

Health and Safety Policy HSP001

| | |
|--|---|
| Owner: Executive Director Commercial & Operations | Related Strategies: Health and Safety |
| Relevant to: All Sheffield College Employees, Students, Visitors and Contractors | |

Office Use only:

| | | | | |
|---------------------------------------|---|---|--|--|
| Corporate Intranet Family: | Approval Board/Committee/Group: ELT Executive Owner: Director Commercial & Operations | Approval Re-approval Date: 24 th November 2021 | Implementation Date: 24 th November 2021 | Next Review Date: 2 nd November 2023 |
|---------------------------------------|---|---|--|--|

New Policy or Substantive Policy Review

| Version | Date | Policy Development Agreed by (Executive Owner) | Policy Development Author | Draft Policy Verified by | Policy Approval | Impact Assessment (if applicable) |
|---------|----------------|---|---------------------------|--|--|--------------------------------------|
| V1 | September 2019 | Executive Director Commercial & Operations | Health and Safety Manager | Executive Director Commercial & Operations | Finance, Employment & General Purposes | |

| | |
|---|--|
| Rationale for new or substantive policy review | Updated to make one health and safety policy document and ensure responsibilities are clearly defined. |
|---|--|

Please make explicit if change/review relates to procedures, guidelines, and associated documents only

Periodic Policy Review

| Version | Date of Review / Revision | Description of Change | Reviewed By | Approved By (Executive Owner) |
|---------|---------------------------|---|--|--|
| V1 | September 2019 | Combined policy statements, responsibilities and arrangements in to one document. | Health and Safety Manager | Executive Director Finance and Resources |
| V2 | December 2019 | Additional job roles added and more detailed explanation of responsibilities. | Health and Safety Manager | Executive Director Finance and Resources |
| V3 | November 2020 | Updates for change of Executive lead responsibility and H&S committee terms of reference. | Health and Safety Manager | Executive Director Finance and Resources |
| V4 | November 2021 | Introduction of Health and Safety Operations/Working Groups. Additional paragraph on infectious diseases included in the policy statement (point 10) New Role and Job titles amended <ul style="list-style-type: none"> ▪ People Development Manager / Head of People Experience ▪ New Role added Health and Welfare Officer ▪ New Role added Senior Health and Safety Adviser | Head of Health, Safety and Business Continuity | Executive Director Commercial & Operations |

Communication

To be agreed by Executive Leadership Team

| | | | |
|---------------------|---|-------------------------------|---|
| Announcement on hub | ✓ | SLT email | ✓ |
| College newsletter | ✓ | All staff email | ✓ |
| SLT meeting | ✓ | Cascade brief | ✓ |
| External website | ✓ | Training needed (specify who) | |

| | | |
|---|------------------------------------|---------------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 2 of 18 |

1. POLICY STATEMENT

Introduction

The College is required under the provisions of the Health and Safety at work, etc. Act 1974 to produce a statement of policy with respect to the health and safety of everyone who uses its premises and undertakes College related activities when not on its premises. The College will continually strive to achieve the highest possible standard rather than rely on the legal minimum. The College expects managers at all levels to actively pursue increasingly higher standards of health and safety management.

This document is intended to bring the College's Statement of Health and Safety to the attention of all of its employees and students and to provide details of the organisational arrangements for carrying out that policy.

Whilst the Chief Executive and Principal has overall responsibility for the health and safety of all those affected by the undertakings of the College, this responsibility is successively devolved throughout the College's leadership structure and all College staff and students carry a personal responsibility for the health and safety of those affected by their actions.

The Health and Safety Policy is supplemented by individual procedures (see appendix 1) covering a range of topics and everyone must ensure that they are aware of the safety precautions appropriate to the area in which they work.

The following Health and Safety Statement will be published on the College website and approved by the Chief Executive and Principal on an annual basis.

Health and Safety Policy Statement

The Sheffield College recognises that the health, safety, welfare and wellbeing of its staff, students, visitors, contractors, and those for whom it provides services is of paramount importance. The College also recognises that health and safety have positive benefits to the organisation and that the approach to health and safety will be based on the identification of hazards, where possible the elimination of those hazards and the control of residual risks.

The College will take every reasonable measure within its power to discharge its responsibilities under this Policy by:

- (1) Regarding health and safety as a core management function that has a clear structure which identifies health and safety responsibility at all management levels across the College;
- (2) Promoting an attitude of safe working by employees and students in all aspects of the College's work underpinned by appropriate behaviour and disciplinary procedures.
- (3) Encouraging discussion and consultation between leadership, employees and students on safety, health and environment matters and establishing a Health and Safety Committee for this purpose;
- (4) Providing and maintaining safe systems of work, safe plant, equipment, premises and personal protective equipment;

| | | |
|---|------------------------------------|--------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 3 of 18 |

