

## Quality Assurance Policies and Procedures

### 6.2 Health and Safety

Policy group: 6 Health, Safety and Wellbeing

# Strategic Objectives

Prioritise teaching  
& learning with  
students at the  
centre of our  
decision making

Value our people as  
positive, skilled and  
empowered, making  
real impact on  
learner outcomes

Embed robust  
quality &  
performance  
measures into our  
everyday practice

Engage  
collaboratively with  
all stakeholders in  
pursuit of our joint  
endeavours

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STUDENTS FIRST | REWARDING | INSPIRING | EXCELLENT SERVICE | EXCEEDING EXPECTATIONS

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<b>QAPP No</b>	6 Health, Safety and Wellbeing	<b>FORMS</b>	0
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<b>AUTHOR</b>	Jeanette Hart	<b>Reviewed by</b>	Jeanette Hart Jane Walden Laura Le Maitre

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# 1. Purpose of Procedure

- 1.1. The purpose of this procedure is to set out the College's approach to Health & Safety, whilst ensuring compliance with the Education Department's Policy.
- 1.2. The College has a responsibility to take all measures within its power to make sure that all College premises and working practices are safe and without risk to the safety and health of staff, students, contractors and members of the public.
- 1.3. It is the College's policy to promote the health, safety and welfare of staff, students and visitors and the College seeks the co-operation of these groups in implementing this policy.

# 2. Context

- 2.1. The College of Further Education procedure for Health & Safety follows the States of Guernsey Education Policy Directive on Health & Safety.
- 2.2. The College is committed to ensuring and protecting the health, safety and wellbeing of its employees and service users including students, volunteers, visitors and stakeholders
- 2.3. To achieve this the College will comply with all policies relating to the SED H&S directive
- 2.4. <http://bridge.sogcs.int.gov.gg/teamsite/education/policies/Health%20%20SafetyBuildings/141124%20H+S%20Statement%20of%20Intent.pdf>
- 2.5. The Health and Safety at Work Ordinance 1987, places duties in respect of health and safety on employers and employees.

# 3. Aims

- 3.1. To ensure that the health and safety of all staff, students and any person on the College site is upheld.

# 4. Key Definitions

- 4.1. The College Health & Safety procedures apply to everyone on the College site.
- 4.2. The College Health and Safety Committee will, on behalf of College Management and in consultation with all other departments, co-ordinate the Health and Safety Policy and practice within the College
- 4.3. All staff must take 'reasonable care' in all matters pertaining to Health and Safety

# 5. The role of the College Health and Safety Committee

The Health and Safety Committee's membership will comprise:

Health and Safety Advisor (ESC), Principal, Vice Principal, Estates & Technical Services Manager and Team representatives, Curriculum representatives, Health and Safety Manager, Head of Student Support Services, Director, PRPCA Manager.

The Health and Safety Committee will:

- 5.1. Lead the direction for managing Health, Safety and Wellbeing issues and address operational matters where appropriate
- 5.2. Lead the development of a Health and Safety Culture
- 5.3. Advise, comment on and instigate College-wide Health and Safety policies, procedures and codes of practice and facilitate their implementation with recommendations for action
- 5.4. Review issues, accidents and near misses and recommend actions, intervene and/or prevent further issues arising
- 5.5. Promote and encourage the co-operation between all staff and students in developing Health and Safety policies and issues
- 5.6. Examine, appraise and advise on the implications of all safety legislation on the College
- 5.7. Seek to ensure the implementation of safe working practices, safe systems of work and the creation of a safe working environment that encourages all staff, contractors, students and users of the College to act in a safe and healthy manner
- 5.8. Receive and consider any reports from the Centre Safety Committees, the Health and Safety Manager, the Health and Safety Executive and other appropriate bodies, and take such action as is necessary
- 5.9. Consider and make recommendations for the Health and Safety training for all staff and monitor its effectiveness
- 5.10. Study the accident statistics and trends, to consider and/or make reports on unsafe or unhealthy conditions and practices and recommend courses of corrective action
- 5.11. Review information related to Health and Safety and follow up with insight and planned actions, this will include reviewing accidents and near misses.
- 5.12. Review and monitor Health and Safety standards and targets
- 5.13. Meet at least once every half term (the meeting will be considered Quorate with at least four members)
- 5.14. Make recommendations/instructions to the College based on above and monitor the implementation
- 5.15. Share records of meetings via a report to the College Leadership Team and Governors

