring that all guards and safety devices are always fitted to machines and appropriately adjusted and maintained in full working order;
- 3.5.9 ensuring that all machinery and equipment is appropriately maintained and safely used;
- 3.5.10 ensuring that all health and safety procedures are observed and where appropriate, that Personal Protective Equipment is worn or used in accordance with risk assessments;
- 3.5.11 ensuring that all defects in their workplace are promptly identified, reported and rectified with interim measures put in place to ensure safety;
- 3.5.12 maintaining good housekeeping in their sections at all times;
- 3.5.13 ensuring that all persons within their control know exactly what to do in the case of an emergency situation and know the location of and how to use emergency equipment when necessary;
- 3.5.14 ensuring the reporting and investigation of all adverse events immediately, so as to ensure that lessons are learnt, faults are corrected, and preventative action is put in place for the future; and
- 3.5.15 liaising, consulting and co-operating with the Health and Safety Team when carrying out the above duties and arranging for a member of the Health and Safety Team to accompany proactive and reactive inspections of the workplace.

3.6 **Commercial Customers, Partners and Contractors**

The Commercial Customers, Partners and Contractors' responsibilities are outlined below and include:

- 3.6.1 being accountable to their employer for compliance with Health and Safety legislation by themselves, their staff and all other persons for whom they are responsible;
- 3.6.2 being accountable, where applicable, to the College for compliance with Health and Safety Legislation and the College's Health and Safety Management System by themselves, their staff and all other persons for whom they are responsible;
- 3.6.3 taking such steps as are required by their employer and the College to ensure that all staff are aware of their responsibilities under Health and Safety Legislation and the College's Health and Safety Management System;
- 3.6.4 ensuring suitable and sufficient approved risk assessments/method statements are in place for all work activities that have the potential to impact on persons and/or premises of the College;
- 3.6.5 in the case of all work activities, buildings, work equipment and methods of operation, establishing, monitoring, maintaining and improving on safe systems of work to reduce risks to as low as reasonably practicable, ensuring such systems are in compliance with the requirements of the Health and Safety Management System and current legislation;
- 3.6.6 where necessary, providing any additional specific equipment for emergency response as needed to manage residual risk and emergency situations;
- 3.6.7 ensuring that all persons within their control are suitably competent including being adequately trained to carry out their duties and fully aware of any working hazards;
- 3.6.8 ensuring that adequate supervision is provided at all times, particularly where young or inexperienced persons are concerned, with potentially hazardous equipment, materials and substances;
- 3.6.9 ensuring that all guards and safety devices are always fitted to machines and appropriately adjusted and maintained in full working order;
- 3.6.10 ensuring that all machinery and equipment is appropriately maintained and safely used;
- 3.6.11 ensuring that all health and safety procedures are observed and where appropriate, that Personal Protective Equipment is worn or used in accordance with risk assessments;

- 3.6.12 ensuring that all defects in their workplace are promptly identified, reported and rectified with interim measures put in place to ensure safety;
- 3.6.13 maintaining good housekeeping in their sections at all times;
- 3.6.14 ensuring that all persons within their control know exactly what to do in the case of an emergency situation and know the location of and how to use emergency equipment when necessary;
- 3.6.15 ensuring the reporting and investigation of all adverse events immediately, so as to ensure that lessons are learnt, faults are corrected, and preventative action is put in place for the future; and
- 3.6.16 appointing one or more competent persons to assist in undertaking the measures needed to be taken to comply with the requirements and prohibitions imposed by or under Health and Safety Legislation.

3.7 **All Staff and Learners of Cheshire College South and West**

All staff and learners of Cheshire College South and West responsibilities are outlined below but are not exhaustive:

- 3.7.1 making themselves familiar with, and working in accordance with, the Health and Safety Policy and Management System at all times;
- 3.7.2 observing all health and safety procedures and safe working practices at all times;
- 3.7.3 wearing appropriate safety equipment and use appropriate safety devices at all times;
- 3.7.4 working in accordance with all instructions given by:
 - (a) persons in control of the work activity in hand;
 - (b) signs or notices posted in the workplace.
- 3.7.5 reporting all potential hazards to their line manager/Curriculum lead and/or Safety Representative or other responsible person as appropriate;
- 3.7.6 reporting accidents or near misses to their line manager/Curriculum lead or other responsible person as appropriate and promptly completing a reporting form; and
- 3.7.7 making appropriate suggestions designed to improve health and safety to the line manager/Curriculum lead concerned and/or the Safety Representative.

3.8 **All Persons on the Premises of the College**

All persons on the premises of the College responsibilities include:

- 3.8.1 observing all health and safety procedures and safe working practices at all times, given by appropriate College personnel enforcing the College Health and Safety Policy.

4. **Health and Safety Management System**

- 4.1 It is a requirement of the College that all personnel follow the relevant procedures and arrangements that comprise the Health and Safety Management System. The Health and Safety Committee meeting structure is outlined in a flow diagram in Appendix A.

Appendix A

Health and Safety Meeting Structure

(Updated September 2020)