- (5) Providing the necessary information, instruction, training, and supervision for staff (including part time, temporary and others as required) to ensure their competence with respect to health and safety.
- (6) Co-operating with recognised Trade Unions in the appointment of safety representatives, and the provision of sufficient facilities to enable them to carry out their functions.
- (7) Ensuring appropriate policies, procedures, safe systems of work and guidance are produced, developed, maintained, and reviewed for the effective communication of health and safety matters throughout the College.
- (8) Providing suitable and sufficient arrangements for fire prevention and detection and the evacuation of persons in the unlikely event of fire or other emergency situations.
- (9) Providing suitable and sufficient first aid arrangements.
- (10) Providing suitable and sufficient arrangements for the mitigation of transmission of infectious diseases.
- (11) Ensuring accidents and “near miss” incidents are recorded and investigated, and appropriate action taken to reduce the likelihood of re-occurrence.
- (12) Ensuring accidents and incidents are reported to the Health and Safety Executive, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

The College will actively promote health, safety, and wellbeing as an essential and integral aspect of education, ensuring that students understand hazard identification assessment of risk and principles of control; Develop behaviour and practices to enable practical and transferrable skills in relation to health, safety, and wellbeing.

This Policy will be brought to the attention of staff and any others to whom it may apply and regularly reviewed and revised as necessary.



Angela Foulkes
Chief Executive and Principal

25 November 2021

| | | |
|---|------------------------------------|---------------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 4 of 18 |

2. Definitions

Health and Safety will include all aspects of occupational health.

3. Principles

The Sheffield College is committed to ensuring that everyone who works and learns with at the College returns home safely and healthy at the end of the working day.

4. Scope and Limitations

This policy applies to all employees, students, visitors, and contractors on all College sites. It also covers where staff and students are undertaking College activities outside the College environment.

5. Responsibilities

Health and safety is seen as an integral part of the leadership function within The Sheffield College. As such, it is essential that all persons are aware of their health and safety responsibilities within the organisation both generally and individually. The specific responsibilities are detailed below:

5.1 Governors – Responsibilities

The Governors have overall responsibility for setting the strategic expectations of the College in relation to the health and safety of all staff, students, volunteers, and visitors to the College.

Governors will:

- Ensure sufficient resources, both financial and physical are available to effectively implement the policy and arrangements to meet legislative and stakeholder requirements.
- Delegate duties to The Sheffield College's employees to ensure that the policy is implemented effectively, and due diligence is maintained accepting that delegation does not remove the responsibility and duty of care placed upon the Board by the Health and Safety at Work Act 1974.
- Ensure that The Sheffield College's strategy provides for a healthy and safe environment, receiving regular reports on health, safety, and wellbeing within college.
- Promote a positive health and safety culture to all stakeholders.

5.2 Chief Executive and Principal – Responsibilities

The Chief Executive and Principal has the executive responsibility for health and safety, including the implementation of the health and safety policy and ensuring compliance with legislation.

The Chief Executive and Principal will:

- Ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all College employees, students, visitors, and any others person who may be affected by the College's activities.
- Arrange for the effective planning, organisation, monitoring, auditing and review of the Health and Safety Policy, procedures, and systems.
- Appoint competent persons to assist in undertaking the measures to comply with legislation.
- Allocate sufficient budget to ensure compliance with regulations and College health and safety procedures.

5.3 Executive Leadership Team – Responsibilities

The Executive Leadership Team, including the Chief Executive and Principal, will:

- Promote and ensure the implementation of the Health and Safety Policy across the College.
- Ensure the implementation of requirements contained in legislation and approved codes of practice, after consultation with appropriate staff.

| | | |
|---|------------------------------------|--------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 5 of 18 |

- Ensure that they, and all staff under their control, are made aware of and understand their duties and responsibilities in respect of health and safety and that all are suitably and sufficiently trained to carry out such duties.
- Make provision for suitable and sufficient information, instruction, training, and supervision to ensure the health and safety of persons under their control and others who may be affected.
- Ensure that health, safety, and welfare arrangements are fully discussed, where necessary, with appropriate specialist support staff and safety representatives about:
 - planning new operations or methods of work
 - designing or obtaining new plant, equipment, or buildings
- Co-operate with all concerned to ensure that emergency evacuations are properly conducted and that all staff and students are made aware of college emergency evacuation procedures and the role of fire wardens and duty officers.
- Ensure that the Chief Executive and Principal is advised of any health and safety matter, which cannot be effectively dealt with at their own level.
- Promptly evaluate, and then expedite, appropriate action on health and safety complaints, employee or safety representative comments regarding health, safety, and welfare at work.