## 6. Accountabilities

All members of staff MUST:

- 6.1. Take reasonable care for the health and safety of themselves and of other people who may be affected by what they do, or fail to do, at work
- 6.2. Create and maintain clean conditions from which to conduct their work
- 6.3. Keep working areas clean and tidy, immediately cleaning up spillages as they are created or discovered, removing waste materials routinely and not allowing them to build up

- 6.4. Keep walkways/gangways clear of obstructions at all times. When this is not possible, cones/tape must be used to warn and guard against entry to hazard
- 6.5. Comply with safety rules and procedures laid down by management to ensure nothing staff do, or fail to do, puts themselves or others at risk. This includes complying with working instruction, documenting safe systems of work and risk assessments that are required to be completed for any task
- 6.6. Do not intentionally or recklessly interfere with anything that has been provided in the interest of health, safety or welfare
- 6.7. Complete any mandatory health and safety training that is necessary, within any required timelines
- 6.8. Engage in health and safety briefings, discussions or toolbox talks when required
- 6.9. Not undertaking any task that they are not trained to participate in
- 6.10. Report any health and safety hazards or unsafe working practices to their Manager
- 6.11. Report incidents immediately to the Manager of the department affected
- 6.12. Co-operate with the employer to enable the relevant statutory provisions to be met

## 7. Responsibilities

- 7.1. The Principal MUST:
  - 7.1.1. Ensure that all staff are issued with this procedure together with any guidance notes provided, and that staff understand their responsibilities
  - 7.1.2. Review this procedure annually
  - 7.1.3. Allocate appropriate financial and human resources to be in place to support this procedure
  - 7.1.4. Ensure that all staff are provided with appropriate health and safety training, in particular as part of the induction programme, or on being exposed to new or increased risk, or when duties change
- 7.2. The Principal (through the Health and Safety Committee) MUST:
  - 7.2.1. Ensure that the appropriate measures are in place. All Programme Leaders MUST in turn be responsible for health and safety in their respective areas
- 7.3. The Health and Safety Committee MUST:
  - 7.3.1. Ensure that training will be offered on a regular basis in fire procedures, manual handling and any new health and safety regulations
  - 7.3.2. Ensure a record is kept of all health and safety training and the names of the members of staff who have participated
  - 7.3.3. Ensure that suitable and sufficient risk assessments are carried out in all areas as required by statutory regulations. This will be co-ordinated by the Health and Safety Officer (HSO). The HSO MUST ensure that all assessments are reviewed annually or when it is considered that an assessment is no longer valid. Programme Leaders MUST ensure that

risk assessments are conducted within their areas of responsibility. The HSO MUST ensure appropriate advice and support is available

- 7.4. The Education Department's Health and Safety Officer MUST:
  - 7.4.1. Make regular reports to the Health and Safety Executive. Staff MUST record and report all accidents and near misses, and these MUST be recorded by the member of staff through the EVOLVE platform (within 24 hours of the incident)
- 7.5. The College Health and Safety Officer MUST:
  - 7.5.1. Ensure that all assessments are reviewed annually or when it is considered that an assessment is no longer valid. The HSO MUST ensure appropriate advice and support is available
  - 7.5.2. Provide first aid equipment as laid out by St John Ambulance Guidelines and facilities for employees if they are ill or become injured at work and MUST ensure the provision of appropriately qualified first aiders. The College, through the HSO, will also provide access to first aid for students and visitors
  - 7.5.3. Issue all contractors with this policy. All contractors MUST agree to comply with the policy before being allowed on the College campus.
- 7.6. All management staff MUST:
  - 7.6.1. Be responsible for health and safety within their own areas
  - 7.6.2. Be responsible for the preparation and maintenance of a Workplace Safety Policy. This policy will contain details of those responsible for health, safety and welfare facilities and detail any hazards relating to that workplace
  - 7.6.3. Be responsible for liaison with appropriate colleagues in the preparation and distribution of health and safety information
  - 7.6.4. Ensure that risk assessments are conducted within their areas of responsibility.
- 7.7. All staff, led by the Health and Safety Committee, MUST:
  - 7.7.1. Work safely with due regard for health and safety of themselves and others, including students and members of the public
  - 7.7.2. Report all unsafe or unhealthy conditions and all accidents and incidents that may lead to injury
  - 7.7.3. Comply with all College health and safety rules
  - 7.7.4. Actively promote the health, safety and welfare of employees, students and visitors
  - 7.7.5. Establish and maintain healthy and safe working procedures and promote the observance of all health and safety regulations through appropriate information, training and supervision
  - 7.7.6. Develop and maintain a sense of health and safety awareness and responsibility from all staff
  - 7.7.7. Consult regularly to ensure the achievement of the aims of this policy