5.4 Executive Director Commercial & Operations - Responsibilities

The Executive Director Commercial & Operations will lead on the implementation of this policy and will:

- Ensure that the Chief Executive and Principal and the Governing Body are appropriately briefed on the College's health, safety and welfare provision and compliance with current legislation.
- Ensure that there is an effective and regularly reviewed Health and Safety Policy for staff, students, and visitors.
- Ensure that the College systems for health, safety and welfare are communicated effectively to all relevant persons.
- Ensure effective planning, organisation, monitoring, auditing and review of the Health and Safety Policy, procedures, and systems.
- Convene and chair termly meetings of the Health and Safety Committee and encourage safety representatives to attend.
- Receive appropriate training and briefings on health, safety, and welfare matters. Ensure that the responsibility for health, safety and welfare in all areas is properly assigned and accepted at all levels.
- Ensure that health and safety training for staff is identified including specialist areas and refreshers, and that suitable and sufficient provisions are made to meet these needs promptly, including the delivery of induction to new staff members.
- Ensure that all hazards to employees and others arising from college activities are identified and assessed and, thereafter, appropriate control measures are applied, and efficient monitoring procedures are put in place.
- Ensure that accidents and near misses are recorded, investigated promptly and appropriate remedial action taken.
- Carry out any other reasonable health, safety and welfare duties when directed to by the Chief Executive and Principal.

5.5 The Head of Health, Safety and Business Continuity - Responsibilities

The Head of Health, Safety and Business Continuity will:

- Support the Executive Director Commercial & Operations with the annual evaluation of the Health and Safety Policy, making recommendations for revision as appropriate.
- Support the Executive Director Commercial & Operations in cascading any revisions of the Health and Safety Policy throughout the College.
- Support the Executive Director Commercial & Operations with the timely monitoring and review of procedures to ensure compliance with current legislation and cascading any revisions throughout the College.

| | | |
|---|------------------------------------|--------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 6 of 18 |

- Assist all Managers and the Learning and Development Manager the identification of health and safety training requirements for staff under their control.
- In conjunction with the relevant curriculum areas, ensure that managers are aware of their responsibilities to complete risk assessments and monitor completion to ensure legislation and procedural compliance.
- Ensure all staff are aware to report all accidents, incidents and near misses and that these must be recorded, investigated, and appropriately reported and identify and prevent any reoccurrence by establishing lesson learnt.
- Liaise with the Health & Safety Executive (HSE), other enforcement agencies and Safety Representatives and inform the Executive Leadership Team of the results of these discussions, making recommendations for change.
- Carry out regular inspections with Health and Safety Advisors and Safety Representatives, where possible, and report findings to appropriate Managers and the Health and Safety Committee.
- With the Health and Safety Advisors, ensure all statutory inspections are carried out and remedial actions are forwarded to appropriate persons for completion.
- With the Head of Apprenticeships and Head of Employer Academy Partnerships ensure that workplaces that the College engages with for students on placement/work experience are safe and have suitable and sufficient health and requirements in place as required by current legislation.
- With relevant colleagues, liaise with key employers to facilitate regular safety inspections of the College learning environment, maintain a record of improvements, oversee actions and report regularly to the Executive Director Commercial & Operations and the Health and Safety Committee.
- Represent the College on external safety groups and attend meetings, networking where appropriate.
- Encourage the cooperation and involvement of all employees, students, contractors and visitors in achieving the College's health, safety, and welfare objectives.
- Attend the Health and Safety Committee meetings and provide reports and advice as required with the Health and Safety Advisors, ensure all health and safety arrangements are audited on an annual basis and that a subsequent action plan is drawn up to include monitoring of agreed action points.
- Working with the Head of Estates, oversee the coordination of emergency evacuation.

5.6a Senior Health and Safety Adviser - Responsibilities

The Senior Health and Safety Advisor will:

- Supervise and lead a team of Health and Safety reports and deputise in the absence of the Head of Health, Safety and Business Continuity (HHS&BC).
- Support the HHS&BC to ensure that Health and Safety legislation is reviewed and implemented where relevant to the college and its stakeholders.
- Support the HHS&BC with the investigation of circumstances and identify immediate/root causes of all significant health and safety incidents, reportable accidents, dangerous occurrences and ensure lessons are learnt and communicated.
- Support the HHS&BC to ensure that processes and activities are implemented that identify and quantify existing and all potential new hazards and contribute to identify measures to eliminate or reduce the risk.
- Support and contribute to Health and Safety audit processes and supervise internal health and safety audits to ensure that plant, processes, procedures, practices, and premises are inspected, and necessary Health and Safety standards maintained, or additional measures implemented as required.
- Liaise with managers and be a contact point with outside authorities on Health and Safety matters.
- Ensure that managers meet their internal and external responsibility in their respective areas and are supported as required.

| | | |
|---|------------------------------------|--------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 7 of 18 |

- Support the HHS&BC for the implementation of RIDDOR and for the specification, collection and presentation of leading and lagging indicators, supply senior managers within the company with Health and Safety statistics and reports as and when required.
- Attend Health and Safety related site as required and provide information on matters within the job holders control, and as necessary for the group to effectively transact business.
- Work with the HHS&BC to develop a continuous improvement culture aligned to just culture principles, and the colleges business objectives.

5.6b Health and Safety Advisors – Responsibilities

The Health and Safety Advisors will:

- Support the Head of Health, Safety, and Business Continuity (HHS&BC) in cascading any revisions to the Health and Safety Policy throughout the College.
- Support the HHS&BC with the timely monitoring and review of procedures to ensure compliance with current legislation and cascading any revisions throughout the College.
- In conjunction with the relevant curriculum areas, ensure that all risk assessments are documented and reviewed, as required, to ensure compliance with legislation and procedures.
- Carry out regular inspections with the HHS&BC and Safety Representatives, where possible, and report findings to appropriate Managers and the Health and Safety Committee.
- Encourage the cooperation and involvement of all employees, students, contractors, and visitors in achieving the College's health, safety, and welfare objectives.
- Represent the College on external safety groups and attend meetings and networking where appropriate.
- With the HHS&BC, ensure all health and safety arrangements are audited on an annual basis and that a subsequent action plan is drawn up with monitoring of agreed action points.

5.7 Health and Welfare Officer - Responsibilities

The Health and Welfare Officer will:

- Deliver Health and Welfare professional advice and support aligned with business priorities, health welfare legislation and guidance to develop appropriate interventions and solutions.
- Work collaboratively, ensuring that policies are developed fit for and in line with business needs and then disseminated and embedded within the College's Departments
- Support all stakeholders contributing to the overall objectives within OFSTED / DfE and College guidance relating to infectious diseases including COVID-19.
- Collaboration with the special educational needs department to support requirements and developing risk assessment and where appropriate liaising with parents/guardians or carers.
- Provide specialist advice to support individual staff needs (medical, physical or emotional) and contribute to the risk assessment and monitoring process.
- Promote the health and welfare agenda for all stakeholders supporting FREDIE and SHAPE values.
- Develop and organise the delivery of health and welfare learning and promotion of activities with the support of external agencies.
- Ensure contingency plans are developed which is fully resourced and that all stakeholders understand the processes required to enable them to effectively facilitate the plans in place if required.
- Ensure the investigation of circumstances of all significant health and welfare incidents, are reported both internally or externally if required and ensure lessons are learnt and communicated.
- Proactively monitor, identify, and quantify existing and all potential new health or welfare issues and measures are in place to eliminate or reduce the risk. This to include COVID testing, track and trace.
- Liaise with managers to be the single point of contact with outside authorities, in particular Public Health England and the Health and Safety Executive on health and welfare matters.

| | | |
|---|------------------------------------|--------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 8 of 18 |

- Attend health and welfare related meetings as required and provide information on matters within the job holders control, and as necessary for the group to effectively transact business.
- Lead on the provision of First Aid within the college and ensure the effective management and control of the college First Aid provision.
- Work with the HHS&BC to develop a continuous improvement culture which is aligned to just culture principles, and the colleges business objectives

5.8 Head of Estates - Responsibilities

The Head of Estates will:

- Ensure appropriate arrangements are made for use of premises outside normal working hours.
- Ensure the proper maintenance of college buildings to prevent, so far as is reasonably practicable, risks to health and safety of staff, students and other persons using the premises.
- Ensure safe systems of work for maintaining the fabric and services of the building; With the HHS&BC, ensure all statutory inspections are carried out
- and remedial actions are forwarded to appropriate persons for completion.
- Attend to all urgent repairs that have health and safety implications are dealt with in a timely manner.
- Manage contractors engaged in work within the College buildings or for the College, complete and record relevant health and safety documentation and ensure work undertaken sufficiently manages risks to health and safety.

5.9 Senior Leadership Team – Responsibilities

The Senior Leadership Team have the responsibility for all health and safety matters within their areas. As such, they will:

- Promote, implement, and comply with the College Health and Safety Policy and all associated procedures within their areas.
- Identify their own training requirements in respect of health and safety competence, in conjunction with Senior Leadership, the Head of Health, Safety and Business Continuity (HHS&BC) and the People Development Manager.
- Identify the health and safety training requirements for staff under their control and ensure that suitable and sufficient training is completed as soon as possible to allow staff to comply with their duties.
- In conjunction with the HHS&BC or Health and Safety Advisors, ensure that all required risk assessments are documented for their areas and ensure that any actions noted are addressed promptly.
- Monitor progress and ensure reviews are carried out and documented where there has been significant change, an accident has occurred, or at least annually.
- Assist with health and safety inspections of their areas in conjunction with the HHS&BC or Health and Safety Advisor and ensure that all remedial work is carried out promptly and efficiently, including items of housekeeping.
- Liaise with the Head of Estates and Technicians to arrange statutory inspections and servicing/maintenance of equipment and installations within their areas, and ensure remedial actions are promptly addressed and all such work clearly documented for inspection.
- Instruct all staff under their control to carry out mandatory safety checks prior to each use of machinery and equipment, including guarding, and to report any defects and/or carry out repairs as appropriate and within their capabilities.
- Ensure that all portable appliances are included on the PAT register and that testing of such is carried out and documented at agreed intervals with the Head of Estates.
- Ensure the provision of personal protective equipment for their areas and replacement/correct use of it is maintained.

| | | |
|---|------------------------------------|--------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 9 of 18 |

- Ensure that all persons under their control are fully aware of, and comply with, College health and safety procedures, including emergency evacuation and first aid and that all students and visitors to their curriculum areas receive an induction and that procedures for the reporting of accidents on and off campus are understood.
- Ensure that Inclusive Risk Assessments and PEEPs are carried out for staff and students.
- Liaise with the HHS&BC to assist with accident investigation wherever required.