- 7.7.8. Monitor the effectiveness of this procedure in order to achieve and maintain appropriate standards of health and safety
- 7.7.9. Encourage the active interest of all staff, students and visitors in the health and safety of themselves and others
- 7.8. The Estates manager MUST:
  - 7.8.1. Ensure all contractors and the management of contractors on college sites adhere to these procedures

## 8. Procedure

- 8.1. Risk Assessment
  - 8.1.1. Every manager or supervisor should be able to create risk assessments for those they are responsible for
  - 8.1.2. Everyone within the College should understand how to interpret the requirements of written risk assessments, and be able to input into assessments
  - 8.1.3. The Programme Leader is responsible for ensuring students undergo risk assessment training and that students are informed of risk assessments in advance of taking part in activities/using machinery/equipment. A log of risk assessment training must be kept
  - 8.1.4. There will be fortnightly drop ins to support the development of risk assessments across the college
- 8.2. CPD
  - 8.2.1. Records of attendance must be kept for all CPD in relation to Health & Safety
  - 8.2.2. Annual essential updates must be completed for Fire Safety
- 8.3. Audit
  - 8.3.1. The CLT will complete audits on health and safety each term which will involve visiting all campuses and accommodation with the aim of improving health and safety.
- 8.4. Fire Evacuation Procedures
  - 8.4.1. There must be an annual staff CPD update session on Fire Evacuation Procedures
  - 8.4.2. Fire evacuation Procedures must be tested at least once per year
  - 8.4.3. Fire alarms must be tested at least once per term
- 8.5. Accident and Near Miss Reporting
  - 8.5.1. All staff must be updated annually on accident and near miss reporting
  - 8.5.2. All staff are responsible for recording accidents and near misses on EVOLVE
- 8.6. First Aid Kits
  - 8.6.1. The Estates manger is responsible for ensuring Flrst Aid kits are kept up to date

- 8.6.2. Monthly checks of First Aid Kits must be completed and the contents replaced
- 8.7. Student Voice
  - 8.7.1. Students should be asked their views on Health and Safety to allow the College to assess whether we have an appropriate safety culture
- 8.8. Health & Safety Improvement Plans
  - 8.8.1. The College will have a Quality Improvement Plan (QIP) for Health & Safety which will be updated annually.

## 9. Associated Documents

- 9.1. Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) (section 9 of the 1987 Ordinance)
- 9.2. States of Guernsey Policies:
  - 9.2.1. Movement of Learners in Private Vehicles
  - 9.2.2. Educational Visit Operational Procedures
  - 9.2.3. Severe weather
  - 9.2.4. Critical incident Contact List
  - 9.2.5. Accident reporting
  - 9.2.6. Risk management
- 9.3. The States Of Guernsey Health & Safety Policy sets out the levels of responsibility including guidance and expectations on the following areas:
  - 9.3.1. HSMP 01 Health and Safety Policy, Organisation and Arrangements
  - 9.3.2. HSMP 02 Hazard Identification, Risk Assessment and Determining Controls
  - 9.3.3. HSMP 03 Legal Requirements and Best Practice
  - 9.3.4. HSMP 04 Risk Mitigation, Measures, Controls, Work Instructions and Operational Procedures HSMP 05 Competencies, Training and Awareness
  - 9.3.5. HSMP 06 Communication and Consultation
  - 9.3.6. HSMP 07 Evaluation of Safety Behaviour
  - 9.3.7. HSMP 08 Performance Monitoring
  - 9.3.8. HSMP 09 Accident and Near Miss Incident Reporting
  - 9.3.9. HSMP 10 Reviewing Safety Performance HSMP 11 Corrective and Preventive Measures
  - 9.3.10. HSMP 12 Performance Improvement Plans
  - 9.3.11. [Accident and Near-Miss Incident Reporting Procedure](#)



9.4. States of Guernsey Health & Safety Policies - link

<http://bridge.sogcs.int.gov.gg/teamsite/education/policies/Health%20%20SafetyBuildings/Forms/AllItems.aspx>