5.10 Technicians – Responsibilities

The College Technician’s role is to provide a routine observation of their work areas in terms of health and safety as well as assisting tutors and lecturers where required. Technicians have the following Health and Safety responsibilities:

- Ensuring that equipment is safe and ready and available for the delivery of teaching.
- Assembling, and checking for safe operation and dismantling of equipment tools and materials.
- Safe storage of substances and equipment which may be of a high risk of harm or injury to students and staff.

5.11 Head of People Experience - Responsibilities

Head of People Experience will:

- Collate, report, and analyse reasons for sickness absence or reasons for leaving college employment and highlight any trends related to health and safety to the relevant Manager and the Head of Health, Safety and Business Continuity.
- Coordinate and manage the occupational health provision within the College.
- Lead on college wellbeing initiatives, including work related stress working with the Health and Welfare Officer.

5.12 People Development Manager – Responsibilities

The People Development Manager will:

- Organise appropriate health and safety training as identified by leaders and the Head of Health, Safety, and business continuity.
- Manage and maintain records of health and safety training.
- Ensure all new employees receive a copy of the Health and Safety Policy and other procedures during induction to the College.

5.13 Lecturers and Delivery Staff – Responsibilities

Lecturers and other Delivery Staff, including temporary posts, will be:

- Responsible for the safety of all students in their care including emergency evacuation.
- Expected to raise awareness of health, safety, and welfare as an integral part of the working environment and as part of the curriculum, including encouraging the reporting of accidents both on campus and whilst working in their employer’s premises.
- Required to ensure that all hazards, defects, or requests for safety-related work are reported to their manager and or Head of Health, Safety, and business continuity/Advisors for action.
- Where required, involve themselves in any accident, incident or near miss investigation.
- Carry out any safety related training/CPD where identified.

| | | |
|---|------------------------------------|---------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 10 of 18 |

5.14 Safety Representatives Responsibilities (including Trade Union Safety Representatives)

The College encourages employees to become safety representatives, valuing their assistance in promoting a good health and safety culture within the College, and supports them in their role. Safety Representatives must be expected to:

- Familiarise themselves with the College Health and Safety Policy and all relevant procedures.
- Report any hazardous conditions or breaches of health and safety to the Head of Health, Safety, and Business Continuity/Advisors.
- Liaise with appropriate managers and the Head of Health, Safety, and Business Continuity/Advisor in any investigation process.
- Assist the Head of Health, Safety, and Business Continuity/Advisor in the investigation of complaints made by employees.
- Carry out termly health and safety inspections with the Head of Health, Safety, and Business Continuity/Advisor.
- Be a proactive member of the College Health and Safety Committee and Working Group(s) and regularly attend meetings.
- Cascade information, where relevant, to wider College staff.

5.15 Head of Employer Engagement – Responsibilities

The main duty holder for health and safety of work-based students is their employer but the College has a duty of care to ensure that these students are provided with suitable and sufficient health and safety arrangements, systems, and facilities. The Head of Employer Engagement will:

- Write and implement the H&S work related activity procedures (except for apprenticeships) across the college.
- Ensure the Heads of Student Experience, Industry Placement Coaches, Employer Relationship Coordinators and Employer Skills Coaches are suitable and sufficiently trained, instructed and informed of the procedures for ensuring that each employer has a valid health and safety assessment and employer's liability insurance (except for apprenticeship programme).

5.16 Vice Principal of Apprenticeships – Responsibilities

The main duty holder for health and safety of work-based students is their employer but the College has a duty of care to ensure that these students are provided with suitable and sufficient health and safety arrangements, systems, and facilities. The Vice Principal of Apprentices will:

- Ensure the Heads of Apprenticeships, Training and Assessment Facilitators (TAFs) and Work Based Learning Tutors (WBLT) are suitably and sufficiently trained, instructed and informed of the procedures for ensuring that each employer has a valid health and safety assessment and employer's liability insurance (except for apprenticeship programme).

5.17 Heads of Apprenticeships and Heads of Student Experience – Responsibilities

The main duty holder for health and safety of work-based students and apprenticeships is their employer but the College has a duty of care to ensure that these students are provided with suitable and sufficient health and safety arrangements, systems, and facilities. The Head of Apprenticeships and Heads of Student Experience will:

- In conjunction with the Head of Health, Safety, and business continuity, ensure so far as is reasonably practicable, that work-based students and apprentices have a safe place of work with suitable and sufficient health and safety provisions to meet legal requirements.
- Ensure that Assessors, Heads of Academy, TAFs, Industry Placement Coaches, Employability Skills Coaches follow carry out their roles as per health and safety policy and procedure and follow up on any non-compliance of this.

| | | |
|---|------------------------------------|---------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 11 of 18 |

5.18 All Employees – Responsibilities

All College employees have responsibilities for the health, safety and welfare of themselves and others who may be affected by their actions. All College employees will:

- Conduct themselves in a manner which considers the health, safety and welfare of themselves and others.
- Report any unsafe conditions or health and safety breaches to their Line Manager, Head of Health, Safety and business continuity or Advisor, or a Safety Representative.
- Ensure that students and others are advised of any risks they may encounter and are fully inducted in health and safety matters including emergency evacuation.
- Take immediate action to eliminate or reduce risks to themselves or others, reporting any matter beyond their capability to their Line Manager or the Head of Health, Safety and Business Continuity or Health & Safety Advisor.
- Comply with all policies and procedures, safe systems of work and current legislation.
- Identify any health and safety training requirements in liaison with the Line Manager and attend health and safety training as necessary.
- Check that work areas and equipment are safe before use by themselves or others; Not use any equipment without suitable and sufficient instruction or training.
- Wear, maintain and store correctly any item of personal protective equipment provided by the College.
- Not interfere with any safety equipment provided by the College in a way that could jeopardise its function.
- Ensure effective supervision is present when in control of students or others.
- Where required, be involved in any accident, incident or near miss investigation.

5.19 Students – Responsibilities

Students are responsible for their own health safety, welfare, and others who may be affected by their actions. Students will:

- Be aware of, and abide by, all College procedures and safe systems of work; Wear and use appropriately any personal protective equipment provided by the
- College or their employer and report any defects/arrange replacement promptly; Report to a member of staff any danger identified.
- Report to any lecturer/assessor any accident they have been involved in both on campus and in their employer's premises.
- Not misuse or interfere with any equipment provided for health, safety, and welfare; Not enter any area of use any equipment unless they have been authorised and trained to do so.

5.20 First Aiders - Responsibilities

First aiders will:

- Assist casualties in non-serious and serious incidents on college grounds (and on trips as required), in line with the health and safety approved training course and refresher training.
- Maintain first aid provision within their area.
- Complete an accident report form for all incidents attended.
- Ensure training is kept up to date, liaise with Line Manager and People Development Manager to arrange refresher training as required.

5.21 Fire wardens - Responsibilities

Fire wardens will:

- Make themselves familiar with the emergency procedures for their location; Attend fire warden training as required.

| | | |
|---|------------------------------------|----------------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 12 of 18 |

- Follow guidance notes as detailed in [HSP005.7](#) to assist with an orderly evacuation.

5.22 Visitors – Responsibilities

Visitors to the College are expected to act responsibly in relation to health, safety and welfare information, instructions and procedures provided and to comply with the College Health and Safety Policy and general arrangements that have been brought to their attention.

5.23 Contractors – Responsibilities

Contractors are expected to support the implementation of the College Health and Safety Policy and health and safety rules for contractors, and as such shall:

- Ensure that their employees observe all health and safety instructions, rules and procedures and are fully aware of their responsibilities.
- Ensure that all contractors and sub-contractors are suitably qualified and competent in the activity for which they are employed.
- Provide the College with an up-to-date safety policy and any relevant risk assessments relating to the activity being undertaken.
- Ensure all work equipment brought on site is maintained and in safe working order; Provide sufficient information, instruction, and supervision to ensure their employees can carry out their work safely and without risk; Establish and enforce good housekeeping.
- Ensure that all accidents and near misses are reported to the appropriate person; Report any defective plant, equipment, and structures.
- Ensure their employees are issued with suitable personal protective Equipment and that it is always worn whilst carrying out their activity.
- Ensure that the employee has received suitable instruction and training about the use of PPE and that it is maintained to a suitable standard.

6. Consultation and Communication / Governance Operational Assurance Structure

Sheffield College recognises the duty to consult with their staff, or their representatives, on health and safety and appreciate the value of this process in bringing about Health and Safety improvements whilst supporting best practice and the implementation of the College process and policy for the benefit of all stakeholders.

The College structure includes the following –

- A Health and Safety Committee
- Health and Safety Operations/Working Groups

6.1 Health and Safety Committee– Responsibilities

The Sheffield College acknowledges the importance of employee participation in health and safety matters. The Health and Safety Committee will meet at least three times per academic year (increasing to a max of six meetings in exceptional circumstances).

The Health and Safety committee is made up of Senior management representatives. The Committee will be chaired by the Executive Lead for Health & Safety or the Chief Executive & Principal, in the event of the non-availability of the Executive Lead another member of the Executive Leadership Team will chair the meeting.

The membership will be drawn from –

- The Executive Leadership Team member who is the Executive lead on Health & Safety
- Other Members of the Executive Leadership Team as appropriate
- Head of Health, Safety and Business Continuity
- Vice Principals

| | | |
|---|------------------------------------|----------------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 13 of 18 |

- Assistant Principals
- Head of Estates
- Head of People
- Executive Office Manager
- Heads of Academy (from Faculties)
- Recognised Trade Union Representatives
- Senior Nursery Manager
- Student Representative (x2)

The remit of this Group is to:

- Set the Health & Safety Strategy for the College
- Monitor Health & Safety performance, identifying appropriate actions where necessary for the Health & Safety Working Groups to implement
- Consider and advise on College policies for health, safety and wellbeing, either statutory or otherwise, and monitor and review their effectiveness;
- Review forthcoming legislation and assess its implications and, where necessary, to recommend the establishment of rules governing any hazardous work activity or operations.
- Receive detailed reports of investigations into all reportable accidents, dangerous occurrences, and cases of reportable diseases (RIDDOR); to consider the effectiveness of any action taken to prevent future similar accidents.
- Keep under review communications and publicity relating to health, safety, and welfare in the College and where necessary to recommend any improvements or changes
- Consider and keep under review building work which may be needed to conform to good health, safety, and welfare practice.
- Review and promote health and safety training in the College at all levels
- Oversee the College's response to any Public Health issues that arise
- Ensure that appropriate emergency procedures are in place
- Consider reports, making recommendations as appropriate, resulting from formal audits of College work places and activities and such other reports as may be submitted;
- Request formal inspections of work places as the Committee think appropriate and to receive reports of such inspections;
- Establish specific safety sub-committees and working groups as appropriate;
- Consider and keep under review building work which may be needed to conform to good health, safety and welfare practice;
- Consider reports and factual information provided by inspectors of the enforcing authorities under health and safety, or any other relevant legislation. Establishing and maintain effective links with such persons, as appropriate;
- Consider relevant health, safety and wellbeing matters raised by members or by other bona fide College members;
- Consider operational risk associated with all ongoing operational procedures and systems, both on and off campus;
- Recognise and support the legislative duties of Safety Representatives;
- Submit quarterly and annual reports to FEGP, summarising the Committee's work in terms of safety and occupational health.

To ensure full representation at each meeting of the College Health and Safety Committee, each member will also nominate a deputy. This person will be required to deputise at meetings where the nominated representative is unable to attend.

The minutes of the committee meetings will be supplied to each member of the committee and brought to the attention of all employees via posting on staff hub.

The committee will meet at least three times per academic year.

| | | |
|---|------------------------------------|----------------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 14 of 18 |

6.2 Health and Safety Operations/Working Group(s) – Responsibilities

The Health and Safety Operations/Working Group(s) aim to bring together personnel from all areas of the College and co-opted guests as necessary to represent colleagues and share the common interest in promoting Health and Safety. Reporting to Senior Management and the Health and Safety Committee, the Group(s) will share information and knowledge, develop appropriate solutions and promulgate best practice in areas of common interest.

The Health and Safety Operations/Working Group(s) will consist of representatives from:

- Faculties (Department Safety Champions)
- Support Departments (including Estates and HR)
- Recognised Trade Unions
- Student Experience
- Heads of Academy
- Health & Safety
- Health and Welfare Officer
- Student Representatives
- Co-opted guests including, Contractors, External Consultants, and others as appropriate.

The Health and Safety Operations/Working Group(s) will:

- Implement actions coming from the Health & Safety Committee
- Monitor Health & Safety performance, taking appropriate actions where necessary
- Share health & safety best practice
- Review and update Health & Safety Policies and procedures including development/legal updates
- Take and implement operational decisions on health & safety matters
- Ensure effective communications are in place across the College
- Health & Safety risk management
- Consider lessons learnt from health & safety incidents
- Other updates/subjects as appropriate
- To refer strategic health & safety matters to the Health & Safety Committee
- To consider and implement new health & safety initiatives
- Promote health & safety training across the college

Inputs to Working Group: (not limited to)

- Legislative proposals
- Insurers reports
- Management reports/reviews/stats

Outputs from Working Group: (not limited to)

- Communication of policies and standards
- Consistent procedures and adoption of best practice
- Assessment of business risk, highlight emerging concerns to the college and take appropriate action
- Other key communications of Health and Safety

The working groups will meet at least 6 times per academic year

| | | |
|---|------------------------------------|----------------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 15 of 18 |

7. Implementation Arrangements

All new employees are made aware of the policy and procedures during the formal employee induction process. Updated and amended policies and procedures are disseminated and reinforced in training sessions, team meetings and via email communications. Employees also have access to this policy on the College

8. Monitoring and Review

The Health and Safety Committee will monitor the effectiveness of health and safety policies and procedures implemented within the College, to ensure legal compliance. To facilitate this the Head of Health, Safety and Business Continuity is responsible for monitoring compliance and reporting to the Committee.

The Health and Safety policy is subject to an annual review. The Health & Safety procedures are subject to a review every two years unless there are changes in legislation or management arrangements. An updated copy of the policy and procedures is available on the College intranet or from the Health and Safety Team.

The Health and Safety Team will develop a monitoring system through which it will assess the health and safety performance across all areas of the college. This will be achieved by carrying out audits/inspections, setting improvement targets and reviewing progress against them.

The elements of the system will comprise of:

- An internal audit/inspection process to monitor the health and safety performance of each faculty and department.
- A procedure to investigate accidents and near misses
- External audits by consultants or others where appropriate
- The accident, incident and near miss recording system which allows the capture of data for statistical purposes.

The College will keep and maintain all statutory inspection, examination and testing reports and other relevant records including training logs, which will help it achieve compliance with current health and safety legislation.

9. Arrangements

9.1 Management of Health and Safety

The Health and Safety Team provide day-to-day health and safety support to the College to help maintain a safe and healthy workplace. Safety procedures and systems are in place and regularly reviewed to maintain a suitable and sufficient health and safety management system.

The post of Head of Health, Safety and Business Continuity is in place to oversee and direct the work of the Health and Safety Team.

The post of Executive Director Commercial & Operations Director Commercial & Operations is in place to oversee the Head of Health, Safety and Business Continuity and the work of the Health and Safety Team and ensure the duties detailed in this policy are carried out.

| | | |
|---|------------------------------------|----------------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 16 of 18 |

9.2 Communications

The College recognises the need for developing an effective method for communicating health and safety information to employees and for employees to communicate their suggestions and concerns. The College has in place a health and safety information portal on the College intranet, which is maintained by the Health and Safety Team to provide easy access to health and safety information.

Staff Induction days and online training modules serve as a means of informing new starters to the College of their health and safety responsibilities.

The Health and Safety Operations/Working Group(s) are also a formal panel to raise issues and support the effective communications via Health and Safety Champions.

The Health and Safety Team also provide training sessions to staff to provide advice and guidance on health and safety topics. Each department can request specific health and safety training from the Health and Safety Team in addition to any online or scheduled training that may be delivered.

All staff emails can be utilised to provide health and safety information across the College.

9.3 Training

Health and Safety related training is an important element of the Health and Safety Policy and is essential for ensuring all members of staff can carry out their roles safely.

Each area is responsible for identifying the training needs of its staff members and where such needs have been identified, will ensure that said staff participate in appropriate training.

The College will ensure that where health and safety training needs have been identified, opportunities to undertake such training will be provided through a variety of methods including sessions run by the Health and Safety Team, online modules or through third party training programmes.

Health and safety are a mandatory element of the induction training of all new starters. Details of the Health and Safety Policy and how to access health and safety information on the College intranet are provided during the induction programme.

9.4 Further Health and Safety Arrangements

Specific arrangements for health and safety are detailed in separate policy and procedure documents. These specific policies and procedures are in place to ensure that working practices comply with current legislation and best practice.

| | | |
|---|------------------------------------|---------------|
| Date: 24.11.2021 | Doc Name: Health and Safety Policy | Ref: HSP001 |
| Owner: Head of Health, Safety and Business Continuity | Family: Health and Safety | Page 17 of 18 |

Appendix 1- Health & Safety Processes and Procedures

| Reference to Processes and Procedures |
|--|
| HSP001 Health and Safety Policy |
| HSMS001 Health and Safety Management System |
| HSP002 Audit Procedure |
| HSP003 Risk Assessment Procedure |
| HSP004 Accident Reporting Procedure |
| HSP005 Fire Precautions & Emergency Evacuation Procedure |
| HSP006 Personal Emergency Evacuation Plan Procedure |
| HSP007 Educational Visits Procedure |
| HSP008 Storage of Medication & Emergency Administration Procedure |
| HSP012 Terrorist Threat & Attack Procedure |
| HSP013 Lone Working Procedure |
| HSP014 Violence & Aggression Response Procedure |
| HSP015 Smoke-free Workplace Policy |
| HSP016 First Aid Procedure |
| HSP017 Provision & Use of PPE Procedure |
| HSP018 Lifting Operations & Lifting Equipment Procedure |
| HSP020 Legionella Management Policy |
| HSP021 Ionising Radiation Procedure |
| HSP022 Working at Height Procedure |
| HSP023 Display Screen Equipment Procedure |
| HSP024 Noise at Work Procedure |
| HSP025 Manual Handling Procedure |
| HSP026 COSHH Procedure |
| HSP027 New and Expectant Mothers at Work Procedure |
| HSP028 Children in College Procedure |
| HSP030 Management of Infectious, Communicable and Notifiable Disease Procedure |
| HSP031 Asbestos Procedure |
| HSP032 Driving for Work |